



St Edward's College, Malta

Boarding Handbook

For

Parents & Students

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Welcome to Boarding

We have prepared this handbook to assist you and your child in your preparations for life at Boarding School. Here you will be able to find information about daily life at school, staff contact details, clothing lists, general boarding matters, school policies and much more. Please read through this handbook with your child, so that you are both familiar with the procedures and expectations of St Edward's School.

Our goal at St Edward's is to provide your child with a home away from home. Every child is given the opportunity to develop and learn in a safe and happy environment. Encouraging independence, self-reliance and co-operation is an important part of life at school but boarding is also about having fun and making good friends.

At St Edward's we aim to:

- Safeguard and promote the welfare of every boarder
- Enable students to grow into independent, disciplined and self-reliant adults
- Enable boarders to develop good relationships within the community
- Enable students to develop their own moral, spiritual and social values
- Enable students to fulfil their intellectual, academic, sporting and creative potential
- Enable the students to have opportunities for leadership and develop a sense of responsibility

Boarding staff at St Edward's strive to provide an atmosphere of mutual trust and respect within the Boarding House. We aim to create an enjoyable environment and community where all can live and work together in an atmosphere of harmony and tolerance.

We hope that most of your questions will be answered in this handbook. However, if you require any further information, please do not hesitate to contact the Head of Boarding on boarding@stedwards.edu.mt

Mission Statement

At St Edward's School we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society. We aim to achieve these goals by providing our students with an exceptional education reflecting the highest international standards enabling us to identify and develop their best qualities and characteristics within a Catholic School environment.

The Edwardian Ethos and Community

St Edward's is more than just an institution. Edwardians feel a strong sense of belonging to the School. The School ethos of Virtue and Honour, as seen on the School crest, establishes the fundamental Catholic values upon which the School was founded.

By the time students leave the School, they will have become worthy Edwardians, fully prepared to face the challenges that lie ahead of them with confidence and determination, as the responsible adults that those with knowledge of St Edward's expect them to be. In practical terms, it will give our students a clear understanding of the behaviour expected of them during their time at School.

Boarding Policies and Practice

Boarding at St Edward's School

There are two types of boarding offered at the school:

1. Full Boarding – Students are here 7 days per week and return home during holidays.
2. Weekly Boarders – Students board for 5 days per week (Monday to Friday) and return home or to a guardian on the weekend.

Admissions

Students may apply for boarding from Year 7 and to Year 13. Students are assessed for admission along the same lines as all other students in the school. As all lessons are conducted in English, international students for whom English is not the first language, must possess a good standard of spoken and written English. Proof of this may be asked for upon registration. The admissions office, together with the Head of Boarding, handles all registrations and admissions for boarding students.

Boarding Accommodation

The boarding facilities are constantly being enhanced. This has been followed by extensions and refurbishments to provide more (and better) accommodation for both girls (Year 12 and 13 only) and boys. The boarding staff allow boarders to have access to sports and recreation facilities within the main school campus and also allows them to visit cultural and other facilities off site (the cinema or shopping for example).

Domestic Arrangements

Expectations

The shared areas, such as, the bathrooms, stairs, kitchen and common room are cleaned every day. The bedrooms are cleaned and the bed linen changed twice a week. Students are expected to make their bed every day and keep their rooms tidy. They have ample cupboard space. Cleaners should have easy access to the floor and all surfaces. Bedrooms will be inspected on a regular basis to ensure that students are adhering to these expectations.

During the school day, the boarding areas are out of bounds.

Laundry

Students are expected to have all clothing, whether uniform or home-clothes, clearly labelled. Iron-on or sew-on labels are widely available. Laundry is done every day as well as ironing.

What to bring

In the Academic-Scholastic Year section of the school website, you will find a uniform list. All items on this list need to be purchased from In Design in Attard, before your child starts school. In addition, the list below includes essentials that the boarders will need to bring with them.

Bedding, clothing and equipment:

- 2 Single duvet covers and 2 pillow cases (These are optional as they are provided by the school, but some students feel more at home with their own bedding)
- 1 dressing gown/bath robe
- 1 pair slippers or house shoes

- 1 brush, comb, sponge/facecloth, toothbrush and toothpaste, and toiletries
- Casual clothes for evenings and weekends. Sixth formers should have a smart outfit for more formal events
- Underwear
- 1 sports water bottle
- Cap
- Casual shoes/trainers & sandals/flip-flops
- Black and Brown shoe polish
- School bag & small sports bag

Students will be issued with a school diary (and exercise books in Years 6-11). They should ensure that they write down all their homework assignments in their diaries.

Textbooks

The book lists for each year group can be found on the school website. Academic-Scholastic Year. Please order textbooks well in advance and arrange to, either collect them and bring them with you on the first day of school or to have them delivered to the school. If the books are to be delivered to the school they must be clearly named with the students' name.

Security

The school requires boarders to vacate their rooms over the long summer holidays, but otherwise, they are free to leave their possessions in their rooms over the Christmas and Easter holidays. These will be locked and secure. If maintenance work needs to be carried out, the student will be informed and another location for their belongings will be found.

Each boarder is responsible for the security of their own possessions. They should not have more than €20 (€40 in the case of Sixth Formers) cash on them at any one time. Any extra money should be handed into the Head of Boarding. Boarders are not allowed to lend/borrow items or money from fellow students, as this is likely to lead to disagreements and accusations. We believe in mutual respect and, hence, we consider theft to be a very serious matter. Students who are found to steal the property of others may be suspended or expelled.

All persons visiting the boarding areas (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation. CCTV is in operation around the school. The main gate to the school will be kept locked at all times, especially after school hours.

Medical Matters

The school first aiders are available during school hours and the school doctor is on-call at all other times. There is also a local health centre nearby. Any costs for medicine or doctor's visits are to be settled by the student. The school should be informed of any allergies or medical conditions that students may have. This should be done by completing the Health Insurance Form (through the admissions office) or through the family's own insurance company. Boarders can also be put in touch with dentists and opticians locally should the need arise.

Please inform the school if your child suffers from any allergies or requires routine medication. All medication should be handed to the boarding staff, who will then administer it as required. All medication should be in its original container. For students with serious allergies, an epi-pen is allowed and should be kept with them at all times.

If a student feels ill, their first point of contact should be the boarding staff. However, if they feel ill during school hours, they should let their teacher know. If the student is genuinely ill, he/she will be allowed to go to their room, where they will be monitored by boarding staff.

Computer and Internet Safety

The school takes the need for computer safety and security very seriously. The sourcing of inappropriate material or playing 'games' during prep is not allowed. Students, who decide to disregard these stipulations, will have their electronic devices confiscated for 24 hours. If the offence is repeated, the devices will be confiscated for 48 hours. If they are caught a third time, their electronic devices will be confiscated till the end of the half-term.

Boarders in Years 7 – 11 are expected to hand in their electronic devices (phones, iPads, Laptops etc) at bedtime, every day. These will be returned to them the following day at the end of the school day, if during the week, or after prep at the weekends. Year 12 & 13 students are allowed to keep all electronic devices.

Communication

Parents and guardians are encouraged to keep in regular contact with their child and the Head of Boarding. However, do remember, that some children may be homesick and constant contact with them at the beginning of term does not allow them to settle in. If you are worried in any way, please discuss the matter with the boarding staff and they will be able to advise you on the best course of action.

Boarders in the Sixth Form will have their mobile phones throughout the day, but parents should avoid contacting them during school hours, between 08:30-15:30.

Students are not allowed to use their mobile phones or other communication devices during lesson times. Sixth Formers may use laptops or iPads, during lessons at the discretion of the individual teacher, and during prep. However, if they are found playing games or accessing social networks or inappropriate content, they will lose this privilege.

Pocket Money

Students will need some money during the term. The Head of Boarding will operate an account for each student. Students in Years 9 to 11 will not require more than €20 per week. Year 12 & 13 students may require more; around €40 per week. This is at your discretion and you should discuss the amount with your child. Pocket money is to be used for, extra trips out (e.g. cinema) or special events (e.g. book sales, fairs).

Meals

Boarders are provided with three meals a day, plus a mid-morning snack. The caterers provide hot and cold food and provide for specific needs, such as vegetarian and halal food. The Head of Boarding is happy to take suggestions from the boarders, as to how the menu can be changed.

All boarders must attend meal times and are expected to eat the food provided. If the particular meal is not one of their favourites, they can ask for a small portion, but wasting of food is not allowed.

The school canteen is also open during school hours and boarders are free to make use of this. No credit will be given here and boarders must pay cash, with their own pocket money. However, they are not allowed to miss meals in order to eat in the canteen instead.

Boarders have access to tea and coffee making facilities, a fridge and a microwave oven. It is the responsibility of the boarders to keep the communal kitchen area tidy and clear up any spilt food. They should also return any crockery/cutlery they have used.

Daily Routines

Full days (September - May): Monday- Friday

| Time | Year 7 – 9 | Year 10 – 11 | Year 12 – 13 (IB) |
|---------------|--|--|--|
| 07:00 | Wake up and tidy rooms | | |
| 08:00 – 08:25 | Breakfast | | |
| 08:30 – 15:30 | School day | | |
| 13:00 | Lunch | | |
| 15:30 | Tea/snack | | |
| 16:00 – 17:30 | Sports/activities/free time/showers | | |
| 17:30 – 19:00 | Prep-time | | |
| 19:00 – 19:30 | Dinner | | |
| 19:30 – 20:30 | Free time | | |
| 20:30 – 22:30 | Bedtime: Yr 7-8 21:00 Yr 9 – 21:30 | Bedtime: Yr 10 – 22:00 Yr 11 – 22:30 | Evening Activities Extra-curricular clubs Free Study |
| 23:00 | Lights out | | |

Half Days & Exam Period

| Time | Year 7 – 9 | Year 10 – 11 | Year 12 – 13 (IB) |
|---------------|--|--|--|
| 07:00 | Wake up and tidy rooms | | |
| 08:00 – 08:25 | Breakfast | | |
| 08:30 – 13:00 | School day | | |
| 13:00 – 13:30 | Lunch | | |
| 13:30 – 15:30 | Rest or Free time | | |
| 15:30 – 17:00 | Prep-time | | |
| 17:00 – 19:00 | Free time/prep time(optional) | | |
| 19:00 – 19:30 | Dinner | | |
| 19:30 – 20:30 | Free time | | |
| 20:30 – 22:30 | Bedtime: Yr 7-8 21:00 Yr 9 – 21:30 | Bedtime: Yr 10 – 22:00 Yr 11 – 22:30 | Evening Activities Extra-curricular clubs Free Study |
| 23:00 | Lights out | | |

Whilst the weekdays are a busy time for the boarders, the weekend routines allow more flexibility and offer the students more time to pursue their own interests. There are a number of sporting and cultural organisations on the island, which students may join. There are also a number of planned excursions during the term, such as trips to the cinema, the beach, hikes, fun parks etc.

Weekends: Saturday & Sunday

| Time | Year 7 – 9 | Year 10 – 11 | Year 12 – 13 (IB) |
|---------------|--|--|---------------------------|
| 07:00 | Wake up and tidy rooms | | |
| 09:00 – 10:00 | Breakfast | | |
| 10:00 – 11:30 | Free time | | |
| 11:30 – 12:30 | Pre-time | | |
| 13:00 – 13:30 | Lunch | | |
| 13:30 – 19:00 | Free time/activities/excursion | | |
| 19:00 – 19:30 | Dinner | | |
| 19:30 – 20:30 | Free time | | |
| 20:30 – 23:30 | Bedtime: Yr 7-8 22:00 Yr 9 – 22:30 | Bedtime: Yr 10 – 23:00 Yr 11 – 23:30 | Free time Curfew 01:00 |
| 00:00 | | | Lights out |

Students who opt to join clubs outside of school, will be exempted from some of the activities. However, they are expected to catch up with prep/revision in their free time.

The School Day

The school day runs from 08:30 to 15:30. At the beginning of the day, students go to registration from 08:30 to 08:40 with their house tutor. Each student (Year 7 – 11) is allocated a House when they join the school. They can collect points for their House during sporting events and other activities.

Lessons are 40 minutes long during full days and 30 minutes long on half-days in June. Bell indicates changes of lesson and beginning and end of break times. There are eight lesson periods a day, a mid-morning break of 20 minutes and a 60 minute lunch break.

Absence

In case of absence:

- Weekly boarders arriving late to school on Monday (after 08:30) should sign in at the Secretary's office and then notify the Head of Boarding at small break
- Boarders who know in advance that they will need to miss a lesson or other school commitment, should speak to the supervisor on duty to explain the circumstances, as far in advance as possible.
- Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should email the Head of Boarding for permission to do so. Absence for holidays is not normally sanctioned during term time. If parents remove their child without the permission of the school, the absence is unauthorised and the student's place in the school may become insecure.

Leave

If boarders are invited to another student's home at weekends, it is the responsibility of the parent/guardian to inform the Head of Boarding by email on boarding@stedwards.edu.mt that this is the case, giving 24 hours notice. Unless the school receives written permission, in the form of an email, from the parents/guardians of the boarder, the student will not be allowed off site.

For weekly boarders, if the student wants to stay at school for some or all of the weekend, then the parents/guardians must inform the school. All such communications should be confirmed by the Thursday before the relevant weekend.

Boarding staff will check the expected weekend movements of boarders. Following the steps above helps both boarding staff and parents confirm the whereabouts of every boarder. However, it does, rely on parents/guardians communicating with their children too.

Boarders must sign out of boarding when they will be leaving the school site. This can be done in the boarding staff room and will be signed by a member of the boarding staff.

Leaving and returning to school at the beginning/end of holidays

Full-time boarders are expected to arrive at school by 14:00, the day before term starts.

The last day of term is usually a half-day, so students must leave school by 13:00.

Please check the calendar on the school website carefully, so that arrangements can be made well in advance.

Boarding Sanctions

The boarding community is based on trust, honesty and respect. Therefore, the behaviour of an individual should not have a negative effect on the community. Besides the usual school sanctions, other sanctions, specific to boarding, are sometimes employed for antisocial behaviour or general misconduct.

Internal sanctions may be implemented if boarders are in breach of boarding rules. These sanctions are issued by the Head of Boarding. Examples of breaches and sanctions are shown below:

- Failing to keep the common area tidy - tidying the common area for the week
- Using their laptop after lights out - confiscated laptop
- Failure to tidy room/make bed – missing out on free time/activities

Bullying

The school has a strict anti-bullying policy based on mutual respect. We do not tolerate bullying and serious consequences, including expulsion from the school; will result if a student is found to be bullying others.

Alcohol and Smoking

Alcohol is forbidden at all times on campus. Any student caught bringing alcohol onto the school site or to an organised school activity off-site may be suspended. School events are governed by licensing laws, which restrict the serving of alcohol to underage students.

It is illegal for any person to smoke on school premises and as such, students will be punished if they are caught smoking on school grounds or on organised school excursions. Boarding staff may conduct spot-checks at any time they see fit. Other sanctions, such as suspension or expulsion may result if the students is caught again.

Sixth Form students are allowed out, till 01:00 on Fridays and Saturdays. However, should the boarding staff suspect that they are under the influence of alcohol when they return, they may arrange for breathalyser/blood tests to be conducted.

Illegal Substances

Drug education forms part of the PSD programme. Any student caught bringing illegal drugs on to the campus, or found under the influence of them, will be asked to leave the school. Staff who suspects that student may be under the influence of drugs will report this to the Head of Boarding and/or the Headmaster. Steps will then be taken to investigate. The school may search a student's belongings or room and may arrange for a drugs test to be taken.

Sexual Relationships and Behaviour

Any students engaging in sexual relationships will be asked to leave the school. There should be no public displays of affection, which may cause awkwardness or embarrassment to others. Boys and girls should not visit each other's rooms.

Useful Contacts

Headmaster – Mr Nollaig Mac an Bhaird hm@stedwards.edu.mt

School Secretary – Ms Annalise Domenici schoolsec@stedwards.edu.mt

Head of Boarding – boarding@stedwards.edu.mt

Administration – Mrs Rose Sultana admin@stedwards.edu.mt

Admissions & Marketing – Ms Jade Bruno admissions@stedwards.edu.mt

Director of Finance – Ms Analise Cioffi bursar@stedwards.edu.mt

ICT Department – Mr Darren Bonnici ictdept@stedwards.edu.mt

Head of Middle School– Mr William Watson middle@stedwards.edu.mt

Head of Senior School – Mr Daniel Caruana Smith senior@stedwards.edu.mt

Head of Sixth Form – Mr Jolen Galea ibhead@stedwards.edu.mt

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