

2 May 2024

Dear parents and carers

As you know, on **Wednesday 15 May** and **Thursday 16 May** you have the opportunity to meet **in school face-to-face** with your young person's subject teachers to discuss the progress they are making. To enable as many of you to come as possible, the sessions available are **13:00 to 17:00 on Wednesday** and **16:00 to 19:00 on Thursday**. You are not required to attend both days, although it may suit some parents to spread their appointments across the two days.

We use a system called School Booking which allows you to book your appointments online. When making your appointments we recommend you allow time between appointments to move around the building - booking appointments no closer than every 12 minutes should work.

At 08:00 tomorrow you will receive an automated email directly from School Booking. If you have used School Booking for previous Parent-Teacher Meetings, you already have an account and can just log in as normal carrington.schoolbooking.com. If this is the first time you are using School Booking, you should 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.

The email will only be sent to the priority 1 contact on our system. If you do not receive the automated email from School Booking, please check your junk or spam mailbox. If there's still no sign of the email, please contact Mr Stafford (bstafford@carringtonschool.org).

Once you've made your appointments you will not receive confirmation of the bookings made, but you can visit carrington.schoolbooking.com at any time to log into your 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, Emerging Technologies