



Atlantic Academy Portland

an Aspirations Academy

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20th September 2024

Dear Parent / Carer

Year 7 Face to Face Meet The Tutor Evening, time slots booked on-line - Thursday 26th September 2024

Following feedback from our parents we have decided that our **Year 7 meet the tutor event this year will be in person** and held at the academy. I would like to invite you to attend the Meet the Tutor Parents' Evening on Thursday 26th September .

The purpose of the evening is to provide you with the opportunity to meet, 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. In addition, there will be the following workshops available to you to help support your :

- SPARX maths
- Attendance
- Homework, uniform and standards
- Free school meals/Pupil premium/Parentmail/Arbor
- Trips and events

Please complete this [google form](#) to show an expression of interest in any or all of the above workshops

SPARX homework in action as well as see the Enrichment offer for Year 7 students and homework expectations and rationale, and how it is used to support students' learning, .

If you have any concerns you wish to discuss that you are not able to raise on the evening, the contact form is always [available through the school website](#). As always, we welcome any feedback.

Appointments can be made from **Monday 23rd September 9am** and will close on **Wednesday 25th September 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.

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.

	Teacher	Student	Subject	Room
17:10	Mr J Stacker	Bert	English	F5
17:25	Mrs D Mumford	Bert	Mathematics	MP
17:45	Dr B Mckenzie	Andrew	French	F4

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) Bert	Miss D Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Bert
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.

View My Bookings

View My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Bert	English	F5
Mrs D Mumford	Bert	Mathematics	MP
Dr B Mckenzie	Andrew	French	F4

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*.



