



Atlantic Academy Portland

an Aspirations Academy

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Dear Parent / Carer

Year R-6 Parents Evening Wednesday 1st and Thursday 2nd December 2021 - Online Appointment Booking

Due to the current situation regarding high infection rates in Dorset, we have decided to continue using a virtual platform for Primary Parents Evenings. Therefore, I would like to invite you to attend our Virtual (Video Call) Primary Parents' Evening.

This event will run as a **video conference** through the **School Cloud website**. This is an easy to use online appointment booking system which allows you to choose your own appointment time 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 about your child's progress and general well being. Your child's report will then be available on the SIMS Parent App on the 3rd December.

Parents Evening appointments are available at the following times:

Wednesday 1st December: 3:30 to 7:00pm
Thursday 2nd December: 3:30 to 5:00pm

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 7 minutes each to ensure all parents can be seen and 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](#). As always, we welcome any feedback.

Appointments can be made from **Thursday 25th November at 8am** and will close on **Tuesday 30th November at 12pm** and **Wednesday 1st December at 12pm**. **To ensure that you secure an appointment with your child's teachers please book early, as the slots do get booked quickly.** Should you wish to make any changes after this date, please contact Mrs Delany on zdelany@atlantic-aspirations.org.

Please visit 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

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

The form is divided into two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Students Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (29 July 2000). A green 'Log In' button is at the bottom.

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.

The screen has a green header 'Parents' Evening'. Below it, there's a text block explaining the evening. To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow. At the bottom, there is a link '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*.

The screen is titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected with a green radio button) and 'Manual'. Below each option is a brief description. A green 'Next' button is at the bottom.

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.

The screen is titled 'Choose Teachers'. It has a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher selection boxes: 'Mr J Brown' (with a green tick) and 'Mrs A Wheeler' (with a green tick). A green 'Continue to Book Appointments' button is at the bottom.

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.

The screen is titled 'Confirm Appointment Times'. It has a note: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns: Teacher, Student, Subject, and Room. The table contains three rows of appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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

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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

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.

The screenshot shows a 'My Bookings' page with a table of appointments. The table has columns for Time, Teacher, Student, Subject, and Room. The appointments listed are:

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	01
15:10	Mr J Wheeler	Ben	English	04
15:15	Mr J Wheeler	Andrew	English	04
15:20	Mr A Wheeler	Ben	History	04
15:25	Miss B Patel	Andrew	Mathematics	01
15:30	Miss J Patel	Andrew	Science	01

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](#)