



St. CLARE COLLEGE

SLIEMA PRIMARY

HAND BOOK

2016 - 2017

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Mission Statement

To make the School a Happy Place, where children, their families, and staff feel welcomed and respected. Pupils are encouraged to respect themselves and others as well as to develop their full potential in a healthy and safe environment.

Admission:

<i>Kinder :</i>	<i>Admission - Dismissal</i>	
<i>Winter</i>	<i>08:30</i>	<i>- from 14:15</i>
<i>Summer</i>	<i>08:15</i>	<i>- 11:45</i>

Primary :

<i>Winter</i>	<i>08:25</i>	<i>- 14:20</i>
<i>Summer</i>	<i>08:15</i>	<i>- 12:00</i>

Punctuality :

Punctuality is essential. Pupils have to be at school at 08:25. Parents cannot leave their children at the school premises prior to 08:25 as supervision cannot be provided during that time. When children are brought to school late, parents are to come in and sign at the clerk's office.

*Kinder students should be brought to school at 08:25. They are to enter from the kinder gate at the right hand side of the school. Gate closes at 08:35 sharp in winter and in summer at 08:25. **No parents are allowed to go in the Kinder classes if they arrive late.***

*Parents who need to pick up their children early need to call the school early on and give a justifiable reason. The **Early Dismissal booklet** needs to be signed. Parents must pick up their children on time at the end of the school day. Children who are left at school after 14:30, cannot be supervised. In case of extremely bad weather and storms, parents may pick up their children at 14:00.*

Uniform:

It is the parents' /guardian's responsibility to ensure that the students wear the full school uniform or sports-wear as indicated by the teacher.

Kinder Winter uniform :

School tracksuit , white socks and white trainers with Velcro.

Kinder Summer uniform:

School polo shirt, grey shorts, white socks and white trainers with Velcro.

Primary Winter uniform:

Shirt, trousers (male), divided skirt/trousers (female), jersey, tie, anorak, grey socks, black shoes (if possible with Velcro).

Primary Summer uniform:

Bermuda (male), skirt (female), polo shirt, grey socks, black shoes (if possible with Velcro).

P.E. Winter uniform:

Track suit, P.E. orange t-shirt, white socks, cap, all white trainers (if possible with Velcro).

P.E. Summer uniform:

Grey shorts, orange t-shirt, white socks, cap, all white trainers (if possible with Velcro).

Label children's uniform and all their belongings with their name and surname.

No nail polish, hair accessories, jewellery, coloured jackets, coloured socks or shoes are allowed.

Parents will be called to come and change their children's clothes if the uniform is not adhered to.

Attendance:

Attendance is compulsory for year 1 to year 6 classes.

Travel abroad:

Is not permitted during school days, unless there are medical or family reasons which can be attested by documentation. A written letter explaining such leave has to be written, together with the necessary documentation and copies of airplane or catamaran tickets .

Sickness

*When a child is sick for 1 or 2 days, a note from the parents / guardian is required. When a child is sick for more than 3 days in the same month not necessarily consecutively, a medical certificate is required. This is to be given to the A/H together with the Medical Certificate Record Card as soon as the child returns to school. Kindly inform office and class teacher if your child suffers from any kind of allergy or medical condition. Please do not send children to school when they are not feeling well. **Children will be sent home whenever they show signs of sickness.***

Personal Hygiene:

Parents should make sure that their children wash daily and that they come to school wearing a clean uniform. Hair should be kept neat and without gel. Children are sometimes checked for head lice. Children who have head lice cannot be sent to school without an all clear form provided by Top Brands. A nurse or doctor, appointed by the state, will also visit the school to carry out medical check-ups and immunisations.

Healthy Lifestyles:

Parents should provide healthy lunches with emphasis of bread, fruits and vegetables in a plastic container. Water should be the primary choice of drink. Specially made bottles should be used. Sugary foods and drinks are not permissible in the school e.g.:

chocolates, biscuits, sponges, sugar coated or chocolate breakfast cereals or soft drinks.

A plain cake, plain cup cakes or muffins are allowed on birthday celebrations.

Homework:

Students are expected to complete homework within the given time frame. They should present neat working and do all the necessary correction. Work will not be accepted if it is done carelessly. If homework is done by parent/s it will not be corrected.

Parents are expected to take an active interest and monitor children's work and to sign copybooks and notebooks when requested by the teacher.

When children do not complete their homework, a note will be sent home for parents to sign. When children are absent, homework will not be sent home. Children will be given the missed homework when they return to school. Written homework for years 1,2,3, are not given out on Wednesdays. Reading , studying , drawing and research work is given instead. Please note that homework may be given according to your child's ability.

Books:

Parents must ensure that children do not write or mark on books unless they are workbooks. Books should be covered with plastic and labelled. In the event that books are lost or torn, parents will receive a note to either reimburse or buy the book.

Children's belongings:

*No toys, games, **mobile phones** are allowed on the school premises. In the event that these are brought to school, they will be kept by the administration and will be returned only to the parent or guardian. Children are not to bring items that are not related to lessons. **Plastic and trolley bags are not allowed.** Kinder children are not to bring umbrellas for safety reasons.*

School Outings:

Parents have to sign and send consent forms to the class teacher on time. Without consent forms children will be left at school. Money should be sent in a sealed envelope, with child's name, class and name of outing.

Behaviour Management:

Children are expected to show appropriate behaviour at all times. Positive attitudes towards oneself and others are always encouraged. Children are also expected to show respect to school property and environment.

All incidents where children exhibit inappropriate behaviour towards others or their belongings, shall be dealt with / reprimanded in an appropriate manner in line with the National Behaviour Strategy.

Communication between the school and parents

Concerns regarding students and school are not to be discussed outside school premises, during admission or dismissal time. When parents need to speak to teachers or the school administration, they can do so by phoning or sending a note in an envelope with their child to fix an appointment.

Please do not request an appointment with the Head teacher if you haven't tried to resolve the issue with the class teacher and Assistant heads first.

Throughout the year, parents will receive circulars and a calendar of events to keep them informed with what is going on at school. The school website is also regularly updated. For further information log on <http://sliemaprimaryschool.edu.mt>. Parents are to read circulars and school calendars and keep them for their own reference from time to time.

In case of emergency, the school will immediately contact parents/guardians. Please make sure that the school has the correct and necessary contact numbers. If you have a change of address/landline/mobile numbers please make sure you advise the school secretaries.

PICK UP WHEN THE SCHOOL CALLS!!!

Parents should respect school regulations at all times:

- ♦ *They should come to school decently dressed.*
- ♦ *No smoking is allowed on the school premises.*
- ♦ *Staff are not to be contacted after school hours.*
- ♦ *Parents should never enter classrooms without permission from the Head of School.*
- ♦ *Foul language is not to be used in or around the school premises.*

We appreciate your cooperation at all times.

Together, we can create an environment that nurtures and supports good behaviour and mutual respect among all the members of the school community.

Healthy Eating Policy

On the school website we have provided all national policy documents that fall under the Respect for All Framework. Please check the healthy eating policy.

No sweets are allowed, birthdays can be celebrated with plain muffins, no chocolate, no cream, no frosting, etc... Whoever brings anything which does not comply will be returned said item at the end of day.

Cooperation

All those parents who are interested in understanding how the school works and want to better the school are more than welcome to run for School Council Committee or for the Parents' Sub Committee.