



基立學院 JUBILEE CHRISTIAN ACADEMY

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

DATE : January 21, 2021
TO : PARENTS / GUARDIANS OF PRESCHOOL
FROM : MRS. CAROL B. SEMING
Principal, Preschool Department
SUBJECT : MONTHLY PARENT-TEACHER CONFERENCE

Greetings in the name of our Lord Jesus Christ

To further extend the lines of communication among parents and teachers, a Monthly Parent-Teacher Conference (PTC) will be held on Thursday, January 28, 2021, and every fourth (4th) Thursday of the month in the succeeding months from 12:30 PM to 3:00 PM.

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

There will be regular classes on PTC day.

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

1. Enlist for the PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from January 22 to 26, 2021, 12:00 nn. You may select from the given time slot below:

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

2. Due to time constraints parent or guardian will be allowed to consult at most two (2) teachers 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. 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.



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7. Should 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 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 PTC days, 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 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.

