



Atlantic Academy Portland

an Aspirations Academy

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27th September 2022

Dear Parent / Carer

Year 7 Virtual Meet The Tutor Evening - Tuesday 4th October 2022 - Online Appointment Booking

Following the feedback from our parents about our virtual Parents' evenings, we have decided to continue using a virtual platform for these events. Therefore, I would like to invite you to attend our **Year 7 Meet the Tutor Virtual (Video Call) Parents' Evening**.

This event will run as a **video conference** through the **School Cloud website** to ensure that you can have 1:1 discussions with your child's Tutor. 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 with your child's tutor to discuss your child's general well being, how they have settled in 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 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 though the school website](#). As always, we welcome any feedback.

Appointments can be made from **Tuesday 27th September 4pm** and will close on **Monday 3rd October at 12pm**. **To ensure that you secure an appointment with your child's teacher 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

Mrs L Migliari
Vice Principal

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

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.

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*.

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.

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.

| | Teacher | Student | Subject | Time |
|-------|--------------|---------|---------|------|
| 17:10 | Mr J Brown | Ben | English | KS |
| 17:25 | Ms A Wheeler | Ben | Maths | KS |
| 17:40 | Mr J Brown | Ben | English | KS |

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).

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.



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](#)