


基立學院 JUBILEE CHRISTIAN ACADEMY

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

DATE : November 24, 2020

TO : PARENTS / GUARDIANS OF GRADES 11 AND 12

FROM :  NANCY R. RAMOS
Principal, Senior High School (SHS) Department

SUBJECT : **MONTHLY STUDENT-TEACHER CONFERENCE AND PARENT-TEACHER CONFERENCE**

Greetings in the name of our Lord Jesus Christ

To further extend the lines of communication among students, parents, and teachers, a Monthly Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC) will be held on Tuesday, December 1, 2020, and every fourth (4th) Thursday of the month in succeeding months, from 11:00 AM - 12:00 PM and 1:00 PM - 3:00 PM.

The Monthly STC and PTC are important opportunities for students and parents to discuss with teachers the 1) academic progress, 2) deportment, and 3) enrichment or intervention strategies to support students. Through the STC and PTC, we may arrive at effective measures to support students' development.

Kindly take note of the student dismissal on the STC and PTC day:

Grades 11 and 12 : 10:15 AM

Please see procedures below for setting an appointment and attending the consultation time:

1. Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from November 24, 2020 to November 26, 2020, 12:00 NN. You may select from the given time slot below:

STC	PTC	
11:00 - 11:10 AM	1:00 - 1:10 PM	2:01 - 2:10 PM
11:11 - 11:20 AM	1:11 - 1:20 PM	2:11 - 2:20 PM
11:21 - 11:30 AM	1:21 - 1:30 PM	2:21 - 2:30 PM
11:31 - 11:40 AM	1:31 - 1:40 PM	2:31 - 2:40 PM
11:41 - 11:50 AM	1:41 - 1:50 PM	2:41 - 2:50 PM
11:51 - 12:00 PM	1:51 - 2:00 PM	2:51 - 3:00 PM



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- 1.1.PS to G3 - Parents may sign up consultation
- 1.2.G4 to G12 - Students and / or Parents or Guardians may sign up for consultation
2. Due to time constraints, student, parent, or guardian will be allowed to consult at most two (2) subjects to accommodate more individuals.
3. Schedule for consultation is on a first-sign-up, first-served basis.
4. After the enlistment period, the Subject Teacher will email the student / parent / guardian the consultation time and the Meet link.
5. Student / Parent / Guardian is expected to log in the Meet link sent via email on the scheduled consultation time.
6. All consultations will be conducted via Google Meet and will run for 10 minutes.
7. Should student / parent / guardian need more time to confer with the subject teacher, an appointment for the following week may be scheduled via the department.
8. If parents cannot be accommodated on the consultation day, student, parent, or guardian may be scheduled the following week during the teacher's available time.
9. All consultations will be recorded for reference purposes.

Aside from the designated STC and PTC days, students / parents / guardians are also welcome to consult by emailing the subject teacher/s, class advisers, or any of the school administrators. Please allow for reply to be sent within 5 days.

We look forward to meeting with you in the upcoming STC and PTC to further build our strong partnership, and together we can continue to find ways to work together to ensure your child's success. Thank you.