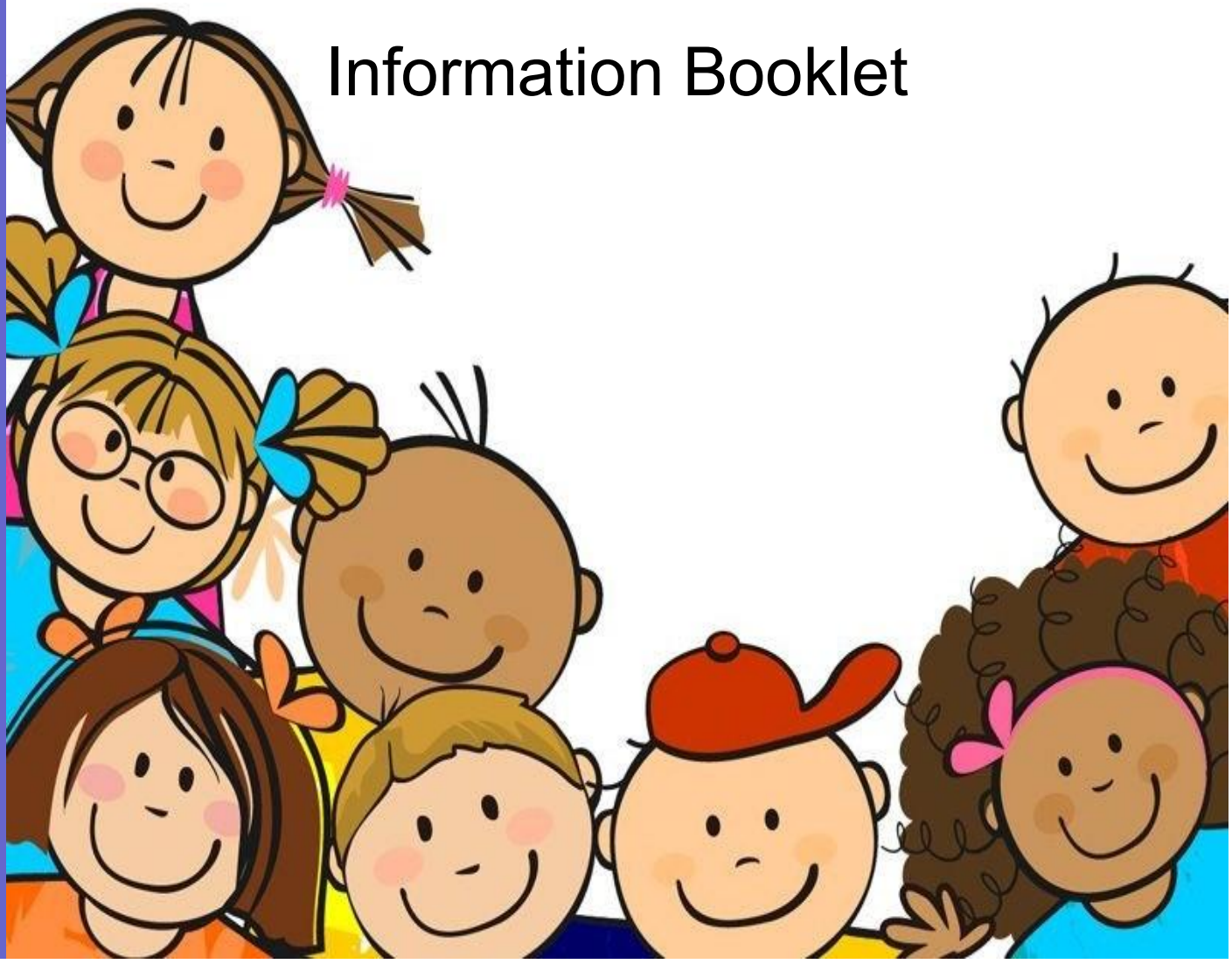
Maria Regina College

Creative, Innovative, Professional

Maria Regina College Carmela Sammut 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.



Mission Statement

Each child is unique.

All decisions are taken in the child's interest, in collaboration with parents, leading to the holistic development of each child in a peaceful, happy, stimulating and caring environment.



Contents

School Vision —p. 2

School Mission Statement—p. 3

Useful information - p. 5

School Administration and Structure—p. 6

School Uniform—p.7

The School Day—p. 8

Late Comers—p. 8

Absent Children and Attendance—p. 9

Birthdays—p. 9

Personal Hygiene—p. 10

Lunches—p. 10

Invitations—p. 10

Transport—p. 10

Communication—p. 11

Collection of Money—p. 11

Legal Matters—p. 11

Medical Conditions—p. 12

Duties of Parents—p. 12

Pupils' Rights and Responsibilities—p. 13

Homework—p. 14

Registration of new students –p. 15

Appointments—p. 15

Appendices—p. 16 – 20

Useful Information

Telephone Numbers:	2598 6600 (Main School)
	2598 6810 (Annex)
Email:	mrc.mosta.pra@ilearn.edu.mt
Website:	Schoolhttps://mrc.mostaa.skola.edu.mt/
Facebook:	Mosta Primary A

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 Bonniċi
	Ms Romina Brincat
	Ms Adrienne Azzopardi
	Mr Mario Schembri
	Ms Cynthia Xuereb

School Clerks and Reception

Main School Clerk	Ms Susanne Psaila
Main School Clerk	Mr Josef Sammut
Main School Reception	Ms Bridget Abela
Annex Clerk	Ms Jacqueline Farrugia

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 Carol Ann Palermo
Parent Members	Ms Maria Farrugia Booker
	Dr Bernard Busuttil
	Ms Cynthia Zammit

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, Year2, Year 3
8:30 am	Main Entrance	
8:25 am		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
• 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 (Annex)

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 (Annex) 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 signed by the doctor** is to be provided only when your child is **sick for 3 or more 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 phone call to pick up their child. 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.
- 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 envelope with the student name, class and 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.**
- Place the money 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
In Kindergarten, no written homework shall be assigned; activities shall focus on play-based and experiential learning that reinforces classroom learning and supports positive learning dispositions. 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, 2 and 3
In Year 1 written homework is generally discouraged, except where educators deem it pedagogically necessary.

In Year 2, homework shall be introduced gradually through multi-sensory, developmentally appropriate and reading-based activities.

In Years 3 learners shall be supported to record tasks, manage simple deadlines, and follow instructions independently through varied and age-appropriate tasks.

Failure to complete homework

When students fail to complete homework on a regular basis:
- An email will be sent to parent/guardian
- Parent/pupil/teacher meeting together with deputy 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 (Annex)

Half Days (June)	
8:15 am to 12:00pm (Main School)	8:00 am to 11:45am (Annex)

Appendix 1

HEALTHY EATING AND HEALTHY LIVING POLICY



The aim of this policy is to educate stakeholders (parents, student and educators) to learn to make healthier options when consuming food and drink, while raising awareness about the dangers of processed food, obesity and lack of physical activity.

General reminders:

- Avoid food items which have a high salt content, or high fat content or high sugar content.
- ONLY plain water is allowed at school.
- **NUTs must be avoided due to allergies!**

Prohibited Food:

- Fried Food
- Potato chips
- Salami, bacon, luncheon meat, mortadella and corned beef
- Highly processed food e.g. sausages, burgers, chicken nuggets, spring rolls, etc.
- Pizzas with high fat/salt toppings, such as sausages, salami, pepperoni and cheese.
- Pastizzi, sausage rolls and hot dogs.
- Chocolates, sweets, biscuits and pastries e.g. doughnuts
- Dessert Yoghurts
- Breakfast cereals and cereal bars
- Bagged savoury snacks
- Ready-to-use dips, ready-to use salad dressings and sauces
- Sweetened and flavoured drinks



Appendix 2: **Behaviour Policy**

The school community aims to create a safe, caring and stimulating environment for all pupils. Rules 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 by 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.**

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.

Golden Rules:

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



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.

Certificates of Merit for Primary Students

These are given out to pupils during Assemblies for excellence in behaviour, in academic effort and in implementing the Golden Rules.

Consequences of undesired Behaviour

Misbehaviour which is minor in nature is dealt with using non-verbal or verbal warnings 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 the Deputy 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. When needed a Behaviour Plan is drawn up for the pupil by the educators, college psychosocial team and parents.

Appendix 3: **Absenteeism**

Maria Regina College, Carmela Sammut, Mosta Primary A
Grognet Street, Mosta MST 3612
☏ 25986600 mrc.mosta.pra@ilearn.edu.mt https://mrc.mostaa.skola.edu.mt/

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 for 3 or more days, a <u>medical certificate</u> 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

