



St. Edward's College - Malta

# IBDP School




**Dear Parents/ Guardians/ Students,**

We are fast approaching the start of the new scholastic year and the IBDP staff is eager to meet you together with your children. We are taking this opportunity to send you some information which we hope will be useful and answer some questions about the coming scholastic year in the IBDP School.

Given the current situation, there are a couple of aspects which we will be informing you on later closer to September . 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.

  
Mr Jolen Galea  
Head of IB



## Keeping in Contact and News

We send plenty of information circulars, reminders and details about various things by e-mail via MySchool. Hence, we ask that you check your emails regularly not to miss out on anything. It is very important that your contact details are kept up to date. Therefore, please inform us immediately if you change your telephone, email address or your home address at any point.

The Head of IBDP email address is [ibhead@stedwards.edu.mt](mailto:ibhead@stedwards.edu.mt)

The Head of Middle School number is: 77771707

In order to have all information centralised in one location, we've created a page on our website dedicated to all information needed for the new scholastic year. [Click here](#) to take you directly to the page. Here you will find the calendar of events, book lists, uniform and stationery requirements.

Ensure you regularly visit [the website](#) and our [Facebook page](#) for write-ups and photos of the activities going on throughout the entire college.



## School day

The College day starts at 08:30 and finishes at 15:30.

### Bell times for Winter Routine

Registration	08:30 – 08:35
Lesson 1	08:35 – 09:15
Lesson 2	09:18 – 09:58
<b>Small Break</b>	09:58 – 10:18
Lesson 3	10:18 - 10:58
Lesson 4	11:01 - 11:41
Lesson 5	11:44 - 12:24
Lesson 6	12:27 – 13:07
<b>Big Break</b>	13:07 – 14:07
Lesson 7	14:07 - 14:47
Lesson 8	14:50 - 15:30

### Bell times for Summer Routine

Registration	08:30 – 08:35
Lesson 1	08:35 – 09:05
Lesson 2	09:05 – 09:35
Lesson 3	09:35 – 10:05
Lesson 4	10:05 – 10:35
<b>Small Break</b>	10:35 – 11:00
Lesson 5	11:00 – 11:30
Lesson 6	11:30 – 12:00
Lesson 7	12:00 – 12:30
Lesson 8	12:30 – 13:00



## Uniform list

The uniform lists (Summer and Winter) can be found on the [College website](#) *Please ensure every piece of uniform is labelled*. Footwear can be purchased from any shop. The full school uniform is to be worn at all times. Students are to attend school wearing a clean uniform and hair should be above the collar for all boys.

## Stationery and Book Lists

Book lists and items required for each subject can be downloaded from our [College website](#)

## MySchool

Each parent will be given access to MySchool, our online communication system before the scholastic year starts. This enables parents to receive announcements by email and to be able to contact your child's teachers. Homework will be written in school diaries but can also be accessed through MySchool.

Detailed reports will be published three times a year.

As part of the first morning the students will be reminded of MySchool. Year 12 students will need to have their own email account and must have one ready for when they start school. MySchool is an excellent tool for uploading all homework and files and parents can check on the progress of their child in school.



## **Academic Programme**

The IB diploma is an International High School Diploma completed over the final 2 years before the student attends University. To obtain a full diploma, students must study 6 subjects as well as complete the core of the Diploma. The 6 subjects are split into 3 Higher level (HL) and 3 Standard Level (SL) subjects. Higher Level courses comprise of 240 hours of lessons, whereas Standard level courses are 180 hours.

Students are advised to take subjects they wish to continue at University at Higher Level.

## **Suggested amount of Homework**

This will vary from student to student

Years 12-13 3 hours +

## **Examinations and reports**

Students given constant feedback through homework and progress tests. This feedback is given both orally and on the MySchool platform. A detailed progress report is issued in November preceding the first Parent's Day consultations. Year 12 students have mid-year exams in February and end of year exams in June. Year 13 students have their mock exams in February and their final IB exams in May.



## Code of Conduct

- Respect and tolerance – St Edward’s College is modeled on Catholic values, it is, however, a diverse community. Disrespectful behavior or any discrimination based on sex, gender, sexual orientation, race, religion, nationality, culture and political views towards any member of the St Edward’s community will not be tolerated.
- Behavior – Rudeness, bullying, threatening behaviour and physical violence of any kind to any member of the St Edward’s community will not be tolerated.
- Social media – Students are expected to be responsible when using social media. The previous standard of Respect and Tolerance applies to interactions on Social media. Students are not to post photos from inside school on social media. Students are expected to maintain Edwardian values online.
- Anything that interrupts the flow of the lesson is considered a general disruption. Consequences of such behaviour depend on the severity of the disruption and are at the discretion of the teacher and Head of Section.
- Respect for school property – The college environment is there for everyone to enjoy, therefore no littering, vandalising or damage to school property is allowed. This also applies to the sports grounds and bastions.
- Uniform – Full uniform is to be worn and worn correctly at all times during lessons and assemblies in accordance with the uniform requirements for each section. Students may change into sportswear during break times.
- Lesson materials – Students are expected to have all material required for the lesson with them. This includes stationary, art materials, calculators, books and or laptops as and when they are required.
- Punctuality – Students are expected to be punctual to registration and lessons.





- **Deadlines** – Deadlines are set by the school so that corrections and feedback can be given in a timely manner. It is at the discretion of the Teacher whether work handed in late will be accepted.
- **Personal Property** – Students are responsible for their own personal property.
- **Permissions** - Students must always obtain permission from the teacher in order to leave the class. Students are expected to return as soon as possible. Teachers have to be aware where students are at all times if an emergency situation occurs.

Students who do not adhere to this code of conduct will face the following consequences depending on the severity of the contravention.

- Verbal warning
- Detention during school break (15mins eating time, 45mins detention time)
- In-school suspension
- After school detention (currently on Thursdays)
- Out-of-school suspension
- Expulsion, in this case the Board of Governors will be advised.
- Hard copy in the students file.

All instances where a student is found to be in breach of the code of conduct is recorded on MySchool, the on-line school platform, by the staff member who observed the incident. When it is felt necessary the teacher will copy the student's parents on the incident. Section Heads monitor the 'Disciplinary section of the MySchool platform on a weekly basis.



## **Bonus Tip**

Politeness is your best friend.

Remember that teachers are always willing to listen to and understand students, as long as it is done in the correct manner. Being polite, waiting your turn, apologising where necessary and explaining yourself clearly and calmly will work wonders around College.



## **Late Registration & Early Collection Policy**

Students who arrive after the registration period must inform a the academic and curricular co-Ordinator for IB in order to be marked as present. If for any reason a student must leave school early. Parents/guardian must inform the IB coordinator via email.

## **The concept of houses.**

Campbell, Congreve and Ducane St Edward's has a long tradition of sporting competition between the houses. Students will be assigned a house which they will represent during sporting events such as the cross-country and sports day. The houses are named after former British governors, Campbell, Congreve and Ducane, and are represented by the colours Red, Blue and Green respectively.

## **Start & End of Day Dismissal**

Gates open at 07:30. Students arriving after 07:30 and before 08:30 are to go to their designated areas on the basketball/tennis courts. At 08:30 under instruction of the class tutor students will move to their registration classes on the IB corridor. If it is bad weather students may proceed immediately to their registration classes. In light of the current COVID-19 situation, the dismissal system this year will operate in a slightly different manner. Details regarding this will be duly provided. The following are main points for students and parents to keep in mind.



## **Canteen & Healthy Eating Policy**

We ask parents to send healthy food. Sweet, sugary/fizzy drinks, packet juices, fast food, and any food containing nuts are not permitted. Children are not permitted to share their lunch. We also offer Canteen service. This year the Canteen will run on a pre-order service. The available options will be sent to you soon along with the necessary contact details.

## **Student Services, College Security & College Nurse**

College Nurse – The nursing duties involve tending students with arising health issues while at school. She will assess the child's situation and give the needed first aid. On the other hand, if the situation requires further assistance from other healthcare professionals, she will refer the child, briefing bohealthcare staff and the parents about the situation. Actions carried out with all cases will be reported to parents.

Student Services – Ms Amanda Grech has a partial teaching load, teaching Psychology IB, and will act as our Student support. Students and staff can visit her office during lunch breaks.

College Security – Mr Mario Busuttil, former member of the The Malta Police Force, is our security officer. His main duties are to man the gates, log in visitors that enter the College, regulate traffic in College and help with the day to day running of the College.



## Sickness Policy

It is our policy to provide a healthy environment for staff and children. We expect all students and parents to follow these procedures at all times.

- Our College will not accept children who are unwell or with any infectious disease. Students who will show any type of symptoms will be sent home immediately.
- Sick children must be kept at home. Parents are requested to keep their children away from school and must present a clearance certificate from their doctor to be able to return to school.
- If a child becomes ill at school, we will take every step possible to contact the parents/guardians. If this is not possible, we will call individuals listed on the Child Collection Form or listed as emergency contacts on the application forms. If we cannot reach anyone, we will take responsible measures to care for the child. He/she will be seen by the College nurse and kept in isolation area away from the other children with a known carer until the parents are reached and arrive to collect the child.
- The College nurse is permitted to give medicines, upon written instruction from a parent/guardian. These instructions must be certified by a doctor. Medicines will be kept in a safe place in the nurse's first aid room and must be handed to the nurse by the parent/guardian. Teachers are not permitted to administer medicines.



## Important School Contacts

### Head of IBDP School

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### School Secretary

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### IT Support

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### Headmaster

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### Bursar & Finance Department

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### Boarding Manger

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