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

11th September 2026

Dear Parent/Carer,

Year 7 Meet the Tutor Evening — Thursday 24 September 2026
In-person appointments, booked online

We would like to invite you to our Year 7 Meet the Tutor Evening, taking place in person on Thursday 24 September 2026.

The evening will provide an opportunity to meet your child's tutor to discuss your child's general wellbeing, 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 succeed in their studies. Each appointment with your child's tutor will last five minutes to ensure that all parents and carers can be seen.

In addition, the following support hubs will be available on a drop-in basis:

- SPARX English, maths and science
- Attendance, uniform and standards
- Homework and Knowledge Maps
- Personal development curriculum, enrichment and trips
- Free school meals, Pupil Premium, ParentMail and Arbor

You will have the opportunity to see SPARX homework in action and explore the enrichment opportunities available to Year 7 students. You can also find out more about our homework expectations, the purpose of homework and how it supports students' learning.

If you have any concerns that you are unable to raise on the evening, you can use the contact form on the school website. As always, we welcome your feedback.

Bookings will open at 9am on Monday 14 September and close at 12 noon on Wednesday 23 September. Please book early to secure an appointment with your child's tutor, as slots fill quickly. If you need to make any changes after bookings close, please contact Mrs Delany at zdelany@atlantic-aspirations.org.

Please visit atlanticacademy.schoolcloud.co.uk to book your appointment. A short guide to booking appointments is included with this letter. Log in using the following information:

- Student's first name and surname
- Student's date of birth

If you do not have access to the internet, please contact the school office. Staff will be happy to help you arrange an appointment.

Yours sincerely,

Mrs K Biddle
Vice Principal

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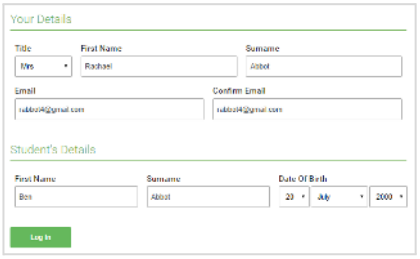
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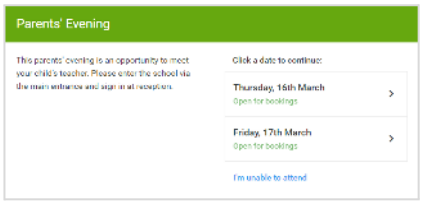
Parents' Guide for Booking Appointments: Browse to https://atlanticacademy.schoolcloud.co.uk/



Step 1: Login

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

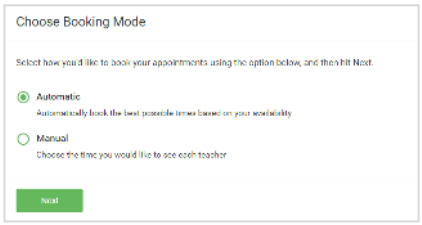
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

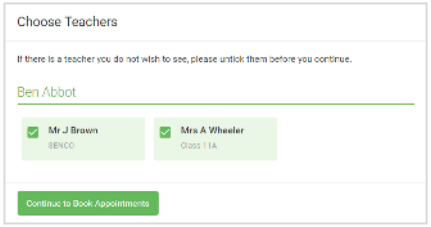
Unable to make all of the dates listed? Click *I'm unable to attend*.



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*.

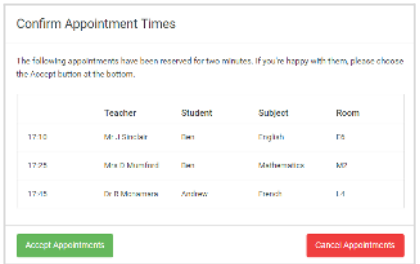
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you choose 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 choose 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 isn'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).

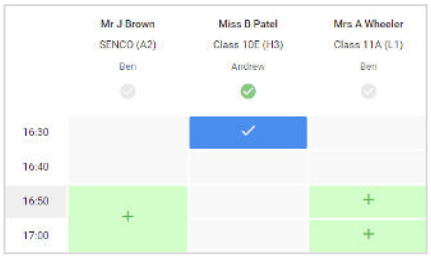
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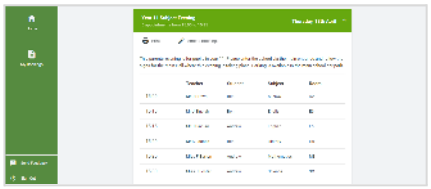
Step 5b (Manual): Book Appointments

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*.