



Atlantic Academy Portland

an Aspirations Academy

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

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1st December 2023

Dear Parent / Carer

Year 11 Parents Evening Tuesday 12th December 2023 - Online Appointment Booking

I would like to invite you to attend our **Year 11 Parents Evening** Virtual (Video Call) 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, and talk about your child's progress, general well being and plans to support them in achieving their best possible grades by the end of Year 11.

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 through the school website](#). As always, we welcome any feedback.

Appointments can be made from **Friday 1st December 6pm** and will close on **Tuesday 12th 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**

Please note the following;

Ms Wheatland's Maths class will speak to Mrs Bird

Mrs Bird's Maths class will speak with Mrs Bishop - during their science appointment, if they do not have Mrs Bishop for Science please select 'ALB Maths to LBi'

Mr Wadley will be doing his English appointments on Wednesday 13th December - please book online

Mrs Bourke's English class will speak to Ms Busby-Wilcocks

Please book appointments with your child's teacher as normal and you will be directed to the amended member of staff.

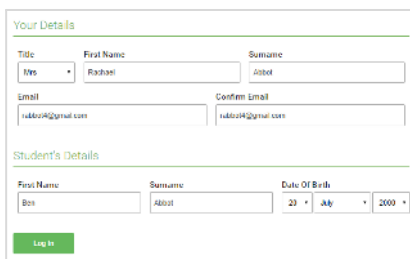
If you do not have access to the internet, please [contact the school office](#) who will be happy to arrange for an alternative solution.

Yours sincerely



Mrs L Migliari
Vice Principal

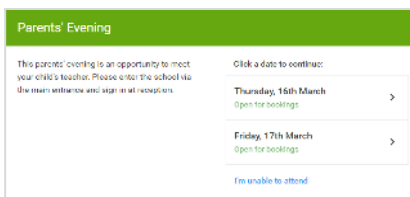
Parents' Guide for Booking Appointments: Browse to <https://atlanticacademy.schoolcloud.co.uk/>



Step 1: Login

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

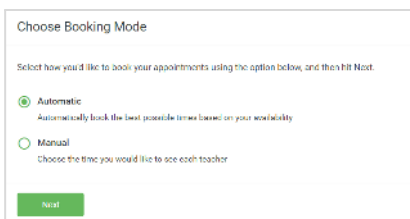
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

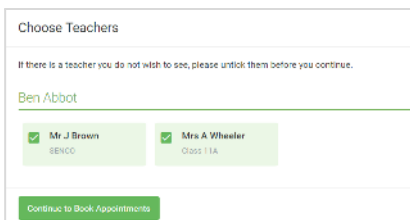
Unable to make all of the dates listed? Click *I'm unable to attend*.



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*.

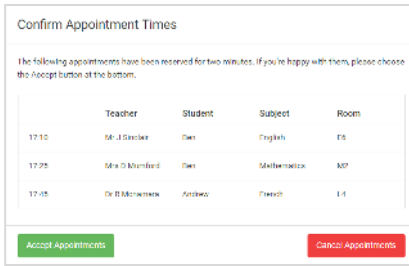
We recommend choosing the automatic booking mode when browsing on a mobile device.



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.

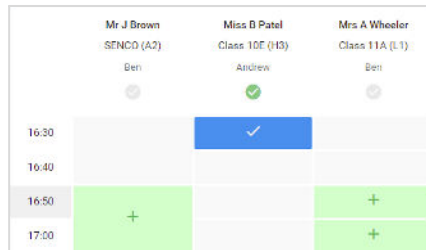
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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).



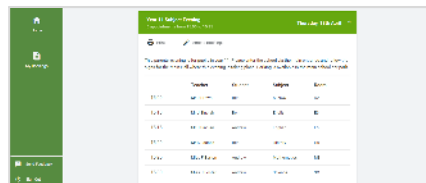
Step 5b (Manual): Book Appointments

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](#)