



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

JUNIOR SCHOOL

Welcome Message

Dear Parents, Guardians and Students,



Sharon Scerri

Head of the Junior School

As we prepare for the start of a new school year, I would like to extend my very warm welcome to both new and returning families.

Having recently joined St Edward's College as head of Junior School, I am delighted to be integrated in such a vibrant and caring community. In the short time I have been here, I have already been impressed by the enthusiasm of our pupils, the commitment of our staff and the strong partnership that exists between school and home.

This orientation pack has been put together to help you prepare for the year ahead. It contains important information about daily routines, communication, uniform requirements and other practical matters that will support a smooth start to the school year.

We are very much looking forward to welcoming your children in September and to working together to ensure that they enjoy a happy, successful and rewarding year.



In order to have all information centralised in one location, we've created a page on our website dedicated to all information needed for the new scholastic year. [Click here](#) to take you directly to the page. Here you will find the calendar of events, book lists, uniform and stationery requirements.

Keeping in contact

We send plenty of information circulars, reminders and details about various things by e-mail via Myschool. Hence, we ask that you check your emails regularly not to miss out on anything. It is very important that your contact details are kept up to date. Therefore, please inform us immediately if you change your telephone, email address or your home address at any point. It is important to have an up-to-date contact list for emergencies.

The college keeps up a constant stream of website uploads, social media posts as well as a regular college newsletter called DWARDU'S SCOOPS, so please follow our [Facebook/ Instagram](#) pages and subscribe to our [YouTube Channel](#).



Junior School Contacts

Head



junior@stedwards.edu.mt



77891557

Admin Clerk



junioroffice@stedwards.edu.mt

Orientation Morning

Orientation Morning information will take place on the first day of college, as per College Calendar, which is available on the college website as well as on MySchool. This is scheduled for the first day of the scholastic year: **Wednesday 28th September 2026.**

First day at school

Parents are invited to an orientation meeting with your son's teacher on the first morning of school.

Child and parents may gather on the large lawn outside junior school before 8.30am. Parents and students can gather on The Lawn before the start of the day and signs will be put up indicating the year groups.

Class lists will then be read out by the teachers and parents can accompany their child to class.

Textbooks and equipment can be brought in over the first few days if there are too many to carry.

Your child's teacher will give you information about classroom procedures and answer any questions you may have. If you are unable to attend the meeting then essential information will be sent by email. Timetables will be given out by the class teacher on the first day of school. Parents are then requested to leave as break begins and the first day at College will continue.



The School Day

The College day starts at 08:30 and finishes at 15:00.

WINTER TIMETABLE			SUMMER TIMETABLE		
	Starts	Ends		Starts	Ends
Registration	08:30	08:40	Registration	08:30	08:40
Lesson 1	08:40	09:20	Lesson 1	08:40	09:10
Lesson 2	09:20	10:00	Lesson 2	09:10	09:40
Lesson 3	10:00	10:40	Lesson 3	09:40	10:10
Small Break	10:40	11:00	Lesson 4	10:10	10:40
Lesson 4	11:00	11:40	Small Break	10:40	11:00
Lesson 5	11:40	12:20	Lesson 5	11:00	11:30
Big Break	12:20	13:00	Lesson 6	11:30	12:00
Lesson 6	13:00	13:40	Lesson 7	12:00	12:30
Lesson 7	13:40	14:20	Lesson 8	12:30	13:00
Lesson 8	14:20	15:00			

Uniform List

The uniform lists (Summer and Winter) can be found on the [**College website**](#). Please ensure that every piece of uniform is labelled. Footwear can be bought from any shop. **The full school uniform is to be worn at all times. Students are to attend school wearing a clean uniform and hair should be above the collar for boys.** Students should have a waterproof jacket in their bags for unexpected downpours. Umbrellas are not allowed due to space limitations.

Stationery and Book List

Book lists and items required for each subject can be downloaded from our College website.

MySchool

Each parent will be given access to Myschool, our online communication system before the scholastic year starts. This enables parents to receive announcements by e mail and to be able to contact your child's teachers. Homework will be written in school diaries but can also be accessed through Myschool. Detailed reports will be published twice a year.



Academic Programme

Children are taught English, Maltese, Mathematics and Science, amongst other subjects as explained below. International students (from year 3 upwards), may opt for Maltese for Foreigners or extra English classes (E.A.L) if needed.

Games and Sports lessons are conducted 3 times a week. These include inter-house sports, football, rugby, tennis, basketball, athletics and cross country.

I.T lessons are taught in our I.T lab in the Junior school building.

From Year 3 , Social studies which includes History, Geography and Civics is introduced. Religion and PSCD are also introduced.

Parents may opt out of religion lessons if necessary and child will be set additional work, according to their needs.

Years 3 – 4 45 mins – 1hr (max) (including weekends)

Examinations and reports

Year 3, in line with guidelines, do not have formal examinations and will be monitored through continuous teacher assessment and tasks.

Year 4-6 have annual examination sessions each year in June. Children will be prepared through revision in class.

Parent consultation days will be held for all classes in Junior school twice a year in approximately November and March, when progress and feedback will be given.



Code of Conduct

1) **Full uniform** should always be worn correctly. – Students are expected to always be properly dressed for lessons. This includes wearing a belt and tie, the appropriate shoes, a shirt tucked in and its top button fastened as well as being generally presentable. All items should be clearly labelled.

2) **All materials, notes or home works should be brought to lesson when required** – students are expected to respect deadlines and bring with them any material that is required for the due lesson. This includes any homework set by the teacher as well as any notes, books or other items needed for the lesson (such as geometry sets for a maths lesson or a USB flash drive for computer lessons).

3) **Talking is allowed, as long as it is in turn.** Due time is given to all students to speak as long as it is done appropriately (usually by raising their hand). Talking over or interrupting classmates, teachers or LSEs in a disruptive manner is not allowed.

(4) **Remember to ask for permission** – Students must always ask permission from the teacher for any specific requirement. This includes leaving the classroom or drinking during a lesson.

5) **Loitering is not allowed** – When a student is granted permission to leave the classroom, he is expected to return to class directly. Loitering or not being at the appropriate place is taken very seriously. Teachers need to know exactly where a student is at all times should an emergency occur. No students can be in a classroom without the presence of a member of staff.

6) **No disruptions to the ongoing lesson** – Anything that interrupts the flow of the lesson is considered a general disruption. These can be minor, such as whispering or passing notes to other students, or they can be major such as shouting or being aggressive. Consequences of such behaviour depend on the severity of the disruption and are at the discretion of the teacher.

7) **Rudeness is not tolerated** – Students are expected to be polite to all others on College grounds. This includes other students, teachers, LSE's, academic and non-academic staff members and parents.

8) **No bullying** – Bullying of any sort, online or otherwise, is not tolerated. Any attempt by a student to harm, intimidate or overpower another student will be dealt with immediately. Students are encouraged to report such behaviour to a teacher or supervisor should they notice it.

9) **No physical violence** – It is normal that students will disagree on some point or other, however physical conflict is never a viable solution. Such cases are taken very seriously with all the parties involved as well as notifying parents and the Headmaster through a disciplinary note.

10) **Respect for school property** - The college environment is there for everyone to enjoy, therefore no littering, vandalising or damage to school property is allowed. This also applies to the sports grounds and bastions.

Bonus tip

Politeness is your best friend

Remember that teachers are always willing to listen to and understand students, as long as it is done in the correct manner. Being polite, waiting your turn, apologising where necessary and explaining yourself clearly and calmly will work wonders around College.



Sporting Houses

Each boy is assigned to one of our three College houses, Campbell, Gongreve or Ducane which they will remain in throughout their school years.

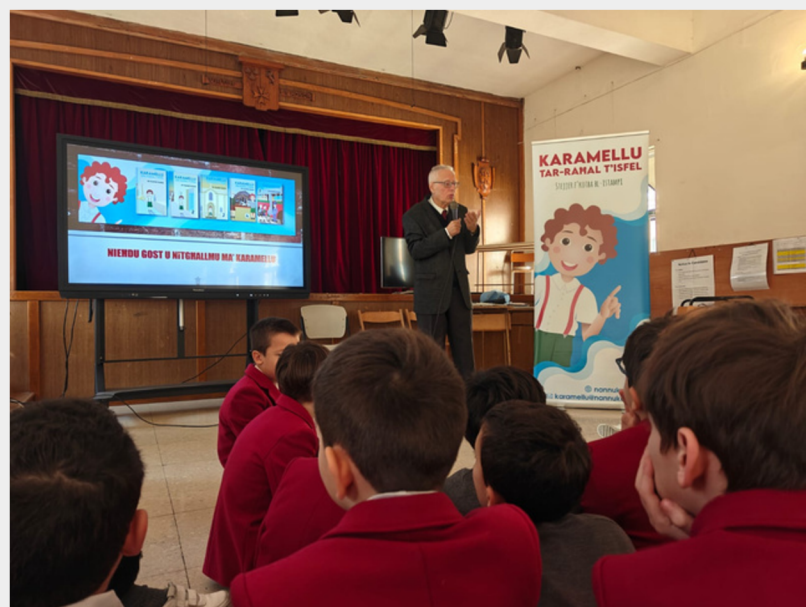
These will be used for sporting events. This is to encourage friendly sportsmanship and loyalty. **Your child will be assigned a house by the sports department shortly after joining College and the appropriate coloured t-shirt should be worn for sports.**



Late Registration and Early Collection Policy

School starts at 08:30 and punctuality is required. Registration is at 08:35. If a child arrives after registration, they will be listed on Myschool as late. Parents may bring their child to the Junior School front door where they may enter. Please inform your child's teacher the day before if you know they have an appointment or will be late.

If a child is to be collected early or if alternative arrangements are to be made for collection please inform the Head of Junior School, the Administration Clerk and the class teacher the previous day by email, so that arrangements can be made. **A 24-h notice is desirable in these cases since staff only see emails in between teaching.**



End of Day Dismissal

Children collected by parents

You will be asked to fill in a child collection form to be returned at the beginning of term. Year 4,5 and 6 will be dismissed after the bell rings at 15:00. Year 3 will be brought down at 14:55 to avoid congestion.

Children will be walked down to the Kalkara gate by their teacher and will remain inside the premises until the designated person collects them.

Children who are using transport will be lined up and walked over by an adult to the bus area where they will board the appropriate bus.

Extra-Curricular Activities

A variety of lunchtime and after-school activities are offered. We have a lunchtime Eco-club, where children are led in environmental activities, developing the eco garden and growing their own produce. We also offer a lunchtime chess club where pupils can develop strategic thinking and problem solving skills and enjoy friendly competition.

Other after-school sessions that have been offered in the past include athletics, tennis, Sports4kidz, Nutty Scientist, Young Engineers, Robocoach, Taekwondo, Catechism and Robotics.

Further details will be sent out towards the beginning of term.



Sickness Policy

It is our policy to provide a healthy environment for staff and children. We expect all staff to follow these procedures at all times.

Methods:

- Our College is unable to accept children who are unwell or with any infectious disease. Students who will show any type of symptoms will be sent to the College Nurse who will make a professional assessment and call the parents if required.
- Sick children must be kept at home. Parents are requested to keep their children away from school and must present a clearance certificate from their doctor to be able to return to school.
- If a child becomes ill at school, we will take every step possible to contact the parents/guardians. If this is not possible, we will call individuals listed on the Child Collection Form or listed as emergency contacts on MySchool. If we cannot reach anyone, we will take responsible measures to care for the child. He will be kept in a quiet area away from the other children with a known carer until the parents are reached and arrive to collect the child.
- The College nurse is permitted to give medicines, upon written instruction from a parent/guardian. These instructions must be certified by a doctor. Medicines will be kept in a safe place in the nurse's first aid room and must be handed to the nurse by the parent/guardian. Teachers are not permitted to administer medicines.



Canteen and Healthy Eating Policy

We ask parents to send healthy food. Sweet, sugary/fizzy or energy drinks, packet juices, fast food, and any food containing nuts are not permitted. Children are not permitted to share their lunch. We also offer an excellent canteen service which is open for the lunch breaks. The canteen serves a choice of hot healthy, three course meals, as well as sandwiches and wraps and abides by the Health Eating policies and guidelines issued by the Ministry for Education and Employment.

Eating healthy helps children grow strong, stay active, and do well in school. It's important to eat the right amount—just enough for their age and size. Try to get them to enjoy a variety of foods like fruits, vegetables, grains, dairy, and proteins. Different foods give their body different things it needs to stay healthy and happy every day!



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.

Thomas Franks International was founded in 2018 following our successful branch out to Europe, launching Thomas Franks Malta. Our catering expertise and industry knowledge, paired with our fresh food concepts, are highlighted in 220 locations across the UK and Europe, serving over 50,000 meals per day.

Less than seven years on, Thomas Franks International is providing thousands of quality meals per week across 40 locations in 11 countries within the education, business and stadia sectors. Truly organic growth, providing unparalleled models and elevating catering establishments with bespoke, quality, fresh and nutritious meals.



Freshly prepared hot lunch options and healthy sides available as part of the daily offer

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. 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.

Week 12.05 - 16.05

Monday

Tuesday

Wednesday

Thursday

Friday

The SOUP
Kettle

Mushroom
Freshly baked bread

Broccoli
Freshly baked bread

Butternut squash & Lentil
Freshly baked bread

Pea & marrow
Freshly baked bread

Tomato & basil
Freshly baked bread

Turkey fajita, guacamole,
tomato salsa & sour cream

Chicken stirfry noodles

Beef meatloaf & gravy

Turkey stroganoff

Breaded chicken & cheese
burger

Mac n Cheese

Sweet potato & cauliflower
lentil bowl

Spinach & Feta Lasagna

Vegetable Stuffed
Zucchini topped with Vegan
Cheese

Tomato & feta cannelloni

Carrots

Rice

Broccoli

Rice

Oven roast wedges

Steamed new potatoes

Sweetcorn

Roast pumpkin

Sweetcorn

Peas

Herbed marrows

Honey roasted root
vegetables

Roast potatoes

Cabbage

Glazed carrots

Fresh fruit salad

Fresh fruit salad

Fresh fruit salad

Fresh fruit salad

Fresh fruit salad

TASTY

Primary: €4.50

Secondary Lunch: €5.00

Soup: €1.50

Fruit Pot: €1.00

FOOD ALLERGIES

- All menu items will be labelled with allergies
- Remember if you have a food allergy or intolerance ask before you choose

St Edward's College
Malta

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.

Introducing our Payment Solution

As a reminder, our cafeteria online billing system is in place for you to register your child(ren). Through this system you can add funds to your child's account for lunch and purchases at our cafeteria. It also allows you to monitor what your child(ren) buys and track how often they eat lunch each week.

To register, please click on the register button.

Enter the details below.

Once registered you will automatically be logged in.

Topping up the card

Simply select one of the preset amounts on screen or enter the amount you wish to add to your individual account. The payment is taken by our payment partner Stripe. Once completed you will be returned to the app.

Your child(ren) simply taps their prepaid token on a reader in cafe.

These tokens will be given to the child(ren) by the College. Please note that these tokens need to be kept safe and brought to College each day.

Replacement tokens can be purchased from the office.

If you have any questions, please email duncan.galea@thomasfranks.com.

CONTACT EMAIL

duncan.galea@thomasfranks.com

REGISTRATION ID

SRjemdgOfw

Register Now →

Takes less than 2 minutes to set up



SECURE PAYMENTS BY **HDS Cloud Apps**

This solution provides the payment through a hosted payment gateway so you can be confident of a secure transaction.

Your child's transaction data is securely encrypted and accessed through an online portal which you have access to through your mobile device.

Service emails are sent from noreply@hdscloudapps.com — this address is unmonitored, so please don't reply directly to it.

ITEMS REQUIRED FOR SCHOLASTIC YEAR 2026-27

All these are to be labelled. The boys should bring these to school on the first day.

Please note that all books must be covered and labelled.

YEAR 3

- 4 blue plastic covers for English copybooks
- 1 green plastic covers for Mathematics copybooks
- 3 red plastic covers for Maltese copybooks
- Purple plastic box file for Maltese (**Pic 1**).
- 1 project book for Science – white pages lined/blank
- (covered in brown paper and plastic and with pictures related to Science).
- 1 display folder with 80 pockets
- 1 pocket folder for homework
- Small whiteboard, eraser and markers
- 6 coloured A4 cardboard (kartoncin)
- A set/packet of interlocking cubes (**Pic2**)
- 1 box of tissues
- 1 packet of wipes
- 3HB pencils, ruler, rubber, sharpener with container, colouring pencils
- A pair of children's scissors
- A small stick of glue
- Hand sanitizer

YEAR 4

- 3 blue plastic covers for English copybooks
- 3 green plastic covers for Mathematics copybooks
- 3 red plastic covers for Maltese copybooks
- 1 red plastic box file for Maltese (**Pic 1**)
- 2 white plastic covers for MFF copybooks

- 1 Box file for MFF (**Pic 1** any colour)
- Small white board, eraser, white board markers (black/blue & green/red)
- A pair of children's scissors
- A twelve-inch flat ruler, a yellow highlighter, a large stick of glue, 3HB pencils, sharpener, colouring pencils. These are for classroom use, separate from Art supplies.
- 1 display button folder (**Pic 3**)
- A4 file paper
- 1 USB or pen-drive for ICT
- A set/packet of interlocking cubes (**Pic 2**)
- 1 packet of sticky notes
- Large Box of Tissues and 1 packet of wipes
- Hand sanitizer

YEAR 5

English:

- Blue display book
- 3 blue plastic covers

Mathematics:

- Green display book
- 1 Green plastic covers

Maltese:

- 3 Red plastic covers
- 1 Red plastic box file for Maltese (**Pic 1**)

Maltese For Foreigners (MFF)

- MFF 1 Red plastic cover

General Items

- Ruler (large), pencil HB/2HB, blue pen, eraser, sharpener, highlighter any colour, glue stick, pack of post-it/sticky notes
- 1 set of colouring pencils
- 1 set of colouring pens/markers
- White board markers, black, red, blue, green

- 1 small white board and white board eraser/cleaner
- 1 pair of classroom scissors
- pkt of tissues and 1 pkt of alcohol wipes
- Protractor (**Pic 4**)

YEAR 6

- 2 blue pens (not erasable)
- 2 green pens
- 2 HB pencils
- 1 small rubber
- 1 ruler (large and clear 30 cm)
- 1 sharpener with pot
- 1 green and yellow highlighter
- 1 glue stick
- A set of colouring pencils
- 2 whiteboard marker (1 black and 1 blue)
- 1 small white board (A4) and eraser
- 1 scissors
- 1 protractor same as picture
- 1 blue A4 plastic button folder (to keep in bag) (**Pic 3**)
- 1 pack of foolscaps with holes
- 1 USB pen drive
- 1 large packet of tissues
- 1 large packet of alcohol wipes

Mathematics

- 1 green plastic cover for copybook: - Maths Squared 1
- 1 A4 Advanced notebooks (with lines on both sides of the page). Cover in green plastic cover.
- 1 green display file A4 20 pouches (**Pic 5**)

English

- A Blue A4 2-ring file (**Pic 6**) with dividers for: - Vocabulary/ Dictation, Grammar, Reading Comprehensions, Listening Comprehensions, Creative Writing, Reading Books.

Maltese

- 1 red plastic box file for Maltese (Pic 1)
- 2 red plastic covers for Maltese copybooks

Maltese for Foreigners - MFF

- 4 red, plastic covers for copybooks: - Noti, Xogħol tal-iskola, Xogħol tad-dar, Dettatura
- 1 A4 red, elastic plastic box file (Pic 1)

Italian

- 1 cover white A5 for Italian copybook

French

- 1 cover orange A5 for French copybook

Spanish

- 1 cover brown A5 for Spanish copybook

English as a Second Language - Years 4, 5 & 6

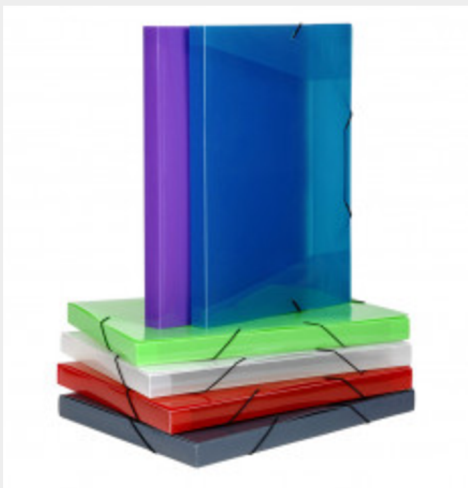
This stationery list is only for the students who are told they will be on the ESL program.

- Mini whiteboard with marker and sponge
- 1 blue copybook cover
- a display file with 50 pouches
- a highlighter

Art – Years 3, 4, 5 & 6

- A4 envelope folder (Year 3-5)
- Big plastic box(from previous years) - to keep the things needed for the Art lessons (Years 3-5)
- Big reusable cloth bag – to keep the things needed for the Art lessons (Year 6)
- 1 packet of oil pastels
- 1 black sharpie marker
- 1 watercolour box (with thin paintbrush)
- 1 set of poster colours (red, blue, yellow, white, black and any other colours of your choice)
- 1 paint cup

- A cloth or rag to clean brushes
- 1 ruler (30cm)
- 1 eraser
- 1 thick paintbrush flat
- 1 thin paintbrush round
- Pencils - HB, B, 2B, 3B
- Scissors
- Apron
- 1 packet - big wipes
- Coloured pencils
- Coloured markers
- UHU Stick
- PVA Glue



Pic 1: Plastic Box Files



Pic 2: Interlocking Cubes



Pic 3: display button folder



Pic 4: Plastic Protractor



Pic 5: A4 Display File



Pic 6: A4 2-ring file



Student Services

Student Services – Ms Amanda Grech 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 Junior School – Ms Sharon Scerri 77891557 – junior@stedwards.edu.mt
- Headmaster – Mr Nollaig Mac an Bhaird – hm@stedwards.edu.mt
- Administration Clerk – Ms B 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 and TEAMS – Mr Darren Bonnici – ictdept@stedwards.edu.mt
- INCO – Ms Gianella Attard – inco@stedwards.edu.mt
- MySchool – Mr G. Spiteri – gspiteri@stedwards.edu.mt