



St Edward's College
Malta

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Birrgu, Citta
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www.stedwards.edu.mt



ST EDWARD'S COLLEGE **ORIENTATION PACK**

SENIOR SCHOOL

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Welcome Message

Dear Parents,
Guardians and
Students,

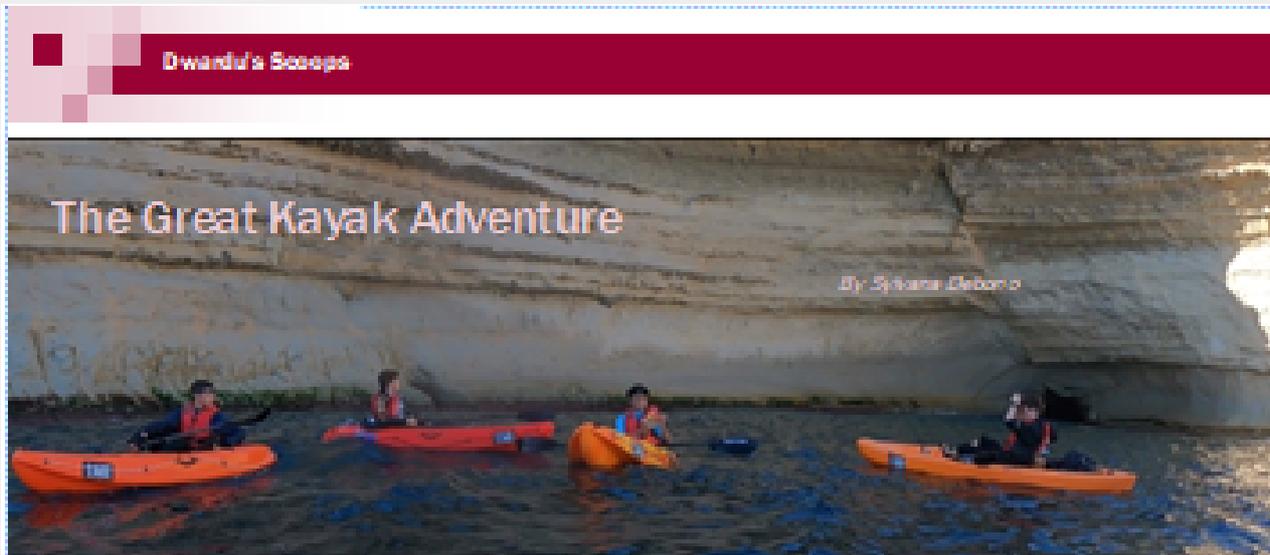
We are fast approaching the start of the new scholastic year and the Senior school staff is eager to meet you together with your children. We are taking this opportunity to send you some information which we hope will be useful and answer some questions about the coming scholastic year in the Senior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



Daniel Caruana Smith
Head of the Senior School

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.

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.

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

The Head of Middle School email address is
senior@stedwards.edu.mt
The Head of Senior School number is: 79900604



First day

The students gather in the main hall for assembly, after which they will follow their teachers to the respective classrooms as directed. Over the course of the day, teachers will confirm timetable slots with the boys, as well as classroom procedures. These may include but are not limited to; what books are required for the lesson, specific classwork and homework policies, and any additional information that may be required. With some subjects, this 'orientation' first lesson may happen later on in the week depending on when the first lesson in that particular subject is scheduled to take place.

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 and Book 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.

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 twice a year.

As part of the first morning the students will be reminded of MySchool which is an excellent tool for uploading all homework and files and parents can check on the progress of their son in school.



Academic Program



Accompanying years 9, 10 and 11 forms part of the three-year learning program for students intending to sit for their MATSEC Examinations (national examinations) or IGCSEs (international examinations). The students choose from a selection of

subjects they wish to follow for their future studies. A full list of all the courses offered can be viewed on our website.

The suggested amount of Homework to be given (this will vary from student to student):

Years 10-13 - 3 hours +

This will vary depending on the subject area. Core subjects tend to place a higher emphasis on daily homework, whilst other subjects, such as the sciences and geography option, place significant importance on lab reports and fieldwork

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.

Examinations and reports, IGCSE & MATSEC

In preparation for either MATSEC and/or IGCSE exams, we hold two examination sessions annually, as well as a November progress report. At the end of year 11, the students are given a 'mock' examination session; a sitting where the exam papers are made to replicate as closely as possible the exam they will be sitting for at the end of their stay. The idea is to imitate the conditions to the best of our ability in order to give the students a clear indication of what they can expect. Although we cannot decide on the candidate, senior school teachers are also available to help guide the students in terms of exam level and choices



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.

Our Norms

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.





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 Mr Caruana Smith and the class teacher the previous day by email, so that arrangements can be made.

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.

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.

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 – Mr Daniel Caruana Smith 79900604 – middle@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
- Student Support - Ms Amanda Grech - studentsupport@stedwards.edu.mt
- INCO - Ms Clara Cremona - inco@stedwards.edu.mt