



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: 01 305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org

26th June 2024

Dear Parent / Carer

Year R-6 Parents Evening Wednesday 10th July 2024

Following parental feedback I would like to invite you to our 'face to face' Parents Evening for Reception - Year 6 on **Wednesday 10th July 3.30pm - 7pm.**

This event will run as a **face to face evening and appointments are capped at 10 minutes ensuring all parents have the chance to be seen.** Booking is still made 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 and talk about your child's progress and general well being. 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 can be made from **Thursday 27th June 8am** and will close on **Wednesday 10th 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

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 faithfully

Miss M Heppell
Principal of Primary

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

Your Details

Title: First Name: Surname:

Email: Confirm Email:

Student's Details

First Name: Surname: Date Of Birth: 29 July 2000

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

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

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 Steele	Ben	English	E6
17:25	Mrs D Moorhead	Ben	Mathematics	M2
17:45	Dr B McNamee	Andrew	French	F1

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).

Time	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H5) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	○	✓	○
16:40	○	○	○
16:50	+	○	+
17:00	+	○	+

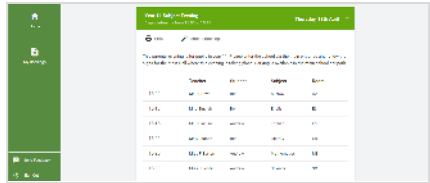
Step 5b (Manual): Book Appointments

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*.

