



St Edward's
COLLEGE
FOUNDED.1929

Triq San Dwardu
Birgu, Citta
Vittoriosa
BRG 9039

www.stedwards.edu.mt



ST EDWARD'S COLLEGE

ORIENTATION PACK

2026-2027

EARLY YEARS - YEAR 1 AND 2

Welcome Message

Dear Parents, Guardians
and Students,

We will be fast approaching the start of the new scholastic year and the Early Years team is eager to meet you together with your children at Orientation Day. I am taking this opportunity to send you some information which I hope will be useful and answer some questions about the coming scholastic year in the Early Years Year 1 and 2 classes.

We are looking forward to a successful and rewarding year which will enhance the learning experience of our students throughout their journey at College.

Thank you for entrusting us with your child's first years in the 'big school' and look forward to welcoming you and your little one in September. In the meantime, I wish you a pleasant, relaxing summer!



Stephanie Grech

Head of the Early Years

Orientation Morning

Orientation Morning/First day of school for students and their parent/s for all the College will be held on **Monday 28th September**. The Year 1 and 2 Orientation will start at **08:30am sharp** in the back playground behind the Junior School (JS). You are to enter via the Kalkara gate and make your way (turning right once through the gate) around the Junior block. We will start with an introductory meeting and then each teacher will call out their students. You are then asked to join the teacher in her classroom where she will address you all and inform you of everything important regarding the year. You will be given the daily routine and other important information at this point. As well, you will be shown how the College uses 'MySchool' (our digital portal)



and how you will have access to it also. Following this, students will be asked to remain at school for their first day. Pick up will be at 14.00. Parents will be welcomed in for orientation till about 10:30am

Students are to attend in their full summer uniform.

This is a transition opportunity to meet your child's new teacher and to look around the classroom and building. We encourage you to speak to your

class teacher and inform her of anything you feel is of importance regarding your child. This includes any allergies/intolerances, food choices, etc. Such information will be noted and placed in your child's school file. If you would prefer you can ask for a meeting with your class teacher to discuss anything you wish on another day.

Please have your child wear a name badge for Orientation Morning. This is to be worn throughout the first weeks.

School Times and Extra Hours Services

Our Year 1 and 2 level programme runs from 08:30am – 14:00pm

School day:

Kindly be advised that the drop off time for students who do not use transport is no later than 08:30. Gates will then re-open for collection at 14:00. Year 1 and 2 students are to enter using the Kalkara gate for drop off and collection.

In the morning, students are to be dropped off and enter via Kalkara gate and make their way to their playground (infant playground). There will be supervisors waiting to greet them at the gate and show them the way for the first term. At the end of the day (14.00) the teaching teams will escort the students back to Kalkara gate for collection. Parents are to wait outside the gate.





Students making use of transport will be walked to their playground area in the morning and then taken to their awaiting van shortly before 14.00. Please advise your child's teacher if they will be making use of transport. It is important that this information is shared during Orientation, including the transport company and name of van or driver.

Of course, on days when it is raining heavily, the children will be taken directly to their classrooms in the morning. When it is raining heavily at pick-up time, parents/guardians may walk up to the JS Block and wait for their children outside their classrooms.

Afternoon Supervision Service:

For all Early Years students (finishing at 14:00) we offer an afternoon supervision service from Monday to Friday. These sessions will run from 14:00 – 15:00 where the children will be engaged in free play and/or outdoor activities. The children will be collected from their respective classrooms at 14:00 by our team and taken for the afternoon session which is held in the KG1 block. We will be having Early Years staff members covering these sessions. Parents are welcome to register their



children and make use of these services termly. You will be invoiced the corresponding cost at the start of each term. Parents/guardians may opt in at a later stage or termly, however we will not accept unregistered students.

Supervision Sessions are renewed termly via a form sent home.

Please find the application form attached.

An extracurricular programme will be sent out at a later stage, over the summer months.

We believe that children learn from example, thus we ask you to drop off your child on time to avoid disruption to the morning routine. Frequent late comers will be reported to the Head of Section and not be tolerated. The College gates will be closed shortly after 08:30h. During the day the children will be with their designated teaching teams. The day will start with a school assembly and/or circle time which is very important to us at College as it unites the students and encourages social and personal skills, an important first step to Personal and Social Development. We also ask that you are on time for the afternoon pick up. Repeated late commers will again be reported to the Head of Section.

If you need to collect your child earlier for any reason, please submit a request **by the evening before, at the latest**. You can do this ideally by informing your class teacher or the Head of Early Years. In case of emergencies please message the Head of Section on 77771704. This will help minimise disruption. Only authorised adults may collect your child as indicated through our Child Collection form (to be filled online). Any parents/visitors are required to dress appropriately and respectfully whenever at College. **In these cases, the official drop-off and collection access is strictly via Min Gate and Security Office**

Becoming Independent

All students are continuously encouraged to become independent and self-sufficient at SEC. You can help your child become so by encouraging them to do the following himself;

- Pull up and down the zip on their shorts/skorts and rain jacket,
- Change shoes by themselves,
- Clean themselves well after using the bathroom,
- Look after their school things/ all belongings,
- Pack and unpack their school bag,
- Carry their own school bag.

Please note that we will not hand over our students to other older students (brothers, cousins, neighbours, etc).



Academic Program



During their day the children will be engaging in a number of learning opportunities. These are presented through projects, subjects

and/or cross-curricular activities. Our curriculum and flexible timetable allow time for interest development and student-led learning. Learning takes place within a context and areas of interest of our students. The teaching teams continuously observe to keep track of the student's accomplishments and challenges, as well as their interests. Our extensive grounds are frequently used for outdoor learning, scavenger hunts, observational walks as well as gardening sessions. We strongly believe that outdoor learning plays an important part in our student's holistic development. Year 1 and Year 2 students have 2 Art lessons, 2 Drama and Music lessons and 3 Sports lessons per week with specialised teachers as part of their timetable. You will get to meet these teachers at College too.

Snacks

The Year 1 and 2 classes will have two breaks during their normal daily routine. Kindly send healthy snacks, and a bottle of water (or 2). **No sweets, chocolates, crisps, burgers, pizza, nuggets, chocolate muffins, cookies, packet juices or fizzy drinks are permitted. Nuts are not allowed** within our Early Years classrooms due to possible known/emergent allergies, while **popcorn is also banned** as it is viewed as a choking hazard for young children. We strongly believe in setting an example for our children and encourage them to become healthy eaters, so we ask you to comply with our 'Healthy Eating' Policy. Please label your child's lunch box (including lids) and bottles clearly. Lunch is encouraged to be split into two lunch boxes to make it easier for your children to spread their snacks between the two breaks. Students' independent eating is encouraged and practiced throughout the year. While students will not be allowed to share their lunches.



Dining at College - a wonderful experience

The College canteen is operated by Thomas Franks, a market-leading, family-owned caterer specialising in delivering fresh, nutritious food for over 20 years. Founded on honesty, trust, and loyalty, we pride ourselves on exceptional service and integrity.

Renowned for our commitment to quality, we deliver fresh, nutritious meals crafted from locally sourced ingredients. Our accolades, including three Catey's awards and recognition as a top employer, showcase our dedication to excellence.

At St Edward's College Malta, our bespoke menus support students' balanced diets and energy needs, ensuring optimal growth and development. With a focus on innovation, our chef teams bring creativity to the kitchen through pop-ups, cooking demos, and theme days.

What We Do

We ensure that the catering matches the same level of excellence that is evident in other areas of school life.

THOMAS FRANKS
MALTA



We provide a memorable dining experience for the whole community: relaxing yet exciting, fostering growing young minds.

Our menus focus on eating a balanced diet to provide sustained energy for students involved in a busy school day as well as ensuring optimum growth and development.

Our chef teams have no barriers to innovation and creativity, meaning we love to host pop-ups, cooking demos and theme days, ensuring no two days are the same. Thomas Franks was founded on the principles of honesty, trust and loyalty, and this is reflected throughout our service.

Our age-appropriate, ingredient-focused menus operate on a three-week cycle, clearly communicated to pupils, parents, and staff.

LUNCH

Each meal begins with a variety of fresh soups and freshly baked bread. We offer meat or fish main courses, as well as vegetarian or vegan options, featuring international dishes that celebrate our diverse school community.

ARTISANAL SALAD BAR

Our offer includes ambient salad bars with fresh, colourful raw ingredients, allowing students and staff to build their own simple salads.

EARLY YEARS MENU					
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main	White Fish	Beef Cubes	Chicken Chunks	Pork Tender Pieces	Mac n Cheese
Sides	Rice Sweetcorn Carrots Tomato Cubes	Cabbage Sweetcorn Sautéed Greens Potato Cubes	Peas Cauliflower Carrots Steamed Leeks	Couscous Broccoli Roast Veggies Pumpkin	Tomato Roasted Marrows Rainbow Slaw Boiled Egg
Fruit	Fruit pot	Fruit pot	Fruit pot	Fruit pot	Fruit pot
Meal @ €4.00					
For allergen information please ask a member of the team.					

NATURALLY SWEET SNACKS

We've introduced "Naturally Sweet" snacks, using natural sugars and low-fat alternatives. These delicious treats provide improved focus and sustained energy, without the drawbacks of refined sugar.



Nutrition and Sustainability

At Thomas Franks, we work with St Edwards College to reduce environmental impact and add value to the students' education. We will be implementing our bespoke sustainable action plan designed to reduce the environmental cost of catering, specifically focusing on eliminating single-use plastic and minimising food waste.

We offer a wide range of interactive nutrition education programmes for students, staff, and parents. Working with all ages, our expert team aims to raise awareness and knowledge of the impact of food on our bodies, health, and the environment. With bespoke programmes such as our 'Rainbow Foods', we seek to empower students to have a healthy relationship with food to support optimal physical and mental health.

The information supplied in this article is generic to the whole college and may not apply to Early Years (Yr 1 & 2)

Birthdays

Children enjoy celebrating their birthdays with their class friends, and we do make an emphasis on the child on their special day. Birthday cakes are welcome, but not too sticky and creamy, please. Often, parents want a list of class names for party invitations- ask your child's teacher in advance, but note that due to the General Data Protection Regulation, we can only give names if you give us consent to do so. (Early Years Permissions to be filled online). Also, the teacher will give out **all** the names of the children in class once names are asked for and consent is given. We would be happy to hand out invitations to the whole class.

Please keep in mind the no-nuts policy when preparing/ordering cakes to bring in.



School Bags

Please provide your child with a school bag which can hold an A4 size box folder, a pencil case, any books/folders and his lunch. They can be of any brand/colours you wish.

Keep in mind that children are encouraged to carry their bags to increase their independence, so please avoid wheeled bags as these tend to trip over young children walking in together, as well as drawstring bags (as these can be very tricky for your young ones).

During outings, we encourage you to send a small backpack containing only the child's lunch and water to make transport processes easier and safer.

School Bags are to always be labeled, checked daily and kept clean.

Keeping in contact and News

You will be able to set meetings with your child's teacher or Head of Early Years should you need to and in return you will be contacted for a meeting if the need arises. In addition, you are welcome to email your child's teacher or Head of Section with any queries you might have throughout the year.

We ask you to check your child's bag daily as we will send flyers, invitations, notes, crafts and circulars using your child's folder.

We also send plenty of information circulars, reminders and details about events by e-mail. Hence, we ask that you check your emails regularly not to miss out on anything.

Please inform us if you change your email address and/or home address at any point.

- The Early Years email address is: earlyyears@stedwards.edu.mt
- The Head of Early Year's number is: 77771704
- Ms Bianca Moore Mirino is the Administrative Officer for the Early Years and her email is junioroffice@stedwards.edu.mt

The calendar for the whole college is available on the [website](#) and we encourage you to check it termly for updates.

Keep updated by reading **Dwardu's Scoops**, the college Newsletter available on the website and sent to you through Myschool for write-ups and photos of the activities going on throughout the entire college. The Early Years make regular contributions, as well as constant uploads of news, videos and photos on the College Facebook [page](https://www.facebook.com/secmalta/) (<https://www.facebook.com/secmalta/>)

. Media consent is to be given/declined during registration phase for a child's photos to be included in our gazette or social media accounts (Early Years Permissions to be filled online) .

If you'd like to change your permission, please send an email to the Head of Section Stephanie Grech. Attached is a Media consent form which gives permission to the class teacher to share photos from time to time.

Sickness

Keep your child at home if they are feeling unwell! There is no need to telephone/email the college if your child is unwell, unless he or she has a contagious infection. Please note that whether you have informed us or not, the College will automatically send an SMS once the teacher has completed the daily online registration. If your child is away from College for 3 days, we will then need a medical certificate stating that your child is fit to return to school. For the sake of

other children and staff, please do not send sick children to school, this includes a constant running nose, a cold or a cough. If your child is suffering from seasonal allergies, you will be requested to send in a doctor's certificate indicating so prior. You will be asked to collect your child immediately should the college nurse suspect illness, or he becomes unwell during College hours. We ask that you are prompt when being called in to collect your child.

Should your child need to be excused for a day, please inform us ahead (**at least by the evening before**) so that permission is given. In such cases, a medical certificate won't be requested. However, if this communication does not reach us by the evening before, and with a valid reason, then the child will be marked as absent. The College nurse will also be called to see to the child upon assessment of an illness or injury situation.

Please bear in mind that schooling is mandatory in Malta at this stage and that attendance is taken daily. Repeated and unjustified absences are subject to review.

Accidents

All minor accidents requiring treatment are entered in our 'Accident/Incident Book' and you will be informed of the incident when you collect your child. A note will be left in the student's folder for you to sign and return. If in our opinion your child requires medical treatment, we shall contact you immediately.

Uniforms

The Uniform lists (Summer and Winter) can be found on the College Website.

You will be informed accordingly of seasonal changes in uniform. We will start the year with the Summer Uniform.

Please ensure that the school rain jacket is kept in your child's school bag throughout the Winter months.

Please ensure every piece of uniform is clearly labeled and shoes have a 'velcro' fastening.



Please note that the full school uniform is to be worn neatly and cleanly at all times

Hair: Boys are to have short hair and girls are to have their hair pulled up. Hair must always be pulled away from the face.

Assessment and Parents' Mornings

The children work towards several developmentally appropriate goals throughout their year. They are continually informally assessed by their teachers as they participate in activities and tasks which work towards these goals. Assessments within the Early Years are based on teacher observations and note taking throughout the day. The student's written work then solidifies the observation outcomes. Children are all individuals and will work at a different pace, achieving these goals in their own time, with the necessary support and encouragement from the team according to their individual needs. You will be invited to two Parents' Mornings during the year when you will have the opportunity to discuss your child's progress with his teacher in an informal atmosphere. You will receive comments via MySchool portal as well as a Learning Journal depicting your child's development throughout the year. This will highlight tasks and abilities the child has acquired, special moments to be cherished and areas your child is currently strengthening. These will be portrayed in the child's learning journal, which is formulated throughout the year

There will be no marks given out at any point for assessment reasons. We do not believe that, at their age, this notes a child's development and progress. If at any time, you feel the need to speak to your child's teacher or the Head of Early Years, please do not hesitate to arrange an appointment. We will contact you for an appointment any time the need arises.





Change of Clothes

Year 1 – Year 6 students are asked to keep their white running shoes at school and attend in their uniform school shoes daily. They will then change into their white running shoes once they arrive to be more comfortable during their day. Students will change back to their uniform shoes before collection. You will be informed more about this during the Orientation Morning.

Please keep a change of underwear and a pair of socks in a labelled clear sealed plastic bag in your child's school bag daily. Please fill in the Early Years Permissions form which includes permission for change of clothing.

All clothing items must be clearly labelled.

Sporting Houses

Each student is assigned to one of our three College houses; Campbell, Congreve or Ducane, which they will remain in throughout their school years. These will be used for sporting events and is to encourage friendly sportsmanship and loyalty. New and Year 1 children will be assigned a house by the sports department and their class teacher shortly after the start of the scholastic year. The colour allocated appropriate t-shirt is then to be worn for sporting events. Should you have old Edwardian family members and wish your child to join their Sports House, please inform your class teacher at the start of the year.



Finally, Please, ...

Book Lists:

These can be found on the College Website (<http://www.stedwards.edu.mt/>).

This is a list of books that must be brought to the college on Orientation Day. The rest can remain at home until you are told by the child's teacher to send them over. The full book list is available on the college website: [click here](#).

On Orientation Day bring with you:

Year 1:

English: All RWI Red Ditty Books & Speed Sound Cards.

Maltese: All Sensiela Fanali Reading books & Leġġiet cards & Sensiela Fanali Phonics Workbook.

Maths: You will be informed on Orientation Morning which to bring the following day.

Religion: Life is a Gift book.

Science: Requested Scrapbook.

Year 2:

English: RWI Set 3 Pink Get Writing and Storybooks

Maltese: All Sensiela Fanali Oranġjo 3 reading books & Tikka Malti 2a & 2b workbooks & Leġġiet cards.

Maths: You will be informed on Orientation Morning which to bring the following day.

Religion: For a Better World Book.

Science: Requested Scrapbook.

Items required for Year 1 and Year 2

Scholastic Year 2026-27

Required for all children, all items individually labelled

The students should bring these to school on the first day.

- A school bag large enough to hold the folder, pencil case, and lunch bag (**see details below**).
- Lunch bag containing 2 lunch boxes (one for first break, one for second break) and a bottle of water.
- Pencil case (not tins and instead display pencil cases are recommended).
- Zipper pouch/pencil case.
- Clipped name badge holding the child's name, class, contact number and van colour (if using transport) – This is to be worn from the first day.
- 2 Large Boxes of Tissues
- An extra pair of socks and underpants (labelled and to be kept in the school bag at all times)
- A set/packet of interlocking cubes. To be placed in a labelled small plastic box/container with lid. (*** see photo 3 below**) Each block can be labelled with child's initials in permanent marker.
- 1 small sanitizer bottle - to be used by your child and kept in class
- An A4 clipboard.
- A mini whiteboard.
- A4 Project book approximately 50 pages (one side lined – one side blank page). Yr1: This is to be covered and decorated with science pictures

Display Pencil Case to hold:

- 2 pencils (Yr1: Chubby Pencils (***see photo 2 below**) / Yr 2: 3 HB2 pencils)
- Pack of pencil colours (Yr1: Chubby pencil colours/ Yr2: thin pencil colours)
- Eraser
- Ruler
- Sharpener with container

Zipper Pouch/ pencil case to hold:

- 2 Large Glue Sticks
- Safety metal scissors (rounded at the top)

Year 1 only:

- a set of bright coloured glitter glue placed in the zipper pouch (ex. gold/silver/blue/red/green/purple etc.),
- -4 Whiteboard markers (black/blue & green/red) placed in the zipper pouch.
- A4 button folder,
- A5 button folder,
- 1 large packet of wipes (ideally eco-friendly wipes).
- 2 large boxes of tissues

Year 2 only:

- 3 plastic A4 button envelope folders to store completed worksheets – English and Maltese and reading books (***see Pic 1 below**).
- An A4 'box-file'(***see Pic 4 below**),
- An A5 Project book, approximately 50 pages (one side lined – one side blank page).
- One copybook (one side wide lines & one side blank) with a green plastic cover.
- 2 Whiteboard markers (black/blue & green/red),
- 1 large box of tissues,
- 1 large packet of wipes (ideally eco-friendly wipes).



Pic 1: A4 Envelope folders for worksheets and reading books



Pic 2: Chubby Triangular pencil



Pic 3: Interlocking cubes



Pic 4: Plastic Box file

ART - Years 1 & 2 (everything must be labelled)

The students should bring these to school on the first day.

- 2 pencils
- 1 eraser
- 1 Small P.V.A glue
- 1 big UHU glue stick
- Washable watercolour paint set for children (including small paintbrush)
- 1 large paint brush (***see photo 2 below**)
- Safety metal scissors (rounded at the top)
- 1 packet of pencil colours
- 1 packet of markers
- 1 small packet of wipes
- 1 small packet of tissues
- 1 paint cup (***see photo 1 below**)
- 1 A4 envelope folder (as above, Pic 1)
- 1 packet of crayon oil pastel colours (***see photo 3 below**)
- Plastic art box (approx. 31cm length x 16cm width x 13cm height) (***see photo 4 below**)
- 500g air-drying clay



Pic 1: Paint cup



Pic 2: Large paint brush



Pic 3: Crayons oil pastel



Pic 4: Art storage box

Forms to be filled

Please fill in the following:

EY Consents form: An online link will be provided in an email from school.

Student Collection form: An online link will be provided in an email from school.

Morning and After School Supervision : These will be sent as an attachment in an email from college. Please PRINT and hand in on first day of school if you are making use of either or both of these services.

Please fill these in and hand to your class teacher during Orientation morning.





Student Services

Student Services – Ms Claire Suzanne Borg has a partial teaching load, teaching Psychology IB, and will act as our Student support. Students and staff can visit her office during lunch breaks.

College Security

College Security – Mr Mario Busuttil, former member of the The Malta Police Force, is our security officer. His main duties are to man the gates, log in visitors that enter the College, regulate traffic in College and help with the day to day running of the College.

Important Numbers

- Head of Early Years – Ms. Stephanie Grech; 77771704 – earlyyears@stedwards.edu.mt
- Headmaster – Mr Nollaig Mac an Bhaird – hm@stedwards.edu.mt
- Administrative Officer – Ms Bianca Moore Mirino – junioroffice@stedwards.edu.mt
- Bursar & Finance Department – Ms Analise Cioffi & Ms Trisha Caruana – bursar@stedwards.edu.mt / accounts@stedwards.edu.mt
- Admissions Office – admissions@stedwards.edu.mt
- IT Support – Mr Darren Bonnici – ictdept@stedwards.edu.mt
- INCO - Ms Gianella Attard - inco@stedwards.edu.mt
- Student Support - Ms Claire Suzanne Borg - studentsupport@stedwards.edu.mt