



# Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary  
Mrs Bishop - Principal of Secondary

Maritime House  
Southwell Business Park  
Portland, Dorset. DT5 2NA

Tel: 01305 820262  
Email: [Office@atlantic-aspirations.org](mailto:Office@atlantic-aspirations.org)

[www.atlantic-aspirations.org](http://www.atlantic-aspirations.org)

3rd July 2023

Dear Parent / Carer

## **Year R-6 Parents Evening Thursday 13th July 2023 - Online Appointment Booking**

We would like to invite you to our virtual Parents Evening for Years Reception - 6 on **Thursday 13th July 3.30pm-7pm.**

The purpose of the evening is to celebrate your child's progress throughout the year.

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.

**Following Parent feedback, we will also be running an Open Classroom on Wednesday 12th July 3-4pm for a 'Celebration of Learning'; a chance for you to come into school and enjoy your child's work.**

Appointments can be made from **Tuesday 4th July** at **8am** and will close on **Thursday 13th July** 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](mailto:zdelany@atlantic-aspirations.org)

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

Miss M Heppell  
Principal of Primary

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

**Your Details**

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

Email: rachael@school.com | Confirm Email: rachael@school.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 23 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 time 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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	F5
17:25	Mrs A Wheeler	Ben	Mathematics	S2
17:45	Dr B McNamee	Andrew	French	L1

[Accept Appointments](#) [Cancel Appointments](#)

### 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	+	⊘	+

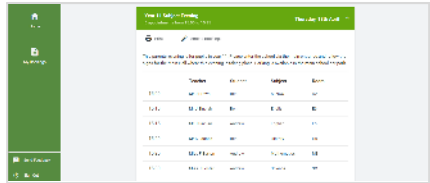
### Step 5b (Manual): Book Appointments

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.



### 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](#)

