

Stella Maris College, Gzira

Back to  
School



## Contents

Welcome to Stella Maris College, Gzira.....	3
Brief Overview .....	4
Other Important Dates:.....	4
2. Parents' meetings .....	4
3. College Uniform. ....	4
4. Laboratory and Workshop apparel: .....	5
5. Hair style:.....	5
6. School bags:.....	5
7. Textbooks:.....	5
8. KLIKKS Information: .....	5
The main Educational Projects for 2021 – 2022 are: .....	5
11. Grade 11 Language Focus Group:.....	6
Professional Services offered at SMC.....	6
STUDENT FORMS.....	7
Educational Activities.....	19
Activities Consent Form .....	19
LOCKERS.....	20
PARENT PARTICIPATION.....	21
Stationery List .....	22
Behaviour Policy .....	25
POLICY ON ELECTRONIC COMMUNICATION AND CYBER-BULLYING.....	29
CHILD PROTECTION POLICY .....	30
SUBSTANCE ABUSE POLICY .....	31
Healthy Eating Policy.....	32
Encourage older boys to eat a balanced lunch full of vital vitamins and minerals - essential for looking and feeling great... ..	32
FORMS TO BE HANDED IN .....	34
ACCOUNTS SHEET.....	34

# Welcome to Stella Maris College, Gzira

We are proud to have you with us!



Dear Parents/ Legal Guardians and Students,

We hope that all is well from your part.

COVID-19 has brought a lot of challenges during this past scholastic year. We are so proud of our community for striving to excel during the pandemic. We are looking forward to meeting you all once again in our classrooms- our homes away from home!

Currently, our clerical staff are not at school every day. Hence, phone calls, for the time being would not be answered. Nonetheless, we encourage you all to contact us with any queries or other matters you wish to discuss, on the following e mail addresses. This way we can set up a meeting accordingly:

Head of School: Mr. Emanuel Cilia

[ecilia@stellamaris.edu.mt](mailto:ecilia@stellamaris.edu.mt)

Assistant Head Grade 11: Ms. Wendy Sultana

[wsultana@stellamaris.edu.mt](mailto:wsultana@stellamaris.edu.mt) or  
+35699355456.

The college will be closed as from Monday 2<sup>nd</sup> August to Friday 3<sup>rd</sup> September 2021 both days included.

Wishing you all good health,

Ms Wendy

# Brief Overview

Kindly take note of the following points regarding the forthcoming scholastic year (2021/ 2022):

1. Date for the start of the Christmas Term: **27<sup>th</sup> September 2021**

For 2020 – 2021, students will follow the normal winter timetable (7.55 – 14.20) as from the first day of school.

The last day of the Christmas Term is **Tuesday 21<sup>st</sup> December 2021**. Easter Term commences on **Thursday 6<sup>th</sup> January 2022**. For added convenience, once finalized, we will also be publishing the school calendar of events on KLIKKs.

## Other Important Dates:

2. **Parents' meetings** will be held for each Year Group at the beginning of the scholastic year. The proposed date for the grade 9, 10 & 11 meeting is on Friday, 24<sup>th</sup> September 2021. Any changes due to unforeseen circumstances will be announced at a later date.

3. **College Uniform.** We must underline the importance that students wear a clean, well-fitting uniform. We want to portray a serious, well-disciplined student body. Items of clothing and equipment should be clearly labelled with the student's name. Your co-operation in this respect is much appreciated. For your information, the uniform is as follows:

### Uniform:

- College white polo shirt (long sleeve / short sleeve)
- Grey School Trousers / Grey School Bermuda's
- Grey socks
- Black school shoes or black running shoes are allowed.
- College Hoodie
- School Anorak (optional for colder days)

### Sports Kit:

All students are expected to wear the full kit for P.E. lessons (PE General and PE Option) and other sports activities. The PE kit consists of the College tracksuit, House Colour t-shirt, shorts, and white socks. In cold weather they may also wear the school anorak.

May we kindly remind you that students are to come to school in their sports kit on those days when they have their P.E. lesson **ONLY**.

4. **Laboratory and Workshop apparel:**

The blue apron is to be worn for all Practical Design & Technology lessons. A laboratory coat and safety specs must be worn in the Biology & Chemistry laboratories.

5. **Hair style:** Boys are expected to wear a normal haircut. The wearing of studs, earrings, bands and jewellery of any sort is not allowed.

6. **School bags:** We would like to remind you that school bags should be lightweight and include:

- Two wide-padded shoulder straps
- A firm padded back.
- Waist straps, and
- Compartments

Wheeled carriers are dangerous and are not advisable.

7. **Textbooks:** The book lists are available on the KLIKKS platform.

8. **KLIKKS Information:**

Parents are reminded that they are to ensure that all personal details appearing on the KLIKKS platform is checked and updated. A recent photo of your son should also be uploaded.

For various reasons, including Data Protection obligations and Health/Safety aspects, it is important that all details are correct, and it is the responsibility of parents to ensure that the information supplied is accurate and up to date.

9. During the last months, the main infrastructural project completed included: The finishing off of the new sub-station catering for the College needs, and the much-needed technical repairs and refurbishment to La Salle Hall.

**The main Educational Projects for 2021 – 2022 are:**

- a. Pilot Project- Bring your own device.
- b. We will be working on strengthening the structure of mentoring students.
- c. Preparing for entry of new MATSEC syllabus for grade 9 students.

On a Pastoral aspect, the school Chaplaincy team will continue supporting students, members of staff and their respective families with their spiritual life especially after this ordeal we have all endured. The details of these activities will be available at the start of the Scholastic year.

10. The use of mobile phones on school premises and during educational visits is **not permitted**. The school encourages students to leave their mobile at home. Any students using the mobile on school premises will have their mobile confiscated. Any misuse of mobile technology will have serious consequences.

11. **Grade 11 Language Focus Group:**

Since English Language and Literature are offered as two separate papers at SEC level, it might be the case that some students opt not to sit for the SEC Literature Examination. In view of this, those students who opt not to sit for the May 2022 SEC English Literature Exam, may choose to attend the Language Focus class for English in Grade 11, with four lessons allotted for Language and one for Literary Appreciation. Kindly note that the Language Focus class does not prepare students for the SEC English Literature Examination but gears them for the School Leaving Final English Literature Examination in March 2022 for the purpose of the School Leaving Certificate and Profile.

A circular with all the details and the link to apply for this focus group is uploaded on Klikks.

## Professional Services offered at SMC

**Psychologist** – Ms. Madeline Duca

**OT specialist** – Ms. Maria Mizzi

**Counsellor** – Mr. Andre Laspina

**Youth Worker** – Ms. Joan Genovese

**Dyslexia Support** – Mr. Jason Gauci & Ms. Claudia Farrugia

**Career Advisor** – Ms. Rachele Vella Fondacaro

**Social Worker**- Ms. Nadine Saliba

**Peripatetic Teacher for the Autism Spectrum** – Ms. Jeanette Galea Soler

**Guidance Team**- Ms. Alexia C Conti, Ms. Donia Micallef, Mr. Antoine Hili

A team who will be specializing in **SEBD** (social, emotional and behavioural disorder).

# STUDENT FORMS

Below you will find three different forms. These documents need to be filled and handed in on the first day of school to the Class Tutor in charge of your child's class. It is very important that the documents are signed by all custodians and a picture is attached where requested. Should there be any problems please feel free to contact me accordingly.

## 1. STUDENT INFORMATION SHEET

Page. 6

## 2. STUDENT WELL- BEING & SENSITIVE DATA FORM

Page. 9

## 3. STUDENT REGISTRATION & CONSENT FORM

Page. 12

## 4. EDUCATIONAL ACTIVITIES

Page. 17

Grade: (Year)

Recent  
Passport size  
photo



# Stella Maris College, Gzira

## Information Sheet 2021/ 2022

It is very important that this form is filled in correctly. All the information supplied will be kept strictly confidential.

### Student Information:

Name and Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ ID Number: \_\_\_\_\_

Level and Year of entry at Stella Maris College (e.g., Grade 1, 1999): \_\_\_\_\_

Presently living with: \_\_\_\_\_

### Child Custody:

Joint

Single

other

Kindly indicate and specify where necessary by ticking one of the boxes.

Note that any legal or necessary documentation needs to be attached to this sheet.



**Siblings:**

Name	Gender (M/F)	DOB	School / Class	Tick if eligible for entry to St. Benild's (Born 2016)

**Parent/ Legal Guardian Information:**

General Information:	Parent 1:	Parent 2:
Name:		
Surname:		
ID card number:		
Address:		
Email:		
Contact Number 1:		
Contact Number 2:		
Status:		
Occupation:		

**School Correspondence Information:**

Please tick box if mail is to be sent to both addresses.

**Emergency Information:**

Please provide us with a contact number (other than that of parents/ legal guardians) in case of emergency and/ or if parents/ legal guardians cannot be reached.

Name and Surname: \_\_\_\_\_

Relation to the child: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**Medical Information:**

Does the student suffer from any medical condition:      Yes                       No

If yes, please specify \_\_\_\_\_

Is the student allergic to any medication?                      Yes                       No

If yes, please specify \_\_\_\_\_

Is the student on any medication:                                      Yes                       No

If yes, please specify \_\_\_\_\_

Remarks: (e.g., allergies, disabilities, or other relevant information)

\_\_\_\_\_

I hereby give my consent to Stella Maris College to process and record personal and sensitive data being given herewith to be able to render me with the necessary service. I fully understand that authorized personnel who are processing this information may have access to this data, that edited information which would not identify me may be included in statistical reports and that this information will be kept for the duration of my son's education at the College.

Father's Signature: \_\_\_\_\_                      Mother's Signature: \_\_\_\_\_

**This form is to be returned to the class tutor on the first day of school.**

Thank you for your co-operation.

Manuel Cilia  
Head of Senior School

Segretarjat għall-Edukazzjoni Nisranija  
 16, Il-Mall, Furjana FRN 1472  
 Num. ta' Tel. 27790060  
 Num. Tal-Fax 27790078



Secretariat for Catholic Education,  
 16, The Mall, Floriana FRN 1472  
 Tel. No. 27790060  
 Fax No. 27790078

**SFCE-GDPD-002-102018 -Student Wellbeing+ Sensitive Data Processing Form**

Kindly be advised that due to the sensitive data this Form (SfCE-GDPD-002-102018) may contain, it is to be considered as separate, yet complementary to **SFCE-GDPD-001-102018 - Student Registration and Consent Form**. This enables better compliance to the different parameters governing personal and sensitive data, especially further restricted access, and specified retention period (which for sensitive data will never exceed a week following the termination of the student's enrolment).

A. Student's Details				
Name		Surname		
Identity Card Number		Date of Birth	Nationality	
Address				Post Code

B. Emergency & Medical Details			
Medical Condition/s of the student that the school should be informed about			
Any precautionary and/or intervention measures required from the school <i>(these may need to be discussed further)</i>			
The School may allow authorised Medical professionals from the Ministry for Health to screen your son/daughter as part of prevention programmes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any exceptions or remarks on the above consent			
Whenever required the school will contact the parent/s or guardian/s to inform about instances which require some form of medical attention. Nevertheless, in ensuring prompt action as may be necessary, the school is seeking authorisation to:			
Administer Paracetamol	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Give First Aid Yes <input type="checkbox"/> No <input type="checkbox"/>
Take the student to hospital	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name of Emergency Contact <i>(In case parents/guardians may not be reached)</i>
			Relationship with Student
			Telephone of Emergency Contact <i>(Contact's consent is to be sought by parents/guardians)</i>
Any other information that needs to be shared with the school:			

_____	_____	_____
Signature – Parent/Guardian 1	Date	Signature – Parent/Guardian 2
_____	_____	_____
Identity Card Number		Identity Card Number

### C. Processing of Sensitive Data and Psycho-Social Professionals

The school is authorised to:

- Store the student's sensitive personal data, including his/her medical information, reports from other professionals, statement of needs, Individual Educational Programme (IEP) documents, and recordings of sessions related to the student. The sensitive personal data is only retained until the student is enrolled at this school and will be destroyed within one week of such termination.
- Share sensitive personal data with the below psycho-social professionals employed by the School and/or the Secretariat for Catholic Education, who render service at the School:

<table border="0" style="width: 100%;"> <tr> <td style="width: 25%; border: 1px solid black; padding: 2px;">Psychologist</td> <td style="width: 5%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 5%; text-align: center;">No</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%; border: 1px solid black; padding: 2px;">Play Therapist</td> <td style="width: 5%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 5%; text-align: center;">No</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Social Worker</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Dyslexia Support Team</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Counsellor</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Head of Department (Inclusion - INCO)</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Psychotherapist</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Occupational Therapist</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Youth Worker</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Autism Support Team</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">SEBD* Support Team</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="4"></td> </tr> </table>	Psychologist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Play Therapist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Social Worker	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Dyslexia Support Team	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Counsellor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Head of Department (Inclusion - INCO)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Psychotherapist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Occupational Therapist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Youth Worker	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Autism Support Team	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	SEBD* Support Team	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					<p style="text-align: center;"><i>*SEBD – Social Emotional Behaviour Difficulties</i></p>
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The school is authorised to:

- Allow the student to attend individual sessions on voluntary basis with Psycho-social professionals employed by the school and/or the Secretariat for Catholic Education rendering service at the school whenever the student feels the need for such service:

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All the professionals at school, particularly but not limited to those mentioned above, collaborate closely with parents and guardians when in contact with the student.

- Confidentiality towards the student will be guaranteed by all the Parties involved with the student and other professionals providing the student with services that deal with personal issues, unless there is a risk of harm to self or others, and this to protect the student's confidentiality and best interest.
- Irrespective of Clause C (3), professionals will still be involved **with or without** the parents /guardians consent in the situations stated below:
  - Patterns of absenteeism
  - The student's safety and well-being is at risk
  - The student's behaviour is a serious threat to others' safety and well being
  - Students with a statement of needs are automatically followed by the Head of Department – Inclusion
  - Youth workers interact with the students, in non-formal activities individually or as a group during school hours and other non-formal activities organised after school hours by the school
- School's Senior Management Team and /or teaching staff may consult with psychosocial and other professionals on specific students without parents' consent.
- The professionals may carry out class observations and give general recommendations to the teacher and the Learning Support Educator (LSE).
- Psychologists, Occupational Therapists, Autism Support Team and Dyslexia Support Team will provide parents/ guardians with a separate consent form to carry out **individual assessments** with the student.

**As per SfCE-GDPD-001-102018, the school is committed to destroy all sensitive data pertaining to the student within one week of termination of the student's education at our school.**

_____ Signature – Parent/Guardian 1**	_____ Date	_____ Signature – Parent/Guardian 2**
_____ Identity Card Number		_____ Identity Card Number

*\*\*Both signatures are required. One signature will only be deemed acceptable in exceptional circumstances.*

*Thank you for duly compiling this Form.*

## SAK-GDPD-001-102018 - Student Registration and Consent Form

### General Information

This information is being collected legitimately in view of the educational service required to be rendered by our school as a licensed educational institution under the Education Act (Chapter 327 of the Laws of Malta). In valuing the privacy of personal data, the school stores, handles and processes this data, in a respectful and lawful way in accordance with the General Decree on the Protection of Data<sup>1</sup> (GDPD) of 2018 and the Education Act (ibid.) as well its subsidiary legislations, in particular S.L. 586.07-2015.

Both parents/guardians are kindly required to take responsibility in duly compiling and signing all applicable fields. From our part, unless specified otherwise or provided for by law, the school is committed to:

- Ensure the integrity of data, keeping personal data in a secure and controlled environment.
- Grant access to personal data only to authorised officials and on a need to know basis;
- Process personal data solely in relation to the legitimate provision of the educational service; - Destroy all sensitive data within one week of termination of the student's education at our school;
- Indefinitely retain essential student data for historical purposes and in the individual's best interest.

A. Student's Details					
Name		Surname			
Identity Card Number		Date of Birth		Nationality	
Address					
				Post Code	
B. Parent's/Guardian's Details					
Parent/Guardian 1			Parent/Guardian 2		
Name		Name			
Surname		Surname			
Identity Card Number		Identity Card Number			
Address		Address			
If different from Address in Student's Details		If different from Address in Student's Details			
E-Mail Address		E-Mail Address			
Contact Telephone 1		Contact Telephone 1			
Contact Telephone 2		Contact Telephone 2			

<sup>1</sup> The General Decree on the Protection of Data (GDPD) issued in 2018, is in accordance to Article 91 of the General Data Protection Regulation (GDPR), which allows for Self-Regulation. The GDPD may be accessed on: <http://thechurchinmalta.org/files/page/GDPD.15348463124.pdf>

In upholding and recognising parental rights and obligations, the school uses the contact details provided above in emergency situations, and to establish and maintain effective communication with parents/guardians, including transmission of school initiatives, educationally valid information and/or pertinent information having content related to our individual/collective social responsibility. The school may not be held responsible if it fails to act in response to any legal, medical, or other situation impacting on the wellbeing of the student about which it was not informed.

Any correspondence will be sent on the details provided for Parent/Guardian 1. If you require postal and electronic mail as well as text messages to be sent to both Parents/Guardians, kindly tick:

Yes  No

\_\_\_\_\_  
Signature – Parent/Guardian 1

\_\_\_\_\_  
Signature – Parent/Guardian 2

### C. Sharing of Information

In complying with national legislations and regulations, the school may be required to share information related to the educational service provided to students. The school is seeking your consent to share information with:

Examination Boards      Yes  No   
Required when applying for national exams.

This will include sharing of sensitive data in case of requests for access arrangements.

Another School      Yes  No        Including Sensitive Data      Yes  No

Required when shifting to another school, unless parents/guardians wish to take responsibility of sharing information themselves.

Medical Professionals\*  
\* Limited to authorised Medical professionals from the Ministry for Health.

Yes  No

This includes sharing of sensitive data in view of the nature of medical matters. Medical Professionals visit schools as part of prevention initiatives.

The school commits to maintain a privacy policy in which none of your personal data may be shared with third parties unless we have your informed and explicit consent as may be contained within this form, or in any other separate ad hoc forms which may be required to be issued for particular initiatives.

D. Processing of Audio-Visual Records

1. Like all active organisations, communities and families, the school captures, stores and makes use of still images as well as audio-visual recordings primarily, but not exclusively, to share and celebrate accomplishments. In specific circumstances, there may also be processing of such records for curricular purposes. In view of this, you are kindly required to express your consent or otherwise on each of the following:

2. The school is authorised to capture and

3. The school is authorised to capture and make use

make use of Still Images of the student for:

of Audio-Visual (AV) Records of the student for:

School Printed Publications Yes  No

School AV Publications Yes  No

School Website Yes  No

School Website Yes  No

School Social Media Profile Yes  No

School Social Media Profile Yes  No

Broadcasting Media Yes  No

Broadcasting Media Yes  No

4. The School is authorised to capture and make use of Still Images and Audio-Visual (AV) Records of the student for curricular purposes. This may include recordings of practical assessment to give feedback and as a quality assurance mechanism to ensure validity and reliability of assessment.

Yes  No

Non-Consent in this clause could affect the educational service provision offered, especially in relation to national assessments. In case of difficulty contact the school.

5. No image, AV record, or reference to staff, students, school premises, school uniform or regalia that pertains to the school, may be reproduced and/or published on printed and/or digital media, including the World Wide Web (WWW) WITHOUT the written and explicit consent of the Head of School.

To this end it is unlawful for any student or parent/guardian to post photos or details on the internet (in both public or private groups) that can in any be related to our school. We are asking for your co-operation to ensure that if any such images or references are available, they are removed at once.

\_\_\_\_\_  
Signature – Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Parent/Guardian 2

\_\_\_\_\_  
Identity Card Number

\_\_\_\_\_  
Identity Card Number



#### E. Educational Visits

The school regularly organises educational visits as part of the holistic curricular experience. These visits are an integral part of the school programme and experience has taught us that the out-of-class environment proves to be very effective in multiple ways. Given the variety of visits that may be organised, the school will be issuing notifications and will be seeking your consent for the student's participation prior to each educational visit.

I/we confirm to have read and agree with the content of this section.

Kindly tick (✓) the box above to indicate agreement.

#### F. Data Processors

The school relies on services provided to it by Data Processors. These include:

- Officials within the Secretariat for Catholic Education (SfCE), which as part of the Church Authorities structure requires access to the school's data in order to provide the school with the required service and support.
- Specific Departments within the Ministry for Education and Employment, as governed by Law, which request data (mostly anonymous, unless otherwise specified) for legislative and service provision purposes.
- The management information system operator, which as a third party service provider is commissioned by the school to digitally organise data and digital communication.

Kindly be reassured that we retain ownership and the related responsibility of such data, and that any data processor supporting or commissioned by the school is bound by the same legal safeguards for the protection of your personal data.

I/we confirm to have read and agree with the content of this section.

Kindly tick (✓) the box above to indicate agreement.

#### G. Right of Withdrawal

Parents/guardians have the right to opt out of the consent given for any of the different aspects contained in this, or any other form issued by the school, at any time during the student's duration at the School. This can be done by putting forward a direct written request addressed to the Head of School.

I/we confirm to have read and agree with the content of this section.

Kindly tick (✓) the box above to indicate agreement.

#### H. Student Wellbeing and Sensitive Data Processing Form

Kindly be advised that SfCE-GDPD-002-102018 – Student Wellbeing and Sensitive Data Processing Form, which contains matters of a sensitive nature, is to be considered as a separate, yet complementary form to this Form (SfCE-GDPD-001-102018) to allow better compliance to the different parameters governing such data, especially further restricted access and specified retention period.

I/we confirm to have read and agree with the content of this section.

Kindly tick (✓) the box above to indicate agreement.

I. Other Remarks

Any additional remark or information necessary for the school:


\_\_\_\_\_  
Signature – Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Parent/Guardian 2

\_\_\_\_\_  
Identity Card Number

\_\_\_\_\_  
Identity Card Number

Thank you for duly compiling this Form.

# Educational Activities

Every year, our students have the opportunity to go out of school on educational visits. It is for this reason that we are sending out a consent form which needs to be filled in by the parents and/ or legal guardians and will then be collected for our perusal for the visits and activities.

## Activities Consent Form

Cost	Amount will be collected at a later stage.	
Name and Surname of Student		
Class		Class Number:
Name and Surname of Parent / Legal Guardian		
Signature of Parent / Legal Guardian		
General Allergies		
Date of Signature		
Emergency Contact numbers to use on the day of activity	Landline: _____ Mobile: _____	

Failure to complete and return the forms may result in your son being excluded from the activities.

# LOCKERS

## Grade 11 Students

The school is offering, for all students to avail themselves of lockers in the Grade corridors at school during this scholastic year.

This scheme is optional. Anyone interested can book a locker for the price of EUR 10 per student (for a whole year).

Students are to bring along a **small padlock** and **two clearly labelled keys** with a separate key chain. One key will be kept by the student and another by the school in the respective Assistant Heads Office. Students are to speak to Ms Nadia Mercieca, Grade 11 Year Tutor, to book the locker.



The following items need to be prepared in a labelled envelope with the student's name and surname:

- Spare key with a keychain and the name and surname of the student.
- €10 payment

The student needs to hand in the envelope to the Year Tutor.

# PARENT PARTICIPATION

We are looking forward to starting off yet another scholastic year together at our College next September. It has been a term full of planning and preparation in hope that next year will be prosperous: full of learning and fun activities for all to be part of!

Hence, we would like to invite all parents and guardians to give their support in the various activities we are going to organise throughout next year. We feel that by working together as a team we will be able to increase the success and outcome for each individual venture.

Below is a list of activities we will be holding. Eventually we will send out an official circular asking for parent/ guardian support and the fields which anyone wishes to assist in.

Activity	
<p><u>Drama</u> (Carnival Dance, Easter Pageant – including the filming)</p>	
<p><u>Christmas Activities</u> (Christmas market, reverse Advent calendar)</p>	
<p><u>Easter Activities</u> (Passover Meal, Maundy Thursday, Night Vigil)</p>	
<p><u>Founder's Day</u></p>	
<p><u>Fundraising Activities</u> (Bake Sale, Hotdog Day etc.)</p>	
<p>Language Week</p>	
<p>Animal Awareness Week</p>	
<p>Open Day and Induction Day</p>	
<p>Live- ins/retreats and Hikes</p>	

# Stationery List

## For Grade 11 Students

### Scholastic Year 2020/ 2021

Subject	Grade 11
Accounts	<ul style="list-style-type: none"> <li>• 1 A-4 ring (to be kept at home)</li> <li>• A4 pocket file</li> <li>• Long Ruler</li> </ul>
Art	<ul style="list-style-type: none"> <li>• Smudger</li> <li>• Sanguine and Sepia pencils</li> <li>• A black graphic pen</li> <li>• A3 Labelled Water colours Painting pad.</li> <li>• Set of Water colours (blocks) for Students</li> <li>• Set of Water Colour brushes for Students</li> </ul>
Biology	<ul style="list-style-type: none"> <li>• Graph Paper</li> <li>• Ruler</li> <li>• Lab coat</li> </ul>
Chemistry	<ul style="list-style-type: none"> <li>• Science stencil</li> <li>• circle stencil</li> <li>• A4 pocket file (to insert booklets for the lesson)</li> <li>• lab coat and safety spectacles.</li> <li>• Ring file for Lab Reports (to be kept at home)</li> <li>• Scientific Calculator</li> </ul>
Computing	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>
Design & Technology	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> <li>• Same items used in Grade 10 will be needed.</li> </ul>
ECDL	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>
Economics	<ul style="list-style-type: none"> <li>• 1 A-4 ring (to be kept at home)</li> <li>• A4 pocket file</li> <li>• Long Ruler</li> </ul>
English Language	<ul style="list-style-type: none"> <li>• 1 Arch Lever File of any colour (can be the one that the student used in previous years since all material builds on previous years.)</li> <li>• 4 Dividers: 1) Handouts, 2) Past Papers, 3) Writing Tasks and 4) Unseen Texts</li> <li>• 1 Button Wallet for transporting files to and from home.</li> </ul>

English Literature	<ul style="list-style-type: none"> <li>• 1 Arch Lever File of any colour (can be the one that the student used in previous years since all material builds on previous years.)</li> <li>• 1 Button Wallet for transporting files to and from home.</li> <li>• Highlighters</li> </ul>
Environmental Studies	<ul style="list-style-type: none"> <li>• 1 A-4 ring file (same as last year)</li> </ul>
French	<ul style="list-style-type: none"> <li>• 2 copybooks with a white plastic cover and labelled</li> </ul>
German	<ul style="list-style-type: none"> <li>• 1 A-4 ring binder (to be left at home – same as previous years)</li> <li>• A4 pocket file (same as previous years)</li> </ul>
Graphical Communication	<ul style="list-style-type: none"> <li>• Graphical Communication board.</li> <li>• A pair of set squares (30°/60° and 45°/45°)</li> <li>• Protractor</li> <li>• Spring Compass</li> <li>• Another compass (a cheap one will do)</li> <li>• H Pencil</li> <li>• Pencil colours</li> <li>• Coloured pens (black, blue, red, green and maybe some extra colours)</li> <li>• Eraser</li> <li>• Ruler</li> <li>• Sharpener</li> <li>• Circle stencil</li> </ul>
Italian	<ul style="list-style-type: none"> <li>• One orange flat file</li> </ul>
Maltese	<ul style="list-style-type: none"> <li>• Arch File (to be left at home)</li> <li>• Dividers labelled as follows (1. Grammatika 2. Lingwa 3. Bejn 4. Hartejn Poeziji u Novelli 4. Il-Ħarsa ta' Ruzann 5. Testijiet u Materjal leħor)</li> <li>• 3. Pocket file (to be used during every lesson)</li> <li>• 4. Fools caps</li> <li>• 5. Any coloured highlighter</li> </ul>
Maths	<ul style="list-style-type: none"> <li>• Scientific Calculator</li> <li>• Construction Set</li> <li>• Science book</li> </ul>
PE Option	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>
Physics	<ul style="list-style-type: none"> <li>• A4 Plastic envelope</li> <li>• Long ruler</li> <li>• sharpened pencils</li> <li>• scientific calculator.</li> </ul>
Prince's Trust	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>

PSCD	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>
Religion	<ul style="list-style-type: none"> <li>• Ring file and the grade 10 notes.</li> </ul>
Spanish	<ul style="list-style-type: none"> <li>• A4 Plastic envelope</li> <li>• A4 Copybook</li> </ul>
VET Eng.	<ul style="list-style-type: none"> <li>• Apron</li> <li>• Safety Specs</li> </ul>
VET Hospitality	<ul style="list-style-type: none"> <li>• No items need to be purchased.</li> </ul>
VET IT	<ul style="list-style-type: none"> <li>• Pen drive (same as last year)</li> </ul>



# Behaviour Policy

Objective: "Enter to learn, Leave to Serve"

Our school Behaviour policy is based on the continuous focus of an ethos founded in our school ideals: love, kindness and build a caring community based on values of: Honest, Respect and Equality. Teachers, Brothers, LSAs, parents and students: Together we do our best to create a holistic, inclusive, and well-respected, learning environment. We encourage good behaviour and value discipline as part of the learning experience. We perceive mistakes as opportunities for learning and formation. Hence, cases are dealt with on an individual basis.

- ✓ All students must wear the FULL Stella Maris uniform with pride.
- ✓ Hairstyles need to be tidy and jewellery and accessories including earrings and bracelets are not allowed at school.
- ✓ Any valuables and electronic equipment like Mp3's are to be left at home.
- ✓ Mobile phones are not allowed.
- ✓ No substances (including inhalers, paracetamol and antibiotics) shall be allowed to be brought to school unless with written consent from a parent or legal guardian and handed straight to a member of the Senior Leadership Team.
- ✓ Students are only allowed to leave the school premises if they have parental consent and the written permission of the Headmaster/ Assistant Head.

## CLASS ORDER

- ✓ Respect for boundaries of the teachers and all the Staff members at Stella Maris College is to be valued. All Staff is to be addressed by title and surname.
- ✓ Fighting and violence are not tolerated.
- ✓ Insults, abusive language and use of nicknames are not allowed and are considered as bullying.
- ✓ Respect for each other as individuals and students is a must. Help and support towards each other is of great importance.
- ✓ Students are responsible for closing the classroom windows when the day is over.
- ✓ Students are encouraged to ask for help the Class Tutor/Year Tutor/Assistant Head.
- ✓ Waste is to be separated for recycling.
- ✓ Scribbling on desks or on walls and other acts of vandalism are considered as major offences.
- ✓ At the end of the school day students are only allowed to leave classrooms when the bell goes. All students are to then proceed in a composed manner to the Junior School Grounds. Students using transport are to board buses or parents' vehicles in an orderly manner.

## LOCKERS

Students should make good use of their lockers. Proper locker use helps to reduce strain of load on the back. There are 3 periods during which students use of their locker:

1. START OF DAY: Students should prepare learning material required for the first set of lessons.
2. BREAKS: Students can take their lunch and prepare learning material for the next session of lessons
3. AT THE END OF THE DAY: Students can prepare their school the bags for the work they need to do at home.
  - ✓ Books and other material inside the locker should be kept tidy.
  - ✓ A padlock with two keys, clearly labelled are to be brought to school.
  - ✓ A padlock with a key is to be kept by the student.
  - ✓ The spare key is to be handed over to the Assistant Head or Year tutor.

## LESSON TIME/CLASSWORK/HOMEWORK

A bell indicates the end and start of each lesson. Students are to be punctual for ALL lessons. During the change of lessons students should not go out of their classroom or visit another.

- ✓ Students should always take note of homework given in class for their lessons on their personal diary. They may also consult with a friend or KLIKKs, for confirmation if the student was not in class at the time the HW was given.
- ✓ Homework must be neat and brought to school on time unless justified by a note from home.
- ✓ Missing homework will be recorded.

## BEHAVIOUR IMPORVEMENT PLAN

Students who repeatedly break the regulations of the school will follow a Behaviour Improvement Plan were specific behaviours are targeted. It lays down specific rules and consequences that mark the individual's needs.

Parents/ legal guardians will be contacted if any form of misbehaviour occurs habitually. This will be to discuss the way forward on supporting our student according to the individual case.

### Minor Behaviour or Learning Disruptions:

- ✓ Not completing set tasks or refusing to work
- ✓ Copying someone else's work

- ✓ Non-compliance to classroom rules, disrespectful attitude, littering
- ✓ Running in school corridors and stairways
- ✓ Not entering the class on time
- ✓ Incorrect use of equipment
- ✓ Minor physical contact (e.g., pushing and shoving)
- ✓ Not wearing appropriate uniform
- ✓ Inappropriate transport behaviour

When a student exhibits a low-level and infrequent problem behaviour as mentioned in the list above, the following classroom level guidelines are followed:

- ✓ Students are reminded that they are expected to behave appropriately at school.
- ✓ Students are then asked to carefully reflect on their behaviour and evaluate it. A quiet talk between student and teacher usually helps the student get back on task.
- ✓ Students may miss part or one of the breaks. An infraction may be added to KLIKKS if deemed necessary.
- ✓ Carrying out useful tasks to help the school (e.g. litter-picking consequently for dropping litter) or community work within the school.

*Guidance teachers may also be included to support students.*

## MAJOR BEHAVIOUR PROBLEMS

- ✓ Inappropriate language (written/verbal)
- ✓ Poor attitude or disrespectful or defiance
- ✓ Petty theft
- ✓ Major disruption in class
- ✓ Major bullying/ harassment/ sexual innuendos

In the case of a serious incident, the Asst. Head / Headmaster will call the parents of all parties involved. Students involved in the incident meet with the teacher, Asst. Head and/or the Year Tutor. Students are asked to explain their behaviour verbally and then back it in writing. This statement or a report may be sent home to be signed by the parents/guardians.

As corollary and based on the severity of the case, a repercussion is given with the aim of increasing awareness, preventing future occurrences, and bring about improvement. Suspension from the rest of

the day's lessons may be assigned to student. Students may also need to stay after school, with parent notification.

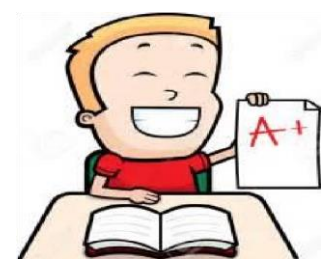
- ✓ A student may also be asked to withdraw temporarily or permanently from his participation in participation in out of-school activities.
- ✓ Temporary change of class at the discretion of the Head of School may withstand.
- ✓ In cases involving prohibited items, the dangerous or banned item taken away.
- ✓ Payment for breakages/repair work may be requested. Refusal to pay for breakages that are a result of acts of vandalism on public property may lead to legal action.
- ✓ Referral to outside agencies may be required.
- ✓ Indefinite suspension if necessary.

### GRAVE BEHAVIOUR PROBLEMS

- ✓ Serious physical aggression or physical contact.
- ✓ Dangerous transport behaviour.
- ✓ Possession/ selling illegal substances/ weapons or sharp objects.
- ✓ Cheating during examinations.
- ✓ Leaving the school premises without permission.
- ✓ Major dishonesty or racial harassment.
- ✓ Use of mobile phone/ electronic devices for voicemail, e-mail, text messaging or filming purposes without authorization.
- ✓ Possession of/or dissemination of pornographic material.

Each of the above-mentioned instances are dealt with, with great attention and involvement of members of the Senior Leadership Team. Each case takes several factors into consideration before a final decision is taken.

### REWARDING POSITIVE BEHAVIOUR



Good behaviour is encouraged by monitoring and keeping of records.

Below is the Merit list as found on the KLIKKS portal.

Possible outcomes for such good behaviour are at the discretion of the teacher or other member of staff.

- ✓ Good project work
- ✓ Doing extra work willingly
- ✓ Eco friendly
- ✓ Helping others
- ✓ Assertiveness
- ✓ Leadership/ Role model
- ✓ Taking Initiative
- ✓ Respect
- ✓ Active participation
- ✓ Responsibility
- ✓ Creating a Lasallian spirit

## POLICY ON ELECTRONIC COMMUNICATION AND CYBER-BULLYING

The responsibility for the use of computer, internet and electronic communications at home is ultimately borne by the parents. Parents are to be informed and updated of the uses and abuses of such communications, also making sure that they have the right programs and filters installed in order to minimise any harm that can be done to children through adult websites. Social network sites and chats need to be monitored by the parents. Parents are also responsible for seeking assistance from the Senior Leadership Team in case of difficulty. The school's IT Department is willing to offer the support needed once help is sought. However, when the abuse of websites and Social Network sites like Facebook, Twitter, MSN, YouTube and others, affect teachers, other students, classroom dynamics or the school itself, disciplinary measures will be taken.

- ✓ Talks about the good use of computers and Cyberbullying take place with students and parents per Grade.

- ✓ Social network sites and computer programs like Facebook, Twitter, MSN, YouTube and others shall be used for the right purposes. They shall not be used to exclude, make fun of or insult students or staff of the Stella Maris. The latter will be considered as Cyber-bullying which is considered as a major infringement of school regulations.
- ✓ Any photos or videos uploaded on the above websites and showing staff or students related to the school, school material, school property or the school uniform must be shown to the headmaster before being uploaded. Material can only be uploaded or released with the headmaster's consent.
- ✓ Students are not to communicate with teachers using the above Social Network sites or other sites available other than the teacher's school email. Students shall not ask teachers or Staff to be added or to join their network. Nor, shall they be in possession of teachers' mobile number or personal email addresses. **Respect of boundaries is trivial.**

## CHILD PROTECTION POLICY

Child Protection refers to protection from abuse whether emotional, physical or sexual. The legal binding State policy in effect is The National Policy on Child Protection, issued in November 1999. The Document is available at the office of the Head of School. All staff at Stella Maris College are well informed on the latest policies of Child Protection in order to prevent students being harmed in their development. The policy of Pastoral Care at Stella Maris College pivots on care and sensitivity, hence, neglect should be reported.

Stella Maris College is also bound by the Policies of the Archdioceses of Malta. In this Policy, the term "Child" refers to any person under the age of 18. The school's designated person responsible for the "child" is the Guidance Teacher, accountable for the formulation and the follow up of Child Abuse and Child neglect reports. The Head of School is to be informed immediately when abuse or neglect is suspected.

The procedure that all members of staff follow at our College:

- ✓ Abuse is reported IMMEDIATELY whilst informing the student that we are legally bound to do so. A record is kept of the date and time when the abuse was reported together with all the concerns, stories or incidents reported.
- ✓ Parents are NEVER contacted unless instructed by the Child Protection Department in writing or when urgent medical treatment is needed. Any information may contaminate the process or might interfere with of evidence gathering.

- ✓ Students are explained to that we are duty bound by law to report and that this is for his protection. Information is kept confidential and all recorded material will be locked safely.

The school will report allegations to Child Protection Services by phone and then in written form.

## SUBSTANCE ABUSE POLICY

In our education we work with students to be aware of the dangers of addiction. Since, these dangers cannot be always prevented, the College follows procedures as enacted in the National Policy for Substance Abuse, issued in September 2001.

[http://education.gov.mt/en/resources/documents/policy%20documents/tackling\\_substance\\_abuse2.pdf](http://education.gov.mt/en/resources/documents/policy%20documents/tackling_substance_abuse2.pdf)

Signs of Possible Substance Abuse:

- The student is always tired in class;
- Reddening of the eyes;
- Extreme lack of focus or irritability;
- Spending a lot of time out of class;
- Student is asking for money.

Students have a right to a safe educational environment that is conducive to learning and promotes a healthy lifestyle. They also have a right to the protection from any forms of abuse.

It is therefore the obligation of all school staff to ensure a safe environment to students and to protect them from abuse. Substance abuse harms students threatens the safety of the environment and disrupts the educational process. Therefore, substance abuse is not tolerated in schools. It is the duty and obligation of school staff to take all necessary measures to prevent, curb and eradicate substance abuse in schools. The established disciplinary and criminal procedures are to be applied in cases of substance abuse in schools.

**Any student abusing or suspected of abusing substances is to be offered care.**

Several established disciplinary and criminal procedures are applied when the situation occurs. This can also be found on the above-mentioned link.

# Healthy Eating Policy

In every teenage boy's school timetable, the words "break time" and "lunch" are always on their minds because as every parent and teacher knows, the hunger of a middle and high schooler is a subject unto itself. Therefore, we, at our College, think of lunch time as an important meal throughout the school day. It should therefore provide one third of the student's daily allowance of nutrients without being high in fat, sugar and salt together with providing a dietary fibre.

We are all aware that teenage years are when kids start to exert more control over what they eat, which makes guiding them towards the right choices all the more difficult. It is worth reminding your teenage boys that eating well not only helps them to perform at their best, but it's key for looking and feeling fabulous. Hence, the key to carrying lunch to school for a teenage boy is to keep him energised throughout the day.

**Encourage older boys to eat a balanced lunch full of vital vitamins and minerals - essential for looking and feeling great...**

This is the slogan we have selected as a College for our scholastic year of 2020/ 2021. In our College, students eat twice a day. We encourage parents and guardians to prepare enough lunch for **both** breaks...a small portion for the small break and a larger one for mid-day break. Water is also a very important part of lunch and a balanced well nutritional diet. Please provide your children with lots of plain water to keep them hydrated throughout their school day.

Below is an optional list which may be provided to your son as lunch:

1. Fresh salads with pasta or rice or couscous and plenty of fresh raw vegetables.
2. Brown bread rolls with lettuce, ham, cheese or simply tuna or smoked salmon
3. Whole meal pitta bread or wraps with any filling of your choice (steamed vegetables or a mix of raw vegetables can also be added)
4. Fresh fruit or fruit salad
5. Fruit yoghurt (chocolate yogurt is not allowed)- this can be added to a bowl of whole grain cereal.
6. Home-made cereal bars which are healthy and have a controlled sugar content.
7. Whole wheat crackers
8. Dried fruits as a healthy snack.



The College is aware of the possibility of food allergies within the school population, nut allergies in particular. We strongly suggest that students with allergies inform us on the matter. Other parents are asked not to send any lunches which may cause allergies such as nuts to help us safeguard the well-being of all students.

What should not be given as lunch?

- Peanuts and peanut butter (due to allergies)
- Crisps or other packets
- Chocolates/ cakes/ doughnuts/ pasties
- Sweet, gummies, gum, lollipops
- Fizzy drinks/ energy drinks/ juices
- Milk

Presently in Emanuel Drive students can find the canteen/tuck shop to assist with this Healthy Eating Programme we are encouraging. Food options available at the tuck shop are all in compliance with the Healthy Eating Policies set up for students in schools around the Maltese Island. All items are very well priced and of the freshest quality.

We, as part of the Lasallian community understand that we are to set an example for our students alike. So as a prospective to reach our aim of Healthy living will be working together- staff and students together to bring our well-being first and making it most important!

# FORMS TO BE HANDED IN

Grade:	Form:	Return To:
Grade 11	Student Wellbeing & Sensitive Data Form	To Class Tutor
Grade 11	Student Consent Form	To Class Tutor
Grade 11	Activity Consent Form	To Class Tutor

# ACCOUNTS SHEET 2020/ 2021

Grade	Accounts	
Grade 11	Lockers (optional) To be given to the Year Tutor	€10.00

