

TOGETHER, WE HEAL.



ST. PAUL COLLEGE OF MAKATI

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ST. PAUL COLLEGE OF MAKATI'S

HEAL PROGRAM

Home-based Engagements and **A**lternative Learning Program

A PRIMER



RATIONALE:

St. Paul College of Makati (SPCM) recognizes its role in providing education despite challenging times. This is organized to ensure that education continues despite the ongoing pandemic, while observing proper health protocols. Through this, the school would be able to adjust its curriculum, educational services, and processes to thresh out the action steps to deliver alternative learning set-ups as schools face the “new normal” and other possible similar scenarios in the future.



CONSIDERATIONS FOR THE PROGRAM BASED ON THE TECHNOLOGY CAPABILITY

1. The gadgets used by students to access online learning platforms are personal computer units/laptops, mobile phones, and tablets.
2. Learners have moderately stable internet connection. A percentage of learners have limited internet connection. Thus, it is recommended to combine online and offline learning tasks.
3. Some Paulinian families have two or more children in SPCM sharing one device.
4. Some parents are both working and may have concerns on the schedule of classes.
5. Most respondents prefer that online classes be done thrice a week.
6. Tuition fee and technical concerns needed for the program would be evident.

(SY 2020-2021)

| | | MODE OF PAYMENT | | |
|----------------|-----------|-----------------|-------------------|----------------|
| UPON ENROLMENT | BALANCE | 2 Payments | 3 Payments | 6 Payments |
| | | SEMESTRAL | QUARTERLY | MONTHLY |
| | | Sep 3/Jan 3 | Sep 3/Nov 3/Jan 3 | Sep 3 to Feb 3 |
| | | Handling Fee | | |
| | | 500.00 | 800.00 | 1,000.00 |
| 30,000.00 | 26,542.50 | 13,521.25 | 9,114.17 | 4,590.42 |
| 30,000.00 | 21,637.50 | 11,068.75 | 7,479.17 | 3,772.92 |
| 25,000.00 | 43,310.00 | 21,905.00 | 14,703.33 | 7,385.00 |
| 25,000.00 | 40,314.11 | 20,407.06 | 13,704.70 | 6,885.69 |
| 25,000.00 | 45,941.10 | 23,220.55 | 15,580.37 | 7,823.52 |
| 25,000.00 | 49,197.34 | 24,848.67 | 16,665.78 | 8,366.22 |
| 30,000.00 | 48,205.35 | 24,352.68 | 16,335.12 | 8,200.89 |
| 35,000.00 | 47,996.85 | 24,248.43 | 16,265.62 | 8,166.14 |
| 35,000.00 | 48,610.00 | 24,555.00 | 16,470.00 | 8,268.33 |
| 35,000.00 | 47,455.25 | 23,977.63 | 16,085.08 | 8,075.88 |
| 35,000.00 | 51,538.80 | 26,019.40 | 17,446.27 | 8,756.47 |
| 45,000.00 | 45,857.52 | 23,178.76 | 15,552.51 | 7,809.59 |

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| | | Sep 3/Jan 3 | Sep 3/Nov 3/Jan 3 | Sep 3 to Feb 3 |
| | | Handling Fee | | |
| | | 500.00 | 800.00 | 1,000.00 |
| 25,000.00 | 48,098.50 | 24,299.25 | 16,299.50 | 8,183.08 |
| 40,000.00 | 43,763.00 | 22,131.50 | 14,854.33 | 7,460.50 |
| 10,000.00 | 53,763.00 | 27,131.50 | 18,187.67 | 9,127.17 |
| 25,000.00 | 52,686.00 | 26,593.00 | 17,828.67 | 8,947.67 |
| 40,000.00 | 48,713.00 | 24,606.50 | 16,504.33 | 8,285.50 |
| 10,000.00 | 58,713.00 | 29,606.50 | 19,837.67 | 9,952.17 |

SCHEDULE OF FEES

| LEVEL | TUITION FEE | STUDENT SERVICES | MISC. FEES | TOTAL |
|---------------------------|-------------|------------------|------------|-----------|
| <u>PRE-SCHOOL</u> | | | | |
| PRE-KINDER | 35,517.50 | 10,125.00 | 10,900.00 | 56,542.50 |
| KINDERGARTEN | 30,287.50 | 10,450.00 | 10,900.00 | 51,637.50 |
| <u>GRADE SCHOOL</u> | | | | |
| GRADE 1 | 35,960.00 | 13,300.00 | 19,050.00 | 68,310.00 |
| GRADE 2 | 33,090.06 | 13,174.05 | 19,050.00 | 65,314.11 |
| GRADE 3 | 38,691.51 | 13,199.59 | 19,050.00 | 70,941.10 |
| GRADE 4 | 39,947.75 | 13,199.59 | 21,050.00 | 74,197.34 |
| GRADE 5 | 43,955.76 | 13,199.59 | 21,050.00 | 78,205.35 |
| GRADE 6 | 45,047.26 | 13,199.59 | 24,750.00 | 82,996.85 |
| <u>JUNIOR HIGH SCHOOL</u> | | | | |
| GRADE 7 | 49,471.07 | 13,088.93 | 21,050.00 | 83,610.00 |
| GRADE 8 | 48,496.41 | 12,908.84 | 21,050.00 | 82,455.25 |
| GRADE 9 | 47,771.92 | 13,111.88 | 25,655.00 | 86,538.80 |
| GRADE 10 | 49,472.59 | 13,229.93 | 28,155.00 | 90,857.52 |

| LEVEL | TUITION FEE | STUDENT SERVICES | MISC. FEES | TOTAL |
|---------------------------|-------------|------------------|------------|-----------|
| <u>SENIOR HIGH SCHOOL</u> | | | | |
| GRADE 11 - SPCM | 31,993.50 | 13,600.00 | 27,505.00 | 73,098.50 |
| GRADE 11 - OTHER PRIVATE | 42,658.00 | 13,600.00 | 27,505.00 | 83,763.00 |
| GRADE 11 - PUBLIC | 22,658.00 | 13,600.00 | 27,505.00 | 63,763.00 |
| GRADE 12 - SPCM | 33,081.00 | 13,600.00 | 31,005.00 | 77,686.00 |
| GRADE 12 - OTHER PRIVATE | 44,108.00 | 13,600.00 | 31,005.00 | 88,713.00 |
| GRADE 12 - PUBLIC | 24,108.00 | 13,600.00 | 31,005.00 | 68,713.00 |



CURRICULUM:

The school's Curriculum for SY 2020-2021 is streamlined to adapt to the current situation. The curriculum shall foster essential performance outcomes from the SPCEM Outcomes-Based Education Framework and the Most Essential Learning Competencies of the Department of Education.

The same set of subjects will be applied except for Robotics, Research, and Swimming in the Junior High School. Reading and Language in the Grade School will be delivered as integrated English.

The Distinguished Science Curriculum will not be implemented for this coming school year.



INSTRUCTIONAL DELIVERY:

The HEAL Program promotes different learning modalities. In the first semester, it will be a COMBINATION of Online Distance Learning and Home-based Learning Access. For the second semester, Hybrid Learning Access will be implemented.

Online Distance Learning is learning at home using online-based tasks, lectures, and resources.

Home-based Learning refers to "offline" works or home-based learning activities with the use of learning packets.

Hybrid Learning is an instructional delivery that combines virtual and physical classes.

The combination of Online Distance Learning and Home-based Learning is done to consider Paulinian families with 2 or more siblings, shared devices, working parents and "screen time" per day of learners.

Accommodations for full home-based learning may be made for learners with limited or no internet connection.

Hybrid Learning will only be done if the situation is already safe for learners. Online distance learning and Home-based learning may still be implemented for the remaining months if the situation calls for it.



LEARNING PACKETS:

Aside from online-based tasks, a learning packet will be available for learners to help in the concept and skills development of each subject.

It contains learning outcomes, lecture inputs, exercises, performance-tasks, real-life applications, and other assessments that are aligned to the learning outcomes.

Each learning packet will contain a Learning Engagement Playlist that learners need to accomplish. This would serve as a monitoring checklist for learners, teachers, and parents on home-based tasks that they had made.

Parents will be given an option to pick-up the learning packets from the school or have it couriered to their homes.



FINANCE CONCERNS:

A special package has been developed by the Finance Office to reduce the fees for SY 2020-2021. Some fees are repurposed to support the school services, strengthen network requirements, and the implementation for online learning. All fees may also be paid on a staggered basis.

Parents may pay using credit card (Mastercard, Visa, JCB, Union Pay). Personal checks are not honored.

Foreign Students will be adding Php 10,000.00 for foreign student fee.



HELP DESKS:

You may send an email to the following for further inquiries:

HEAL Program - info@spcmakati.edu.ph

School Documents - registrar@spcmakati.edu.ph

Tuition Fee - cashier@spcmakati.edu.ph

Admissions - guidancecenter@spcmakati.edu.ph

Technical Concerns on Student Portals -
ict@spcmakati.edu.ph



SCHOOL ACTIVITIES:

School gatherings with more than five persons are not allowed. School activities will be limited to online events. A Paulinian hour will be scheduled in a week to cultivate Paulinian identity among learners and to conduct online curricular activities.

The School Calendar will be from August 3 to April 30. Other details will be discussed during the orientation and quarterly conferences.



SCHOOL PREPARATIONS:

School gatherings with more than five persons are not allowed. School activities will be limited to online events. A Paulinian hour will be scheduled in a week to cultivate Paulinian identity among learners and to conduct online curricular activities.

The School Calendar will be from August 3 to April 30. Other details will be discussed during the orientation and quarterly conferences.



SYNCHRONOUS AND ASYNCHRONOUS LEARNING SCHEDULES:

In the HEAL Program design, learning may take place synchronously (all learners are online at the same time) and asynchronously (learners may access learning materials at different times).

There would be Synchronous Learning Sessions done thrice a week, and Asynchronous Home-based Tasks for the remaining days.

The duration of the Synchronous Learning Sessions per subject will be 60 minutes for Early Years, 90 minutes for Grades 1 to 3 and 180 minutes for Grades 4 to 12.

There would be two subjects in a day for three times in a week that would have synchronous learning. Morning and afternoon sessions would also be set. This is to consider siblings with shared devices, working parents, and the “screen time” of learners.

Synchronous Learning Sessions are intended for lesson presentations, discussions, video conferences, mentoring, and presentation of outputs.

Schedules for synchronous, asynchronous home-based tasks, and hybrid learning will be discussed further during the orientation.



CLASS RATIO:

The class ratio is reduced for a more effective curriculum implementation. The minimum teacher-student ratio for online and physical classes will be as follows:

| Grade Level | Teacher: Student Ratio |
|----------------|------------------------|
| Early Years | 1:5 |
| Grades 1 to 3 | 1:10 |
| Grades 4 to 6 | 1:15 |
| Grades 7 to 12 | 1:20 |

The actual ratio would depend on the actual enrollment, but it will not be more than 1:30.



ONLINE LEARNING PLATFORMS AND VIDEO CONFERENCES

Learners will be utilizing online learning platforms or Learning Management Systems such as Genyo for Grade School and Junior High School, and Schoology for Senior High School.

All Paulinians will be given a Google G suite for Education account. This will be their official school email for file sharing, direct messaging to teachers, and peer collaboration. This is done to promote security during online distance learning.

Video Conferences are a part of the instructional delivery during synchronous learning sessions. During these times, teachers and students will be seeing each other online to promote social interaction within the virtual class.



ACCOMMODATIONS AND ADJUSTMENTS:

Accommodations on late submission of outputs and non-attendance to online and physical classes with valid reasons may be done. Expanded opportunities for learners will be available for them to catch up with the lessons and academic requirements during mentoring sessions.



ROLE OF PARENTS:

Parents play vital roles in the delivery of online distance learning. Parents would now be co-facilitators of learning especially to the lower levels. This may be in the form of:

- providing support to meet the minimum technical requirements of online learning
- allotting a learning space at home conducive for lessons and video conferences
- establishing strict home rules on the device screen time
- putting safeguards on internet browsers and sites
- adult supervision for Early Years to Grade 3 for assistance in the navigation of the online learning platforms
- monitoring and coordinating the submission of outputs with the subject teacher

An orientation on the learning program and the navigation to the online learning platforms will be done for parents and students.



TEXTBOOKS:

Textbooks will serve as the main reference for learning. It will be reduced to the main core subjects namely: English, Filipino, Math and Science. The parents have an option to pick it up from the school or to be couriered to their homes.



LEARNER SUPPORT:

Learners may find difficulty in navigating the online platform or in understanding the lessons. A technical support team is organized to address access and navigation concerns. Furthermore, learners may use the direct messaging feature in the Learning Management Systems.

The subject teachers and class advisers will also be holding video conferences with the learners to make sure that they are catching up with their lessons. Monitoring schemes will be in place to make sure that attendance, participation, and submission of outputs are met.

Guidance Counselors are also available online to assist in the mental health and psychosocial well-being of the learners.



ASSESSMENT:

DepEd Order 8, s. 2015 will still be followed for the Grading System. Learning Tasks are developed to be home-based and performance based. Authentic Tasks are reduced to performance-based outputs.

Learning Packets include formative and summative assessments to give evidences of learning and student participation. Assessments may be done collaboratively online.

Periodic Tests will only be administered on the Second and Fourth Quarter for Early Years to Grade 10. Final Examination will be done for the Senior High School. Performance-based tasks will substitute the other remaining examinations.

Details on the conduct of the examinations will be discussed at a later time.

Academic, Conduct, and Special Awards will be suspended temporarily. Since learners have varied learning modalities, locations, and resource capabilities, it will not ensure academic integrity of outputs and student participation to curricular and extra-curricular activities.



ACADEMIC INTEGRITY:

SPCM puts prime importance on excellence and integrity. We believe that the academic set-up will help them to be mindful and self-directed learners.

1. All submitted outputs will follow an Honesty Pledge system attested by students and parents.
2. Students must uphold intellectual property rights in their outputs. Proper citation of online and written outputs



TECHNICAL AND SOFTWARE REQUIREMENTS

It is advisable that learners would have at least one (1) computer unit, desktop or laptop, to access the online learning platforms.

The following are the minimum technical requirements for the gadgets to be used for the online learning platforms and ICT subjects.

COMPUTER UNITS:

| | |
|---|---|
| Operating System: | at least Windows 7 or its equivalent |
| Processor: | at least i3 Intel Processor or its equivalent |
| RAM: | at least 4 GB RAM |
| HDD: | at least 320 GB |
| Bandwidth: | at least 5 MBPS |
| *with working front camera or Web camera | |
| *headphones or earphones are advisable during video conferences | |

SOFTWARE PROGRAMS

Microsoft Office 2010 and up
 Google Productivity tools (Document, spreadsheet, etc)
 Video Conferencing (Google Meet)
 Video Editing Software (iMovie, Windows Movie Maker)
 Photo Editing (Adobe Photoshop CS3)
 Visual Studio (for Computer Programming Specialization)
 Video Player (VLC, iMovies, Movies & TV)
 AutoCAD (for Technical Drafting Specialization)

The following are the minimum requirements of devices when accessing the online learning platforms:

PERSONAL COMPUTER UNITS/DESKTOP

| GENYO | SCHOOLGY |
|--|---|
| Browser: Google Chrome (updated) Microsoft Edge (updated) Mozilla Firefox (updated) | Browser: Mozilla Firefox (latest) Internet Explorer 11+ Microsoft Edge Safari 10 and 11 |
| Internet Speed/Bandwidth: 5 mbps for 2-3 persons | Google Chrome (latest version) |
| | Internet connection: At Least 512 kbps |

SMARTPHONE/TABLET

| GENYO | SCHOOLGY |
|--|--|
| Model: Any type (old models not recommended) | Model: Any type (old models not recommended) |
| For Android Chrome Browser (updated) Dolphin Browser (downloadable in Play Store) | Downloadable Schoology App |
| For Apple/Mac Puffin Browser (downloadable in Apple Store) | For Android: Android 6.0 and above |
| | For Apple/Mac: iOS 11.0 and above |