



Dear Parents and Carers,

## Reception to Year 6 Parents' Evening – Tuesday 9th December and Wednesday 10th December (Dolphin Class only)

We are pleased to invite you to our *face-to-face* Parents' Evening for Reception to Year 6, taking place on Tuesday 9th December from 3:30pm to 7:00pm.

Miss Powell's Dolphin Class appointments will take place on Wednesday 10th December.

Appointments will be held in person and are limited to 10 minutes per child, to ensure all families have the opportunity to meet with their child's teacher. Bookings should be made via the School Cloud website – a simple online system that allows you to select your preferred time slot. Once booked, you will receive a confirmation email.

The aim of the evening is to discuss your child's progress, achievements, and overall well-being. We highly value your involvement in your child's education, as parental support plays a key role in student motivation and success.

Booking will open on Thursday 27th November at 10:00 am and will close at 12:00 pm on Tuesday 9th December.

Please book early to avoid disappointment, as appointments fill up quickly. If you need to make changes after the booking window closes, please contact Mrs Delany at [zdelany@atlantic-aspirations.org](mailto:zdelany@atlantic-aspirations.org).

### To book your appointments, please visit:

👉 [atlanticacademy.schoolcloud.co.uk](http://atlanticacademy.schoolcloud.co.uk)

You will need the following details to log in:

- Student's First Name
- Student's Surname
- Student's Date of Birth

A short guide on how to make appointments is included with this letter.

If you do not have access to the internet, please [contact the school office](#) and we will be happy to support you in making an alternative arrangement.

Yours faithfully,

Miss M Heppell  
Principal - Atlantic Academy



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

**Your Details**

Title:  First Name:  Surname:

Yes  No  Other:  Job:

Email:  Confirm Email:

@gmail.com @gmail.com

**Student's Details**

First Name:  Surname:  Date Of Birth:

Ben  Abbot  23  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 *Fill 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 Brown	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M7
17:45	Dr B Bowness	Archie	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) Ben	Miss D Patel Class 10E (HIS) 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*.