



St Edward's College  
Malta

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Birrgu, Citta  
Vittoriosa  
BRG 9039

[www.stedwards.edu.mt](http://www.stedwards.edu.mt)



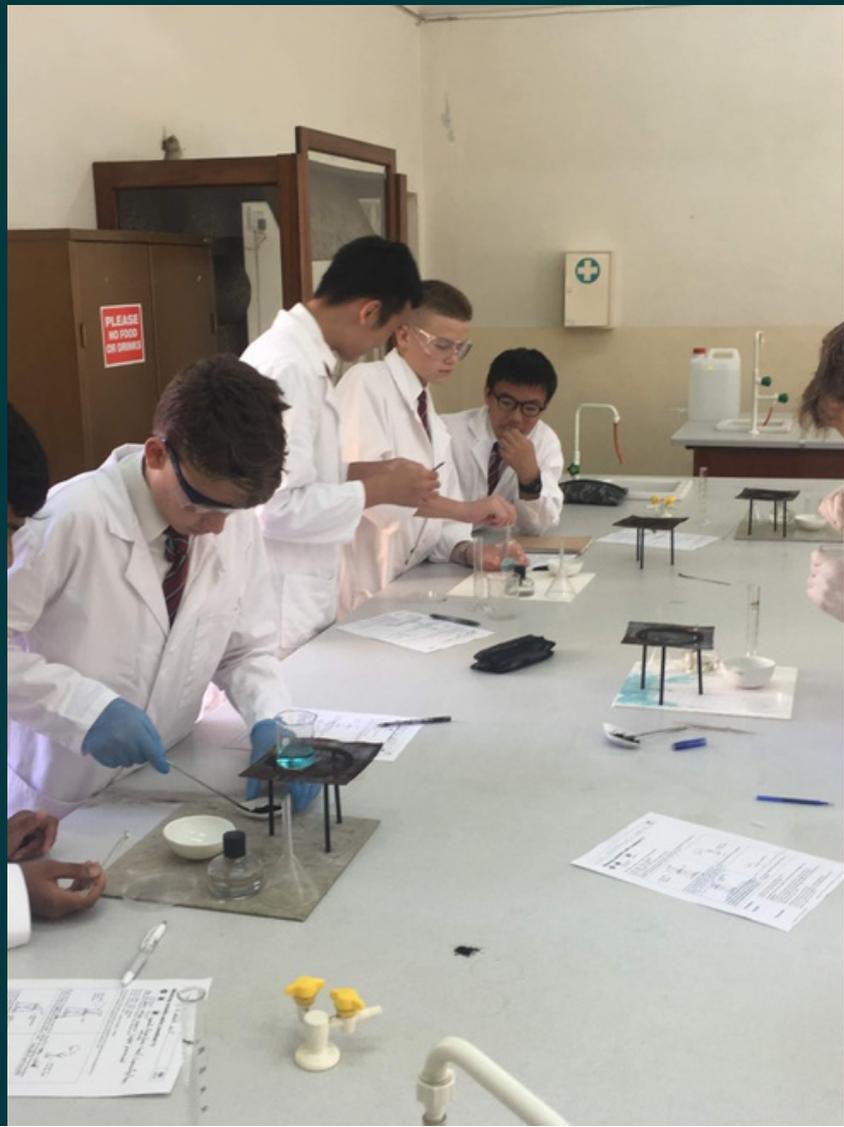
# ST EDWARD'S COLLEGE **ORIENTATION PACK**

MIDDLE SCHOOL

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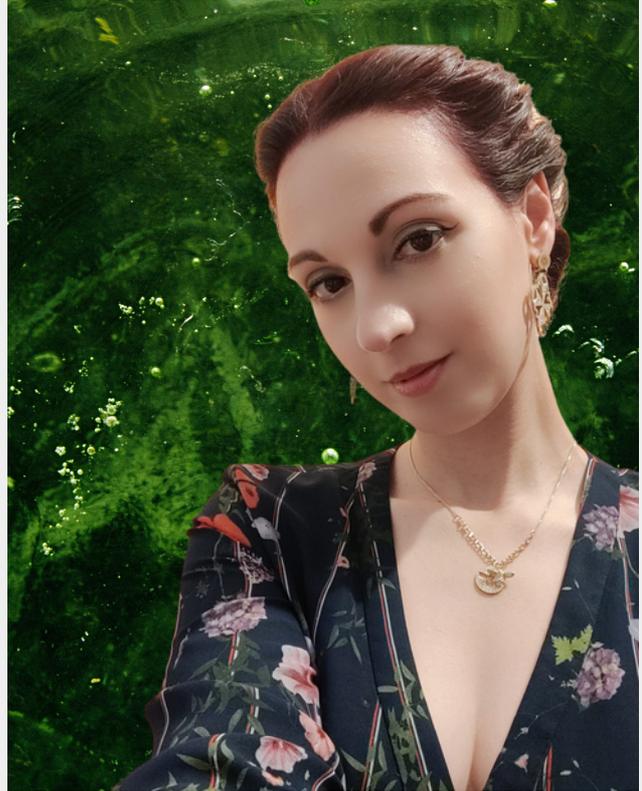


# Welcome Message

Dear Parents,  
Guardians and  
Students,

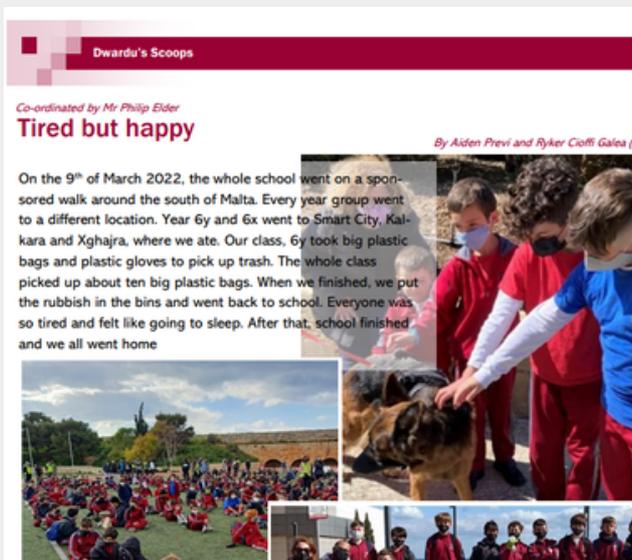
Middle School is a dynamic place. It is a time when children start to discover their personalities and rise to the challenges posed by their teachers. They start to push themselves to embrace new learning opportunities. It is a time for students to become aware of their strengths and embrace diversity. The time spent in Middle School will be marked by a lot of changes that adolescents pass through.

We are fast approaching the start of the new scholastic year and the Middle school staff is eager to meet you together with your children.



**Samantha Abela**  
*Head of the Middle School*

I would like to take this opportunity to send you some information which I hope will be useful and will answer some questions about the coming scholastic year in the Middle School.



## Keeping in contact

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 Middle School email address is: [middle@stedwards.edu.mt](mailto:middle@stedwards.edu.mt)
- The Head of Middle School number is: 77771702

In order to have all information centralized in one location, we've created a page on our website dedicated to all information

new scholastic year. [Click here](#) to go directly to the page.

Here you will find the calendar of events, book lists, and 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.

## First day at school

On the first day of school, boys will enter via the Żabbar gate and proceed to their assembly area in front of the Middle School and Chapel. At 08:30 the boys will be joined by their house tutor who will take them class by class to their tutor rooms. On the first day of school, the first two lessons will be with the house tutor. Teachers will give out specific timetables and explain how the first day will evolve, giving times for breaks, classroom procedures, school policies etc. The boys over the first couple of days will bring into school all their books needed. It is vital that everything is labelled including school uniform.

## MySchool

MySchool is the main communication portal between the school and the students and their parents. Parents are encouraged to check MySchool to keep track of their son's progress as they can see which work has been handed in, is missing, was late etc...

Homework, notes, attendance records and any disciplinary referrals are all kept on the system. Teachers will routinely update their subject area, so it is highly encouraged that parents and students regularly check the system. Once class lists are set, during the first week of school students will be given access





to My School and teachers also explain how the portal should be used. It is important to spend some time with your child to help him get familiar with the interface as a students' My School is different from the teachers' and from the parents' one. Remove this paragraph and replace with hereunder. Homework, notes, attendance records and any disciplinary referrals are all kept on the system. Teachers will routinely update their subject area, so it is highly encouraged that parents and students regularly check the system.

## TEAMS

Students are provided with an email address ending @stedwards.edu.mt to log on TEAMS. It is important that students know their TEAMS password. Teachers might use Teams to share some extra resources with their students.

Nonetheless, TEAMS should not be mistaken for MySchool and all official business will still be conducted there first and foremost. Students and Parents should not use TEAMS to communicate with Teachers outside official school hours.



## The School Day

The College day starts at 08:30 and finishes at 15:00.

Mon/Wed/Fri	Time	Tue/Thur	Time
Registration	08:30 - 08:35	Registration	08:30 - 08:44
Lesson 1	08:37 - 09:17	Lesson 1	08:47 - 09:27
Lesson 2	09:17 - 10:00	Lesson 2	09:27 - 10:07
Break	10:00 - 10:20	Break	10:07 - 10:27
Lesson 3	10:20 - 11:00	Lesson 3	10:27 - 11:07
Lesson 4	11:00 - 11:40	Lesson 4	11:07 - 11:47
Lesson 5	11:43 - 12:23	Lesson 5	11:50 - 12:30
Lesson 6	12:23 - 13:03	Lesson 6	12:30 - 13:10
Break	13:03 - 13:40	Break	13:10 - 13:40
Lesson 7	13:40 - 14:20	Lesson 7	13:40 - 14:20
Lesson 8	14:20 - 15:00	Lesson 8	14:20 - 15:00

# 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 short back and sides with the rest of the hair neatly in place. Students who do not wear their uniform correctly or have an unkempt appearance will be given a verbal warning followed by a disciplinary note if no action is taken.

As the first week of school progresses, the individual subject teachers will use the first lesson for introductions, to explain which books the students will use and how things will be filed. Middle School students are expected to have a notebook to jot down any relevant information given, in an organized manner including and not limited to the daily homework. All their belongings also need to be labelled and students are responsible for their things, including the proper organization and upkeep of their files, notes, books etc...



# Academic Program



The *raison d'être* of the Middle School is to make the transition from Middle to Senior School levels smooth and seamless. The Middle School caters for boys age 11 and 12, that is, Year 7 and 8. Towards the end of Year 8, the students receive help and advice in

order to choose appropriate subjects for their move into Year 9. In Year 8, the students chose the subjects they will follow for their last three years in College. We have a parents' evening to discuss and clarify all the available choices.

Students in Middle School are at the age where they begin to aspire towards adulthood and try very hard to "fit in" and establish themselves as individuals. As a result, boys at this stage of growth need lots of support to develop the necessary skills which are needed to make them truly independent and accountable for their actions. The Middle School curriculum supports the needs and varied interests of our boys in an environment which is safe, yet not stifling, and allows our boys to develop a sense of independence and assertiveness.

The subjects offered in Year 7 and Year 8 are: English, Maltese / Maltese for Foreigners / TEFL, Mathematics, Religion / Ethics, Foreign Languages (Spanish, French and Italian), Geography, Social Studies, History, Science, Art, Drama, PSCD and ICT.

Besides these subjects, the boys have an opportunity on a Friday afternoon to take part in a non-academic activity with an exciting program prepared each year. This afternoon of activities helps students to grow in a holistic manner and to learn new skills that they may need later in life.

Students' progress is carefully monitored through formative and summative assessments and ongoing communication between parents and teachers. Our boys are encouraged to achieve their highest academic potential and to assume responsibilities that will help them develop qualities which characterise the true Edwardian, such as self discipline, independence, leadership and organisation. Throughout the year, the head of Middle School may call up on students to check on their well-being. Towards the end of year 8, the students receive help and advice in order to enable them to choose new subjects for their move in Year 9. These subjects will be pursued till Year 11. In Year 9, Art and Drama become options and Social Studies is also dropped. The new subjects chosen will be adjacent to the core subjects already provided. We have a parents evening to discuss and clarify all the available choices. Career guidance is also given at this stage and individual student meetings with the Head of Middle School take place to discuss the available subjects and get to know what students might be interested in.



# Homework

Years 7 – 8 will have approximately of 2 hours

This will vary depending on the subject area. Core subjects tend to place higher emphasis on daily homework, whilst other subjects may give homework on a less frequent basis. This applies also to class tests. All subjects are treated with equal importance and students are expected to perform well in all areas.

## Tasks

As part of our aim to assess students in a variety of assessments, throughout the year, students will be given tasks. Tasks may be given at school or as a special homework as deemed fit by the respective subject teachers.

Students and Parents will be notified about these tasks in a timely manner. Students need to be aware of the deadlines or date of tests / oral or listening tasks. Students who miss deadlines or are absent may not be given a mark for these tasks. It is the responsibility of students to follow all required protocols and indications given by teachers.

### Bonus Tip

Homework needs to be handed in on time, be of good standard and presented neatly. A full Academic Honesty Policy will be published soon on the website while rules of good conduct are found later in this booklet.

As respective subject teachers will indicate, some tasks count towards a final grade which is part of their MATSEC grade in Year 11. Teachers will inform you about this. This is of special relevance for C3 (ICT) (from Yr 7 upwards and option subjects in Yr 9), Ethics and other option subjects from Year 9 upwards. Missed fieldworks, lab reports, special tasks etc... may not be recuperated once grades are recorded for official purposes.

## Middle School Change of Subject procedure

Changing subjects between Year 7, 8 and 9 is inadvisable due to the work involved for the student to catch up. Having said this, college still offers this possibility under the following guidelines:

- Any changes must be made no longer than a week after the issuing of the November progress report (in the case of foreign languages, MFF and TEFL in Year 7).
- The student in question must sit for a proficiency test in the subject he wishes to change to. This ensures the student will be able to keep up with the rest of the class.
- Changing subjects also depends on available space within the destination classroom.
- Changing subjects can take place once a meeting with the relevant teachers and Head of Middle School takes place.

Parents are also involved in the discussion. The ultimate decision is in the hands of the Headmaster and Head of Middle School and are considered final.



# Examinations and reports

The exam period is clearly marked on the school calendar, A timetable is issued for students prior to the examination.

Students are expected to study and prepare in advance of these assessment periods and to revise regularly during the scholastic year. Some pre-exam tasks such as orals and listening comprehension might take place outside of the two week exam period. Teachers will clearly indicate the dates of these pre-exam tasks for students. Students who miss exams due to sickness or other reasons will be marked as absent. The purpose of these exams is to prepare students for their final year 11 exams; both IGCSE and MATSEC are catered for. Parents Consultation days will be held twice a year for students in the Middle school in November and March, when progress and feedback will be given. Parents

are encouraged to meet teachers of different subjects to get a holistic knowledge of their son's progress whilst constantly checking MySchool.

## Code of Conduct

1) **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.

2) **All materials, notes or home works 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).

3) **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.

4) **Remember to ask for permission.** – Students must always ask permission from the teacher for any specific requirement. This includes leaving the classroom, drinking during a lesson or using a mobile phone.

5) **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.

6) **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.

7) **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.

8) **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.

9) **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.

10) **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.



# SSC&P, Informal and Non-Formal forms

In Year 11 every student at St Edward`s College will be given 2 certificates: the St Edward`s School Leaving Certificate and the SSC&P (Secondary school certificate and profile). The latter is issued from the Ministry for Education and Employment and is a holistic reflection of the Middle and Senior School years i.e from Year 7 to Year 11. The first component that forms the SSC&P is the formal component. Here each student will have a record of all the marks of all the subjects taken from Year 7 to Year 11. Besides the formal component, the SSC&P is enriched by the inclusion of Non-formal and Informal learning which may contribute to the consolidation of soft skills and character formation amongst others. Whilst it is important to understand that the Non-formal and Informal learning are not compulsory, it is good to know that these activities can contribute to enhance further the certificate to an accredited level. May we point out the fact that the highest level of the SSC&P (Level 3) is equivalent to an o` level with MQF level 3.



The Non-Formal learning refers to activities within the school such as Sports Days, inter-house competitions, Eko Skola etc whilst the Informal learning refers to activities done outside of school after 15:30 such as training of any sports, drama, music lessons etc. These forms will be handed out yearly and it is the responsibility of the students to hand them in to their house tutors. The final component of the SSC&P is about the behaviour, personal qualities and the attendance of their Middle and Senior school years.



## Late Registration & Early Collection Policy

School starts at 08:30 and punctuality is encouraged. Registration is until 08:35. If a child arrives after registration, they will be listed on MySchool as absent. Students who arrive late and miss registration need to visit the school secretary, Ms. Domenici, to inform her of their arrival or else their record will read absent. In case of morning appointments whereby, students might arrive late to school, parents ought to inform the Head of Middle school and the respective House Tutor 24 hours prior.

Upon arrival, the student still needs to inform the school secretary of his arrival on the school premises. If a student needs to leave early, parents are to email the Head of Middle School 24 hours prior and await an acknowledgement. Students can only be picked up from the Security Office bay which is located on the right-hand side of the main staircase on the ground floor

## School Property

Students need to be responsible and respectful of the school grounds and property. Apart from a disciplinary note, additional funds may be requested from parents/guardians for any damage.

## Sporting Houses

Each boy is assigned to one of our three College houses, Campbell, Congreve 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.

## 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.

Methods:

- 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 will be 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.

It is imperative that **no medicines** are sent to school or kept by the students. Students need to take their medicine BEFORE entering the school grounds. Students who are found in possession of any medication without the **prior consent** of the Head of Section and Head of School will face serious consequences and parents will be liable for any incidents that may occur. Before any medication is administered, parents will be informed and they need to send an email confirmation after the conversation. In case of an absence, students must provide a medical certificate even if they only missed 1 day of school or else they will be asked to go back home. Repeated absences will be reported.



# Canteen and 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.

The canteen area is part of St Edward's grounds and thus the behaviour policy applies there even during break times. Students who misbehave, who do not clean up or do not follow appropriate standards may be reported to the Head of Middle School and face any necessary consequences as deemed fit. Students may not access the Canteen during lesson times.

Canteen procedures will be sent closer to the start of the scholastic year.





## Student Services

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

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.

## Important Numbers

- Head of Middle School – Ms Samantha Abela 77771702 – [middle@stedwards.edu.mt](mailto:middle@stedwards.edu.mt)
- Headmaster – Mr Nollaig Mac an Bhaird – [hm@stedwards.edu.mt](mailto:hm@stedwards.edu.mt)
- School Secretary – Ms Annalise Domenici – [schoolsec@stedwards.edu.mt](mailto:schoolsec@stedwards.edu.mt)
- Bursar & Finance Department – Ms Analise Cioffi & Ms Trisha Caruana – [bursar@stedwards.edu.mt](mailto:bursar@stedwards.edu.mt) / [accounts@stedwards.edu.mt](mailto:accounts@stedwards.edu.mt)
- Admissions Office – Ms Vivian Borg – [admissions@stedwards.edu.mt](mailto:admissions@stedwards.edu.mt)
- IT Support – Mr Darren Bonnici – [ictdept@stedwards.edu.mt](mailto:ictdept@stedwards.edu.mt)
- Student Support - Ms Amanda Grech - [studentsupport@stedwards.edu.mt](mailto:studentsupport@stedwards.edu.mt)
- INCO - Ms Clara Cremona - [inco@stedwards.edu.mt](mailto:inco@stedwards.edu.mt)