



St. Scholastica's College-Westgrove
Ayala Westgrove Heights, Silang, Cavite
S.Y. 2019-2020

May 15, 2020

Dear Parents, Guardians and Learners,

Greetings and blessings of peace and good health!

St. Scholastica's College Westgrove will officially close School Year 2019-2020 on the 22nd of May, 2020 upon release and distribution of cards to all grade levels. While under Modified Enhanced Community Quarantine (MECQ), report cards will be sent through email for viewing purposes only for those who have settled accounts with the Business Office. Official documents will be issued upon request after the lifting of MECQ. You may settle your accounts directly at the Business Office or to pay online, kindly deposit the amount payable to:

Account Name: St. Scholastica's College Westgrove, Inc.
Branch: BPI Ayala Westgrove
Account number: 1451-1000-13

A copy of deposit receipt together with name of student, grade and section and contact number should be sent through email at sscwbusinessoffice@yahoo.com for the Business Office's immediate reference.

Despite the COVID-19 pandemic, we wish to inform you that St. Scholastica's College-Westgrove supports the Department of Education's (DepEd) declaration on earlier opening of school year 2020-2021 for private schools. **We will start on July 20, 2020.** Our decision to open the school year earlier aims at bringing students back into a school mode after a two and a half month long vacation and more importantly, at providing a longer and sufficient period to target competencies intended for each level. Furthermore, the government's plan to open the school year on August 24, 2020 as regular class days remains indefinite as fear on the risk of contagion may still be there. With this, please find below SSWC's plans for this school year:

I. Tuition and Other Fees

There will be no refund for school year 2019-2020 as the school has executed all the planned activities for the students except for the following:

School Fee	Action Taken
Grade 7 swimming fee	Activity will be moved to Grade 8
Graduation fee	As requested by the parents of the graduating batch, the school will schedule a Graduation ceremony once LGU's and DepEd allow schools to do so.
Yearbook Fee	Grade 6 Pictorial will be rescheduled for those who missed it.
Aralinks Coding Education (ACE)	Each student will be charged for two and a half months only

Program	amounting to P1,500.00. This includes the months of Nov. 15 – Dec 15 (1 month), 1 st week and 4 th week of January (1/2 month) and February (1 month).
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Due to the crisis brought about by COVID-19 pandemic, the school has deferred the increase in other fees for school year 2020-2021. In the meantime, only applicable miscellaneous and special fees will be collected to ease your financial burden at this pressing time. Other fees will be collected as needed should schools be back to their normal operations.

II. Enrollment

St. Scholastica’s College Westgrove will implement an open admission for school year 2020-2021. Transferees and new comers will undergo registration and admission process without entrance examination. Those students who have shown poor academic performance in the First Quarter will be advised to attend the “Bridging Sessions” for the required learning gaps.

A. Schedule

Enrollment starts from June 1, 2020 onwards.

B. Procedure

Enrollment may be done online. Details of step – by- step online enrollment procedure will be posted on the school’s official website sscw.edu.ph . Those who prefer to come to SSCW may do so but are required to observe protocols on social distancing and proper hygiene as prescribed by the Department of Health (DOH) and Inter Agency Task Force (IATF).

III. Curriculum and Instructions

A. Curriculum

Content and lessons will be based on the DepEd simplified K to 12 curriculum for school year 2020-2021.

B. Instruction

1. Teaching-Learning Approach

SSCW will adopt a **Hybrid Learning Approach** where Distance Learning, like online activities, complement a face-to-face (F2F) learning delivery of instructions. It is called hybrid because it is a designed mixture and integration of instructional modalities, delivery media, instructional methods, web-based technologies, both synchronous and asynchronous. Thus, this approach provides learners with **uninterrupted**, efficient and effective instruction experience in or out of crisis situations (pandemic disease, disasters, calamities, etc.) Below are the delivery modalities that will be employed contingent to the development of the COVID – 19 pandemic situation in the country where it does not allow learners to go to school.

Mode of Instruction	Delivery of Instruction	Class Schedule	Subjects	No. of students per class
Modal A (Normal Situation)	Face – to Face; regular classroom set-up	7:30 am – 3:40/4:40 pm	Regular Class Schedule	Maximum of 39 students
Modal B (On Suspension of Classes for a week due to Taal eruption, typhoon, etc.) Note: 1 st day – no homework 2 nd day onwards – with homework	Distance Learning (synchronous and asynchronous mode of delivery of instruction will be implemented)	8am to 12 nn only (to limit screen - time use per day)	4 subjects a day	Maximum of 39 students
Modal C (ECQ/GCQ)	Distance Learning - synchronous and asynchronous mode of delivery of instruction will be implemented)	8am to 12 nn only (to limit screen - time use per day)	4 subjects a day	Maximum of 39 students
Modal D (NO ECQ, MECQ or GCQ but with required social distancing)	Blended Learning (F2F and online)	7:30 am to 4:40 pm GS - M-W-F HS – T-Th-S (Sat – online)	7-8 subjects a day	15-20 students

Definition of Terms:

- **Hybrid learning** is the knowledge and skills acquisition process that is fostered by instructional design integrating digital, printed, recorded and traditional face – to- face class activities in a planned, pedagogically valuable manner.
- **Distance learning** also known as e-learning, is a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication.
- **Blended Learning** is a combination of face to face and online instructions where students interact with the instructor through both physical classroom and an online platform
- **Synchronous learning** is done in real-time with the faculty either online or face – to – face.
- **Asynchronous learning** is done at one’s pace outside school.

2. Monitoring

Since Distance Learning will replace classroom setup as the need arises, we will enhance teacher-parent partnership and collaboration especially in the lower levels to ensure

that learning is achieved on the part of the learners. The giving of feedback to parents and students based on the assessments of and for learning of the students will be required from teachers. This is to monitor the learning progress of each learner in a particular class. Parents are encouraged to join in the **Google Classroom** (the official *Learning Management System of SSCW*) of their daughter/s should they wish to monitor the activities in every class.

Daily Progress Report per subject will be part of the Google Classroom to inform the learners of their class standing, which parents may view.

3. Assessment

Whether distance or face – to – face learning, assessment for and of learning will be conducted to ensure the outcomes of learning. Results of drills, exercises, and workshops will be the basis on giving final assessments such as recorded Seatwork, Short and Long Mastery Test, and Quarterly Exam. On the other hand, collaboration between three or more subjects will be employed in assessment like Performance-Based Tasks in order to give emphasis on the giving and showcasing of authentic assessment and output respectively and at the same time to lessen students' work at home.

This new program of learning is subject to continuous improvement for valuable consideration of providing quality education to our learners. We earnestly ask for the cooperation and support of all stake holders of SSCW for a successful implementation of this Hybrid Learning Approach.

Thank you and remain safe and healthy. That in all things, God may be glorified!


With prayers and gratitude,


Mrs. Leah M. Sacay
Coordinator for Academics

Noted by:


Sister Ida L. Morin, OSB
IBED Principal

Approved by:


SR. EDNA M. QUIAMBAO, OSB
School Directress