



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : NOVEMBER 24, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

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

SUBJECT : MONTHLY STUDENT-TEACHER CONFERENCE and PARENT-TEACHER CONFERENCE

A pleasant day to you.

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:

- Grade 1 – Whole Day, No Classes  
PTC Time 8:00 AM – 12:00 NN, 1:00 PM – 3:00 PM
- Grade 2 – 3 Regular Classes, Dismissal Time – 10:35 AM  
PTC Time – 12:00 – 3:00 PM
- Grade 4 – 6 Regular Classes, Dismissal Time – 10:40 AM  
STC Time – 10:40 – 11:40 AM  
PTC Time – 1:00 – 3:00 PM

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

1. Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot based on the STC / PTC schedule indicated above. Sign up period is from November 24 to 26, 2020 on a first-sign-up, first-served basis. Time slot per parent is 10 minutes for each subject teacher.

The email of each subject teacher is found in the Master List of Google Meet Links and Class Code of your child's Adviser Google Classroom.

- 1.1.G1 to G3 - Parents may sign up for conference
- 1.2.G4 to G6 - Students and / or Parents or Guardians may sign up for conference

2. Due to time constraints, student, parent, or guardian will be allowed to consult at most two (2) subjects to accommodate more individuals.
3. After the enlistment period, the Subject Teacher will email the student / parent / guardian the conference time and the Meet link.
4. Student / Parent / Guardian is expected to log in the Meet link sent via email on the scheduled conference time.
5. All conferences will be conducted via Google Meet and will run for 10 minutes.
6. 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.
7. If parents cannot be accommodated on the conference day, student, parent, or guardian may be scheduled the following week during the teacher's available time.
8. All conferences 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.