

People Directorate

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Date: 24th November 2023
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S4 Parents Evening – Monday 4th December 2023, 5pm-7pm

Dear Parent/Carer,

I am delighted to inform you that the S4 evening will take place on Monday 4th December 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 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 Sunday 26th November until 7pm on Sunday 3rd December. The parents' evening will commence at 5pm and finish at 7pm on Monday 4th December. 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 your child has the same teacher for different subjects you will only be able to book one appointment with that member of staff.

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. If your child has the same teacher for different subjects you will only be able to book one appointment with them. 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.

This information can also be found on the school website www.carrickacademysayr.weebly.com

We look forward to seeing you on the 4th and hope you find this a convenient method to booking appointments.

Yours sincerely,

Nicola Crawford
Depute Head Teacher