



Mindfully adapting as our culture and lifestyle evolve with the changing times.

LEARNING CONTINUITY PLAN



Moving forward to school year 2020-2021 with the highest regard for health and safety while we continue to deliver quality education.

**“ “ It is not the strongest
of the species
that survive
nor the most intelligent
but the one
most responsive
to change. ” ”**

Charles Robert Darwin

RATIONALE



This Learning Continuity Plan is made available to ensure that all our campuses provide, to the best of our ability, every learner with alternative modes of instruction to help them keep pace with their learning.

CIE aims to provide the same quality of teaching by implementing a set of processes that will serve as:

- a continuation of the implementation of the CIE Curricula, and
- as an extension of student services.

This recognizes that there is a need for multiple means of engaging students. Moreover, strong family support shall be necessary for the successful delivery of these alternative modes of instructions.

SCHEDULE OF SCHOOL YEAR 2020-2021

OPENING OF CLASSES	➔	AUG 24, 2020
First Term	➔	AUG 2020 – DEC 2020
Second Term	➔	JAN 2021 – JUNE 2021

CIE will provide each student with the SY 2020-2021 School Calendar.

TRANSITION PLAN

CIE will open school year 2020-2021 off-campus through Online Learning to ensure the health and safety of your child.

CIE stays informed by monitoring events and updates closely in order to respond with relevance and adapt as appropriate. In the event when conditions improve and become ideal to resume onsite in the physical campus, CIE prepared a plan to be implemented for gradual resumption of regular school operations.

Please note that this is subject to change in consideration of community conditions and the health and safety of all stakeholders in the CIE community.

TRANSITION	PROJECTED PERIOD	MODE OF INSTRUCTION
PHASE 1	AUG 2020 – DEC 2020	Online Learning Offsite teacher-learning exchange takes place within the safety of your homes.
PHASE 2	JAN 2021 – MAR 2021	Flexible Learning Alternate onsite and offsite classroom with great consideration on social distancing and other safety protocols.
PHASE 3	APR 2021 – MAY 2021	Onsite Classroom Face-to-face with great consideration on social distancing and other safety protocols.



TEACHING-LEARNING EXPERIENCE

The CIE Online Learning programme supports a teaching-learning exchange that allows students to interact real-time with their teachers and fellow classmates.

Daily classes are conducted in an online classroom using available tools to perform activity-based lessons and live-audio sessions. These will be done within the parameters of the *CIE Child Safeguarding* policies.

Students in Early Years Foundation Stage will have live session for 1 hour during class days.

A sample of a typical class schedule for Primary School and High School students is shown.

Class schedules are plotted with conscious attention on supporting the general wellbeing of the students. Students will receive their class schedules as classes begin.

ALTERNATIVE MODES OF INSTRUCTION

With the uncertainty brought about by the global pandemic, CIE British Schools will use a combination of an off-campus/online and in-campus/onsite teaching-learning mode of delivery for the protection and safety of all.

Given this, it is a must that all CIE students have a working laptop or computer and access to Internet at home.

CIE British Schools have created its online classrooms primarily employing Google Suite Education, complemented by other online tools, like *ClassDojo*, and software to facilitate the learning in our online learning.

TYPICAL CLASS SCHEDULE FOR PRIMARY AND HIGH SCHOOL STUDENTS

TIME	CLASS
08:15 – 08:30 am	HOMEROOM PERIOD <i>Students get the chance to interact with peers.</i>
08:30 – 09:30 am	CLASS 1
09:30 – 09:45 am	Break
09:45 – 10:45 am	CLASS 2
10:45 – 11:00 am	Break
11:00 – 12:00 pm	CLASS 3
12:00 – 01:00 pm	Lunch break
01:00 – 03:00 pm	Schoolwork Output

MONITORING LEARNING

Student performance is monitored based on the quality and consistency of the submission of schoolwork output. Teachers use the learning platform to keep track of student participation.

Our CIE Cares team provides regular feedback to parents on the status of the submission of assignments, and assessment results of every learner. Parents are duly notified when the student need additional support or differentiation.



REQUIRED SETUP AT HOME

1. Find a quiet, comfortable, clutter-free work area at home.

Consider to provide the following:

- Comfortable chair and table
- Proper lighting
- Good air ventilation

2. Make sure you have the required devices.

- Desktop or laptop computer

Minimum Requirement

- Processor type: Intel i3 or i5 / 8th gen processor or its equivalent in AMD
- Memory: at least 4GB to 16GB RAM
- Hard Drive: 1 Terabyte
- Monitor: 15" to 17" monitor
- Web Camera
- Headset with microphone

- Internet connectivity

Minimum Requirement

- LTE pocket Wi-Fi

Bandwidth Requirement

- At least 5 Mbps Internet Speed

- Printer or scanner (*Optional*)

3. Keep everything close at hand while maintaining proper organization of study materials.

Have ample storage space to keep school materials at hand such as pens, pencils, notepad paper, sticky notes, notebooks.

GUIDELINES ON LIVE AUDIO SESSIONS

1. Log-in using your CIE email account in Google Meet

Using PC/Laptop

- Go to meet.google.com
- Log-in using your CIE email account

Using Mobile Devices (Android/iOS)

- Download the Google Meet app from Play Store or App Store
- Log-in using your CIE email account



2. Click on the Google Meet link.

This will be sent by your teacher through Google Classroom. Please refer to the schedule posted in Google Classroom.

3. Disable the device camera upon login.

This is in accordance with our policies on Child Safeguarding, Child Protection, and Data Privacy. Only the audio or microphone access shall be enabled. This can also help the students focus on the learning materials being presented on screen. The teacher will start only when all participating students have complied.

4. Mute audio settings during a scheduled live audio session.

This is to ensure uninterrupted teacher discussion. You may send a chat message to the teacher if you would like to unmute your audio to discuss topic concerns.

5. Leave and log-out.

Make sure to leave the session at the end of the last scheduled subject for the day.

HEALTH & SAFETY PRECAUTIONARY MEASURES

Implemented in the event the school campus reopens

CONTEXT	PRECAUTIONARY MEASURES
Mandatory Health Screening <i>Conducted before entering the school premises.</i>	<ul style="list-style-type: none">• Face mask is required• Temperature check conducted• Accomplish the Health Checklist.• Alcohol/antiseptic application for hands• Shoe sanitation through footbath
Student Traffic <i>Managed arrival and departure to control traffic.</i>	<ul style="list-style-type: none">• Schedule for student arrival and dismissal shall be in place.• Strictly no family members past entry.
Health and Hygiene <i>Precautions within the school premises.</i>	<ul style="list-style-type: none">• School campaign on conscious Health and Hygiene practices throughout the school.• Face mask must be worn within the school building at all times.• Frequent hand-washing will be integrated in student program.• Alcohol/antiseptic application is mandatory for all students/teachers and school staff before entering the classroom.• Students, teachers and staff who is sick or has fever but not suspected to have COVID-19 will be advised to go and stay home, and or seek medical care.• Control traffic in use of toilet to observe physical distancing.

HEALTH & SAFETY PRECAUTIONARY MEASURES

Continued...

CONTEXT	PRECAUTIONARY MEASURES
Minimizing Contact Rate <i>Managed space to promote physical distancing.</i>	<ul style="list-style-type: none">• Physical distancing of 2-meters shall be maintained within classrooms.• Class size will be reduced to accommodate physical distancing.• Students to take meals (lunch or snacks) inside the classroom, on their respective desks.• Strictly no sharing of food and drinks.• Mandatory use of antiseptic wipes for students and teachers to clean respective desks everyday following guidelines for frequent and thorough cleaning.• High heat steam cleaning of all classrooms to be done daily.• Provision of outdoor spaces for sports and physical activities are suspended.• Common areas in school will be closed.
Reduction of Infection <i>Measures to manage risks of exposure to COVID-19</i>	<ul style="list-style-type: none">• School will designate an isolation area.• The school nurse attending will be in appropriate PPE when dealing with individuals suspected as exposed to COVID-19.• Individuals suspected as exposed to COVID-19 shall proceed to the designated isolation area. Face mask must never be removed.• Individual suspected as exposed to COVID-19 will be required to go on home quarantine for 14 days with specific instructions from the school nurse on monitoring symptoms and possible next steps.• School protocol for transport to hospital, if needed, will be in place.• School protocol for testing will be in place.• Information will be managed in accordance with the Data Privacy Act.
Decontamination <i>In the event of possible exposure to COVID-19</i>	<ul style="list-style-type: none">• School will close the building temporarily.• School shall conduct a thorough decontamination of all accessible areas.• School may resume after 48-hours from decontamination.

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