



Creative, Innovative, Professional

Policies and Procedures

Maria Regina College
Naxxar Primary School
School Street, Naxxar
T. 21410740 / 21411426
E. mrc.naxxar.pr@ilearn.edu.mt
www.mrc.naxxar.skola.edu.mt

***Special thanks
to all those involved
in the formulation of the policies and procedures;***

Students

Parents

Teachers

Kindergarten Assistants

Learning Support Assistants

Senior Management Team

Entrance to school and Dismissal of children

Entering the school

- ❖ School starts at 8:30am sharp – Remember, habitual latecomers usually live a few corners away from school!
- ❖ School doors open at 8:25am for Primary children and 8:30am for Kindergarten children. Kindergarten children are to use their door on the right hand side between 8:30 and 8:45. Primary students are to use the door on the left open between 8:20 and 8:30.
- ❖ Only children using school transport and those attending Breakfast Club are allowed to enter the school before the above times. These children have to identify themselves by means of tags.
- ❖ Breakfast is distributed to children between 7:00am and 8:00am. For more information please visit: <https://education.gov.mt/en/Pages/Breakfast-Club.aspx>
- ❖ The school staff cannot be held responsible for children left unattended in the front garden.

Late Comers

- ❖ Late comers are to wait with their parents in the waiting area as this is not supervised by school staff. When the assembly is over they may enter the school.
- ❖ Habitual late comers will be approached by the SMT and further actions may be taken if the problem persists.
- ❖ Parents are not allowed to accompany their children to class unless instructed by the SMT.

Dismissal

- ❖ Kindergarten children start dismissal at 2:10pm (12:00pm during half-days) from the respective door.
- ❖ Primary School children start dismissal at 2:20pm (12:05pm in during half-days) from the 2 main doors.
- ❖ Parents who need to pick up children early need to inform the teacher IN WRITING. The ID card needs to be presented. In cases of emergency, permission from the Head of School is required.
- ❖ Parents need to inform the school/teacher in writing if children are being picked up by other family members.

This procedure remains unaltered in case of inclement weather. Please bring your umbrellas and wait outside the school. Allowing a large number of adults in school creates a security hazard for your children.

School Uniform

A school uniform identifies the children with a school, promoting a sense of pride and also a sense of belonging. Children are expected to attend school in full uniform. All clothing items should be labelled with the child's name. The uniform consists of:

<u>Summer</u>	<u>Winter</u>
Green/navy blue polo shirt with college logo Navy blue Bermuda/skirt Black shoes and black socks In case of cold weather, children may wear their tracksuit top on their summer uniform	Navy blue trousers/skirt and college shirt College tie A lime green pullover with college logo Black shoes and black socks/tights College jacket/ plain navy blue jacket
<u>P.E Kit</u> College t-shirt and shorts, school cap and plain white running shoes (no coloured logos) White socks	<u>P.E. Kit</u> College Tracksuit and plain white running shoes (no coloured logos) White socks

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.
- ❖ Bracelets and necklaces should NOT be worn.
- ❖ Make-up and nail polish are not allowed.
- ❖ Mobile phones and cameras are not to be brought to school.

Children not abiding by the school uniform policy may be asked to remove any accessory not belonging to the school uniform and/or the parents may be called in to change their child's uniform.

Outings

For certain outings, such as performances and cultural outings, children will be expected to wear their full uniform. For other outings children may be asked to wear their P.E. kit. Children will be guided what to wear by their respective teachers prior to the outing. Children not wearing the adequate attire may be left at school.

Personal Hygiene

- ❖ It is important that children keep their uniform clean.
- ❖ Children should wash every day.
- ❖ Teeth should be brushed on a regular basis.
- ❖ A packet of tissues and a small packet of wipes are to be kept in the school bag.

Hair

For health and safety reasons:

- ❖ Hair should be clean and washed regularly.
- ❖ Hair styles should be adequate for school - no fancy haircuts please!
- ❖ Long hair should be tied back.

Homework Policy

- Homework plays a very important part in the teaching and learning process. It compliments and reflects work being done at school.
- Teachers give a reasonable amount of HW. This is noted down in the school diary. Children should not spend an excessive time on their HW. If this happens persistently, the class teacher should be informed by means of a note.
- HW reflects the ability of the child, so the teacher/LSA may give different HWs to different children in the same class.
- In general, children are given Mathematics HW everyday together with other subject/s as well. Additional HW might be given during week-ends and holidays.
- Children are also expected to read everyday, even if this is not written down on the diary.
- Parents are to check that HW is being done.
- Parents should refrain from doing their child's HW as this serves more as hindrance rather than help.
- Parent help should decrease as the child grows older but parent presence is always a necessity in their child's development.
- When no HW is given, children are expected to revise and study. This also applies to when the teacher is sick.
- Teachers will inform the parents when their children do not bring their HW. Parents are to sign the note and send it back to school. Besides the note, children are also expected to bring the missing HW.
- When children are sick, HW will only be given when the child returns to school. This HW will be handed in and corrected in a reasonable time and according to exigencies.

School Attendance Policy and Procedures

Attendance is inputted on the E1 platform on a daily basis so that parents receive the SMS notifying them of their child's absence. It is the parents' responsibility to inform the school in writing of any changes in mobile numbers.

Justified absence

If a student is absent only 1 to 3 days, an absence form from a parent to the Head of School will be enough. If the child is sick and visits a doctor, the note can be replaced by the medical certificate. When a student is sick for more than 3 days a medical certificate is then required.

A student is also excused with justified absence if the Head of School is presented with valid documentation (examples: in case of emergency family travel abroad (trips of less than 3 weeks for medical reasons, serious family reasons, like funerals, weddings, cultural and educational trips etc., musical exams falling on school days, students representing the nation in activities abroad, bereavement, etc...)).

A Valid Medical Certificate

A certificate of illness is accepted if such certificate contains the following information:

- **The name, surname and registration number of practitioner;**
- **The name of the student, class and school of the student;**
- **The date of the examination or the date of issue of the certificate of illness – the school shall not accept a medical certificate that does not show the date of issue or consultation;**
- **The exact period of recommended absence from school due to illness. Certificates must be renewed after a period of 7 consecutive days;**
- **The certificate is submitted by not later than 3 days after the student returns to school. Nonetheless, if the student is sick for more than 5 consecutive school days, the certificate has to be handed in by the end of the fifth day in Primary Schools**

The Medical Certificate Record Card

Parents are to take the MCRC when they visit the general practitioner (GP) who will issue a medical certificate to be submitted to the school when a student is sick. The GP is to fill in the MCRC. The parent is to submit the medical certificate together with the MCRC to the school within the stipulated time frame.

Unjustified absence

A student is habitually absent if he/she is absent for 3 or more days without any justification. In the interest of the student, the Head of School may not accept the justification by the parent and ask for a formal medical certificate when a child is sick.

When a student has been absent for 9 days (cumulative) without any justification, the Education Psycho-Social Services Personnel will intervene to address the problem at an early stage.

Child Benefit Supplement

MEDE will pass on data of school attendance for the students in the child benefit scheme to MFSS at the end of the scholastic year.

Addressing Bullying Behaviour in School

Maria Regina College, Naxxar Primary School is committed to a zero tolerance to bullying in line with the policy Addressing Bullying Behaviour in School (2014). The school aims to create a learning environment in which students acquire the necessary skills to regulate their behaviour which enables them to function properly in the school community. The school community has to be equipped with skills to respect each member of the community.

What is Bullying?

Bullying behaviours are those behaviours which are repeated over time by an individual or a group and which are intentionally hurtful in a direct or indirect manner against a person who has difficulty defending oneself.

Types of Bullying

Direct Bullying happens when there is face to face interaction with the target (Physical and Verbal bullying)

Indirect bullying takes place through gossip and the spreading of rumours.

Cyber bullying is harassment through the use of technology and/or online media. Racial and Religious Discrimination

Sexual Bullying is when sexuality or gender is used as a weapon by children towards other boys or girls

Information Dissemination

Every scholastic year, the PSCD teachers carry out lessons about the topic. During these information lessons, children are informed about the Bullying Phenomenon.

Reporting Bullying

Victims of bullying are advised to inform an adult of their choice. If no action is taken, they should go to the second adult. These adults can be their class teachers, LSAs, guidance teachers, PSCD teachers, other teachers and SMT members. Parents are also encouraged to report any particular or out of the ordinary behaviour in the children at home which might be the result of bullying. At the end, all reports go to one Assistant Head (Ms S Brincat) who follows the standard procedure of investigating and proceeding as necessary. Parents of both parties are to be informed about the incident and the actions that need to be taken. The school will seek parents' support to help the children. Parents and students are duty bound to co-operate in addressing the bullying behaviour and should support the school's effort in empowering students to be accountable for their actions. When their behaviour becomes unacceptable, students must be allowed to take responsibility for their behaviour, change their behaviour to a manner that is acceptable, and may be required to make proper amendments. All this can be facilitated in a context where restorative justice is promoted; where the needs of victims and bullies are addressed. In this process, assistance from Guidance teachers and the Anti-Bullying Service may also be sought.

Birthday Procedure

- On the designated day, children can come in casual clothes. In case of Kindergarten children, please make sure that the child is able to undress/dress. In case of doubt, the school uniform/tracksuit is the best solution.
- Plain cakes/plain muffins/ plain cupcakes that adhere to the HELP policy may be brought to school. Cakes should be cut in slices at home. Other healthy options such as fruit, fruit salad, cereals, jelly, healthy finger food, wraps, sandwiches etc. may also be brought instead. Use your imagination and ask your child to help in the preparation!
- Special care must be taken in case of any existing food allergies in the class/school.
- When a cake (with icing/chocolate, etc.) does not abide by this policy, the child will still be celebrated but the cake will not be distributed.
- The celebration will be confined to the particular class only. Siblings of the child may be invited to the class to take part.



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Absence Form
Formola ta' Assenza

My child _____ of Class _____ was absent from school on:
It-tifel/tifla tiegħi _____ fil-Klassi _____ ma ġiex/ġietx skola:

Date/Data:

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Reason/Raġuni

1	Sickness/ <i>Mard</i>	
2	Family bereavement/ <i>Mewt fil-familja</i>	
3	Other reason (please specify below)/ <i>raġunijiet oħra (niżżel hawn taħt)</i> _____	

Name of parent / *Isem tal-ġenitur* _____

Signature/*Firma* _____ Mobile _____

This note can only be used for 3 consecutive days or less
Din in-Nota tista' tintuża biss għal tlett ijiem wara xulxin jew inqas.