



Maria Regina College

Creative, Innovative, Professional

Maria Regina College Mosta Primary A

Information Booklet



The Child Comes First



Maria Regina College
Mosta Primary A School



Where children come first

School Vision

Our vision is to create the optimal climate for pupil learning so that the potential of each and every pupil can be appreciated and developed.



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Useful Information

Telephone Numbers:	2598 6600 (Main School) 2598 6810 (Annexe)
Email:	mrc.mosta.pra@ilearn.edu.mt
Website:	mrcmostaprimarya.wordpress.com
Facebook:	Mosta Primary A School

School Administration and Structure

Head of College Network	Mr Patrick Decelis
Head of School	Ms Antonella Ferrante
Assistant Heads of School	Ms Marisa Bonello
	Ms Nadia Bonnici
	Ms Romina Buttigieg
	Mr Alan Camilleri
	Mr Mario Schembri
	Ms Cynthia Xuereb

School Clerks and Reception

Main School Clerk	Ms Susanne Psaila
Main School Front Reception	Mr Jason Buhagiar
Annexe Clerk	Ms Jacqueline Farrugia

Classes

Year Group	Number of Classes	Room Number
Kinder 1 (Annexe)	1.1/1.19	Room 2
	1.2/1.3	Room 3
	1.4/1.5	Room 5
	1.6/1.7	Room 6
	1.8/1.9	Room 7
	1.10/1.12	Room 8
	1.11	Room 11
	1.13/1.14	Room 12
	1.15/1.16	Room 4
	1.17/1.18	Room 13
Kinder 2 (Annexe)	2.1/2.2	Room 9
	2.3/2.4	Room 10
Kinder 2 (Main)	2.5/2.6	Room 3
	2.7	Room 103
	2.8	Room 8
	2.9	Room 17
Year 1 (Main)	1.1	Room 16
	1.2	Room 15
	1.3	Room 14
	1.4	Room 13
	1.5	Room 12
Year 2 (Main)	2.1	Room 30
	2.2	Room 31
	2.3	Room 33
	2.4	Room 34
Year 3 (Main)	3.1	Room 36
	3.2	Room 44
	3.3	Room 45
	3.4	Room 43
	3.5	Room 42

Other Staff Members

The school has three complementary teachers who help children who need extra support in literacy.

A nurture group offers support to children who are encountering behaviour or emotional difficulties for primary students.

Specialized teachers give lessons to children in Music, Art, PE, PSCD (Y3 only) and Science.

The Psychosocial team within the College offers psychosocial support to the students.

The school has additional support services including speech therapy, early intervention and school based occupational therapy (SBOT).

The School Council

President	Ms Pauline Cassar
Secretary/Treasurer	Ms Antonella Ferrante
Staff Members	Ms Anna Bugeja
	Ms Kristina Catania
	Ms Keziah Fenech
Parent Members	Ms Diane Bugeja Desain
	Dr Bernard Busuttil
	Ms Amy Fenech Zarb

School Uniform

The school uniform identifies the children within the College and the school. It contributes to building a sense of belonging and identity and enhance self-confidence. All clothing items should be **labelled**.

The School Uniform for Kindergarten Students:

- Winter Tracksuit Trousers, Crew Neck
- Summer PE T-shirt/Short Sleeve Polo Top and shorts
- White socks
- White gym shoes with velcro

The School Uniform for Primary Students:

Winter	Summer	PE Kit
Long Sleeve Polo Top Tracksuit Trousers Tracksuit Jacket Anorak White Socks/Tights White Shoes	Short Sleeve Polo Shirt Shorts White Socks White Shoes	Tracksuit PE shorts PE T-shirt Cap White Socks White gym shoes with velcro



Accessories

- Any accessories used such as bows, clips etc. should be black/navy blue.
- Black/navy blue scarves or gloves.
- For safety reasons, only stud earrings are allowed.
- No other jewellery should be worn.
- Make-up and nail polish are not allowed.
- Hair styles are to be adequate for school and long hair must be tied back.

The School Day



Admission and Dismissal (Main School)

Admission Time	Kinder 2	Year 1, Year 2, Year 3
8:30 am	Main Entrance	Breakfast Club Entrance
Transport students will be admitted from Breakfast Club entrance. Breakfast Club starts at 7:00 am.		

Dismissal	Kinder 2, Year 1, Year 2 and Year 3 in that order
2:20 pm	Main Entrance
<ul style="list-style-type: none"> • Transport students exit from Breakfast Club Entrance at 2:20 pm. • Parents must be on pickup points at 2:30 pm. • Vans cannot be kept waiting! • Klabb 3-16 students are to be picked up from Breakfast Club entrance at 2:45 pm. 	

Admission and Dismissal (Annexe)

Admission Time	Dismissal	Breakfast Club	Klabb 3-16
8:15 am	2:00 pm	Admission from 7:00 am	Pick up from 2:30 pm

Children who come to school with their parents must wait outside the school gate. Gates open at 8:15 am (Annexe) and 8:30 am (Main School).

To authorise other persons to pick children, the school needs to be informed in writing by the parents, stating the name and ID number of the person taking the child. The person picking the child must present his/her ID card.

Late Comers

Parents are expected to bring their children to school on time. **The children have a right to be at school on time. Habitual late comers may have to face consequences.**

Absent Children and Attendance

Attendance at school is compulsory from the age of 5.

- If your child cannot attend school, parents/guardians must send a note (refer to Appendix 3) or send an email on mrc.mosta.pra@ilearn.edu.mt explaining the reason why your child could not attend school. You are requested also to provide documents to justify the absence.
- If the explanation is not accepted by the Head of School, you will be informed, and your child will be recorded as **absent**. When children are away for more than 3 unjustified days during a month, or when the number of unjustified absences accumulates to **9 days**, further action will be taken.
- If your child is not attending school because s/he is not feeling well a **medical certificate and the medical certificate record card (MCRC) signed by the doctor** are to be provided only when your child is **sick for more than 2 consecutive days**.
- When your child is sick for less than 2 days a written note is sufficient. However, the Head of School may still ask for a formal medical certificate when your child is absent for less than 2 days if it is considered necessary. The Medical Certificate is to be presented on the day the student returns to school.
- Students who go on holidays falling on school days will be marked as **absent**. However, when students are requested to go abroad for educational visits, permission will be granted on presentation of valid documentation. In situations when the trip is related to a family issue (i.e. medical, funerals, weddings of close family members, i.e. parents or siblings) a written explanation is to be presented to the Head of School who will inform you whether the explanation has been accepted or not.
- For trips lasting more than 15 school days, approval needs to be sought from the National Student Support Services (speak to the Head of School for more details).

Birthdays

The birthday is a special day for the child. On that day he/she can come to school wearing casual clothes (not in the school uniform). Birthday **cupcakes** can be brought to school and must be **individually wrapped**.

Personal Hygiene

- Children should have their own tissues and antibacterial wet wipes.
- All children must be fully toilet-trained (not potty trained) before they start attending school.
- Persons who are authorized by the Department for Educational Services (DES) will perform random check of the children's hair. Parents of children having head lice will be informed by the administration through a letter. The child needs to start treatment immediately and will be able to come back to school when providing a certificate from the authorized persons claiming that the child is clear from headlice. Parents will be called from school to come and pick up their child.
- Children must wash daily.
- School bags, water bottles and lunchboxes must be kept clean.

Lunches

- The school follows a Healthy Eating Policy (see Appendix 1). Lunches should be as healthy as possible. We encourage children to eat sandwiches, fruit and vegetables for lunch (carrots, cherry tomatoes, cucumber rings, etc.) and drink water.
- Sweets, cereal bars, packed snacks, packets, sugary drinks, juices, and flavoured water **cannot** be consumed at school and will be confiscated.
- Plastic lunchboxes and bottles must be clearly labelled.
- The school provides a small portion of fruit or vegetable on a weekly basis as supplied by the Fruit and Vegetable Scheme. Parents will be asked to fill in the relevant form. **It is very important that any allergies are clearly stated.**

Invitations

No party invitations will be distributed at school. Anything not school related is to be dealt with out of school.

Transport

For safety reasons parents are kindly asked to follow the traffic signs near the school. Parking in the vicinity of the school is restricted according to the time-frames on the road signs.

School Transport

Parents can book the school transport online or by visiting the one stop shop at Floriana.

Communication

- Circulars are sent home often to inform parents of any activities. All communication is sent by email.
- Parents will be notified when there is an outing.
- Consent forms are sent in hard copy and must be returned duly signed. **Children who do not have the signed consent form will not be allowed to go to the outing.**
- Please send the money and consent form to school as soon as possible. If children are sick when there is an outing the money will be refunded when possible. Transport fees cannot be refunded.
- Teachers, KGEs and LSEs communicate with parents through notebook and communication books. Teams will be used as a noticeboard and **chat** with educators is **not** allowed.
- **Parents are to make sure that they go through their children's bags and folders daily to find any circulars or notes that the child brings home.**
- If parents need to communicate with the school they should speak to the respective Assistant Heads/Head of School or request an appointment by sending an email on mrc.mosta.pra@ilearn.edu.mt.
- Parents cannot speak to members of staff at the gate or outside school.
- Phone calls cannot be passed on to teachers in class.

Collection of money

- Occasionally the school will be collecting money for various events such as school outings, photos or school activities.
- Money must be sent to school in a sealed in an envelope (preferably a used one) with the name of the child, class and the reason for sending the money (e.g. Ms Maria Borg, Y2.1, Outing Ta' Qali).
- The consent form is to be attached on the outside of the envelope.
- **Please send exact amounts.**
- Sealed envelopes, together with the consent forms, are to be placed in the plastic folder.

Legal Matters

For the good of everyone involved, inform the school, and present the relevant documents if:

- parents are separated or divorced.
- children do not live with their parents
- there are family matters which might be affecting the child's well-being



This information will be strictly confidential.

Medical Conditions

Parents must inform school about any medical conditions (such as asthma, epilepsy, allergies, diabetes, etc.) which might affect the child at school. This information ensures the child's safety and wellbeing. Information will be treated with confidentiality.

The National Student Services Department provides nursing services for children who need to be given medicine or need other medical interventions. One can apply for the service at school.

PUPILS ARE NOT TO BE SENT TO SCHOOL WHEN THEY ARE SICK.

If children are coughing, have a sore throat, have a nasal discharge which is not clear, have fever, diarrhoea, vomiting or any kind of rash amongst other conditions they are to produce a certificate from a doctor which states that the child is fit to attend school before the child is admitted into the school.

Duties of Parents

It is of utmost importance that the school and parents work hand in hand for the benefit of the children in our care. For this reason, parents need to:

- Make sure that the children sleep early and are clean.
- Go through the school bag daily and act according to instructions given.
- Support and show interest in the education of their children by supervising their HW, study, revision and reading.
- Read to them regularly.
- Attend school activities.
- See that the children come to school in a clean, full uniform.
- Understand that, to safeguard the children and the staff, no one is allowed to go to the classrooms without permission.
- Be available by phone in case of emergency.

Pupils' Rights and Responsibilities

Rights

- Be treated with dignity, respect and courtesy.
- Have their personal information treated with confidentiality.
- Be valued as individuals, and feel safe at all times.
- Ask for help from staff members when required.
- Be provided with effective and positive teaching.
- Be informed regularly about their progress.
- Be informed of school decisions which affect them.
- Have their property respected.

Responsibilities

- Treat all members of the school community with dignity, respect and courtesy. Value the individual differences of others.
- Listen and be open to others' point of view.
- Take advantage of learning opportunities and cooperate with the class teacher.
- Seek help as required.
- Listen to and act on progress reports from teachers.
- Take pride in their personal grooming and wear school uniform correctly.
- Maintain a safe, clean, and attractive environment.
- Respect all property.
- Abide by all school rules and protocol. (see Appendix 2)

Homework

The following are broad recommendations about the amount of time pupils should spend on homework each evening:
(National Homework Policy 2018)

Kindergarten

No homework should be assigned although Kindergarten Educators may provide and recommend resources to support families in early learning activities (playing, talking, research and reading together). It is important to consider that parental involvement increases pupil achievement. Parents can be involved by reading with their children and involving their children in sports and cultural activities.

Years 1 and 2

At this level reading to and/or with children daily increases student achievement. By end of year 2 the amount of homework should not exceed more than 20 minutes per day.

Year 3

By year 3, the amount of homework should not exceed more than 30 minutes per day.

Failure to complete homework

Failure to complete homework on a regular basis could result in at least one of the following:

- Phone call/letter to parent/guardian
- Parent/pupil/teacher meeting
- Referral to Assistant Head/Head of School

When a child is sick, homework will be given to the pupil when he/she returns to school. In the case of a long absence, further discussions will be held with the parents, teachers, and school administration.

Registration of new Kindergarten students

October Intake for children born between May 1st and December 31st of the same year and February intake for children born between January 1st and April 30th of the following year.

Children must be fully toilet trained (not potty trained) before they can start attending school!

Parents must inform the school by email if the child is not toilet trained.

Appointments

Parents/Guardians are asked to set an appointment with any member of the Administration if they need to discuss any problem or concern regarding their child. The following are the school's opening days and times.

Full Days (From September to May)	
8:30 am to 2:30pm (Main School)	8:15 am to 2:15pm (Annexe)

Half Days (June)	
8:15 am to 12:00pm (Main School)	8:15 am to 12:00pm (Annexe)

Appendix 1

FOOD AND BEVERAGE STANDARDS

Avoid food items which have a high salt content, or high fat content or high sugar content. Only consumption of water (not flavoured) is allowed at school.

List of Prohibited Food and Beverages

- Fried Food
- Potato chips
- Salami, bacon, luncheon meat, mortadella and corned beef
- Highly processed food, including all sausages, burgers, chicken nuggets, spring rolls, wontons, samosas, fish cakes/fingers and other battered, ready-made crumb-coated products
- Pizzas with high fat/salt toppings, such as sausages, salami, pepperoni and cheese
- Pastizzi, sausage rolls and hot dogs
- Doughnuts, cream and jam cakes, iced cakes, sweet pastries.
- Chocolates, sweets and confectionery ¹
- Yoghurts and desserts ²
- Breakfast cereals and cereal bars ³
- Bagged savoury snacks
- Products manufactured and marketed with the intention of being used as part of a weight loss diet.
- Ready-to-use dips, ready-to use salad dressings and sauces.
- Sweetened and flavoured drinks.



Our School is a nut-free zone due to allergies!



¹ These include: Milk chocolate, plain chocolate, white chocolate bars; chocolate flakes; chocolate buttons; chocolate eggs; filled chocolate, chocolate coated confectionery bars or biscuits; boiled, chewy, gum, liquorice, mint and other sweets; sherbet; dried fruit; fudge; toffee; marshmallows nougat; Turkish delight; cereal chewy bars; cereal crunchy bars; processed fruit bars; chewing gum; croissants, cookies, sponge cakes, wafers, marzipan, nut spreads including peanut butter, spreadable chocolate and other sweet sandwich toppings; jelly caramels, iced lollies, sorbets, ice-cream.

² Should contain less than 2.5% total fat, 1.5% saturated fat and 10% total sugars.

³ Should contain less than 3g per 100g of food fat and less than 2g per 100g of food sugar.

Appendix 2: Behaviour Policy

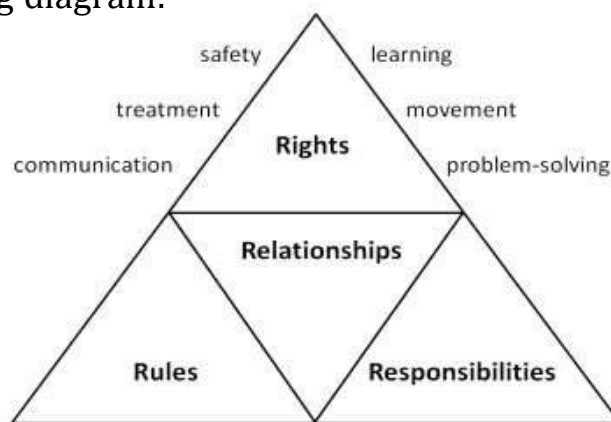
The school community aims to sustain a positive school ethos by creating a safe, caring and stimulating environment for all pupils. We aim to keep rules to a minimum – these are in place to support and maintain our ethos of care for each other, the school environment, and the community. We aim to be polite and fair in our dealings with each other and with the pupils. This means keeping calm, listening carefully, being sensitive to others' point of view, being consistent, and using praise and positive reinforcement.

PURPOSE

- To foster an orderly and caring school climate
- To encourage self-discipline
- To promote respect for each other.

PRINCIPLES AND VALUES

The Behaviour Policy is built on the principles and values outlined by Bezzina and Fenech (2002), and Thody et al (2000). The founding principles may be illustrated in the following diagram:



The policy pivots on four elements of positive behaviour:

- **Rights:** all pupils have the right to be treated with respect, to be listened to, to be safe and to learn in a caring and tranquil environment.
- **Responsibilities:** all pupils are responsible for their actions. Pupils are given the opportunity to learn how to reflect on the consequences of their actions.
- **Rules:** school rules describe the expected behaviour from pupils.
- **Relationships:** positive relationships are built on positive behaviour. Pupils are encouraged to form and maintain positive relationships amongst themselves, and with adults.

STRATEGIES TO IMPLEMENT THE POLICY

The school has adopted Mosley's Golden Rules and Behaviour Time to help establish positive behaviour in pupils.

Golden Rules:

- **Be gentle**
- **Be kind and helpful**
- **Work hard**
- **Look after property**
- **Listen to people**
- **Be honest**

The Golden Rules are displayed in prominent places in the school.

Rules are promoted during school assemblies.

Quality Behaviour Time:

Educators, in the role of non-authoritarian facilitators may organise a 10-minute session with the aim of promoting trust, respect and empathy. The Behaviour Time may be structured in a Round session where a soft toy may be held by the pupil who is speaking to encourage others to listen; or the session may take the form of a discussion.

Celebration of Pupils' Achievements:

Educators may choose to reward positive behaviour in a variety of ways: verbal praise, reward chart systems, or use of stickers.

Consequences of Negative Behaviour:

Misbehaviour which is minor in nature is dealt with non-verbal or verbal reprimands from educators. Other consequences of negative behaviour may include: sitting on a separate chair, such as the Thinking Chair where a pupil is encouraged to reflect on his/her behaviour; being sent to an Assistant Head or Head of School.

Parents are notified of repeated patterns of misbehaviour, and a meeting may be called so that underlying problems may be discussed and resolved.

If a pupil repeatedly presents challenging behaviour, an individual Behaviour Plan is drawn up for the pupil. This plan is drafted by educators at school together with members of the College psychosocial team. Parents are asked to participate in the process. The progress of the Behaviour Plan is reviewed periodically.

Conclusion

As a school, through the implementation of our Behaviour policy, we strive to set the best possible climate which promotes good behaviour in our pupils. Together with parents, the whole school is committed to modelling good behaviour to pupils.

References:

Bezzina, C. and Fenech, J. (2002) Classroom Management <https://www.um.edu.mt/library/oar/bitstream/handle/123456789/19835/CLASSROOM%20MANAGEMENT.pdf?sequence=1&isAllowed=y>

Jenny Mosley's Golden Rules <https://www.circle-time.co.uk/our-approach/golden-rules/>

Thody, A., Gray, B. and Bowden, D. (2000) The Teacher's Survival Guide, London and New York: Continuum.

Appendix 3: Absenteeism

 Maria Regina College Creative, Innovative, Professional	Maria Regina College, Mosta Primary A Grognet Street, Mosta MST 3612 ☎ 25986600	✉ mrc.mosta.pra@ilearn.edu.mt	🌐 https://mrc.mostaa.skola.edu.mt/
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School Absence Form

Date: _____

Dear Head of School,

My daughter/son _____ of Kinder/Year _____ was absent from school on the following day/days: _____ due to: (tick where applicable)

- Medical appointment (Hospital, dentist, SpLD, etc)
(to be accompanied by the appointment note)
- Family bereavement
- Other (please specify) _____

NB: When SICK, a medical certificate and the white medical certificate record card (MCRC) signed by the doctor must be presented on the first day the student returns to school.

Parent's/Guardian's name Signature ID card number

Approved / Not Approved

Remarks:

Ms Antonella Ferrante
Head of School

“Educating the mind without educating the heart is no education at all.”

— Aristotle

