



Creative, Innovative, Professional

Policies and Procedures

Maria Regina College
Induction Centre Naxxar

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. / Sports kit</u> College t-shirt and shorts, school cap and plain white running shoes (no coloured logos) White socks	<u>P.E. / Sports Kit</u> College Tracksuit and plain white running shoes (no coloured logos) White socks

Accessories

- Any accessories used such as bows, clips, rubber bands etc... should be black/navy blue.
- 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.

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 will be marked on the report card (Behaviour Report Card- Bad).

Personal Hygiene

- It is important that children keep their uniform clean.
- Children should wash every day.
- Teeth should be brushed every day.
- A packet of tissues and a small packet of wipes are to be kept in the school bag every day.
- Parents must not send learners to school when they are sick.

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.
- Check-ups for lice will be held by a visiting nurse. Those learners who are absent on the day cannot attend school before they have a lice screening test.

Homework (HW) Policy

- When HW is given, it is noted down in the learner's diary.
- Children are also expected to read every day, 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.
- When no HW is given, children are expected to revise and study. This also applies to when the teacher is sick.
- Teachers will ask the parents to sign the report card accordingly (Homework Report Card) when their children do not bring their HW, do it carelessly or is not done by the learner. Parents should send it back to school signed. Besides the signed report card, children are also expected to bring the missing HW.

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 learner is absent only 1 to 3 days, an absence form (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 learner is sick for more than 3 days in a month a medical certificate is then required.

A learner is also excused with justified absence if the Head of School is presented with valid documentation for example:

- in case of travelling abroad, emergency family trips, learners representing the nation in activities abroad, educational trips abroad (trips of less than 3 weeks). All the documentation (a copy of the learner's passport, boarding pass and a note stating the dates the learner will be away) needs to be presented **before** going abroad;
- serious family reasons, like funerals, illnesses, weddings;
- exams falling on school days (piano exams, sports exams etc...);
- medical appointments (dentist, eye check-ups etc...);
- appointment for paper work needed (visa, passport, ID card etc...).

Arriving to school late or being picked up early from school

Learners who are driven to school and who arrive late are to go directly to the Head of School's office. Parents/Guardians should not just drop off learners and should also go the Head of School's office offering a valid reason on why the learners have arrived late.

When parents need to collect their child/children early they must let the teacher/s know in advance by sending a note in advance (when this is possible) and are to go to Head of School's office on arrival and he/she is to call the learner out of class. Parents are to sign that they have taken their child/children out of school early.

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 learner, class and school of the learner;
- 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 to be submitted when the learner returns to school.

Unjustified absence

A learner is habitually absent if he/she is absent for 3 or more days **within a month** without any justification. In the interest of the learner, 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 learner has been absent for 9 days in a scholastic year without any justification, the Education Psycho-Social Services Personnel will intervene to address the problem at an early stage.

Behaviour

Learners are expected to follow National and School Rules at all times – not limited to but including good behaviour such as respecting others including all teachers and learners, waiting patiently during line-up and dismissal, respecting their surroundings at all times and using the appropriate language. Learners are expected to be well-behaved at all times – including on school transport and whilst waiting for school transport.

Addressing Bullying Behaviour in School

Maria Regina College, Induction Centre Naxxar 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 learners 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

Reporting Bullying

Victims of bullying are advised to inform an adult of their choice. 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 the Head of School 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 learners are duty bound to co-operate in addressing the bullying behaviour and should support the school's effort in empowering learners to be accountable for their actions. When their behaviour becomes unacceptable, learners 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.

Consequences

As part of the school policy, learners who receive three bad reports, will receive related consequences which may vary from community work within the school, to break-ins that are always reflecting on the learners' bad actions, reasons why and ways forward.



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Absence Form

My child _____ of Class ___ was absent from school on

Date:

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Reasons:

1	Sickness/ medical appointments.	
2	Serious family reasons (funerals, illnesses, weddings).	
3	Justified trip abroad (to be presented with a copy of the learner's passport, a copy of the learner's boarding pass).	
4.	Exams falling on school days.	
5.	Appointment for paper work needed (Visa, passport, ID card).	

Name of parent _____

Signature _____ Mobile _____

This note can only be used for 3 consecutive days or less

Behaviour Report Card

Good Behaviour

Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:
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Behaviour Report Card

Bad Behaviour

Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:
Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:
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Homework Report Card

Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:	Teacher's Signature: Reason: Date: Parent's/Guardian's Signature:
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Homework Report Card

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