

12 December 2023

Dear parents and carers

On Tuesday 9 January, between 5:00 - 8:00pm, you will have an opportunity to meet **virtually** with your young person's subject teachers. This is a chance to discuss the progress they are making.

The meeting will run through an intuitive and easy to use online appointment booking system, School Booking. This allows you to choose your own appointment times with teachers. **You will receive instructions about how to book appointments next week.**

We are using a new system, called **School Booking**. This works in a similar way to School Cloud, in that you will be able to book your appointments online and the appointments will take place via video. Each meeting will be 5 mins and will end automatically.

Bookings will open on Wednesday 20 December, you will receive an automated email from School Booking (noreply@schoolbooking.com). Click on the activation code in the email and you will be prompted to set up a password. You must use the email address that the email was sent to, you may need to check your junk/spam mailbox.

If you have already made bookings for another child here, you can just log in as normal.

The email will only be sent to the priority 1 contact we hold on our system but you will be able to invite another participant to join the meetings.

Please note, you will not receive a confirmation email of the bookings made but you can visit carrington.schoolbooking.com at any time to log in to your School Booking account and see your appointments.

[Please click HERE for a user guide.](#)

Teacher availability will reduce as times are booked, so if you are unable to find a suitable time to meet with any particular teacher or have any questions about the process, please contact me (bstafford@carringtonschool.org).

Best wishes
Mr B Stafford
Senior Leader

