Carrington School AD ASTRA

Headteacher:
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12 November 2026

Dear parents and carers

On **Tuesday 1 December** from **4-7pm**, you will have an opportunity to meet **in school face-to-face** with your young person's subject teachers to discuss the progress they are making in each subject.

To book appointments we will be using our online appointment booking system, **School Booking**, which allows you to book your appointments online. **Bookings will open on Tuesday 17 November** at **8am** and you will receive an automated email from School Booking (noreply@schoolbooking.com) when bookings open. If you have already made bookings for a child at Carrington, you can log in as normal. If you have not previously logged in you will need to click on the activation code in the email where 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.

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

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