



# ST EDWARD'S COLLEGE

# **ORIENTATION PACK**

## 2024-2025

IB DIPLOMA

# Table of CONTENTS

04	Keeping in Contact
05	First Day and Timetable
06	Uniform & Book list and MySchool
07	Healthy Eating and Dining at the College
11	Academic Program
12	Examinations and reports
13	Our Norms
16	Late Registration and Early Collection
17	Sporting Houses and Sickness policy
19	Important Numbers

---



# Welcome Message

Dear Parents,  
Guardians and  
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



Mr Jolen Galea

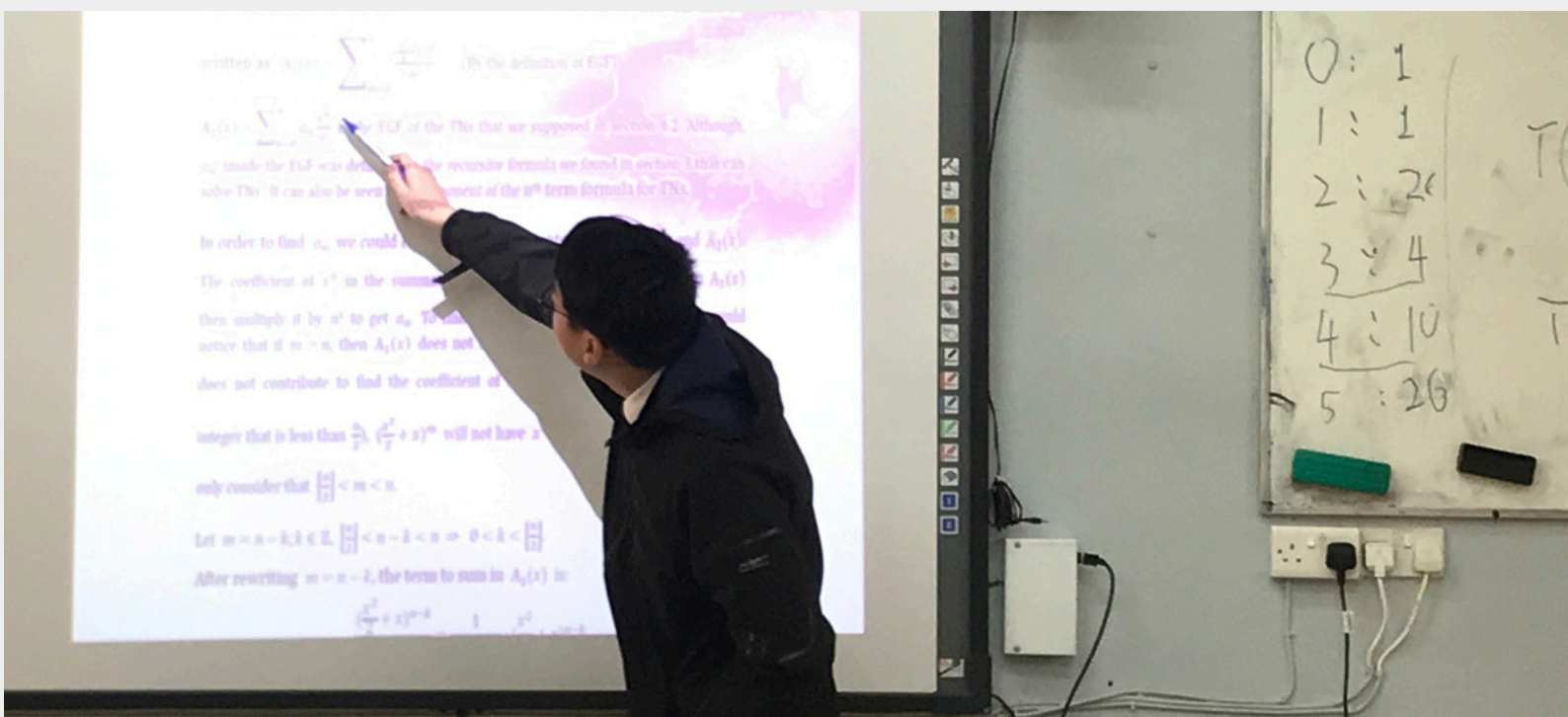
*Head of the IB Diploma*

developments closer to the start of the scholastic year.

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

The Head of the IBDP number is: 77771707



## First day

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

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 list can be found on the College website. 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.

IB Students require a graphical display calculator for a number of subjects. The recommended calculator is the Texas Instruments TI 84+ CE

## MySchool

Each parent and student 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.



# 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 on campus. 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.



# Dining at College - a wonderful experience

The College canteen is operated by Thomas Franks, a market-leading, family-owned caterer specialising in delivering fresh, nutritious food for over 20 years. Founded on honesty, trust, and loyalty, we pride ourselves on exceptional service and integrity.

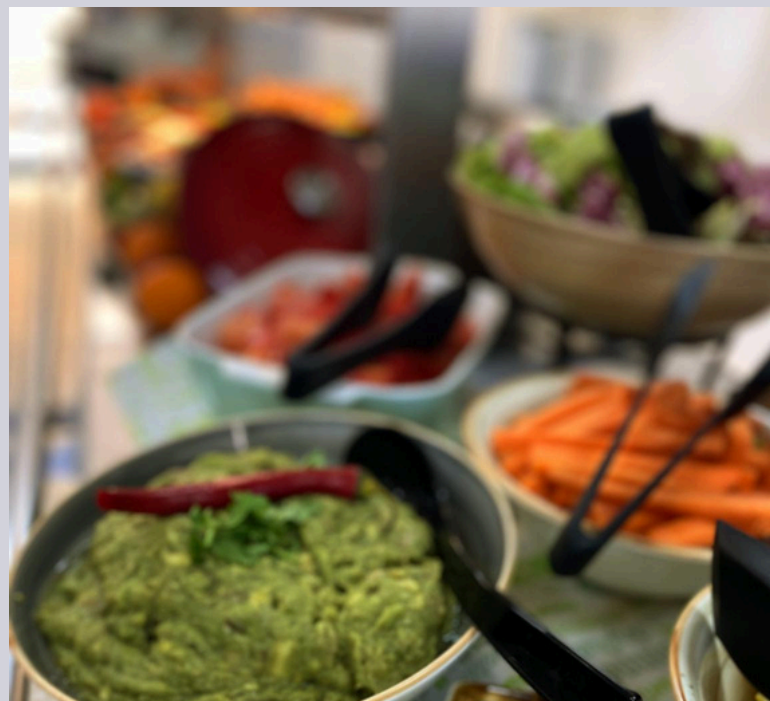
Renowned for our commitment to quality, we deliver fresh, nutritious meals crafted from locally sourced ingredients. Our accolades, including three Catey's awards and recognition as a top employer, showcase our dedication to excellence.

At St Edward's College Malta, our bespoke menus support students' balanced diets and energy needs, ensuring optimal growth and development. With a focus on innovation, our chef teams bring creativity to the kitchen through pop-ups, cooking demos, and theme days.

## What We Do

We ensure that the catering matches the same level of excellence that is evident in other areas of school life.

THOMAS FRANKS  
MALTA





We provide a memorable dining experience for the whole community: relaxing yet exciting, fostering growing young minds.

Our menus focus on eating a balanced diet to provide sustained energy for students involved in a busy school day as well as ensuring optimum growth and development.

Our chef teams have no barriers to innovation and creativity, meaning we love to host pop-ups, cooking demos and theme days, ensuring no two days are the same. Thomas Franks was founded on the principles of honesty, trust and loyalty, and this is reflected throughout our service.

Our age-appropriate, ingredient-focused menus operate on a three-week cycle, clearly communicated to pupils, parents, and staff.

## LUNCH

Each meal begins with a variety of fresh soups and freshly baked bread. We offer meat or fish main courses, as well as vegetarian or vegan options, featuring international dishes that celebrate our diverse school community.

## ARTISANAL SALAD BAR

Our offer includes ambient salad bars with fresh, colourful raw ingredients, allowing students and staff to build their own simple salads.

Term 3/8	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Soup served with homemade breads & toppings	Sweet Potato & Coconut	Tuscan Bean Broth	Potato & spinach	Roasted vegetable & smoked paprika	Mushroom
Dish of the Day	Ham, Spinach & Mushroom Pasta	Beef Goulash	Chicken Enchiladas	Pork Stroganoff	Cajun chicken in a bun
Vegetarian / Vegan	Vegetable Rice Stuffed Peppers	Mushroom, Spinach & Feta risotto	Vegetable & Lentil Moussaka	Vegan Pesto Pasta with Roasted Vegetables & Tofu	Mac' n Cheese
Sides	Fried rice	Crushed Parsley New Potatoes	Basmati rice	Roasted sweet potato & butternut	Roasted Potato Wedges
	Sweetcorn	Steamed Cauliflower	Garden peas	Green beans	Steamed Carrots
	Steamed Cabbage	Steamed leeks	Steamed carrots	Steamed Broccoli	Sweetcorn
Dessert	Selection of fresh cut fruit	Selection of fresh cut fruit	Selection of fresh cut fruit	Selection of fresh cut fruit	Selection of fresh cut fruit

*The Menu*




St Edward's College  
Malta

**Term 3 Week 8: 27th - 31st May 2024**  
Complete Meal: Primary @ €4.50 Secondary @ € 5.00

**ALLERGY INFORMATION**

- All menu items will be labelled with allergies
- Remember if you have a food allergy or intolerance ask before you choose



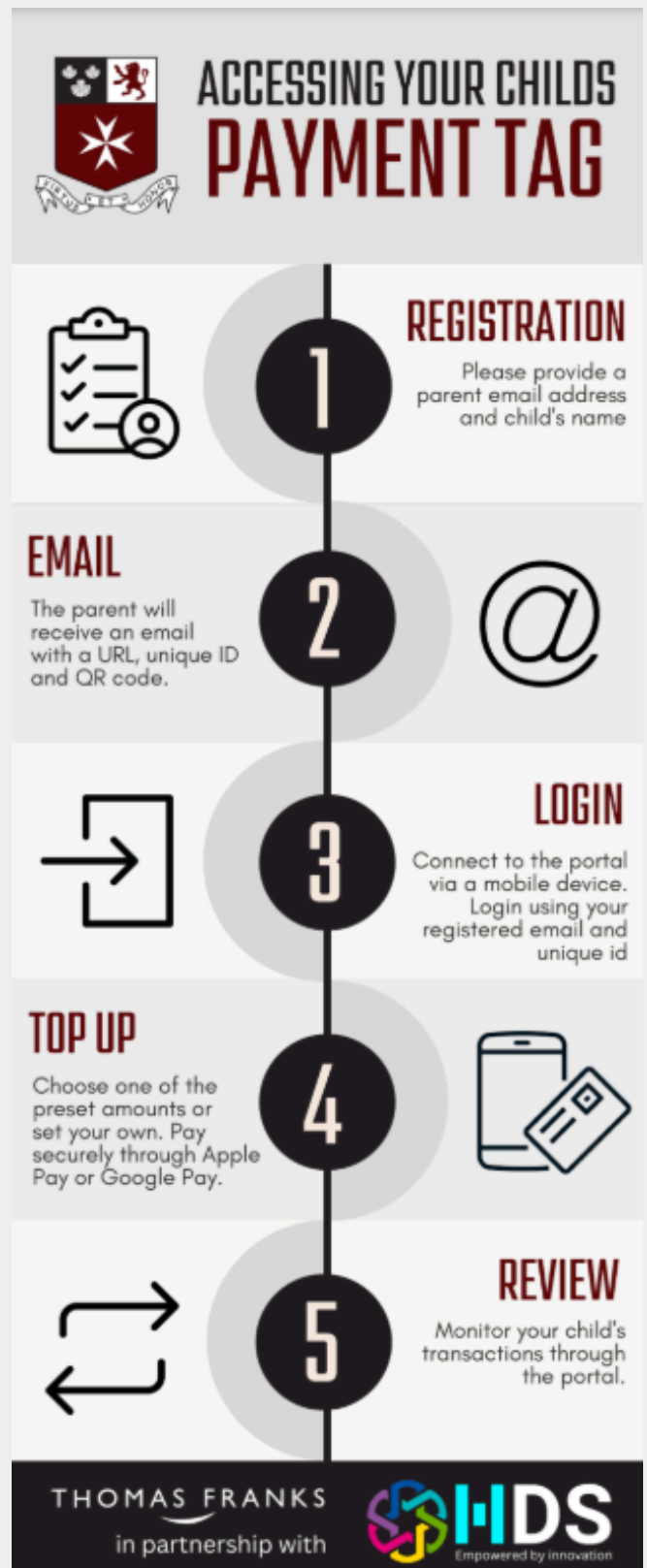
## NATURALLY SWEET SNACKS

We've introduced "Naturally Sweet" snacks, using natural sugars and low-fat alternatives. These delicious treats provide improved focus and sustained energy, without the drawbacks of refined sugar.

## Nutrition and Sustainability

At Thomas Franks, we work with St Edwards College to reduce environmental impact and add value to the students' education. We will be implementing our bespoke sustainable action plan designed to reduce the environmental cost of catering, specifically focusing on eliminating single-use plastic and minimising food waste.

We offer a wide range of interactive nutrition education programmes for students, staff, and parents. Working with all ages, our expert team aims to raise awareness and knowledge of the impact of food on our bodies, health, and the environment. With bespoke programmes such as our 'Rainbow Foods', we seek to empower students to have a healthy relationship with food to support optimal physical and mental health.





# Academic Program



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 levels (HL) and 3 Standard Level (SL) subjects. Higher Level courses comprise 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.

The suggested amount of Homework

This will vary from student to student and from subject to subject.

Years 12-13 - 3 hours +

## 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

IB Students are 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.





# 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

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.

## 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.

## 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:

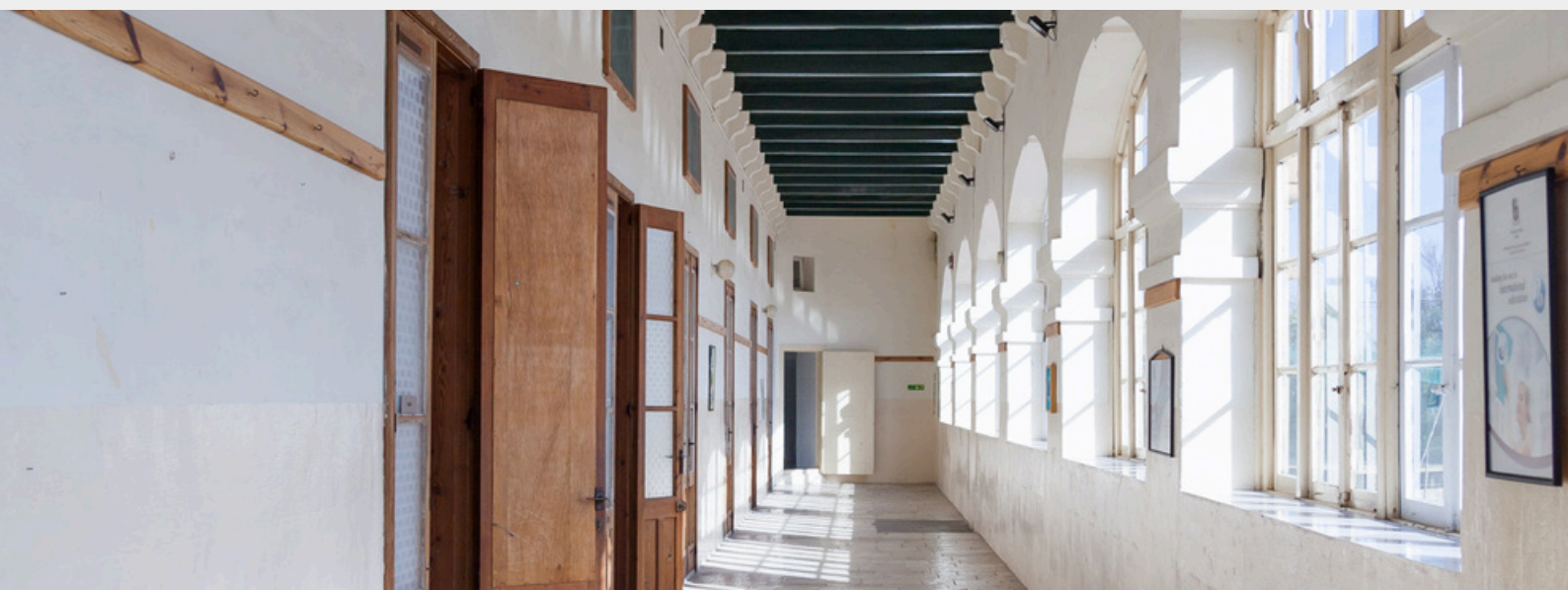
- Our College is unable to accept children who are unwell or with any infectious disease. Students who will show any type of symptoms will be sent home immediately.
- Sick children must be kept at home. Parents are requested to keep their children away from school and must present a clearance certificate 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.





## 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 IBDP School: Mr Jolen Galea – 7777 1701  
ibhead@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 Grace Smallwood Cassar –  
admissions@stedwards.edu.mt
- IT Support – Mr Darren Bonnici – ictdept@stedwards.edu.mt
- Student Support - Ms Amanda Grech -  
studentsupport@stedwards.edu.mt
- INCO - inco@stedwards.edu.mt