



11 January 2015

Dear Parent/Carer

Year 7 Subject Evening: 5.00 - 7.30pm, Thursday 21 January 2016

We would like to invite you to the annual Parents' Evening, taking place on Thursday 21 January. This will give you the opportunity to meet with your child's subject teachers, to discuss progress so far, and any areas of concern.

We are continuing to use the on-line booking system to make the appointments which enables you to select suitable times for you and your son/daughter. The on-line booking process will be opened to all parents of Year 7 students from 13 January and will close on Wednesday 21 January at Middy.

Please use the instructions on the next page to access the system. **Please ensure that you enter your child's register class when logging on as 7WG, 7BA, HT and 7SJM**

If you are unable to access or use the on-line system, please ask your son/daughter to contact Miss Cooper in Admin with the name(s) of the teachers you would like to see and your preferred time slot. Alternatively, please contact the Administration Team at the school on 01480 374748.

We would be grateful if you could complete the slip below acknowledging receipt of this letter and return it to your child's Personal Tutor.

We look forward to meeting you on the evening of the 21 January 2016.

Yours faithfully

Mr D Roughley
Lead Deputy Headteacher

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Reply Slip: Please return to your child's Personal Tutor

I/We have received the Year 7 Parents Evening letter.

Name of Student..... Tutor Group.....

Signed Parent/Carer..... Date



On-line Booking System

To log onto the system, please go to the school website
www.ernulf.cambs.sch.uk

and click on the link for Parents and then drop down to Parents Evening Bookings

<https://ernulfacademy.parentseveningsystem.co.uk/>.

Please note that your details must accurately match the information held by the school regarding parent contact for your child.

Ernulf Academy

Parents' Evening System

Welcome to the Ernulf Academy parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname Registration Class

[Administrator Login](#)
[Teacher Login](#)

*Parents' title – eg Mr, Mrs, Dr etc
Parents Christian name and surname.*

Parents Email address

*Child's First Name – must be the legal name, eg Samuel not Sam
Child's Surname – chosen surname (name commonly known as in school)*

Fill in the boxes on the pop up; when done press **Login and continue**

Click on **continue** and follow the instructions on the pages to make appointments with child's teacher/s.

Should you wish to discuss anything in particular with your child's teacher, please complete the **Add Comments** box when making your booking. Please note that booking of consecutive times is not allowed.

Should you wish to change your booking, you may do so at any time using the **Manage Appointment** option.

Always remember your personal internet security and log out of the booking system using the **Logout** option in the top right hand corner.

This is a new system which I hope will make things easier for you

If you have any problems, please contact the school either by phone and speak with the Admin Department on **01480 374748** or email enquires@ernulf.cambs.sch.uk and we will get back to you.