

## 170 New Booking System

To log onto the system, please go to the school website  
[www.ernulf.cambs.sch.uk](http://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/>

then

Click on **Your Details**

(please note this must accurately match with information held by the school)

**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 must be provided*

*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 your son/daughters teachers

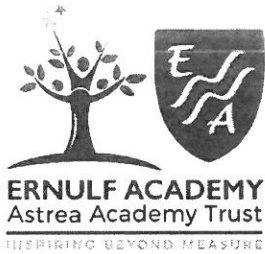
On the pop up add what, if anything, you wish to discuss and click on **Make Booking**. If you do not want to add anything just click on **Make Booking**. Please note that booking of consecutive times is not allowed

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

Once completed close the window.

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 Mrs Cooper on **01480 374748** or email [enquires@ernulf.cambs.sch.uk](mailto:enquires@ernulf.cambs.sch.uk) and we will get back to you.



7 December 2018

Dear Parent/Carer

**Year 11 Parents Consultation – Thursday 10 January 2019, 4.30pm-7.00pm.**

We would like to invite you to the annual Parents Evening on Thursday 10 January 2018. This will be an excellent opportunity to meet with your child's subject teachers, to discuss their progress and to identify any areas of concern. As this will be the last formal consultation before the Year 11 examinations we would encourage all parents and carers to attend.

We are continuing to use the on-line booking system to make appointments which enables you to select suitable times for you and your son/daughter. The on-line booking process will be available to all Parents/Carers of Year 11 students from Tuesday 11 December at 9am, please use the instructions attached when booking your appointments.

If you are unable to access or use the on-line system, please ask your son/daughter to contact the Administration Team at the Academy on 01480 374748 or email; [RReception@ernulf.cambs.sch.uk](mailto:RReception@ernulf.cambs.sch.uk).

We look forward to meeting you on the evening of the 10<sup>th</sup> of January.

Yours sincerely

Mr M David  
Head of Year 11  
Assistant Principal