

# 基立學院

## JUBILEE CHRISTIAN ACADEMY

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

DATE : January 22, 2021

TO : PARENTS / GUARDIANS OF GRADES 11 AND 12

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

SUBJECT : **1. STUDENT-TEACHER CONFERENCE AND PARENT-TEACHER CONFERENCE**  
**2. PRINCIPAL - PARENT TEACHER CONFERENCE**

Greetings in the name of our Lord Jesus Christ!

### 1. STUDENT-TEACHER CONFERENCE AND PARENT-TEACHER CONFERENCE

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 Thursday, January 28, 2021, 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.

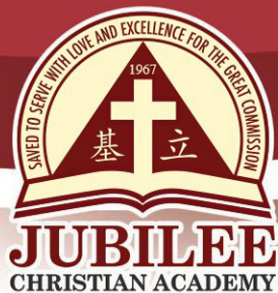
Kindly take note of the student dismissal on the STC and PTC day:

Grades 11 and 12 : 10:30 AM

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

Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from January 22, 2021 to January 26, 2021, 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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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.

## 2. PRINCIPAL - PARENT TEACHER CONFERENCE

In our desire to continue reaching out to parents to clear their concerns on online learning and other school matters, there will be an online Parents-Principal Conference (PPC) on January 28, 2021 during the Parent - Teacher Conference (PTC).

Should you be interested to join, please fill in the Google Form below by Tuesday, January 26, 2021. Only those who have registered will be given the Google Meet Link through email.

Grade Level	Time	Sign Up Form Link
Grades 11 & 12	8:00 – 9:00 AM	<a href="#">SHS PPC Enlistment, 2nd Quarter SY 20-21</a>

A maximum of 250 parents can join per session. Each session will be recorded so that in case you cannot attend it, you can access the recording. You may email [shs@jca.edu.ph](mailto:shs@jca.edu.ph) to request to view the recording. Viewing will be available from January 29, 2021 to February 4, 2021.

For a more productive STC, PTC and PPC, we request parents to conduct themselves with proper decorum; failure to do so would merit an appointment reset or cancellation.

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

Thank you.