

STELLA MARIS COLLEGE

BACK TO SCHOOL

GRADE 9 NOTES BOOKLET



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Welcome to Stella Maris College, Gzira

We are proud to have you with us!

12th July, 2022

Dear Parents/ Guardians and Students,

We hope that all is well from your part!

Covid- 19 has brought about a lot of challenges during the past 2 scholastic years. This year for the first time in a very long time, we are hoping to be Covid free. Nonetheless, we are so proud of our community for striving to excel during the course of the pandemic.

After being with you all throughout this scholastic year, I cannot wait for the summer season to pass to meet you all once again in our classroom settings next scholastic year- our homes away from home- this time in the Grade 9 section!

Our clerical staff will be out of office from **Monday 01st August to Friday 02nd September 2023** (both days included). Hence, phone calls and emails will 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:

Head of School: Mr. Emanuel Cilia

ecilia@stellamaris.edu.mt

Assistant Head Grade 9: Mr Valerian Muscat

vmuscat@stellamaris.edu.mt

Wishing you all good health,

Mr Valerian

Brief Overview

Kindly take note of the following points regarding the forthcoming scholastic year (2022/ 2023):

1. Date for the start of the Christmas Term (1st term): **Monday 26th September 2022**
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 20th December 2022**. Easter Term commences on **Thursday 5th January 2023**. 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 Thursday, 22nd September 2022 at 6:45pm. **More information will be communicated closer to the day.**
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
- Blue shorts
- 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 & Accessories:** 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. A copy is also found on page 30.
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 2022– 2023 are:

- a. Special participation in our Space event in collaboration with a very exceptional organisation taking place in December.
- b. The continuation of Pilot Project- Bring your own device.
- c. We will be working on strengthening the structure of mentoring of both teachers and students alike.
- d. We will be working on the new MATSEC syllabi for grade 9 students.
- e. We will be completing works on the Grade 8 corridor and soon after starting off with the painting and re-structuring of the Grade 9 corridor.

On a Pastoral aspect, the school Chaplaincy team will continue supporting students, members of staff and their respective families with their spiritual life. 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 (except for when requested by teachers participating in the pilot project- Bring your own device). 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.

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

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).

Invitation: Grade 9 Parents & Legal Guardians

Stella Maris College Senior School

INFORMATION MEETING

An Information Meeting for the Parents/ Guardians
of Grade 9, 10 & 11 College Students and all students
will be held online (Teams)

on Thursday, 22nd September @ 6:45pm

An invitation for the meeting will be sent closer to the day.

For further information please phone: 21330958/ 21339417

or send an e mail to sradmin@stellamaris.edu.mt

**IN CASE OF ANY CHANGES due to COVID or any other unforeseen circumstances WE WILL
UPDATE YOU ACCORDINGLY!**

STUDENT FORMS

The documents attached below needs 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.

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.

STUDENT INFORMATION SHEET

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STUDENT WELLBEING AND SENSITIVE DATA PROCESSING FORM

Page 11

Grade: (Year)

Recent
Passport size
photo



Stella Maris College, Gzira

Information Sheet 2022/ 2023

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



SFCE-GDPD-002-102018 - Student Wellbeing and 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:

1. 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.
2. 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:

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"/>	<i>*SEBD – Social Emotional Behaviour Difficulties</i>				

The school is authorised to:

3. 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:

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"/>

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.

4. 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.
5. Irrespective of Clause C (3), professionals will still be involved **with or without** the parents /guardians consent in the situations stated below:
 - i. Patterns of absenteeism
 - ii. The student’s safety and well-being is at risk
 - iii. The student’s behaviour is a serious threat to others’ safety and well being
 - iv. Students with a statement of needs are automatically followed by the Head of Department – Inclusion

- v. 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
- vi. In complex situations of bullying, given the risk of harm to self or harm to others, the SMT is required to refer to the SfCE Anti-Bullying team for assessment. Such process may include speaking to the students involved. Parents will be notified following such sessions accordingly.
- vii. When an illegal substance is found within the school premises, the school is required to inform the SfCE Substance Abuse Team and legally bound to involve the Malta Police Force, Drug Squad, without any parental consent. Communications with parents will occur if and as directed by the Investigating Officers.

6. School's Senior Management Team and /or teaching staff may consult with psychosocial and other professionals on specific students without parents' consent.

7. The professionals may carry out class observations and give general recommendations to the teacher and the Learning Support Educator (LSE).

8. 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.

LOCKERS

Grade 9 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 12 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 Mr Godwin Spiteri Axiaq, Grade 9 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.
- €12 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. Hopefully, restrictions permitting, after having our final term full of planning and preparation we 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 organize 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.

We will send out an official circular asking for parent/ guardian support and the fields which require parent assistance. Should anyone wish to offer their support kindly fill in accordingly.

All events mentioned below will only be held if allowed by Health Authorities at the time of the activity.

Main Activities for Grade 9 Students

Back to school activity

All Grade 9 students will be invited to attend an extra-curricular school activity, hopefully taking place in the first week of October. The aim of this event is to give students the opportunity to get to know each other and their teachers better!

Christmas Activities

20th December 2022

Last day of Term 1: On this day we will celebrate mass as a whole school. We will also have a small party per grade to celebrate the end of term. School ends at 11:15am on the day.

Carnival Activity

February 2023

On this day we usually come to school wearing a themed carnival costume. We will then celebrate Carnival in Style during the last two lessons of the day by holding a small celebration/ party.

Start of Summer 2023 - Barbecue (Details will be handed out later)

Educational Activities

Every year, our students have the opportunity of going on educational visits. It is for this reason that we are sending out a brief outline of the visits and activities.

The dates in the following table are subject to change.

Break Down of Activities

October 2022	Back to school activity
October 2022	Animal Awareness Week
November 2022	All Saints Day
November 2022	Poppy Day
December 2022	Christmas Market
December 2022	Space Week
December 2022	Trekking
December 2022	Christmas Jumper Day
December 2022	Christmas Activity End of Term Eucharistic Celebration and Mass
January 2023	Hot Dog Day
February 2023	Carnival Activity
March 2023	Jeans Day/ Crazy Hair Day
March 2023	Easter Concert/ Prize Day
March 2023	Our Lady of Sorrows Procession
March 2023	Reflection Day- Prayer Spaces
April 2023	Live-In Grade 9
May 2023	Lejla Maltija
May 2023	Casual Day
June 2023	Slush Day

Calendar of Events

Scholastic Year 2022- 2023

Term 1	
Thursday 22 nd September	Parents' meetings (Time and link for the evening meeting to be announced closer to the day)
Monday 26 th September	1 st day of school for all students Eucharistic celebration for senior school students (Gr 7/8 & 9/10/11)
3 rd -7 th October	ADHD Awareness Day – orange theme Welcome Activities (Gr 7/8 & 9/10/11)
17 th October-21 st October	Animal Awareness Week. Bake Sale of Doggie Cookies to raise funds for animal shelters
28 th October	Celebrating All Saints and All Souls- Saints T shirt Day and Flags
31 st Oct- 2 nd November	Mid- Term Holidays
3 rd – 4 th November	Live-in: Grade 11
7 th – 11 th November	11 th - Poppy Day
13 th -17 th November	Live-Ins Grade 7 (16-18 th November) Field Work Gr 7
21 st November	CoPE Session for teachers- Students no school
2 nd -3 rd December	Christmas Market Christmas Concert
5-11 th December	Space week
12 th December	Parents' Day- No school for students
16 th December	Crazy Christmas Jumper Day
19 th December	Trekking Activity for all Grades
20 th December	Eucharistic celebration for senior school students (Gr 7/8 & 9/10/11) Christmas Party
Term 2	
5 th January	Start of 2 nd Term
20 th January	Hot-dog day
24 th January	CoPE Session for teachers- Students no school
6 th -17 th February	Exams Grade 10 & 11
20-21 st February	Mid-Term Holidays
22 nd February	Ash-Wednesday

	Eucharistic celebration for senior school students (Gr 7/8 & 9/10/11)
3 rd March	Jeans Day / Crazy Hair Day- Fund Raising Activity
17 th March	Easter Concert + Prize Day
20-21 March 22,23,24 Friday 24 th March	Parents' Days Live-ins Grade 8 Our Lady of Sorrows Procession.
29 th March	Grade 11 Farewell
30 th March	Day of Reflection – Mass-Prayer Spaces
31 st March	Easter Holidays
Term 3	
17 th April	Start of last term
8 th -9 th April 8 th -12 th April	Grade 9 live-in Maths trail grades 7-8
10 th -11 th April	Grade 10 live-in
13 th May	Lejla Maltija Mass
18 th May	Casual Day
2 nd June	Slush Day
12-26 th June	Exams
9 th June	Graduation 11s

Stationery List

Subject	Grade 9
Accounts	30cm ruler and calculator
Achieve	No stationery required.
Art	A4 Labelled Sketch book A3 Labelled Drawing Book (rough not glossy) A3 Labelled Acrylics pad A3 Labelled Chalk pastels pad Range of Pencils HB, 2B, 4B, 6B Box of Acrylics Box of chalk pastels and a can of fixative A range of Flat Brushes different sizes (thin, medium and large) A palette An A3 work journal/scrap book An A3 Portfolio with loose plastic sheets to file artworks
Biology	Science stencil lab coat and safety specs

	long ruler calculator
CCP	Pencil case with pen, pencil, ruler and rubber calculator
Chemistry	science stencil circle stencil 1 A4 plastic envelope (any colour) A4 plastic covers Safety glasses lab coat file paper
Computing	No stationery required.
Economics	e book will be issued chapter by chapter later during the summer holidays. These can be printed or students can follow using a device.
English Language	Button folder (to be brought to school) Arch lever file to be kept at home
English Literature	Button folder (to be brought to school) Arch lever file to be kept at home
Environmental studies	No stationery required.
French	3 standard copybooks (15cmx20cm) with red plastic cover
German	No stationery required.
Italian	Green ring file (to keep at home) Green flat file copybook with green cover.
Maltese	Arch File, 6 dividers (Letteratura / Smiġħ / Qari / Kitbiet / Grammatika / Ortografija)
Mathematics	Calculator construction set A4 file A4 copybook science book Pendrive
PE	Proper running shoes
PE Option	flat file ring file proper running shoes.
Spanish	Teacher will inform students at the beginning of the scholastic year.
VET Engineering	Safety goggles dark blue apron (sleeveless) dust mask
VET Hospitality	Apron hair net.
VET IT	Not stationary but essential

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

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 9	Student Information sheet	To Class Tutor
Grade 9	Educational Visits Consent Form	To Class Tutor
Grade 9	Student Wellbeing and Sensitive Data Processing Form	To Class Tutor

ACCOUNTS SHEET 2020/ 2021

Grade	Accounts	
Grade9	Lockers (optional) To be given to the Year Tutor	€12.00

Booklist 2022 – 2023

See below



ACCOUNTING

Name of Book	Author / Publisher	Edition	ISBN
Go for Accounting	Eric Mitchell and Alfred Sant Fournier	4 th Edition	978-991-800-2399

ART

Notes will be provided by the teacher.

BIOLOGY

Notes will be provided by the teacher.

MATSEC Past Papers 2017 – 2022	Please download (no need to print) the Main and the Supplementary sessions from: https://www.um.edu.mt/matsec/examinationpapers/past/secpastpaperbysubject
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COMPUTING

Name of Book	Author / Publisher	Edition	ISBN
A Complete Computing Course	Ivan Buttigieg	2011	978-99932-096-1-4

CHEMISTRY

Notes will be provided by the teacher

Chemistry e-book to be downloaded from <https://chemistry.skola.edu.mt/useful-links/>

SEC Chemistry Papers 2015 – 2022 (May & September)	To be downloaded from https://www.um.edu.mt/matsec/examinationpapers/past/secpastpapersbysubject
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DESIGN & TECHNOLOGY

Name of Book	Author / Publisher	Edition	ISBN
Cambridge International Examinations – Cambridge IGCSE® Design and Technology Student's Book	Collins	Second edition (July 1, 2018)	978-0-00-829327-7

ECONOMICS

Ebook will be provided by teacher at no cost.

ENGINEERING

Notes will be provided by the teacher.

ENGLISH

Name of Book	Author / Publisher	Edition	ISBN
Gateway B2 Student's Book Pack Due to a unique web code given with each new book, used books should not be purchased. Web code gives access to online resources.	David Spencer	2 nd	9780230473188
Successful Writing Intermediate Student's Book (<i>same as last year</i>)	V. Evans		9781903128503

Poetry 1: Get ready for SEC English Literature	Prof. Doreen Spiteri		978999091984-4
Macbeth No Fear Shakespeare <i>(will be used until Grade 11)</i>	William Shakespeare		9781586638467
The Boy in the Striped Pyjamas <i>(will be used until Grade 11)</i>	John Boyne		9780198326762

ENVIRONMENTAL STUDIES			
Name of Book	Author / Publisher	Edition	ISBN
Environmental Education: Malta and Beyond	G.A. Said-Zammit (ed.); Miller Publishing (Agenda)	2 nd	9789993286776
The Architectural Heritage of the Maltese Islands	G.A. Said-Zammit	2 nd	978-99932-607-4-5
Oxford International Student's Atlas	P. Wiegand; Oxford University Press		978-0-19-913757-2

FRENCH			
Name of Book	Author / Publisher	Edition	ISBN
Tricolore Total 3 Student Book 3	Oxford		978 140 851515 0

GERMAN			
Notes will be provided by the teacher.			

GRAPHICAL COMMUNICATION			
Notes will be provided by the teacher.			

HOSPITALITY			
Notes will be provided by the teacher.			

INFORMATION TECHNOLOGY C3			
Name of Book	Author / Publisher	Edition	ISBN
ICT C3.3 (This book is optional)	Ivan Buttigieg / Valerian Muscat	2021	978-9918-9501-7-1

INFORMATION TECHNOLOGY (VET)			
Name of book	Author / Publisher	Edition	ISBN
I.T.V.E.T. 1 (This book is optional)	Ivan Buttigieg / Valerian Muscat	2020	978-9957-871-8-9

ITALIAN			
Name of Book	Author / Publisher	Edition	ISBN
Vocabolario illustrato Italiano (Used in Grade 8)	Eli	New Edition	97-888-536-245-81
Via della Grammatica	Edlingua		9789606930478
L'Italiano con giochi e attività (Livello elementare)	Eli		9788881488254
L'Italiano con giochi e attività (Livello intermedio Inferiore)	Eli		9788853600066

L'Italiano con giochi e attività (Livello intermedio)	Eli		9788853601339
MALTESE			
Name of Book	Author / Publisher	Edition	ISBN
3.mt Xogħol għad-Dar	Sharon Micallef Cann / Merlin		9789990914177
Hemm art fil-folja			978-99909-44-81-5
Aċċess: Edizzjoni Aġġornata (bħala xogħol miżjud)	Adrian Muscat u Charles Daniel Saliba / Merlin		9789990914740

MATHEMATICS			
Name of Book	Author / Publisher	Edition	ISBN
Edexcel GCSE Maths Higher Tier Linear Course (To be used till Grade 11)	Pearson		9781903133941

PHYSICAL EDUCATION Option			
GCSE Physical Education AQA Revision Question Cards	Coordination Group Publications Ltd		978-1789084160
AQA GCSE Physical Education	Kirk Bizley/ Oxford University Press	Third Edition 2016	978-0198370253

PHYSICS			
Notes will be provided by the teacher			

RELIGION			
Name of Book	Author / Publisher	Edition	ISBN
Intom id-Dawl tad-Dinja or the English version Light of the World	Segretarjat Għall-Katekezi	2021	978-9918-9520-0-7 / (Eng version) 978-9918- 9520-1-4

SPANISH			
Booklet to be provided by the teacher.			