



St. Clare's College Dun Ġużepp Scerri St. Julian's Primary School

GUIDELINES



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School Leadership Team

Role	Name
Head of School	Ms. Doriann Portanier Mifsud
Deputy Head Kinder/Induction Classes	Ms. Josette Camilleri
Deputy Head Y1 to Y3	Mr. Brian Bajjada
Deputy Head Y4 to Y6	Ms. Sharon Calleja

School Details

Details	Information
Address	St. Clare's College St. Julian's Primary School 98, Lapsi Str, St. Julians STJ 1264
School Reception No.	2598 4660
School Clerk No.	2598 4609
Email	scc.stjulians.pr@ilearn.edu.mt
Facebook	https://www.facebook.com/sccstjuliansmalta
Website	https://scc.stjulians.skola.edu.mt/

Introduction

The purpose of these guidelines is to provide families with a clear and helpful overview of how St. Julian's Primary School operates on a daily basis. This booklet brings together important information about school routines, expectations, procedures, and communication channels, so that all families can feel well-informed and supported throughout the scholastic year. We kindly encourage all family members to read this booklet together and keep it readily available for future reference.

At St. Julian's Primary School, we are committed to being an inclusive school community where every child and family feels welcomed, respected, and valued. We recognise and celebrate diversity, and we strive to create a safe, caring, and respectful environment in which all children can learn, grow, and reach their full potential. Should you encounter any difficulty, please contact the school administration by email or request an appointment through the school clerk. This will enable the administration to respond promptly and take the necessary action.

Our school's Mission Statement

In our school we work to provide an environment in which each and every child feels important, regardless of his/her religion, race, gender and different abilities. We aim to offer a quality education for all children.

We make sure that all children are provided with opportunities that help them grow spiritually, intellectually, emotionally and physically so that they can fulfil themselves and become active community members.



Our Objectives

1. To provide students with the opportunity to experience living in a community based on sound values and morals.
2. We nurture an environment based on trust and fairness, amongst all members of the school staff, students, parents, guardians and all those who work towards enhancing our school.
3. To offer pupils a differentiated curriculum that covers the requirements to the National Minimum Curriculum which is designed to meet the children's individual needs.
4. To foster links with our parish, our local council and the wider community.
5. To foster positive links with parents and families of our students.

School time

School starts at 8:30am. Upon arrival, children will proceed to the school hall where a daily assembly will be held.



Punctuality is extremely important.

Students must arrive at school and be collected on time. Parents/guardians of pupils who arrive late will be contacted by the School Leadership Team and asked to provide a reason for the tardiness.

Children must never be left unattended in the school car park, garden area, or outside the school gate. Parents/guardians are responsible for supervising their children until the school doors opens.

Dismissal

School finishes at 2:30pm. To ensure a smooth and safe dismissal, parents/guardians are kindly asked to follow the pick-up times below:

Year Group	Pick-up Time
Kinder 1 & 2	14:15
Y1 to Y3 & Induction classes	14:20
Y4 to Y6	14:25

Parents/guardians are encouraged to arrive at least five minutes before dismissal time.

For security reasons, children may ONLY be collected by persons whose names are listed on the consent form.

Parents/guardians are encouraged to list as many authorized persons as possible on the dismissal form. This ensures that there are alternative options available in case of an

emergency. Persons collecting children must bring their I.D. card, passport, or another official identification document so that this can be checked against the school's authorized list.

In exceptional emergency cases, if your child needs to be collected by a person who is not listed on the dismissal form, parents/guardians must send a signed note or email to the school and the class teacher. The note or email should clearly state the name and I.D. card number of the person who will be collecting the child.

Children must be collected on time. Parents/guardians who may not be able to collect their children punctually are encouraged to enrol them in Klabb 3-16. If you need to collect your child early, the school administration and the class teacher must be informed beforehand through a written note or email.

Half days

Half days start on the 1st of June.

On half days, school starts at 8:30am and finishes at 12.15pm. To ensure a safe and smooth dismissal parents/ guardians are kindly asked to follow the below pick-up times:

Year Group	Pick-up Time
Kinder 1 & 2	12:00
Y1 to Y3 & Induction Classes	12:05
Y4 to Y6	12:10

Coming into or exiting the school premises

To enter the school kindly press the intercom 'School Reception' so that the receptionist can open the gate. Persons accompanying children are asked to use the small pedestrian gate and follow the path leading to the main door. Please ensure that children are not left unattended in the school carpark or garden area.

Please do not block the main entrance of the school so that pupils can enter and leave the school safely.

Parents/guardians are kindly asked not to speak to members of staff during entry or dismissal time, unless the matter is urgent.

Entering the school grounds with private vehicles without permission is strictly prohibited before 8:15am.

Those who have written permission from the school administration for humanitarian reasons must drive with maximum caution and should arrive before 8:15am and 2:00pm to minimise risks. The school will not be responsible for any damage caused to private vehicles while on the school premises. The gate opens again at 2:30pm.

Everyone should leave the school premises including the garden area after 2:30pm. Kindly follow any directions given by the school security.

School Transport

Pupils living more than 1km away from school, and who reside in St Julian's, may apply to use the school transport service through the link below:

<https://malta-transport.schoolbusnet.net/#/>

Details of the Ministry for Education and Sports are as follows:

Ministry for Education and Sports

Great Siege Road, Floriana VLT 2000, Malta

Telephone: 2598 0000

Email: edu.gov.mt/feedback; edu.servizz@gov.mt

Opening hours: Monday to Saturday from 8:00 till 14:00 and on Wednesday from 16:00 till 18:00.

Documents required:

- ✓ ID Cards / Passports both parents
- ✓ Baby Book
- ✓ Birth Certificate

School Transport Safety Rules

Children must not be left unattended at the pick-up point while waiting for school transport. A responsible adult must also be present at the drop-off point to ensure that the child arrives home safely after school. All pupils using this service must follow the school transport rules. Failure to follow these rules may result in the child being withdrawn from the school transport service. The school is responsible only for appointing an educator to accompany children to and from school. For all other transport-related matters, parents/guardians should contact the Transport Department directly.

Appointments

If you need to make an appointment with the Head of School, a Deputy Head, or the class teacher, kindly send an email to the school.

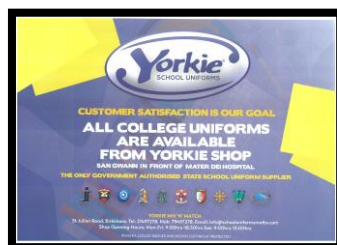
The school uniform

Children must come to school wearing the official school uniform. The uniform may be purchased from the authorised supplier, Yorkie Mix n Match, St Julian's Road, San Ġwann, near the Mater Dei Hospital roundabout. Tel: 2149 7278 / Mob: 7949 7278.

Email: info@schooluniformsmalta.com

Website:

<https://www.schooluniformsmalta.com/en/home.htm>



Children must be smart and clean. This applies to:

- ✓ School bags and their personal belongings. All belongings need to be labelled.
- ✓ Long hair must be tied back using simple accessories. Complicated or fancy hairstyles and accessories are not allowed.
- ✓ Nails must be kept short and clean, and nail polish is not permitted.
- ✓ Jewellery is prohibited. For safety reasons, only stud earrings are allowed.

- ✓ Sports shoes must be plain white or black. Children should be able to fasten their shoes independently.
- ✓ Children may only wear plain white socks.
- ✓ On cold or rainy days, children must wear either the school jacket or a plain blue jacket.
- ✓ During summer, children must wear a cap when going outdoors.
- ✓ Children may wear casual clothes to school on their birthday.

If the school uniform policy is not followed, the teacher will inform the parents/guardians. Should the matter persist, the School Leadership Team will contact the parents/guardians and may request that they come to school to provide the appropriate uniform or clothing for their child.

- ✓ Umbrellas are prohibited. If children come to school unaccompanied, they can wear a light paper jacket which they can fold and place in their bag once it is dry.
- ✓ Bags with wheels cause damage to the spine and are therefore not allowed. For more information refer to circular School Bags Policy & Procedures DQSE/05/2013.

Food and Drinks

It is important that children have breakfast before coming to school. Parents/guardians must also inform the school of any allergies their child may have.

Only food that is in line with the [HELP document](#) may be consumed at school. This document is also available on the school website in the Policies section.

Food eaten at school should be healthy. Burgers, sausages, nuggets, and fish fingers are not allowed.

Sweets, chocolate, salted snacks such as crisps and soft drinks, fruit juice, and flavoured water are not allowed. Only water is allowed. The school has two water fountains where children may refill their bottles when needed.

Children should have two meals packed in their lunch box, such as a sandwich, fresh fruit, yoghurt, and water. Those attending Klabb 3-16 should also bring an additional lunch. Kindly always provide your child with a cloth napkin.

For birthdays, plain cupcakes or plain cake are allowed. No icing, chocolate chips or cream are allowed. Doughnuts are not allowed.



Going abroad

It is imperative for Parents/guardians to always complete the travel forms which are available on the school website if their child will be travelling abroad.

https://scc.stjulians.skola.edu.mt/?page_id=2002

A copy of the flight ticket must be attached to the travel form and submitted to the school either by hand or by email at scc.stjulians.pr@ilearn.edu.mt. The Head of School will then consider and grant permission for the absence, where applicable.

The Head of School is to be provided with an email stating the reason why the child needs to absent him/herself from school. A copy of the flight ticket is to be attached.

Children must not be absent from school unless there is a valid reason and the school reserves the right to withhold permission for a trip abroad.

Attendance

Children who are unwell should not attend school. If a child is absent for **three days or more**, a medical certificate and the Medical Record Card, duly signed by the doctor, must be presented. The certificate should clearly indicate the date when the child is fit to return to school. Children will not be allowed to return to school unless the required medical certificate is provided.

Absence form

This form should be used to report absences of one or two days and must include the reason for the absence. It should be submitted either in advance or immediately upon the student's return to school. The form may be downloaded and printed from the following link: Absentee Form.

Please note that for absences due to illness lasting more than two consecutive days, a medical certificate is required. Unauthorized absences will be automatically flagged and reported if they exceed four days in one month or nine days within any given period.

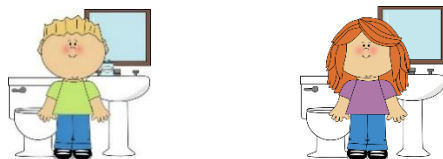
If a child feels unwell during school hours, the school will contact parents/guardians, and arrangements must be made for the child to be collected.

In case of accidents

The school will contact parents/guardians if a child is injured or feels unwell. It is therefore essential that the school is provided with several accurate Maltese contact numbers so that parents/guardians can be reached promptly in case of an emergency. Please ensure that any person sent to school to see or collect the child is also listed on the Consent Form. Parents/guardians are kindly asked to keep their mobile phones close by during school hours.

Toileting

All pupils should be toilet trained. They should be able to inform the teacher when they need to use the toilet, go to the toilet independently, undress and dress themselves, clean themselves using toilet paper, and wash their hands. This does not apply to children with special educational needs.



Wipes should only be used in class.

School books

Read every day and encourage your child to do the same!

Students will be provided with books by the school. Any books lent by the school are to be kept in good condition. The teachers will advise which books are to be returned to the school and which ones are to be kept by the pupils at the end of the year. Books must be covered and labelled with the child's name and class.

Any torn, tarnished or lost books are to be replaced by an identical book by the family of the student concerned. If by the end of the scholastic year, the books are not returned in good condition, the child concerned will not be provided with books the following scholastic year.

Smoking/Vaping

Smoking/vaping is strictly prohibited on school premises. This also includes school grounds.

Behaviour and Responsibility

It is important that order is maintained and that school rules are always followed. Children must show respect to the Head of School, Deputy Heads, educators, all school staff, and other students.

In instances of misbehaviour, an appropriate consequence will be given, and the teacher will inform the parents/guardians. Consequences may include a Behaviour Chart, reflection sheet to be carried out during a time out and students draws/write an apology card during break, loss of fun activity and misbehaviour reported on MIS. In cases of repeated misbehaviour, the School Leadership Team will contact the parents/guardians. In serious cases, suspension may also be considered.

Children are expected to take care of all school property and resources.

All personal belongings, including school uniforms, water bottles, lunchboxes, pencil cases, and other items, must be clearly labelled with the student's name.

Parents/guardians are responsible for paying for any damaged or lost items.

No photographs or videos may be taken on the school premises without permission from the Head of School.

Changes

Parents/guardians must inform the school immediately of any changes in personal information, including telephone numbers, home address, health-related matters, or persons authorised to collect the child.

If you have any questions or concerns, kindly contact the school so that we can respond promptly and provide the necessary support.

**Thank you for your cooperation and continued support.
Together, we can ensure a safe, positive, and caring school
environment for all our pupils.**

