

6 December 2023

Dear parents and carers

As you are aware from my email earlier this week, on **Wednesday 13** and **Thursday 14 December**, 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 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**.

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.

At **around 3pm 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 already have an account you can just log in as normal.

The email will only be sent to the priority 1 contact we hold on our system; if you do not receive the automated email, please check your junk mailbox. If you still do not receive the email please contact Mr Stafford (bstafford@carringtonschool.org).

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

