



基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : APRIL 27, 2021

TO : PARENTS / GUARDIANS OF GRADES 7 TO 10

FROM : *Francis Rea R. Giza*
FRANCES REA R. GIZA
Principal, Junior High School Department

SUBJECT : 1. MONTHLY STUDENT-TEACHER CONFERENCE (STC) AND PARENT-TEACHER CONFERENCE (PTC)
2. PARENTS-PRINCIPAL CONFERENCE (PPC)

Greetings in the name of our Lord Jesus Christ!

We thank the Lord for His continued guidance and provisions for everyone.

The Monthly STC and PTC is scheduled on Thursday, April 29, 2021. These are important opportunities for students and parents to discuss with teachers the 1) academic progress, 2) department, and 3) enrichment or intervention strategies to support students as we reach the final stretch of the school year. Through the STC and PTC, we may arrive at effective measures to support students' development.

Please see procedures for setting an appointment and attending the consultation time. Student dismissal on STC and PTC day for Grades 7 to 10 is at 10:30 AM.

1. Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from Monday, March 22 to 26, 2021, until 3:00 PM. Students and / or Parents or Guardians may sign up for consultation. You may select from the given time slots 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

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 on the scheduled consultation time.



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6. All consultations will be conducted via Google Meet and will run for 10 minutes. 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 consultation day, student, parent, or guardian may be scheduled the following week during the teacher's available time.
8. 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.

PARENTS-PRINCIPAL CONFERENCE (PPC)

To continue reaching out to parents to clear their concerns on online learning and other school matters, the Parents-Principal Conference (PPC) is on Thursday, April 29, 2021, during the Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC).

Should you be interested to join, please enlist in the Google Form below until Wednesday, April 28, 2021, 3:00 PM. Only those who have registered will be given the Meeting Link through email.

Grade Level	Time	Sign Up Form Link
Grades 7 & 8	9:30 – 10:30 AM	Grades 7 & 8 Sign Up Form
Grades 9 & 10	11:00 AM – 12:00 NN	Grades 9 & 10 Sign Up Form

A maximum of 250 parents can join. The session will be recorded so that in case you cannot attend it, you can access the recording. Simply email jhs@jca.edu.ph to request to view the recording. Viewing will be available from April 30 to May 4, 2021.

For a more productive PPC, we request parents to conduct themselves with proper decorum; failure to do so would merit a PPC 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 child's success.

Thank you and God bless.