

20 December 2023

Dear parents and carers

As you are aware from our email last week, 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.

This year we are using a system called **School Booking**. 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.

At about **11:00am today**, 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.

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 [Parent Meetings by SchoolBooking](#) at any time to log in to your School Booking account and see your appointments. A confirmation email will be sent on the day of the meetings.

[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 – Director of Emerging Technologies

Maths and Economics Teacher

