



# Atlantic Academy Portland

an Aspirations Academy

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15th December 2020

Dear Parent / Carer

## **Year 8 Virtual Parents' Evening Tuesday 19th January 2021 - Online Appointment Booking**

I would like to invite you to attend our Virtual (Video Call) Parents' Evening. Appointments can be made from **Tuesday 5th January** and will close on **Monday 18th January at 12pm**. Should you wish to make any changes after this date, please contact the school office. Due to the current restrictions, Parents evening will run as a **video conference** through the **School Cloud website** to ensure you can have 1:1 discussions with your child's subject teachers. This is a new initiative and easy to use online appointment booking system which allows you to choose your own appointment times with subject teachers and you will receive an email confirming your appointments.

The purpose of the evening is to provide you with the opportunity to meet virtually, face to face, and talk with class teachers - to discuss your child's general well being, progress and plans to support them.

Parental support is one of the biggest motivators for students and your contribution is essential in helping them to be successful in their studies. Appointments will run for 5 mins each to ensure all parents can be seen, the system will display the time remaining, unfortunately appointments cannot be overrun as this will prevent other parents from being seen, however if you have any concerns you wish to discuss the contact form is always [available through the school website](#). We are confident this will be an improvement to the previous system and it will enable us to meet during these difficult times. As always, we welcome any feedback.

Please visit [atlanticacademy.schoolcloud.co.uk](http://atlanticacademy.schoolcloud.co.uk) to book your appointments. A short guide on how to add appointments is included with this letter. Login with the following information: **Student's First Name Student's Surname Students Date of Birth**

If you do not have access to the internet, please [contact the school office](#) who will be happy to arrange for an alternative solution.

Yours sincerely

Mrs L Migliari  
Vice Principal

## Parents' Guide for Booking Appointments: Browse to <https://atlanticacademy.schoolcloud.co.uk/>

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

### Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March (Open for bookings)
- Friday, 17th March (Open for bookings)

[I'm unable to attend](#)

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

Next

### Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Mcnamara	Andrew	French	L4

Accept Appointments (green button) | Cancel Appointments (red button)

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	⊘	⊘	⊘
16:40	⊘	⊘	⊘
16:50	+	⊘	+
17:00	+	⊘	+

Note: A blue box with a checkmark is visible in the 16:30 slot for Miss B Patel.

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

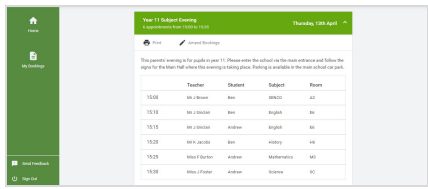
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

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The screenshot shows a web page titled "Year 11 Subject Evening" for "Thursday, 19th April". Below the title is a table with the following data:

Teacher	Student	Subject	Room
15:00	Mr. Jackson	Maths	101/102
15:10	Mr. Jackson	Maths	101/102
15:10	Mr. Jackson	Art	101/102
15:20	Mr. Jackson	Maths	101/102
15:30	Mr. Jackson	Maths	101/102
15:40	Mr. Jackson	Maths	101/102
15:50	Mr. Jackson	Maths	101/102

### Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

[How to attend a video parents evening appointment](#)