



St. Edward's College - Malta


Year 1 & Year 2



Dear Parents,

We will be fast approaching the start of the new scholastic year and the Early Years staff is eager to meet you together with your children. I am taking this opportunity to send you some information which I hope will be useful and answer some questions about the coming scholastic year in the Early Years Year 1 and 2 classes.

Given the current situation, there are a couple of aspects which we will be informing you on later closer to September (see below). This is solely because we are keeping updated on the situation and issuing protocols according to the developments closer to the start of the scholastic year. Of course, we will follow all Health and Education Departments directives. Regardless, I hope that this Orientation Pack will help you prepare better.



Stephanie Grech
Head of Early Years



Orientation Morning and First Day of School

Orientation Morning information will be given closer to date depending on the further lifting of restrictions. However, this is scheduled for the first day of the scholastic year **Wednesday 29th September**.

Students are to attend in their full summer uniform.

Please have your child wear a name badge for the Orientation Morning/First day of school. This is to be worn throughout the first term.

School Times and Extra Hour Services

Our Year 1 level programme runs from 08:30am – 14:00pm

Our Year 2 level programme runs from 08:30am – 15:30pm

School day

Kindly be advised that the drop off time for students who do not use transport is **at 08:30**. Doors will then re-open for afternoon collection. We will be implementing a staggered finishing for the whole school 15.30pm pick-up, though more information will be sent out closer to date due to potential lifting of restrictions.

Year 1 and 2 students are to enter/exit using the **Kalkara gate** for drop off and collection.

Afternoon Supervision Service:

Extra Hour Service information will be passed on closer to date due to further lifting of restrictions.



We believe that children learn from example, thus we ask you to drop off your child on time to avoid disruption to the morning routine. *Frequent late comers will be reported to the Head of Section and not be tolerated.* **The College gates will be closed shortly after 08:30.** During these times the children will be with their designated teaching teams. The day will start with a school assembly which is very important to us at College as it unites the students and encourages social and personal skills. We also ask that you are on time for the afternoon pick up. Repeated late commers will again be reported to the Head of Section and your child will be waiting in her office.

If you need to collect your child earlier for any reason, please let us know in advance. You can do this ideally by informing your class teacher ahead (latest by the morning) and then the Head of Early Years. In case of emergencies please message the Head of Section on 77771704. This will help minimise disruption. Only authorised adults may collect your child as indicated through our *Child Collection form attached*. Repeated early collections will also be reported.

Please note that we will not hand over our students to other older students (brothers, cousins, neighbours, etc).

Please note the College Calendar on our website for half days. On half days College closes at 1pm and we will be implementing a staggered collection time for these days too. More information with exact collection times will be given at a later stage (depending on lifting of restrictions).



Becoming independent

All students are continuously encouraged to become independent and self-sufficient at SEC. Such skills as listed below will be practiced daily at College. You can help your son become independent by encouraging him to do the following himself;

- Pull up and down the zip on his shorts and rain jacket.
- Change shoes himself
- Clean himself after using the bathroom
- Look after his school things
- Pack and unpack his school bag
- Carry his own school bag

Snacks

The Year 1 and 2 classes will have two breaks during their normal daily routine. Kindly send healthy snacks, and a bottle of water (or 2). **No sweets, chocolates, crisps, burgers, pizza, nuggets, chocolate muffins, cookies, packet juices or fizzy drinks are permitted. Nuts are not allowed** within our Early Years classrooms due to possible emergent allergies, while **popcorn is also banned** as it is viewed as a choking hazard for young children. We strongly believe in setting an example for our children and encourage them to become healthy eaters, so we ask you to comply with our 'Healthy Eating' Policy. Any food which do not comply with our Policy will not be consumed. Please label your child's lunch box (including lids) and bottles clearly. Lunch is encouraged to be split into two lunch boxes to make it easier for your children to spread their snacks between the two breaks. Student's independent eating will be encouraged and practiced throughout the year. While students will not be allowed to share their lunches.



Birthdays

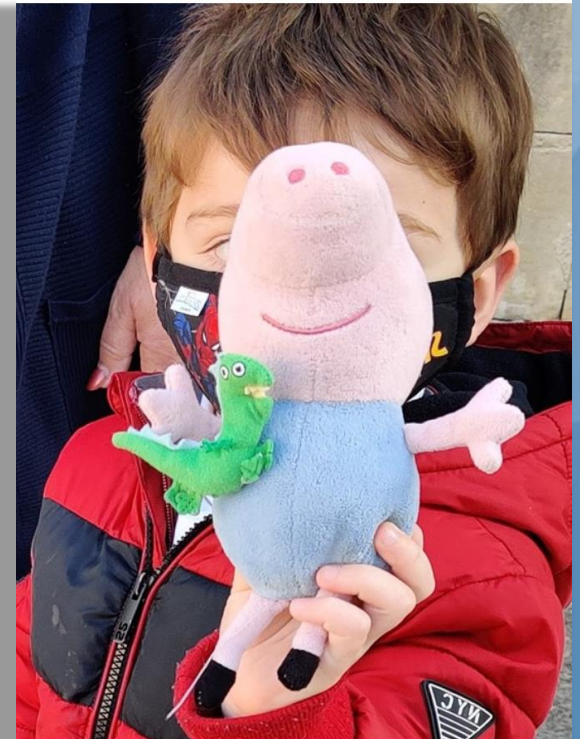
Children enjoy celebrating their birthdays with their class friends. Should birthday cakes be allowed (due to COVID restrictions) we ask that they are not too sticky and creamy please. Should the restrictions still be in place with regards to sharing, then students may bring in an individual treat for themselves to celebrate a birthday. The class teacher will be in touch when birthdays are approaching.

Often parents want a list of class names for party invitations, so we encourage you to ask your child's teacher in advance but please note that due to the General Data Protection Regulation we can only give names if you give us the consent to do so. (Consent Form attached). Also, the teacher will give out *all* the names of children in class once names are asked for and consent given. We would be happy to hand out invitations to *all* the class.

School Bags

Please provide your child with a school bag which can hold an A4 size box folder, a pencil case, any books/folders and his lunch. During outings (if permitted due to current restrictions), we encourage you to send a small separate backpack containing only the child's lunch and water to make transport processes easier and safer.

School Bags are to always be checked and kept clean.



Keeping in Contact and News

You will be able to set meetings with your child's teacher or Head of Early Years should you need to and in return you will be contacted for a meeting if the need arises. In addition, you are welcome to email your child's teacher or Head of Section with any queries you might have through our MySchool portal.

We ask you to check your child's folder regularly for any communication and crafts sent home. Otherwise, communication will be sent over to you via emails. We send plenty of information circulars, reminders and details about events by email. Hence, we ask that you check your emails regularly not to miss out on anything.

Please inform us if you change your email address and/or home address at any point.

The Head of Early Years email address is: earlyyears@stedwards.edu.mt

The Head of Early Year's school number is: **77771704**

The calendar for the whole college is available on the website and we encourage you to have it handy for each term.

Ensure you subscribe to the weekly Gazette available on the website for write-ups and photos of the activities going on throughout the entire college. The Early Years have a weekly slot in the College Gazette, as well as constant uploads of news, videos and photos on the College Facebook page (<https://www.facebook.com/secmalta/>).



Sickness

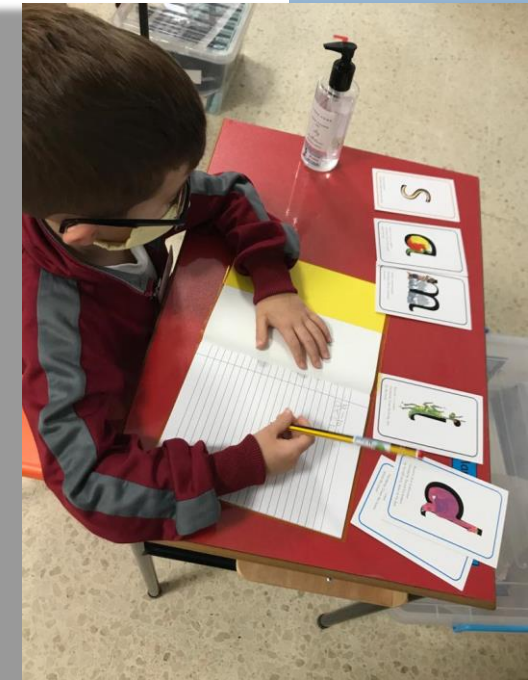
Keep your child at home if he/she is feeling/seeming unwell!

Please note that whether you have informed us or not, the College will automatically send an SMS once the teacher has completed the daily online registration. If your child is away from College for 1 or more days, we will then need a medical certificate stating that your child is fit to return to school. For the sake of other children and staff, please do not send sick children to school, this includes a constant running nose or a cough. You will be asked to collect your child immediately should the class teacher suspect illness or he/she becomes unwell during College hours or has been brought to class unwell.

You will be informed of all updates on this regard due to the current situation closer to September.

Accidents

All minor accidents requiring treatment are entered in our 'Accident/Incident Book' and you will be informed when you collect your child, and an email will be sent to you by the class teacher. If in our opinion your child requires medical treatment, we shall contact you immediately. Moreover, the College nurse is always called should a professional opinion and attention be required.



Assessment and Parents' Mornings

The children work towards several developmentally appropriate goals throughout their year. They are continually informally assessed by their teachers as they participate in activities which work towards these goals. Assessments within the Early Years are based on teacher observations and note taking throughout the day. The student's written work then solidifies the observation outcomes. Children are all individuals and will work at a different pace, achieving these goals in their own time, with the necessary support and encouragement from the team according to their individual needs. You will be invited to two Parents' Mornings during the year when you will have the opportunity to discuss your child's progress with his teacher in an informal atmosphere. In addition, we will be documenting the student's progress through:

1. November reports will provide an overview of how the student has settled in the routine and adapting to the daily tasks. It will shed light on the student's observed abilities and areas to be tackled as well as mention the boy's characteristic attributes. This will then be followed by the yearly (November) parent's consultation meeting mentioned above.
2. Second term progress reports will be sectioned by learning areas. This time the teachers will target each area of learning and remark upon their observations. This too is followed by the yearly (second term) parent's consultation meeting.
3. The end of June progress reports will identify the student's development throughout the year. These will also be sectioned by learning areas.
4. The Student Portfolio will hold photos of the student throughout his year at College. This will highlight tasks and abilities he acquired as well as special moments to be cherished.



We ask you to send in the cost of €5 to cover the Student Portfolio photo printing expenses. Please pass this on in a sealed and labeled envelop on Orientation Morning.

There will be no marks given out at any point for assessment reasons. We do not believe that, at their age, this notes a child's development and progress.

If at any time, if you feel the need to speak to your child's teacher or the Head of Early Years, please do not hesitate to arrange an appointment.

Uniforms

The Uniform lists (Summer and Winter) can be found on the College Website.

You will be informed accordingly for seasonal changes of uniform. We will start the year with the Summer Uniform.

Please ensure that the school rain jacket is kept in your child's school bag throughout the Winter months.

Please ensure every piece of uniform is clearly labeled and shoes have a 'velcro' fastening.

Please note that the full school uniform is always to be worn. Students are always to attend school wearing a clean uniform and neat hair. We will get in touch should we feel that a student's hair has grown too long.

We will start off with the Summer uniform and you can place your orders via the link:

<https://schoolgear.garmmo.com/>



Change of Clothes

Junior school students are asked to keep their white running shoes at school and attend in their uniform school shoes. They will then change into their white running shoes once they arrive to be more comfortable during their day. Students will change back to their uniform shoes before collection. You will be informed more about this during the Orientation Morning/First day of school.

Please keep a change of underwear and a pair of socks in a labelled clear sealed plastic bag in your child's school bag. Attached please find the '*changing permission slip*' to be filled in and handed over to your son's teacher on Orientation Morning.

All clothes items must be clearly labeled.

Kindly bring the following to Orientation Morning.

Book Lists

These can be found on the College Website.

NB: The Year 2 English learning books are not all listed on the current booklist. This is because, we have adopted the **Read, Write, Inc.** approach to literacy learning of Ruth Miskin. This has already been in place for the past 3 scholastic years throughout the Early Years.

The Year 2 boys will start off the year as a class and then, following reading and literacy assessments/observations, they will be dividing into reading clubs (depending on lifting of restrictions).

We encourage you to look online (RWI website and YouTube pages) for some insight on the RWI scheme.



Early Years & Junior School

Items Required for Scholastic Year 2021 - 2022

Year 1 & Year 2 (everything is to be labelled)

- A school bag large enough to hold the folder, pencil case (not tins and instead display pencil cases are recommended) and a lunch bag
- Lunch bag containing **2 lunch boxes** (one for small break, one for big break) and a bottle of water
- Clipped name badge holding the child's name, class, contact number and van colour (if using transport)
- An A4 'box-file' 2 Whiteboard markers (black/blue & green/red)
- Writing tools: 3 Hb2 pencils (only HB2), a sharpener with container, ruler and an eraser
- 2 Large Box of Tissues and 2 large packets of wipes
- 1 Large and 1 small Glue Stick
- An extra pair of socks and underpants (labelled and to be kept in the school bag at all times)
- Painting aprons (labelled)
- Safety metal scissors (rounded at the top)
- A4 Display folder - 20 folders
- 1 small hand sanitizer bottle – to be used by your son and kept in class
- €5 in a sealed labeled envelop to cover the Student Portfolio photo printing.



Year 1 only

A full packet of thick colouring pencils and their sharpener, a set of bright coloured glitter glue (ex. Gold/silver/blue/red/green/purple etc.) and 1 Chubby triangular pencil



Year 2 only

Plastic copybook covers - 1 of each of the following colours: one white and one yellow. Please stick a label to each copybook cover with the name and surname filled in, and 3 plastic A4 button envelope folders to store completed worksheets and reading books – English and Maltese. And please print the attachment called ‘Number Grid’ and have it laminated to be sent in.

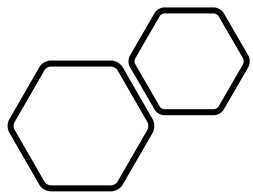


Plastic box files



Plastic Display Folders





Art – Years 1 & 2 (everything is to be labelled)

- 1 set of paper plates
- 1 bag of cotton wool balls
- 1 small container of cotton buds
- 1 pack of lolly sticks
- 1 Small P.V.A glue
- 1 big UHO glue stick
- Washable watercolour paint set for children (including small paintbrush)
- 1 large paint brush
- 1 small packet of wipes
- 1 small packet of tissues
- 1 paint cup
- 1 A4 envelope folder (as above)
- 1 packet of crayon oil pastel colours



All the above are to be labeled. The boys should bring these to school on the first day.

We are looking forward to a successful and rewarding year which will enhance the learning experience of our students throughout their journey at College.

We thank you for entrusting us with your child's first years in the 'big school' and look forward to welcoming you and your little one in September. In the meantime, we wish you a pleasant, safe, and relaxing summer!

