



St. Edward's College - Malta

Junior School



Dear Parents/ Guardians/ Students,

We are fast approaching the start of the new scholastic year and the Junior school 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 Junior School.

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

Lh Mallia

Ms Louise Mallia
Head of Junior School



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 Junior School email address is junior@stedwards.edu.mt

The Head of Junior School number is: **77891557**

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.

Orientation Morning

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



First Day of School

Parents are invited to an orientation meeting with your son's teacher on the first morning of school. Boys and parents may gather on the large lawn outside junior school before 8.30am. Class lists will then be read out by the teachers and parents can accompany their child to class if and as protocols allow.

Textbooks and equipment can be brought in over the course of the first few days if there are too many to carry. Your child's teacher will give you information about classroom procedures and answer any questions you may have. If you are unable to attend the meeting, then essential information will be sent by email.

Timetables will be given out by the class teacher on the first day of school. Parents are then requested to leave as break begins.

School day

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

Bells for Winter Routine

Registration	08:30 – 08:35
Lesson 1	08:35 – 09:15
Lesson 2	09:18 – 09:58
Lesson 3	10:01 - 10:41
Small Break	10:41 - 11:01
Lesson 4	11:01 - 11:41
Lesson 5	11:44 - 12:24
Big Break	12:24 - 13:24
Lesson 6	13:24 - 14:04
Lesson 7	14:07 - 14:47
Lesson 8	14:50 - 15:30

Bells 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
Small Break	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 e mail 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 twice a year.



Academic Program

Boys are taught English, Maltese and Mathematics amongst other subjects as explained below. International students may opt for Maltese for Foreigners or extra English classes (T.E.F.L) if needed. Games and Sports lessons are conducted 3 times a week. These include inter-house sports, football, tennis, basketball, athletics and cross country. Drama and music activities, three times a week, develop the boys' confidence with Christmas and Spring concerts being the highlight of the year.

I.T lessons are taught in our I.T lab in the Junior school building. A specialist teacher provides art classes twice a week and boys are encouraged and supported to enter further artistic competitions of which we are proud of our success.

From Year 4 Geography and History are introduced. French and Italian are taught from year 5, with the option of Spanish as boys progress to Middle School. In year 6 Social and Current affairs is added to the curriculum. This exciting subject is linked to current and past news events to make the learning relevant and fun.

Parents may opt out of religion lessons if necessary and boys will be set additional work, according to their needs

Suggested amount of Homework to be given (this will vary from student to student)

Years 3 – 4 45 mins – 1hr (including weekends)

Years 5 – 6 1 ½ hrs. (Including weekends)



Examinations and Reports

Year 3 in line with guidelines do not have formal examinations and will be monitored through continuous teacher assessment. Year 4-6 have two examination sessions each year, usually in February and June. Boys will be prepared through revision in class.

Year 6 boys will take the Government Benchmark examination at the end of May/ beginning of June in English, Maltese and Mathematics. These examinations will replace the annual examinations in these subjects. Further information is given nearer the time. Parent consultation days will be held for all classes in Junior school twice a year in November and March, when progress and feedback will be given.

Code of Conduct

- Full uniform should always be worn correctly. – Students are expected to always be properly dressed for lessons. This includes wearing a belt and tie, the appropriate shoes, a shirt tucked in and its top button fastened as well as being generally presentable. All items should be clearly labelled.
- All materials, notes or homeworks should be brought to lesson when required. – students are expected to respect deadlines and bring with them any material that is required for the due lesson. This includes any homework set by the teacher as well as any notes, books or other items needed for the lesson (such as geometry sets for a maths lesson or a USB flash drive for computer lessons).
- Talking is allowed, as long as it is in turn. – Due time is given to all students to speak as long as it is done appropriately (usually by raising their hand). Talking over or interrupting classmates, teachers or LSE's in a disruptive manner is not allowed.
- Remember to ask for permission. – Students must always ask permission from the teacher for any specific requirement. This includes leaving the classroom or drinking during a lesson.



- Loitering is not allowed. – When a student is granted permission to leave the classroom, he is expected to return to class directly. Loitering or not being at the appropriate place is taken very seriously. Teachers need to know exactly where a student is at all times should an emergency occur. No students can be in a classroom without the presence of a member of staff.
- No disruptions to the ongoing lesson. – Anything that interrupts the flow of the lesson is considered a general disruption. These can be minor, such as whispering or passing notes to other students, or they can be major such as shouting or being aggressive. Consequences of such behaviour depend on the severity of the disruption and are at the discretion of the teacher.
- Rudeness is not tolerated. – Students are expected to be polite to all others on College grounds. This includes other students, teachers, LSE's, academic and non-academic staff members and parents
- No bullying. – Bullying of any sort, online or otherwise, is not tolerated. Any attempt by a student to harm, intimidate or overpower another student will be dealt with immediately. Students are encouraged to report such behaviour to a teacher should they notice it.
- No physical violence. – It is normal that students will disagree on some point or other, however physical conflict is never a viable solution. Such cases are taken very seriously with all the parties involved as well as notifying parents and the Headmaster.
- 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.



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

School starts at 08:30 and punctuality is encouraged. Registration is at 08:35. If a child arrives after registration, they will be listed on MySchool as late. Parents may bring their child to the Junior School front door where they may enter. Please inform your child's teacher the day before if you know they have an appointment or will be late. If a child is to be collected early or if alternative arrangements are to be made for collection, please inform Mrs Mallia and the class teacher the previous day by email, so that arrangements can be made. If changes in protocols are required we will inform you.

Sporting Houses

Each boy is assigned to one of our three College houses, Campbell, Gongreve or Ducane which they will remain in throughout their school years. These will be used for sporting events. This is to encourage friendly sportsmanship and loyalty. Your child will be assigned a house by the sports department shortly after joining College and the appropriate coloured t-shirt should be worn for sports.

End of Day Dismissal

Boys collected by parents: You will be asked to fill in a child collection form to be returned at the beginning of term.

Year 3 will be brought down at 15:20 to avoid congestion. Boys will be walked down by their teacher and will remain inside the school building until the designated person collects them. Year 3 and 4 are collected from the left-side back door of Junior school by the back playground.

Year 4,5 and 6 will be dismissed after the bell rings at 15:30.

Year 5 and 6 are dismissed from the right-side front door of Junior school (lawn area).

Boys who are using transport will be lined up and walked over by an adult to the bus line area where they will line up in the appropriate bus line or area.



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 which is open for the morning hour and for the lunch breaks. The canteen serves healthy food and abides by the Health Eating policies and guidelines issued by the Ministry for Education and Employment.

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 by healthcare 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.



Extra-curricular Activities

A variety of lunch time and after school activities are offered. On a designated day boys may stay after school for Catechism lessons and transport is provided to Luxol. There is also a lunchtime drama club by Helen O'Grady Academy. We have a lunchtime Eco-club, where boys are led in environmental activities, developing the eco garden and growing their own produce. Other after school sessions are offered in athletics, tennis, Sports4kidz, Nutty Scientist, Bricks4kidz and Robotics. Further details will be sent out towards the beginning of term. If changes in protocols are required, you will be informed.

Sickness Policy

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

- Our College is unable to 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 a quiet 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 Junior School – Mrs Louise Mallia 77891557 – junior@stedwards.edu.mt
- Headmaster – Mr Nollaig Mac an Bhaird – hm@stedwards.edu.mt
- School Secretary – Ms Annalise Domenici – schoolsec@stedwards.edu.mt
- Bursar & Finance Department – Ms Analise Cioffi & Ms Trisha Caruana – bursar@stedwards.edu.mt / accounts@stedwards.edu.mt
- Admissions Office – Ms Vivian Borg – admissions@stedwards.edu.mt
- IT Support – Mr Darren Bonnici – ictdept@stedwards.edu.mt

