Atlantic Academy Portland
an Aspirations Academy

Miss Heppell - Principal

Maritime House
Southwell Business Park
Portland, Dorset. DT5 2NA

Tel: 01305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org

22nd June 2026

Dear Parents and Carers,

Reception to Year 6 Parents' Evening – Thursday 2nd July 2026

We are pleased to invite you to our *face-to-face* Parents' Evening for Reception to Year 6, taking place on Thursday 2nd July from 3:30pm to 7:00pm.

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 Tuesday 23rd June at 9am and will close at 12:00 pm on Thursday 2nd July

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.

To book your appointments, please visit:
👉 **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

Atlantic Academy Portland
an Aspirations Academy

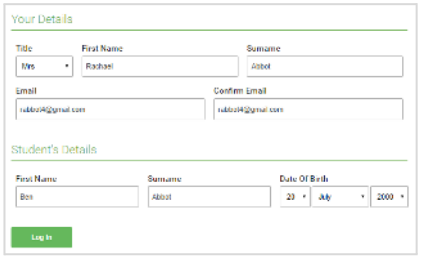
Miss Heppell - Principal

Maritime House
Southwell Business Park
Portland, Dorset. DT5 2NA

Tel: 01305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org

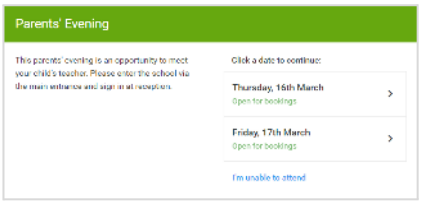
Parents' Guide for Booking Appointments: Browse to https://atlanticacademy.schoolcloud.co.uk/



Step 1: Login

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

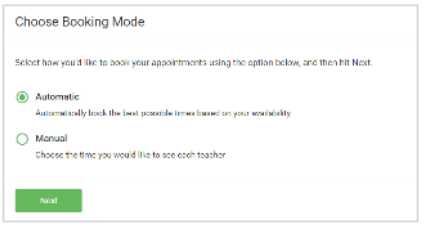
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

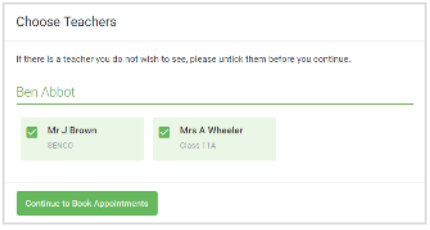
Unable to make all of the dates listed? Click *I'm unable to attend*.



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*.

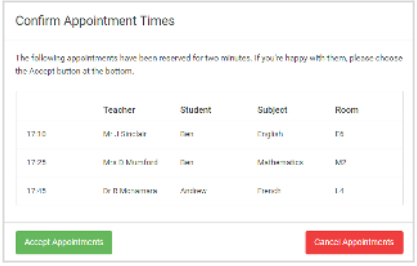
We recommend choosing the automatic booking mode when browsing on a mobile device.



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).

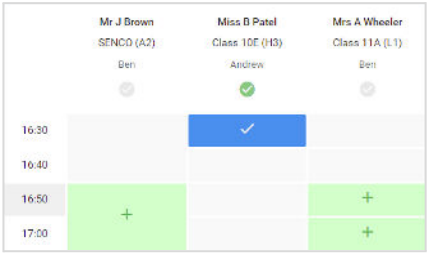
Atlantic Academy Portland
an Aspirations Academy

Miss Heppell - Principal

Maritime House
Southwell Business Park
Portland, Dorset. DT5 2NA

Tel: 01305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org



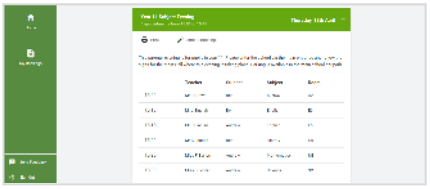
Step 5b (Manual): Book Appointments

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*.