



# 基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : AUGUST 26, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 3

FROM : MRS. LORNA B. YAN  
Principal, Elementary Department

SUBJECT : CLASS OPENING, SCHOOL YEAR 2020-2021

Welcome back to school!

Praise the Lord for His protection not only to the School but also to your family and the whole community during this pandemic.

For the past few months, Jubilee Christian Academy has worked tirelessly to prepare for the new school year despite concerns brought about by COVID-19. In the next few days, we will finally open our doors to School Year 2020-2021 through online platform.

To welcome the students and parents to a new school year and to help them transition well to the online classes, the Elementary Department will open classes in the following schedule:

Grade Level	Class Opening Date
Grades 1 & 6	September 1, 2020 (Tuesday)
Grades 2 & 4	September 2, 2020 (Wednesday)
Grades 3 & 5	September 3, 2020 (Thursday)

Please refer to the following table of activities on how we will help the Grades 1 to 3 students on their initial use of the Google Classroom.



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TIME	Grades 1 to 3 Week 1 Schedule				
	Day 1	Day 2	Day 3	Day 4	Day 5
7:15 - 7:30 AM	<b>QUIET TIME</b>				
7:30 - 8:10	Getting to Know You	Getting to Know You More	Orientation on Subject-related Apps: Kahoot and Mentimeter	iPad Orientation: Handling, Security, Gestures, Prompts	How to Practice Proper Netiquette
8:10 - 8:15	<b>BREAK</b>				
8:15 - 8:55	Getting to Know You (with Processing of the Quarantine Experience + Bible Integration)	How to Use the Google Classroom Features (ex. Stream, Classwork, People, and Control Panels)	Orientation on Subject-related Apps: Peardeck and FlipGrid	iPad Orientation: Typing, Basic Troubleshooting	Character Development Orientation: Proper Conduct
<b>8:55 AM- 9:10 AM</b>	<b>R E C E S S</b>				
9:10 - 9:50	How to Go In and Out of the Google Meet	Explore writing messages (ex. via private and group chats, streams), receiving files (ex. videos, sound clips, images), and submission of finished works (ex. drills, exercises and assignments)	Familiarization of the Google Suite: Google Docs Google Drive Google Slides	Understanding Digital Literacy	Character Development Orientation: Values Inculcation
9:50 - 9:55	<b>BREAK</b>				
9:55 - 10:35	How to Navigate the Google Classroom	Communication Tools Practice and Discussion of Guidelines	Familiarization of the Google Suite: Google Forms Google Calendar	Digital Citizenship Awareness: 1. Discipline 2. Independent Learning 3. Responsibilities	Character Development Orientation: Corrective Measure and Restoration in Grace
<b>10:35 AM</b>	<b>DISMISSAL</b>				

We look forward to an exciting academic year with you and your children!