



St Edward's
COLLEGE
FOUNDED.1929

Triq San Dwardu
Birgu, Citta
Vittoriosa
BRG 9039

www.stedwards.edu.mt



GROWING TOGETHER

A JOURNEY TO EXCELLENCE

2026-2027

ORIENTATION PACK FOR NURSERY AND KG

Welcome Message

Dear Parents and Guardians

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 young ones. 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.

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

I thank you for entrusting your child's first steps in his/her education journey to us and I look forward to welcoming you and your young one in September. In the meantime, I wish you a pleasant, relaxing summer.



Orientation Morning

Orientation Morning for children and their parent/s for all the nursery and KG levels will be held on **Monday 28th September at 10.30am**. We will gather in the College Hall for an introductory meeting and after you will all be asked to visit your respective areas to meet your child's teaching team. You will be guided along the way.

There will be lists indicating in whose class your child will be at the entrances. This is an opportunity to meet your child's new teacher and to look around the classroom and building. It will be a time for your child to meet his/her new friends and enjoy spending some time in his/her new classroom together with you. 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, drop off and pick up or transport use, etc. We would also like to hear about your child, so do share any likes/dislikes which will be of help as we get to know him/her better. If you would prefer you can ask for a meeting with your class teacher to discuss anything you wish on another day.

Students are to attend in their summer school uniform.

First day at school

Nursery and KG1 children have a staggered start. In this way the Early Years team can give individual attention to each new child during this transition. Nursery and KG1 students are to wear a name tag for the first month of school.

On **Tuesday 29th September**, all Nursery and KG1 children whose surnames start with letters A-F will come to school. (G – Z remains home).

On **Wednesday 30th September**, Nursery and KG1 children whose surnames begin with letters G-Z come to school. (A – F remains home).

On **Thursday 1st October** all the Nursery and KG1 children attend school.

All KG2 children are to start on **Tuesday 29th September**.

The First Days

Every child is an individual and will have a different way of reacting to change. Some children may cry for the first few weeks of school– this is perfectly normal, and the team is experienced in handling such situations. Give your child a hug and a kiss and talk in a reassuring way. It is obviously upsetting for parents/guardians but try to remain positive- children will pick up any negative





feelings on our part very quickly. Lingering around or peeping through the windows once parents/guardians say their goodbyes will not be permitted. The best thing is to leave them with a smile and positive thoughts and to ensure the little ones that you will be coming back. The team will then do what they do best and care for the children. Most children settle within half an hour, but rest assured that we will contact you if your child continues to be upset. We will cater for each child according to their needs.

Times and Extra Hour Services

Our Nursery and KG programme runs from 08:30 - 14.00h.

This is the 5-day week compulsory school day.

The school day starts at 8.30am sharp for all students at College. However, we offer morning extra hour sessions for all the Nursery and KG students from 07:30 to 08:30h. These supervision services are provided against payment. During these sessions the children will be engaged in quiet play such as using tabletop

resources, outdoor play, storytelling or listening to songs. A member from our Early Years team will be taking care of the children during these extra sessions.

Please find the Supervision Forms attached.

In addition, we have Monday–Friday afternoon supervision sessions for all our Early Years students at an additional cost. These sessions run from 14:00 – 15:00, where the children will be engaged in free play, and/or outdoor play. Registered 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 building.

We will be having Early Years staff members covering these sessions.
Please find the Supervision Forms attached.

Parents are welcome to register their children and make use of these services. Supervision sessions are renewed termly via a form sent home. You will be invoiced the corresponding cost at the start of each term. Parents may opt in at a later stage or termly, however we will not accept



unregistered students.

Kindly be advised that the drop off time for students who do not use transport or attend the morning extra hour is **strictly at 08:30h**. While the Nursery and KG doors will re-open for collection at **14:00h**.

KG 1 students are to use the **Kalkara gate** for drop off and collection. While the Nursery and KG2 students are to use the **Zabbar gate** to enter with their child and exit through the small gate near their building.

Please drop off your child on time to avoid disruption to the morning routine. Frequent late comers will not be tolerated. Pick up and drop off are strictly at the class/building door.

The College gates will be closed shortly after 08:30. During the

day the children will be with their designated teaching teams. If you need to collect your child earlier for any reason, please let us know in advance. You can request permission for this by emailing your child's class teacher **the night before latest**, or in case of emergencies by messaging the Head of Early Years on 77771704. This will help minimise disruption. Only authorised adults may collect your child as indicated through our Child Collection form which is to be filled online. Out of official drop off/pick up access is strictly via the Main Gate and Security Office.

All parents/guardians/visitors are required to dress appropriately and respectfully whenever at College

An extra-curricular afternoon program will be sent out over the summer months.



Academic Program

We believe that children learn through play and hands-on experiences. All children are encouraged to join in all the activities and experiences offered and are encouraged to make choices and learn to become independent.

Regular activities include story time, singing, arts and crafts and sensory play. Outdoor play is also a very important part of our day, helping in the healthy development of children. The children will be using the outdoor areas and gardens for free play as well as teacher-led and child-led activities. Many explorations and activities, such as hikes, treasure hunts, observational walks, and gardening sessions, take place yearly within our College grounds. Importance is given to this as we believe that it is essential to take the learning out of the classroom walls and into our gardens and grounds.



Throughout the Early Years we adopt a child-centred approach to learning, where the children are free to access a wide range of activities and experiences to develop their skills and learn through play. However, there are routines to the day, such as snack times and group times, and everyone is encouraged to help tidy up and join in. In addition, we work to instil social attributes like listening to others, engaging in healthy conversations and discussions, sharing of ideas and very importantly being polite and considerate. 'Please' and 'thank you' as well as asking rather than demanding, are important parts of our day together.



Our Early Years sections follow the Emergent Curriculum, whereby each topic/project tackled by the class will be derived from the students themselves. The teaching teams dedicate time to student observation, which will aid their ongoing interactions with an emerging topic. The students will decide the duration of the topic depending on their interest and engagement levels. Many times, a topic bridges over to other linking topics, thus the children's learning and interests will constantly be supported and educationally challenged. The teaching teams will be communicating this to you weekly via an overview email. There is no one size fits all and so each child will be on their own educational path.

We strive to create a balanced day for our students whereby children are encouraged to develop their characters and likes through free play as well as participate in hands-on skill-targeting activities. In addition, we greatly support spontaneous play and learning throughout our days and eagerly welcome the children's ideas. The College's extensive outdoor areas are frequently used by our students for learning, discovery and exploratory experiences and opportunities.



Snacks

The Nursery children and KG classes will have 2 lunch breaks during their normal daily routine. This is a time when we practice healthy eating manners, independence, and social skills. Therefore, children (unless on a picnic in the gardens) are encouraged to sit at the table and eat together. Kindly send healthy snacks and lunches, a bottle of water (or 2) and a napkin. **No sweets, chocolates, crisps, burgers, pizza, nuggets, chocolate muffins, cookies or fizzy drinks are permitted. Nuts are not allowed** within our Early Years classrooms due to possible known and/or 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. We will be phoning parents to bring in food complying with our policy should a child bring a lunch consisting of the above mentioned. Please label your child's lunch box (including lids) and bottles clearly. Students are not allowed to share their lunches with their peers.



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	Cabbage	Peas	Couscous	Tomato
	Sweetcorn	Sweetcorn	Cauliflower	Broccoli	Roasted Marrows
	Carrots	Sauteed Greens	Carrots	Roast Veggies	Rainbow Slaw
Fruit	Tomato Cubes	Potato Cubes	Steamed Leeks	Pumpkin	Boiled Egg
	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 Nursery and Kindergarten.

Birthdays

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

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

School Bags

Please provide your child with a rucksack which is able to hold an A4 size folder (which can be folded over) and his/her lunch.

They can be of any brand/colours you wish. Keep in mind that children are encouraged to carry their own 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.

It is very important that School Bags are always labelled, checked daily, and kept clean.



Keeping in contact and News

All parents will receive their child's teacher's college email address on orientation morning. We encourage you to reach out should you wish to. 'The class teacher will be sending you correspondence via email throughout the scholastic year.' This will help you keep updated with what is going on. We encourage you to send any feedback you might have and ask you to regularly check your emails (including spam) to keep updated. In addition, we send out notes via your child's communication folder (button folder). Please check your child's folder on a daily basis as we will send flyers, invitations, notes, crafts and circulars using your child's folder.

The Head of Early Years will also be keeping in touch with you, mostly by email, with individual communication as well as collective information such as notices, policies, reminders, etc.

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

- The Early Years email address is : earlyyears@stedwards.edu.mt
- The Head of Early Year's number is: 77771704
- The Administrative Officer at Early Years is Ms Bianca Moore Mirino and can be reached on junioroffice@stedwards.edu.mt

The calendar for the whole college is available on the [website](#) and is regularly updated.

Ensure you read the newsletter **Dwardu's Scoops** which will be sent to you and is also available on the website for write-ups and photos of the activities going on throughout the college. The Early Years feature regularly in the newsletter as well as constant news uploads, videos and photos on the College Facebook page. 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. If you'd like to change your permission, please send an email to the

Head of Section Ms Stephanie Grech. media Consent is part of the Early Years Permissions Form to be filled online. This form also permits the teacher to share photos with the class parents from time to time via TEAMS or MySchool announcements.

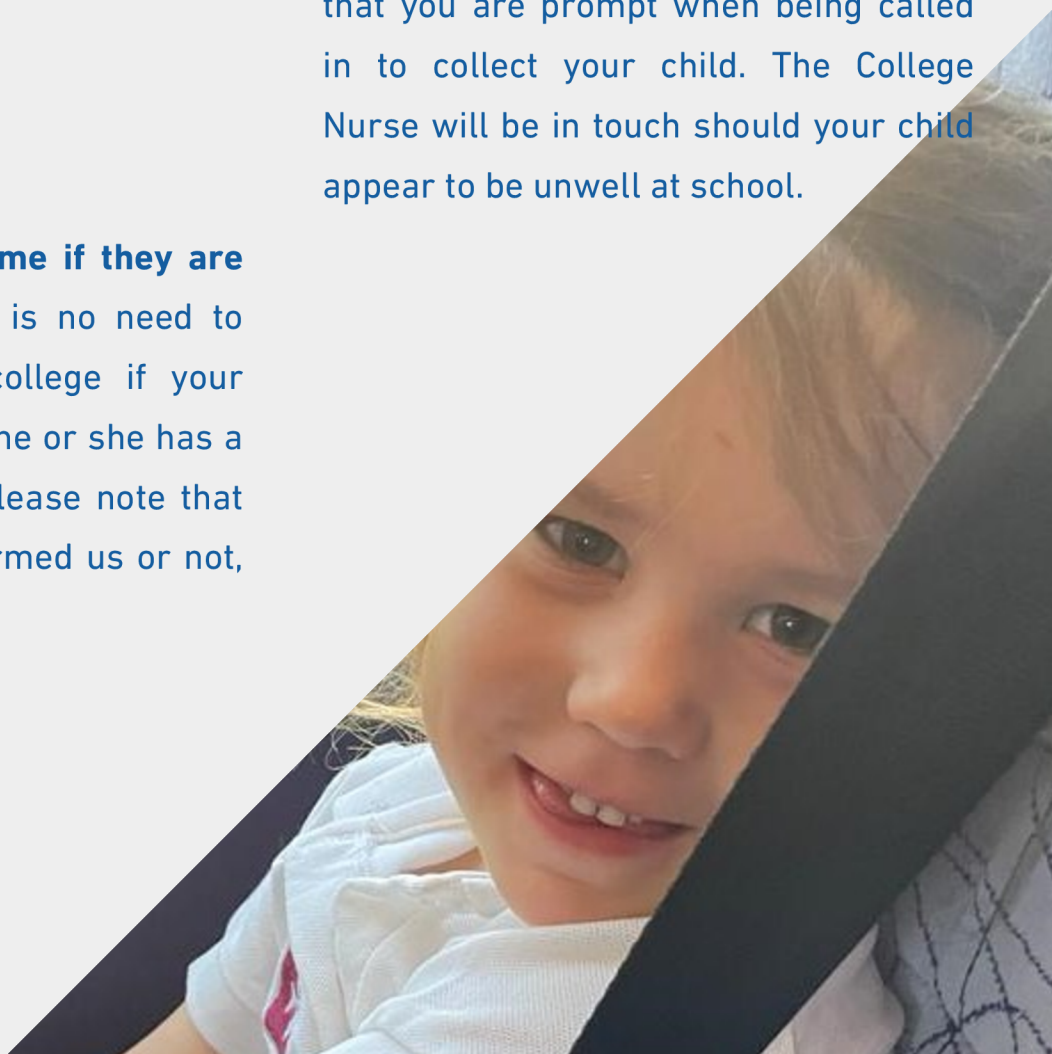
Toys

It is Early Years Policy that children do not bring toys to school, as this frequently leads to tears and arguments between children if a toy gets broken. We understand that children feel safer when bringing something from home, but we encourage them to hand it back over when entering the classroom. We appreciate your cooperation in this matter.

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 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 class teacher suspect illness or he/she becomes unwell during College hours. We ask that you are prompt when being called in to collect your child. The College Nurse will be in touch should your child appear to be unwell at school.



Should your child need to be excused for a day, please inform us ahead (at least by the evening before) so that he/she may be excused. In such cases, a medical certificate would not be requested. However, if this communication does not reach us by the evening before, and/or with a valid reason, then the child will be marked as absent.

Accidents

All minor accidents requiring treatment are entered in our 'Accident/Incident Book', you will be informed, and an incident slip will be sent home. We ask that you sign the incident slip and pass it back to your class teacher the morning after. If in our opinion your child requires medical treatment, we shall contact you immediately. The College nurse will also be called to see to the child upon assessment of the situation. Nursery and KG teachers are also first-aiders.

Assessment and Parents' Mornings

The children work towards a number of developmentally appropriate goals throughout their year at Nursery and Kindergarten. They are continually observed by their teachers as they participate in activities which work towards these goals. Assessments within the Early Years are on-going and based on teacher observations as well as internal note taking during the whole day.



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. Nursery and KG parents/guardians will be invited to two Parents' Mornings during the year when you will have the opportunity to discuss your child's progress in an informal atmosphere with the teaching team. The nursery classes have two opportunities to see their child at College during an activity. Each KG child will have a Learning Journal created throughout the year which will consist of photos of the child's learning journey. This will also hold the teacher's comments and the achieved milestones according to the National Learning Outcomes. While Nursery will make use of an app for photo sharing and learning notes.

However, if you feel the need to speak to your child's teacher or the Head of Early Years at any other time, please do not hesitate to arrange an appointment. We will do the same from our end and reach out to you whenever the need arises.



Uniforms

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

Summer uniform consists of beige shorts, a white polo shirt, white socks, a beige cap and a grey jumper for cooler days.

Winter uniform consists of the college tracksuit with a white polo jumper underneath on colder days. A SEC rain jacket is available and is strongly recommended. The students are to carry their SEC raincoat in their bags daily during the winter months.



Please ensure every piece of uniform is labelled.

Boys are to have short hair and girls are to have their hair pulled up.

Footwear throughout the year consists of plain **white** running shoes with a 'velcro' fastening - no laces please. Footwear can be purchased from any shop. The correct footwear style is shown here.



The full school uniform is always to be worn and worn cleanly.

Hair: The student's hair is to always be neatly done and pulled away from the face.

Change of Clothes

Nursery: We accept the fact that occasional toileting accidents are a normal part of child development. Nursery staff will help children with potty training you would have started at home. If your child is not potty-trained, please provide a packet of nappies and 2 large packets of wipes at the start of the term. The teacher will advise you when supplies are running low. We also ask Nursery parents to send a complete change of clothes. Please include 3 pairs of underpants/panties. For reasons of

hygiene, we ask that each child has their own potty should they require it. Please write your child's name with a permanent marker in a visible place.

KG1: KG1 children should be able to use the toilet independently. However, we understand that children at this tender age have occasional toileting accidents. Please send in a change of clothes, including underwear and a pair of socks, to be left in class for any accidents that might happen throughout the year. The teachers will then send them back for more appropriate season wear once the weather changes.

KG2: Please keep a change of underwear and a pair of socks in your child's bag daily.

Important

All change of clothes items must be clearly labeled and placed in a clear plastic bag with your child's name written clearly on the outside. These spare clothes can be any casual clothes.

Changing permission is part of the Early Years Permissions form to be filled online.



Finally, Please, ...

Kindly bring the following items in a labelled bag to Orientation Morning/first day of school.

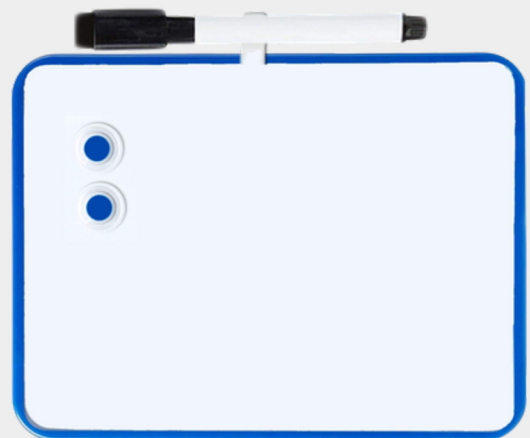
All items are to be clearly labelled

Each student will require:

- A photo (5x7") of your child.
 - 2 large boxes of tissues.
 - 2 large packets/boxes of wet wipes (ideally eco-friendly wipes).
 - A SEC apron for messy activities available from uniform shop. **Clearly Labelled.**
 - A 40-page (80 view) display folder. Clearly Labeled.
 - A clear and transparent button A4 folder (to be in your child's case daily). **Clearly Labelled. See Pic 1 below.**
 - 2 whiteboard markers (1 black/blue and 1 any colour).
 - 2 large-size glue sticks.
-
- Nursery only: A packet of white paper plates (size 23cm).
 - Nursery only: A packet of thick crayons
 - Nursery only: A thick paintbrush
 - Nursery only: One packet of nappy bags
 - Nursery only: A small whiteboard. **See Pic 2 below.**



Pic 1: A4 clear button folder



Pic 2: A small whiteboard and marker

KG1 only: a packet of thick crayons (to Share)

KG1 only: 2 packets of googly eyes.

KG1 only: 1 packet of craft pompoms. **(see Pic 4 below)**

KG1 only: a packet of thick natural wood colour popsicle sticks (approx. 15cm)

KG1 only: a packet of white paper plates (size 15cm)

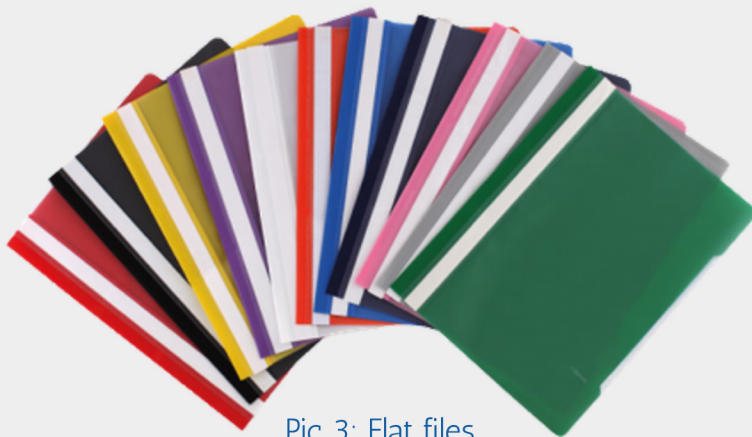
KG1 only: a thick paintbrush

KG1&2 only: 1 clipboard.

KG2 only: 3 flat files. Clearly Labelled. **See Pic 3 below.**

KG2 only: A small whiteboard. **See Pic 2 above.**

KG2 only: a packet of white paper plates (size 15cm).



Pic 3: Flat files



Pic 4: Craft pompoms

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 77771404 – earlyyears@stedwards.edu.mt
- Headmaster – Mr Nollaig Mac an Bhaird – hm@stedwards.edu.mt
- Administrative Officer– Ms B Moore Mirino – junioroffice@stedwards.edu.mt
- Bursar & Finance Department – Mrs Analise Cioffi & Mrs Trisha Caruana – bursar@stedwards.edu.mt / accounts@stedwards.edu.mt
- Admissions Office – Ms A Bogdanovich - 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