



St Thomas More College

MARSASKALA ST. ANNE PRIMARY SCHOOL

School Handbook Procedures 2019 – 2020

Version: November 2019



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THE SCHOOL HANDBOOK

This handbook is intended to provide information on **St Thomas More College Marsaskala St. Anne Primary School**. It contains the main school procedures and the rationale behind them.

As educators, we can only benefit from greater awareness by all the stakeholders about how the school operates. Collaboration is key!

The School

STMC Marsaskala St. Anne Primary School is a large busy multi-cultural school with many educational opportunities for approximately 500 pupils.

We aim to give every child an equal opportunity to learn and develop socially, educationally and personally in a stimulating and friendly environment.

Each child is encouraged to develop consideration and respect for the rest of the school community and for the local community.

Quality Education

Home and school are the biggest influences on a child's development. We believe that the provision of a high-quality education is only guaranteed if parents and educators work collaboratively.

We promise to create a safe and happy environment where all children are encouraged to achieve their personal best. Differentiation provides equity to learners, making sure that support is provided according to the individual needs.

SCHOOL & COLLEGE CONTACT DETAILS

Postal Address: 106, St Thomas More College Marsaskala St. Anne
Primary School, Triq il-Bajja, Marsaskala MSK 1140

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Website: stmc.marsascale.skola.edu.mt

Head of School: Ms Ritienne Borg Saliba

Assistant Heads of School:

Kindergarten:	Ms M. Farrugia Costa
Year 1 to Year 3:	Ms L. Micallef
Year 4 to Year 6:	Ms C. Gafà

College Principal: Mr George Psaila

Principal's Office:

Office of the Principal
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Triq il-Kahwiela
St Lucia

Telephone: 25986000

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ST THOMAS MORE COLLEGE
MARSASKALA St. ANNE PRIMARY SCHOOL



SCHOOL VISION

We aim at providing our students with 21st century skills and values, preparing them to live in an evolving society and perform to their full potential.

MISSION STATEMENT

The school is working to improve the values of multicultural respect, diversity, solidarity and healthy living. Differentiated teaching, higher order skills and literacy are being tackled in the everyday life of the classroom. Parents and community are called to assist.

A TYPICAL SCHOOL YEAR

Beginning of the scholastic year : The scholastic year starts accordingly:

Kinder 1:

Kindergarten children are admitted in Kindergarten 1 either on the 1st Monday/Tuesday/Wednesday of October or on the 1st Monday/Tuesday/Wednesday of February.

Kinder 2:

Kindergarten children are admitted in Kindergarten 2 on the 1st school day of October

Primary Years:

Primary students (Years 1 – 6) are admitted on the fourth Wednesday of September;

Induction Programme: as communicated by the Migrant Learners' Unit.

Recess

First Mid-Term Recess: the first three (3) school days in November adjacent to the adequate weekend;

The Christmas Recess: from the 23rd December to the 6th January both days inclusive;

Second Mid-Term Recess: Monday and Tuesday preceding Ash Wednesday;

Easter Recess: from Wednesday preceding Easter and Wednesday following Easter, both days inclusive;

04. THE SCHOLASTIC YEAR

Summer Recess: 30th June to the fourth Wednesday of September

School Hours:

Winter (September – May)	Summer (June)
08.30 – 14.30*	08.15 – 12.00*

* Please refer to Admission - Dismissal section of this handbook.

STANDARD OPERATING PROCEDURE: ADMISSION, LUNCH TIME AND DISMISSAL

Admission:

Students are admitted inside the school premises at 08.30 (September to May) and at 08.15 during half days (June). Students enter the premises through the main gate. **Punctuality is important.** Pupils entering the school 15 minutes later than their admission time will be logged in an appropriate log-book at the school's reception.

Kindergarten pupils are admitted through the side gate (Ta' Monita Street) and proceed to the hall.

Lunch Time:

In winter, the first lunch break is from 9.45 to 10.00 for kindergarten pupils and from 10.15 to 10.30 for Years 1 to 6.

The mid-day break is from 11.45 to 12.15 for kindergarten students and from 12.15 to 12.45 for Years 1 to 6. In summer there is only one break. All children eat their lunch in class.

Fruit, vegetables and milk are provided free of charge to all students who register for it. They are to provide their own plastic cups and napkins. Children should always be provided with nutritious food. Please refer to our **Healthy Eating Policy**.

Dismissal:

September to May:

Official dismissal through the main gate starts at 14.30, but owing to health and safety issues, STMC Marsaskala St. Anne Primary School has a special concession where children are dismissed in 3 separate groups.

Kindergarten children start dismissal at 14.00. Dismissal is carried out through the side gate. Kindergarten educators will come out one by one so that the dismissal procedure is carried out in an orderly manner.

Years 1, 2 and 3 students start dismissal at 14.15. Dismissal is carried out through the main gate. Parents are to wait for their children in the front yard. Teachers will accompany students till the small gate (at the end of the ramp).

Years 4, 5 and 6 students start dismissal at 14.30. Dismissal is carried out through the main gate. Parents are to wait for their children in the front yard. Teachers will accompany students till the small gate (at the end of the ramp).

June:

During the half days (June) dismissal takes place accordingly:

- Kindergarten children start dismissal at 11.30
- Years 1, 2 and 3 students start dismissal at 11.45
- Years 4, 5 and 6 students start dismissal at 12.00

The internal gate demarcates the waiting area. Parents are asked to refrain from entering this gate so as to facilitate the dismissal flow. Special concessions are given by SMT to parents who have students with

special needs.

Parents who come late to pick up their children are asked to wait at the gate till 2:30pm. Parents are kindly asked to refrain from talking to the teachers and LSEs at the time of dismissal, in order to ensure that all children go home safely. Only adults are allowed to pick students from school. Teachers may ask for identification, according to circumstances.

Students availing themselves of Klabb 3-16, school transport or any other after school programmes are accompanied to their respective areas by teaching staff. Parents are asked to provide clear instructions to teachers regarding dismissal arrangements at the beginning of the scholastic year.

Only in the case of severe weather conditions will parents be allowed to pick up their children from their respective classroom. In these cases, school doors will not be open before 2pm. It is up to the administration of the school to decide when this emergency procedure is put into place!

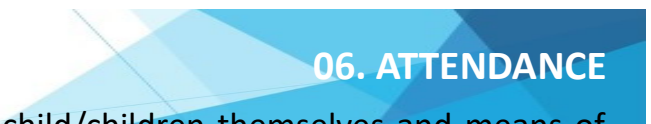
PROCEDURE FOR ATTENDANCE

Parents/guardians whose children are five years or older, including children attending Kinder 2, are legally obliged to send their children to school. In case of any absence, please follow these procedures:

- a Medical Certificate Record Card (MCRC) is to be provided to each learner (if not available, kindly ask for MCRC at the Clerk's Office).
- parents are to take the MCRC when they visit the general practitioner (GP) who will issue a medical certificate indicating: name and registration of GP, name of learner, class and school, date of issue, exact period of recommended absence (to be renewed every 7 consecutive days).
- the parent is to submit the medical certificate together with the MCRC to the school within 3 days after the learner returns to school. If the learner is sick for more than 5 consecutive school days, the certificate has to be handed in by the end of the fifth day. The MCRC is returned.
- if a learner is absent only one day, a note/justification is enough.
- a learner is also excused with justified absence if the Head of School is presented with valid documentation (examples: in case of emergency family travel abroad, music exams falling on school days, learners representing the nation in activities abroad, bereavement, etc.)

Special Circumstances

In order for a learner to be released before the official dismissal time



06. ATTENDANCE

parents/guardians need to call for their child/children themselves and means of identification is to be presented. If any other member of the family is to pick up the child, a note has to be sent earlier with the ID card number of the person who will be picking up the child.

A child will be taken out of class if teachers feel that the child is genuinely ill. Teachers will inform the secretary or an Assistant Head of School and send the child to the office. Parents will be informed so the child can be taken home.

PARENTS/GUARDIANS AS ROLE MODELS

Parents/guardians must endeavour to become role models through their behaviour on or near the school premises by:

- being decently dressed when visiting school;
- requesting an appointment from the school's administration to speak to the Head of School, Assistant Heads or teachers;
- being active participants in social, educational and curricular planning activities;
- showing respect towards school's administration and staff;
- refraining from speaking to educators before and after school : this includes asking for contact numbers or contacting on social media. Communication is to be done through official channels only;
- using a respectful tone when addressing administration and staff;
- refraining from smoking while accompanying children to school as well as on the school premises.

Personal Documents

Parents/guardians are to give accurate information of home and place of work addresses, contact telephone / mobile numbers, as well as email addresses. All changes in addresses / phone numbers / emails must be immediately communicated to the school.

The school requires information about each child's medical history that would enable the safeguarding of the child's health and safety. For security reasons, no information is given over the phone.

Copies of official court documents related to Care & Custody need to be presented to the school administration at the beginning of every scholastic year and should

07. THE PARENTS' ROLE

specify the education responsibility of the child. All information is strictly private and confidential.

OTHER INFORMATION

- ❖ **Medication** should neither be kept in classrooms nor administered by teachers. Kindly inform a member of the SLT should your child require medication during school time.
- ❖ **Lost Property** - Learners are responsible for their own property. The school is not responsible for any stolen or lost property such as jewellery, money and books.
- ❖ **Mobile Phones** - Learners are not allowed to bring mobile phones to school.
- ❖ **School Property** - Learners are responsible for textbooks or any other school items. Damaged property and lost books have to be paid for.
- ❖ **Toys and other belongings** - Parents are asked to ensure that children do not bring unnecessary toys or other items to school. Heavy school bags can be harmful. If an item brought from home is confiscated it is retained and later returned to the child. If the item is dangerous or should not have been brought to school then it is returned to the parent / guardian.
- ❖ **Threatening behaviour** by parents is unacceptable. Police protection can be sought if such intervention is required.

Parents' support and cooperation is highly appreciated.

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