



St. Edward's College - Malta

# Nursery & KG students

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 little ones. 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.

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.



Ms Stephanie Grech  
Head of Early Years



## Orientation Morning

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 29<sup>th</sup> September.

Parents are to join and students are to attend in full summer uniform

## First Day of School

Nursery and KG1 children have a staggered start. In this way the Early Years team can give individual attention to each new child during this transition. Nursery and KG1 students are to wear a name tag for the first month of school.

On Thursday 30<sup>th</sup> September, all *Nursery and KG1* children whose surnames start with letters A-F will come to school. (G – Z remain home).

On Friday 1<sup>st</sup> October, *Nursery and KG1* children whose surnames begin with letters G-Z come to school. (A – F remain home).

On Monday 4<sup>th</sup> October all the children attend school.

All KG2 children are to start on Thursday 30<sup>th</sup> September.



## What May Happen During the First Days of School?

Every child is an individual and will have a different way of reacting to change. Some children may cry for the first few weeks of school– this is perfectly normal, and the team is experienced in handling such behaviour. Give your child a hug and a kiss and talk in a reassuring way. It is obviously upsetting for parents but try to remain positive– children will pick up any negative feelings on your part very quickly. We strongly advise that lingering around or peeping through the windows is avoided once parents say their goodbyes. The best thing is to leave them with a smile and positive thoughts and to ensure the little ones that you will be coming back. The team will then do what they do best and care for the children. Most children settle within half an hour, but rest assured that we will contact you if your child continues to be upset.

## Times and Extra Hour Services

Our Nursery programme runs from 08:30 - 12:30. Our KG programme runs from 08:30 – 14:00

*Extra Hour Service information (morning and afternoon) will be passed on closer to date due to further lifting of restrictions.*

Kindly be advised that the drop off time for students who do not use transport or attend the morning extra hour is **strictly between 08:30 – 8.45**. Nursery students will be expected to be collected at **12.30**, while we will be implementing a staggered collection for our KG students from **13.30 – 14.00**.





## Collection and Drop off

KG 1 students are to use the **South gate (Kalkara side)** for drop off and collection. While the Nursery and KG2 students are to use the **small gate (Zabbar side)** right by their building.

Please drop off your child on time to avoid disruption to the morning routine. Frequent late comers will not be tolerated. **The College gates will be closed shortly after 08:45.** During these times the children will be with their designated teaching teams. If you need to collect your child earlier for any reason, please let us know in advance. Only authorised adults may collect your child as indicated through our *Child Collection form attached.*

An Extra Curricular afternoon programme will be sent out at a later stage, also depending on further lifting of restrictions.

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).



## Our Programme

We believe that children learn through play and hands-on experiences. All children are encouraged to join in all the activities and experiences offered and are encouraged to make choices and learn to become independent. Regular activities include story time, singing and music sessions, arts and crafts and sensory play. Outdoor play is also very important to a healthy development and the children will be using the outdoor areas for free play as well as teacher-led and child-led activities.

Throughout the Early Years we adopt a child-centred approach to learning, where the children are free to access a wide range of activities and experiences to develop their skills and learn through play. However, there are routines to the day, such as snack times and group times, and everyone is encouraged to help tidy up and join in. We greatly support our students in becoming independent and encourage them to look after their belongings as well as praise initiatives.

We strive to create a balanced day for our students whereby children are encouraged to develop their characters and likes through free play as well as participate in hands-on skill targeting activities. In addition, we greatly support spontaneous play and learning throughout our days and eagerly welcome the children's ideas. The College's extensive outdoor areas are frequently used by our students for learning, discovery and exploratory experiences and opportunities.

This year we will continue with our plans to introduce the Emergent Curriculum which all the Nursery and KG classes will follow as of October. This will allow the students to be the leaders of their own learning. The teachers will be continuously observing the student's interests and likes and drawing up learning topics as a result of these. Each class will follow a different topic depending on the class's interests at the time. The duration of the topic will also depend on the student's interest and development of the project. The class teacher will be informing you whenever a topic changes. All classes will start the year with a common topic which will aid the student's settling in period, getting to know each other and their new surroundings as well as allow the teaching teams to learn about their student's particular interests.



## Snacks

The Nursery children will have a snack together mid-morning. Whilst the KG 1 and 2 classes will have 2 lunch breaks during their normal daily routine. Kindly send small, healthy snacks, a bottle of water (or 2) and a napkin. **No sweets, chocolates, crisps, burgers, pizza, nuggets, chocolate muffins, cookies 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. Should students bring in foods which are not allowed, parents will be contacted for a replacement. Please label your child's lunch box (including lids) and bottles clearly. Students are not allowed to share their lunches with their peers.

## 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 rucksack which is able to hold an A4 size clear folder (can be folded over) and his/her lunch. They can be of any brand you wish. Keep in mind that children are encouraged to carry their bags so please avoid wheeled bags as these tend to trip over young children. Should outings be permitted, we encourage you to send a small 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

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. Your child's class teacher will be contacting you via email should the need arise, and we encourage you to do the same.

We send plenty of information circulars, reminders and details about the topics the children are looking at by email. 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 your home address at any point.

The Head of Early Years email address is [earlyyears@stedwards.edu.mt](mailto:earlyyears@stedwards.edu.mt)

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



## Toys

It is Early Years Policy that children do not bring toys to school, as this frequently leads to tears and arguments between children if a toy gets broken. We understand that children feel safer when bringing something from home, but we encourage them to hand it back over when entering the classroom. We appreciate your cooperation in this matter.

## 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 a number of developmentally appropriate goals throughout their year at Nursery and Kindergarten. They are continually 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 during the whole day. 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 in an informal atmosphere. A Topic Folder/ Student Portfolio is created per child throughout the year which will consist of the child's topic crafts and photos of the child's learning journey. *Attached please find the Photo Printing Permission Slip.* For the KG students two reports are also sent out during the second and third term which will highlight the child's improvements in the areas of development followed.

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

# Uniforms

The uniform lists (Summer and Winter) can be found on the College Website. Summer uniform consists of beige shorts, a white polo shirt, a beige cap and a grey jumper for cooler days. Winter Uniform consists of the College Tracksuit with a white polo jumper underneath it for cold days. A SEC rain jacket is available. Please ensure every piece of uniform is labeled.

Footwear throughout the year consists of plain white running shoes with a 'velcro' fastening - *no laces please, and white plain socks*. Footwear can be purchased from any shop. The correct footwear styles are shown above.

The full school uniform is always to be worn. Students are always to attend school wearing a clean uniform and neat hair.

We will start off with the Summer uniform and you can place your orders via the link: <https://schoolgear.garmmo.com/>



## Change of Clothes

Nursery: Although we expect children to know how to use a potty or are currently being potty trained, before starting Nursery, we accept the fact that occasional ‘accidents’ are a normal part of child development. Nursery staff will help children to continue with the potty training you have started at home. Ideally you wish to use ‘pull- ups’ if your child has not fully grasped the idea of potty-training. In this case, please provide a labelled packet of ‘pull-ups’ and 2 large packets of wipes at the start of term. The teacher will advise you when supplies are running low. We also ask Nursery parents to send a complete change of clothes. Please include 3 pairs of underpants/panties. For reasons of hygiene, we ask that each child has his/her own potty. Please write your child’s name with a permanent marker in a visible place.

KG1: KG1 children should be able to use the toilet independently. However, we understand that children at this tender age have ‘accidents’. Please send in a change of clothes, including underwear and a pair of socks, to be left in class for any accidents that might happen throughout the year. The teachers will then send them back for more appropriate season wear once the weather changes.

KG2: Please keep a change of underwear and a pair of socks in your child’s case.

All change of clothes items must be clearly labeled and placed in a clear plastic bag with your child’s name written clearly on the outside. These spare clothes can be any casual clothes.

Please find attached the ‘Changing Permission Slip’ to be filled in and handed over to your class teacher on Orientation Morning.





## Classroom Items List

Each student will require:

- A photo (5x7”) of your child.
- 2 large boxes of tissues.
- 2 large packets/boxes of wet wipes.
- 1 small sanitizing hand gel.
- A SEC apron for messy activities available from uniform shops. Clearly Labeled.
- A 40-page (80 view) display folder. Clearly Labeled.
- A clear and transparent button A4 folder (to be in your child’s case daily). Clearly Labeled. *See photo below*.
- A packet of paper plates.
- A small white board *See photo below*.
- 2 white board markers (1 black and 1 any colour).
- 2 large-size glue sticks.
- KG2 only: 3 flat files. Clearly Labeled. *See photo below*.





A set of thick markers



A4 clear button folder



KG2 only: flat files



A small A4  
white board

*Kindly bring the following listed items to Orientation Morning/first day of school in a labeled bag.*

*Please note that we might send out another list of items to be sent in should there be the need to depending on COVID updates and restrictions.*



*Please fill in and hand to your class teacher during Orientation morning/First day of school all the attached forms.*

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 your child's first steps in his/her education journey to us and we look forward to welcoming you and your little one in September. In the meantime, we wish you a pleasant, safe, and relaxing summer!

