



PAREF Westbridge
Magsaysay Village, La Paz, Iloilo City

Version 06
14 JUNE 2021



REMOTE LEARNING PROGRAM



Message from the Director

Life in the New Normal brought about by the COVID-19 Pandemic has presented us all with new challenges. As we prepare for the new school year, education under the COVID-19 Pandemic must also adapt.

Through this, PAREF-Westbridge remains committed to bringing out the best of your son's character and to develop their academic competencies, steadfast to our vision of raising MEN of INTEGRITY. This can only be achieved through the united front of parents, teachers and students working together, working hard amidst this pandemic. By strengthening our home-school collaboration, we can face this new trial to launch out into the deep.

As we shift to new ways of learning and teaching, PAREF-Westbridge presents to you the school's Primer of its Remote Learning Program (RLP) for School Year 2021-2022.

It is our guide on education within the framework of the New Normal. Following are detailed explanations and illustrations on how Westbridge will continue to provide a balanced and demanding academic and personal formation for its students using Online Platforms in order to follow Health Protocols of the Philippine Government.

The RLP Primer already has a substantial amount of detail on Online Classes and the Blended Program, and will continue to adapt and update as we gain more experience in this mode of delivery in our educational program.

Mr. Gerard Eugene Lacaya
Executive Director



Our Story

In 1992, a group of parents, well-aware of their mission as the principal educators of their sons, came together with some teachers to set up the PAREF-Westbridge School. Through the academic institution, Westbridge School for Boys, professional teachers collaborate with the parents in their mission, by providing a balanced and demanding academic and personal formation for their sons

Parents for Education Foundation (PAREF) is an educational foundation established in 1975 by parents inspired by the teachings of St. Josemaria Escriva, the founder of Opus Dei, that only by having well-formed parents and teacher can the school have students of the right quality and virtue.

PAREF presently has 11 schools in the Philippines: Southridge, Woodrose, and Ridgefield in Muntinlupa, Rosemont and Rosehill in Antipolo, Rosefield and Northfield in Quezon City, Southcrest, Springdale, and Southdale in Cebu, and Ridgefield and Westbridge in Iloilo City.





MISSION

The Westbridge family aims to provide a balanced and demanding academic and personal formation for its students, so that they live according to the Christian Ideal. This is done specifically by strengthening and uniting the family as an institution in society by providing Christian formation, enabling parents to exercise their role as primary educators of their sons with the collaboration of their teachers.



VISION

Our students are gentlemen; pious and with a sporting spirit, honed in the sciences and the arts, and equipped with leadership and interpersonal skills. They have concern for others, especially the less fortunate. Their zest for learning and virtue is driven by a personal vision of their role in the community, which stems from love of God and a sense of responsibility for the gifts they have received. They live by the Westbridge motto, Duc In Altum.

CORE VALUES



COMPETENCE



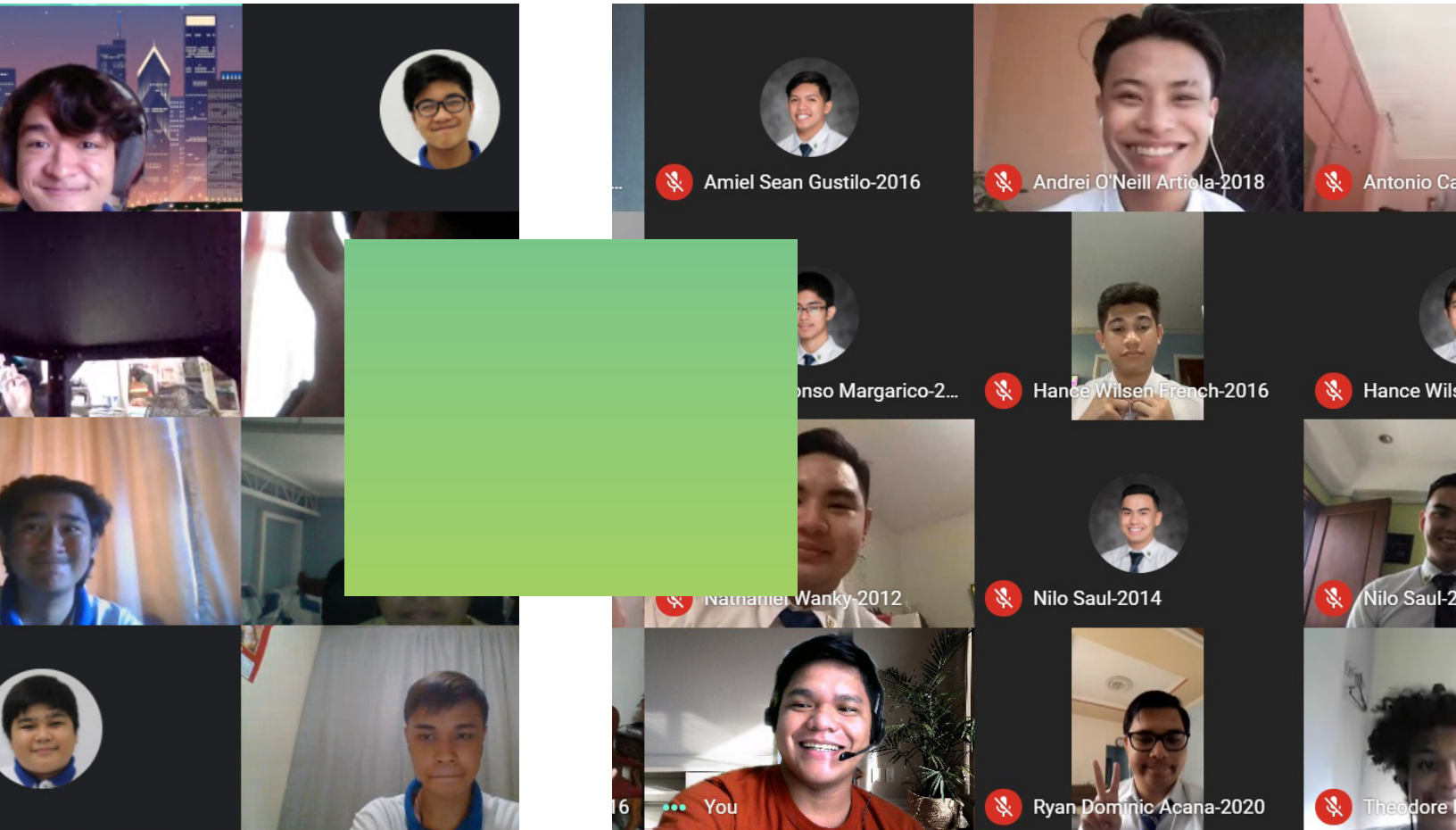
SERVICE



INTEGRITY

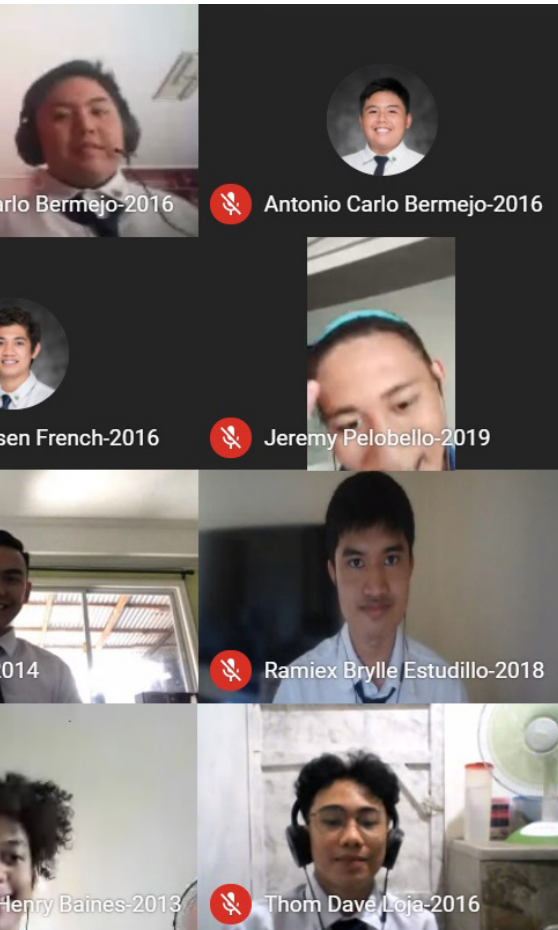
REMOTE LEARNING PROGRAM

ONLINE PROGRAM THAT DELIVERS



- 1** Balanced and Demanding Academic and Personal Formation by the G-Suite Trained Faculty and Staff
- 2** Small Class Size
- 3** Student Mentoring

- 4** Effective Character Formation
- 5** Strong Home-School Collaboration
- 6** Parents' Forums



01 Online Classes will be conducted for the whole School Year 2021 - 2022. This will be conducted using Google Workspace for Education Account of PAREF Westbridge School, Inc.

jldelacruz@parefwestbridge.edu.ph

**All students and teachers will only use Westbridge-issued Gmail accounts with the extension @parefwestbridge.edu.ph.*

02 Westbridge's Virtual classrooms will use **Synchronous** (face to face Online) and **Asynchronous** (self-directed learning modules) Classes.

03 Classes are divided into 2 Sections with small class sizes to ensure that students are given enough attention in their Online Classes:

PRIMARY

P 10 - 15
STUDENTS

INTERMEDIATE

I 13 - 18
STUDENTS

SECONDARY

S 15 - 20
STUDENTS

REMOTE LEARNING PROGRAM

MODES OF DELIVERY



SYNCHRONOUS CLASSES

- Online Lessons with teachers and Classmates Interacting in Real-Time.

- Held using Google Meet in the Google Classroom.

- 40-minute class per Subject for Primary and 50-minute Class per Subject for Intermediate and High School.

- Synchronous Classes is held twice a week: (Mondays and Tuesdays for Section A; Thursdays and Fridays for Section B).

- 10-minute Breaks in Between to properly space Screen Time.





Google Meet

is a video-chatting service designed primarily for business and office use, which lets colleagues chat over video and text.

Google Workspace

a free suite of easy-to-use tools that provide a flexible and secure foundation for learning, collaboration, and communication.

Google Workspace
for Education



Pear Deck

is an educational technology company offering a web-based application to K-12 schools and teachers.



Nearpod

is an online tool that allows teachers to use slide-based teaching both in the classroom and remotely thanks to a hybrid layout.

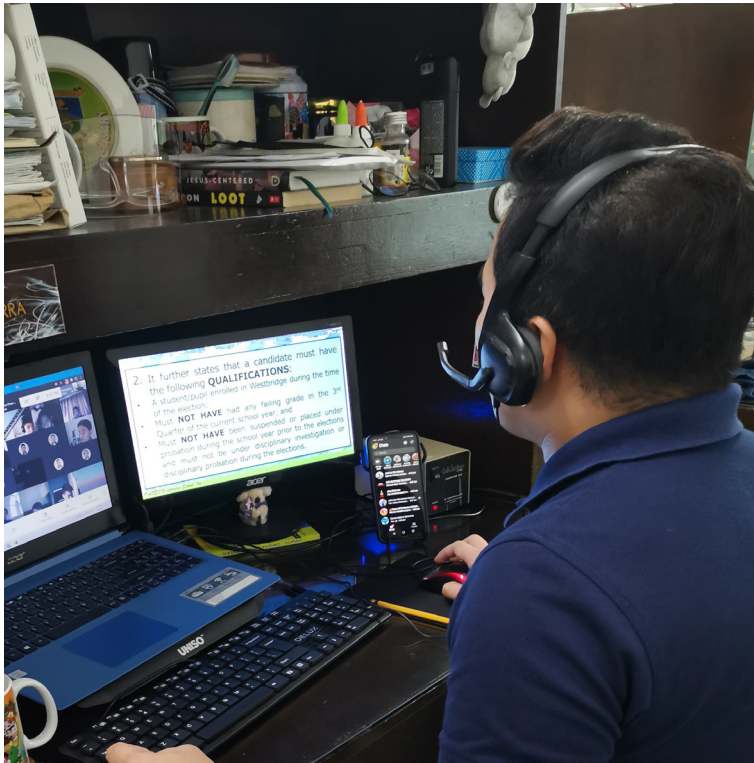


Quizizz

is an online assessment tool that allows to teachers and students to create and use one another's quizzes.

REMOTE LEARNING PROGRAM

MODES OF DELIVERY



ASYNCHRONOUS CLASSES

Self-directed Online and Offline activities designed in a learning module to supplement and support classes.

Learning Modules contain learning objectives, learning tasks and Post-task Assessment.

Students work independently on the learning modules assigned for the day. They may work on them in any order but has to submit Post-task assessments before the due time and date as scheduled by the teacher.

Teachers are available for consultation at specified hours during Asynchronous class days.

Asynchronous classes are held twice a week: Thursdays and Fridays for Section A; Mondays and Tuesdays for Section B.



Google Classroom

a suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded papers.

Google Workspace

a free suite of easy-to-use tools that provide a flexible and secure foundation for learning, collaboration, and communication.

Flipgrid

is a video tool that allows teachers to post “Topics” that are essentially videos with some accompanying text.

Ed Puzzle

is a teaching tool used to place interactive content into pre-existing videos from a variety of sources, such as TED or YouTube, or into videos you have made.

Codecademy

is an online interactive platform that offers free coding classes in 12 different programming languages.

Google Workspace
for Education



PAREF WESTBRIDGE

PERSONAL FORMATION PROGRAM

The Personal Formation Programs of the school will continue amidst the current situation of Quarantine and Social Distancing protocols. These programs will run not due to the restrictions but precisely because of the current conditions and needs that the pandemic has brought about for everyone.



PROGRAM 01

MENTORING CHATS WITH STUDENTS

At the beginning of the school year, parents will be asked to sign a consent form allowing their sons to have one-on-one online chats with their mentors with indicated provisions for the protection of the privacy of both the mentee and the mentor. The platform for mentoring chats with students will be Google Meet. The chat should only be conducted within weekday office hours (i.e., no chats beyond 5:00 PM from Monday to Friday). However, mentees or their parents can get in touch with their mentors or the Guidance Office in case of emergencies. Unlike in the traditional set-up where students can be pulled out of their classrooms during a class for a chat, mentors cannot schedule chats that will conflict with the online synchronous classes of their mentees.

PROGRAM 02

MENTORING CHATS WITH PARENTS

Similar to the student set-up, the mentors will conduct their chats for the first two quarters of the school year online. Mentors and parents can make use of any communication medium (e.g., email, SMS, social media, etc.) to coordinate among themselves the scheduling of their chat anytime during the mentors' office hours. Likewise, enough time should be given to either the mentor or the mentee's parents to adjust for any rescheduling of chats. Google Meet will be the recommended platform for chats with parents, though parents may request to use their preferred platform (e.g., Zoom, Microsoft Teams, Messenger, Viber, etc.).





SCHOOL FOR PARENTS

The School has registered as an Institution to the Franciscan University of Steubenville Online Platform of Formative Talks, Seminars, Conventions, Workshops and Courses. All Westbridge Teachers and Parents may register using the school's registered domain in order to avail of these Online Formative resources (<https://franciscanathome.com/#institutions>). Parents may do this at their own convenience, but the Personal Formation Department may schedule some of these Talks in the Parents Forum section of our website to promote a collective effort to learn from a distinguished speaker.

EDU CHILD PROGRAMS FOR PARENTS

The EDUCHILD Programs for Parents promoted by Westbridge such as the New Parents Educational Program (NPEP), the Middle Childhood Parents Course (MCPC) and the Parenting Teens will be scheduled Online or In-Person during the School Year, depending of the availability of the Educhild Speakers and its moderators and facilitators. Announcements on the schedule of these sessions will be posted in your son's Google Classrooms as well as in the school's Website and Facebook Page.

MONTHLY STUDENT ASSEMBLY

The monthly student assembly will be done ONLINE via Facebook Live on the First Wednesday of the Month from 10:00 – 11:00 am. Students may attend these assemblies through the Google Meet where the live or pre-recorded coverage of the speaker is shared by the Class Adviser. During the monthly student assembly, Talks on the Virtue of the Month, a Talk by an invited speaker on Current or Special Issues and official announcements regarding upcoming school activities are discussed.

CHAPLAINCY SERVICES

The School Chaplain will be celebrating Holy Mass at the School Chapel observing the minimum health protocols. This will be live streamed on our Facebook Page for students and parents to attend. The Chaplain's Corner in our FB Page will be posting a schedule of other activities in the school like the Online Recollections for Professional Men and Online Retreats, which will be available through Zoom or Facebook Live.

REMOTE LEARNING PROGRAM

SAMPLE CLASS SCHEDULE

SYNCHRONOUS AND ASYNCHRONOUS CLASSES

Primary | Grade 1A

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Class Advisory	Class Advisory	Assemblies Mentoring Chats Remedial Class Club Activities	Math Module	English Module
08:20-9:00	Math Class	English Class		Science Module	Filipino Module
09:10-9:50	Science Class	Filipino Class		Civics Module	Religion Module
10:00-10:40	Civics Class	Religion Class		MAPEH Module	
10:50-11:30	MAPEH				

Primary | Grade 1B

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Math Module	English Module	Assemblies Mentoring Chats Remedial Class Club Activities	Class Advisory	Class Advisory
08:20-9:00	Science Module	Filipino Module		Math Class	English Class
09:10-9:50	Civics Module	Religion Module		Science Class	Filipino Class
10:00-10:40	MAPEH Module			Civics Class	Religion Class
10:50-11:30				MAPEH	

REMOTE LEARNING PROGRAM

SAMPLE CLASSES FOR ELEMENTARY DEPARTMENT

Intermediate | Grade 4A

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Class Advisory	Class Advisory	Assemblies Mentoring Chats Remedial Class Club Activities	Math Module	English Module
08:20-9:10	Math Class	English Class		Science Module	Filipino Module
09:20-10:10	Science Class	Filipino Class		Soc Stud Module	Religion Module
10:20-11:10	Soc Stud Class	Religion Class		MAPEH Module	HE/Comp Module
11:20-12:10	MAPEH	HELE/Computer			

Intermediate | Grade 4B

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Math Module	English Module	Assemblies Mentoring Chats Remedial Class Club Activities	Class Advisory	Class Advisory
08:20-9:10	Science Module	Filipino Module		Math Class	English Class
09:20-10:10	Soc Stud Module	Religion Module		Science Class	Filipino Class
10:20-11:10	MAPEH Module	Hele/Comp Module		Soc Stud Class	Religion Class
11:20-12:10				MAPEH	HELE/Computer

REMOTE LEARNING PROGRAM

SAMPLE CLASSES FOR HIGH SCHOOL DEPARTMENT

Junior High School | Grade 7A

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Class Advisory	Class Advisory	Assemblies Mentoring Chats Remedial Class Club Activities	Math Module	English Module
08:20-9:10	Math Class	English Class		Science Module	Filipino Module
09:20-10:10	Science Class	Filipino Class		Soc Stud Module	Religion Module
10:20-11:10	Soc Stud Class	Religion Class		MAPEH Module	HE/Comp Module
11:20-12:10	MAPEH	HELE/Computer			

Junior High School | Grade 7B

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Math Module	English Module	Assemblies Mentoring Chats Remedial Class Club Activities	Class Advisory	Class Advisory
08:20-9:10	Science Module	Filipino Module		Math Class	English Class
09:20-10:10	Soc Stud Module	Religion Module		Science Class	Filipino Class
10:20-11:10	MAPEH Module	Hele/Comp Module		Soc Stud Class	Religion Class
11:20-12:10				MAPEH	HELE/Computer

Senior High School | Grade 11A

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Class Advisory	Class Advisory	Assemblies Mentoring Chats Remedial Class Club Activities	Modules for <i>Oral Comm</i> <i>Gen. Math</i> <i>Intro to Philo</i> <i>STEM/ABM</i> <i>Research 1</i>	Modules for <i>Komunikasyon</i> <i>Earth Science</i> <i>Understanding</i> <i>Culture</i> <i>ICT</i>
08:20-9:10	Oral Communication Class	Komunikasyon			
09:20-10:10	Gen Math Class	Earth Science Class			
10:20-11:10	Intro Philo Class	Understanding Culture Class			
11:20-12:10	STEM/ABM Class	ICT			
12:10-12:50	Lunch	Lunch			
12:50-01:40	Research 1 Class	PE Class			

Senior High School | Grade 11B

Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-8:20	Modules for <i>Oral Comm</i> <i>Gen. Math</i> <i>Intro to Philo</i> <i>STEM/ABM</i> <i>Research 1</i>	Modules for <i>Komunikasyon</i> <i>Earth Science</i> <i>Understanding</i> <i>Culture</i> <i>ICT</i>	Assemblies Mentoring Chats Remedial Class Club Activities	Class Advisory	Class Advisory
08:20-9:10				Oral Communication Class	Komunikasyon
09:20-10:10				Gen Math Class	Earth Science Class
10:20-11:10				Intro Philo Class	Understanding Culture Class
11:20-12:10				STEM/ABM Class	ICT
12:10-12:50				Lunch	Lunch
12:50-01:40				Research 1 Class	PE Class

GRADING SYSTEM

PAREF-Westbridge will be following the DepEd mandated Grading System for Grades 1-12.

	COMPONENTS	LANGUAGES	AP	ESP	MATH	SCIENCE	MAPEH	EPP/TLE
GRADES 1-10	Written Works	30%			40%			20%
	Performance Tasks	50%			40%			60%
	Quarterly Assessment	20%			20%			20%

	COMPONENTS	CORE SUBJECTS	ALL OTHER SUBJECTS	WORK IMMERSION/RESEARCH/ BUSINESS ENTERPRISE SIMULATION/ EXHIBIT/PERFORMANCE
SHS 11-12	Written Works	25%	25%	35%
	Performance Tasks	50%	45%	40%
	Quarterly Assessment	25%	30%	25%

At the End of Each Quarter, Letter Grades will be placed in the Quarterly report Card of the students which can be viewed in the Parents Account of the PAREF Westbridge Online System.

LEGEND

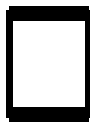
A+	Excellent	96 - 100
A	Advanced	90 - 95
P	Proficient	85 - 89
AP	Approaching Proficiency	80 - 84
D	Developing	75 - 79
B	Beginning	Below 75

COMPUTER AND INTERNET REQUIREMENTS



01

A desktop (with Webcam and Microphone) or a laptop computer with internet connection can support the demands of Online Learning. A headset with microphone is recommended for Synchronous Classes but earphones with built-in microphones may suffice.



02

Tablets will also be functional for Online Learning. When paired with a Bluetooth keyboard, they can easily substitute for a desktop or laptop.



03

Other devices, such as Smart Phones are not recommended for prolonged periods of online classes due to the difficulty to navigate online materials.



04

A Fiber Internet Connection of at least 10mbps is ideal for Online Learning especially during Synchronous Classes. However, a pocket wifi with an LTE or 4G connection will also work fine.



05

While not absolutely required, a printer for printing reading materials and activity sheets can also be helpful for those who opt to complete activities off-screen as much as possible.

PAREF WESTBRIDGE SCHOOL, INC.

CALENDAR OF ACTIVITIES S.Y. 2021 - 2022

April 15
Start of Early Enrollment

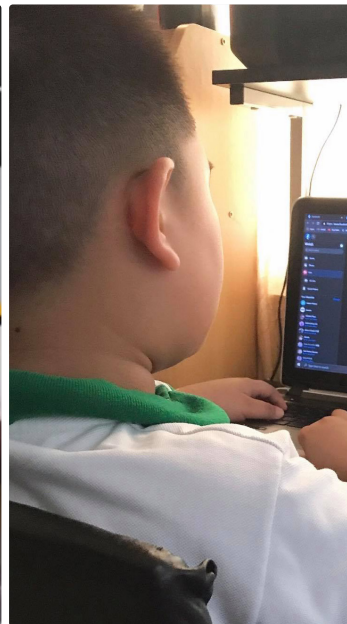
May 03
Summer/ Enrollment

June 01
Start of Summer FDS

June 28
Simulation of Classes

July 12 - 16
Parents' Orientation

July 19
Start of Online Classes



August 23 - 25
First Quarter Exam

August 31
Start of Second Quarter

April 06, 2022
Graduation Rites

Student & Family Activities

September

Pasundayag 2021 (Academic/
Literary/ Musical Contests)

November

First Holy Communion
Ceremony

December

Christmas Outreach
Program

January

Confirmation Ceremony
Grades 07 - 08

February

30th Foundation Day
Celebration

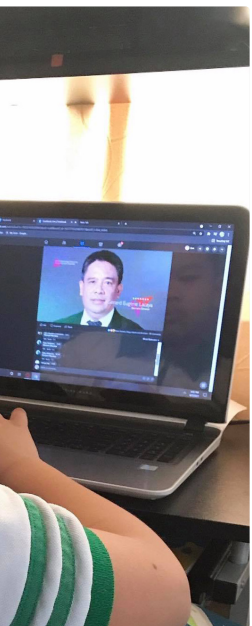
March

Student Council
Elections

April

Graduation Ceremonies
Elem, JHS, SHS

MONTHLY STUDENT ASSEMBLIES
QUARTERLY PARANGALS



ONLINE CLASS

CODE OF CONDUCT

PAREF-Westbridge students are expected to have self-discipline especially during this time of Online-learning. It is through their practice of this virtue and the guidance of their teachers that they will be able to learn effectively and efficiently.

Appropriate and desirable conduct are expected to be observed during online classes.



ATTIRE

Students should wear a collared shirt or the regular Westbridge white or green polo shirt.

GROOMING

Students should be cleanly shaven and should sport the prescribed haircut. It should not touch the back collar of the polo shirt, the upper portion of the ear, and the eyebrows. However, if a student is not able to get a haircut because of quarantine restrictions, he must fix his hair for him to look presentable at all times.

PLACE OF STUDY

Students are highly encouraged to have a clean and orderly workspace and background.

EATING

SLEEPING

DONT'S

SLOUCHING

USING OTHER DEVICES OTHER THAN THE ONE USED FOR ONLINE CLASSES



All students and teachers participating in online classes are expected to conduct their communications in a professional and respectful manner. The use of proper internet etiquette is expected at all times. Inappropriate conduct or behavior will be subject to disciplinary action. Policies and procedures outlined in the Student Handbook will also apply to all online classes. Therefore, the violation of any of these netiquettes may result in a student being suspended from attending his online classes and running the risk of missing academic work.

1

Students must abide by rules, procedures and policies established by the subject teacher.

2

Students must be polite and courteous both in written and oral communications, especially in Google Meet.

3

Communications must be free of vulgarity, belittling, offensive language, and any other forms of bullying.

4

Students must respect the personal information and privacy of their teachers and classmates.

5

Students must participate actively in all learning sessions.

6

Students must complete all assignments and work in a timely and thorough manner.

7

Students must not commit any act of computer vandalism e.g. online hacking that causes damage to the good name of the school, school property, and servers.

8

Students must not misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members.

REMOTE LEARNING PROGRAM

PARENTAL/GUARDIAN SUPERVISION

or Support for Online Classes

For Online Classes, parents/guardians are expected:

- 1** To study the school's weekly learning plan to (for grade school) organize a schedule for their son or (for high school) to encourage him to create a schedule that balances work and rest.
- 2** To prepare a conducive workspace for their son with the materials and equipment needed, including a device needed for online check-ins and accessing materials.
- 3** Set rules during school hours that are conducive to study and intense work.
- 4** As necessary (especially for students in the lower grades), to help their son access Google Classroom and other online tools.
- 5** To remind or ensure that their son attends scheduled check-ins and synchronous sessions.
- 6** Using the subject syllabi and module checklists, to regularly monitor their son's progress in completing his academic tasks and help him stay motivated to do his work without resorting to external incentives or penalties.
- 7** At intervals, to help process their son's learning experiences, difficulties and challenges.
- 8** To encourage their son to attend synchronous sessions, take advantage of his teachers' work hours to consult and clarify, and to do his independent work thoroughly and in a timely manner.
- 9** In the higher grades, to allow their son the discretion and independence he needs to become more fully responsible for his own learning.
- 10** The scheduled orientation and simulation sessions for parents and guardians so they can better assist their children in effectively adapting to the Online Learning set-up will be during the first two weeks of School Year 2021 - 2022.

ACTIVITIES FOR PARENTS



Parents Forum with the Class Advisers



New Parents Education Program (Grade 01 - 03 Parents)



Middle Child Parenting Program (Grade 04 Parents)



Parenting Teens (Grade 08 Parents)



School for Parents



REMOTE LEARNING PROGRAM

SUPPORT FOR PARENTS

1

After reading the Guidebook, parents who have questions and clarifications can attend the Orientation and Simulation Classes to be conducted on the first two weeks of August 2020.

2

Tech Integration Support will be available throughout the school year for urgent concerns related to our new modes of learning. For School Management System concerns like forgetting your username/password for your School Account or Username and Password for your Son's PAREF Westbridge Account, or matters related to Online Registration, Enrollment – Email: helpdesk@paref.edu.ph or registrar@parefwestbridge.edu.ph

3

Class Advisers and Subject Teachers will also make their official Emails available for parents to ask for clarifications and help in accessing the Google Classroom and the other Online resources being used in Online Classes.

4

Finally, the simulations with students is scheduled on June 28 - July 09, 2021. Our teachers will conduct online classes to students who were enrolled early. This will further ensure our smooth transition to online-learning in time for our class opening on July 19, 2021.

PAREF WESTBRIDGE SCHOOL, INC.

TUITION AND MISCELLANEOUS FEES

**NO TUITION FEE INCREASE
FOR SCHOOL YEAR 2021 - 2022**

CASH BASIS OR QUARTERLY

PHP 20,000

GRADES 1 - 3 | DOWN PAYMENT QUARTERLY

PHP 25,000

GRADES 4 - 12 | DOWN PAYMENT QUARTERLY

ONLINE PAYMENT

VIA PAREF WESTBRIDGE SCHOOL, INC.
BANK OF THE PHILIPPINE ISLAND
ACCOUNT

P A R E F Westbridge



DUC IN ALTUM

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F

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