



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal

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16th September 2025

Dear Parent / Carer,

Year 7 Meet the Tutor Evening – Thursday 25th September 2025

I am pleased to invite you to our **Year 7 Meet the Tutor Evening**, which will take place in person at the Academy from **3:30pm- 6:30pm**. This important event provides an opportunity to meet your child's tutor, discuss how they have settled into Year 7, and consider how we can work together to ensure their continued success.

The transition into secondary school is a significant step, and strong collaboration between home and school plays a vital role in helping students to thrive. During the evening you will have the opportunity to speak directly with your child's tutor and also gain an insight into the support and opportunities available to all Year 7 families.

Appointments will run for five minutes to allow all parents and carers the chance to be seen. In addition, there will be information sessions on the following areas:

- **Homework: SPARX Maths/ Science and the rationale behind K.O** – supporting independent study and understanding our expectations.
- **Attendance** – the importance of consistent engagement.
- **Free school meals, Pupil Premium and how to use ParentMail and Arbor** – key information for families.
- **Introducing The Harbour** - our Inclusion provision.

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

During the evening you will also have the opportunity to look through your child's books so far and share their learning experience with them. A curriculum overview, enrichment opportunities and forthcoming school trip information will be provided for your information. As part of the evening, you will have the opportunity to watch some of our students perform excerpts of their recent writing in the theatre for you to enjoy- a fabulous showcase of their accomplishments so far.

Should you have comments or queries, you wish to raise but are unable to attend the evening, please make use of the contact form [available through the school website](#). We continue to welcome your feedback at all times.

Appointments can be booked online from **Friday 19th September at 9am** until **Wednesday 24th September at 12pm**. As appointment slots are limited, we encourage early booking to secure a convenient time. Bookings can be made via atlanticacademy.schoolcloud.co.uk, and a guide is included with this letter. Should you wish to make any changes after this date, please contact Mrs Delany on zdelany@atlantic-aspirations.org

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**

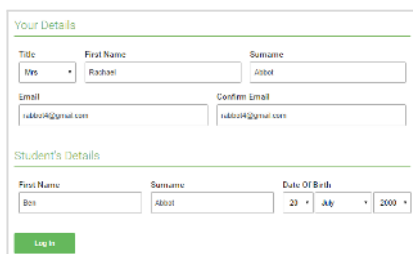
If you do not have access to the internet, please [contact the school office](#) who will be happy to arrange for an alternative solution.

I look forward to welcoming you to this event and to working in partnership to support your child throughout their first year at Atlantic Academy.

Yours faithfully

Ms E Stone
Year 7 Curriculum Lead

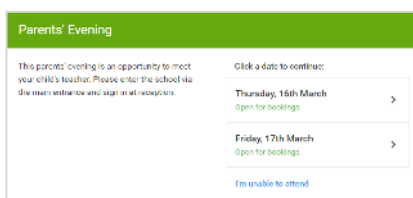
Parents' Guide for Booking Appointments: Browse to <https://atlanticacademy.schoolcloud.co.uk/>



Step 1: Login

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

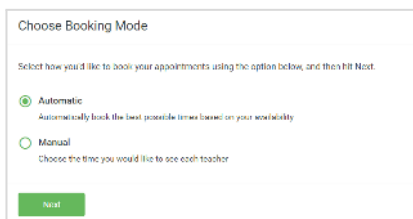
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

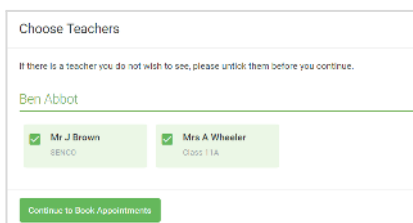
Unable to make all of the dates listed? Click *I'm unable to attend*.



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 Stecker	Ben	English	E6
17:25	Miss B Mendenhall	Ben	Mathematics	MP
17:45	Dr B Mendenhall	Andrew	French	E4

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 (L-1) 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.

My Bookings

View 11 Bookings

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
Mr J Brown	Ben	English	E6
Miss B Patel	Andrew	Mathematics	MP
Mrs A Wheeler	Ben	French	E4

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*.