

15 November 2023

Dear parents and carers

As you are aware from our email last week, **next Tuesday, 21 November, 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.

This year 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.

Tomorrow morning, around 9am, you will receive an automated email from School Booking ([noreply@schoolbooking.com](mailto: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.

If you do not receive the automated email, please check your junk mailbox. The email will only be sent to the priority 1 contact we hold on our system; however, 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](http://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](mailto:bstafford@carringtonschool.org)).

Best wishes

**Mr B Stafford**

Senior Leader – Director of Emerging Technologies

Maths and Economics Teacher

