

## People Directorate

### Head Teacher: Elaine McEwan

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Date: 5th November 2022  
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### S1 Parents Evening — Tuesday 22nd November 2022, 5pm-7pm, Old Building.

Dear Parent/Carer,

I am delighted to inform you that for session 2022-23, we will be returning to in school face to face Parents Evenings. The S1 evening will take place on Tuesday 22<sup>nd</sup> November and is an opportunity for you to engage with teaching staff about your child's progress.

In order to allow Parents/Carers to make appointments with their child's teachers, we will be using the online platform [Login | Parents Booking \(parents-booking.co.uk\)](https://www.parents-booking.co.uk)

To register for the system please use the link above or type in the following web address to an internet browser [www.parents-booking.co.uk/login.jsp](https://www.parents-booking.co.uk/login.jsp) and take the following steps...

- Enter Carrick Academy under the '*For Parents*' section on the login page.
- Then fill in all the necessary details under the '*Parents/Carers Login Here*' – this will include your first name and surname and your child's first name, surname and date of birth.

Please note the details you enter must match those we have on record for you and should be the details of the parent designated as the main contact. Please contact the school office to check the records we hold if you encounter any difficulties at this stage.

Appointments will be available to book from 7pm on Monday 14<sup>th</sup> November until 7pm on Monday 21<sup>st</sup> November. The parents' evening will commence at 5pm and finish at 7pm on Tuesday 22<sup>nd</sup> November. After you have made your appointments, you can choose to print or e-mail a confirmation of your times.

When choosing appointment times, you will have the option of either selecting your own times based on teacher availability or allow times to be automatically generated for you. If you wish to speak to any of our Pupil Support Teachers, then please contact the school office to arrange an appointment on the night. When calling to arrange an appointment, make sure to give a time that doesn't clash with any of your other appointments and specify the Pupil Support Teacher you would like to speak with.

To support you in making your appointments, please find attached a supporting document to help you navigate the website. These documents can also be found on the school website [www.carrickacademysayr.weebly.com](https://www.carrickacademysayr.weebly.com)

We look forward to seeing you on the 22nd and hope you find this a more convenient method to booking appointments.

Yours Sincerely

Nicola Crawford  
Acting Depute Head Teacher