St Edward's
COLLEGE
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Triq San Dwardu
Birrgu, Citta
Vittoriosa
BRG 9039
www.stedwards.edu.mt

ST EDWARD'S COLLEGE

ORIENTATION PACK

2026-2027

MIDDLE SCHOOL

Welcome Message

Dear Parents,
Guardians and
Students,

Middle School is a dynamic place. It is a time when children start to discover their personalities and rise to the challenges posed by their teachers. They start to push themselves to embrace new learning opportunities. It is a time for students to become aware of their strengths and embrace diversity. The time spent in Middle School will be marked by a lot of changes that adolescents pass through.

We are fast approaching the start of the new scholastic year and the Middle school staff is eager to meet you together with your children.

Samantha Abela

Head of the Middle School

I would like to take this opportunity to send you some information which I hope will be useful and will answer some questions about the coming scholastic year in the Middle School.

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. **Please make sure that the contact numbers provided are reachable from Malta and that whoever answers can communicate in English. This applies also for emails.**

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.

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.

Middle School Contacts

middle@stedwards.edu.mt - for the Head of Middle School
senioroffice@stedwards.edu.mt - for Ms A. Mallia Duca (Admin)

77771702 - for Head of Senior School
27881199- for Ms A Mallia Duca (Admin)

First day at school

On the first day of school, children will enter via the Żabbar gate and proceed to their assembly area in front of the Middle School and Chapel. At 08:30 the children will be joined by their house tutor who will take them class by class to their tutor's room. The House Tutors will have the class lists and will call out the students.

On the first day of school, the first two lessons (08:30-10:00h) will be with the house tutor. Teachers will give out specific timetables and explain how the first day will evolve, giving times for breaks, classroom procedures, school policies etc.

Over the first couple of days, the students will bring into school all their books needed. It is vital that everything is labelled including school uniform.

It is important to note that not all items are required on the first day. Paper, notebook, Maths, English and Maltese books are sufficient.

MySchool

MySchool is the main communication portal between the school and the students and their parents. Parents are encouraged to check MySchool to keep track of their child's progress as they can see which work has been handed in, is missing, was late etc...

Homework, notes, attendance records and any disciplinary referrals are all kept on the system. Teachers will routinely update their subject area, so it is highly encouraged that parents and students regularly check the system.

TEAMS

Students are provided with an email address ending **@stedwards.edu.mt** to log on TEAMS. It is important that students know their TEAMS password. Teachers might use Teams to share some extra resources with their students.

Nonetheless, TEAMS should not be mistaken for MySchool and all official business will still be conducted there first and foremost. Students and Parents should not use TEAMS to communicate with Teachers outside official school hours.

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				

Break Time Conduct and Sportsmanship

Break time is an important part of the school day, giving students the opportunity to relax, socialise, and engage in recreational activities. All students are expected to behave responsibly, respectfully, and safely at all times.

Expected Behaviour

- Treat others with **respect, kindness, and fairness**.
- Use **appropriate language** at all times.
- Follow instructions given by staff on duty.
- Play in a **safe and inclusive manner**, ensuring everyone feels welcome.
- Take care of school property and use equipment properly.
- Dispose of all rubbish responsibly and **avoid littering** to keep the school environment clean.

Sportsmanship

- Demonstrate **fair play** during games and activities.
- Accept both **winning and losing with respect and maturity**.
- Encourage and support peers.
- Resolve disagreements calmly and seek assistance from staff when needed.

Use of School Grounds

- Students may only play on the pitches if they are wearing **appropriate trainers**.
- **School shoes are not permitted on the pitches** for safety and maintenance reasons.

Wet Weather Arrangements

- In case of rain, students will be allocated indoor areas where they must remain.
- Students should not stay outside in the rain unnecessarily.
- The only reasons to go outside during wet weather are to visit the bathroom or canteen.
- Students must carry and use an umbrella or raincoat when moving between areas.

Unacceptable Behaviour

The following behaviours are not tolerated:

- Use of inappropriate or offensive language
- Bullying, teasing, or exclusion of others
- Rough play, aggression, or unsafe behaviour
- Any actions that may cause harm to oneself or others

Disciplinary Actions

- Students who fail to meet the expected standards of behaviour during break time will face disciplinary measures in line with the school's behaviour policy.
- Any student engaging in physical aggression or fighting will face immediate suspension.

Free Periods

Occasionally, students may have a free period due to staff absence or timetable adjustments. These periods are a normal part of school life and are managed to ensure that learning continues in a structured and respectful environment.

Organisation of Free Periods

- A daily list of replacements is displayed on the **noticeboard each morning**, indicating:
  - The **teacher supervising** the class
  - The **room allocation** where students must report
- Students are expected to check this list promptly and go directly to the assigned classroom.

Expectations During Free Periods

During free periods, students must:

- Work on **assigned tasks**, homework, or ongoing assignments
- Engage in **quiet reading or independent study**
- Follow instructions given by the supervising teacher.

Behaviour Guidelines

Students are expected to maintain a calm and productive environment. Therefore:

- Disruptive behaviour is not permitted
- Students are not allowed to go outside to play
- Students are not allowed to visit the canteen during this time
- Free periods are intended to be used as quiet, supervised study time and should be treated with the same level of respect as a regular lesson.

Uniform List

The uniform lists (Summer and Winter) can be found on the College website. **Please ensure every piece of uniform is labelled**. Footwear can be purchased 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 short back and sides with the rest of the hair neatly in place. Students who do not wear their uniform correctly or have an unkempt appearance will be given a verbal warning followed by a disciplinary note if no action is taken. Disciplinary action will also be taken if uniform items are missing, if there are repeated offences and wearing the uniform incorrectly.

As the first week of school progresses, the individual subject teachers will use the first lesson for introductions, to explain which books the students will use and how things will be filed. Middle School students are expected to have a notebook to jot down any relevant information given, in an organized manner including and not limited to the daily homework. All their belongings also need to be labelled and students are responsible for their things, including the proper organization and upkeep of their files, notes, books etc...

Section Administration

Ms Annalise Mallia Duca serves as the Administrative Clerk supporting the Middle School, Senior School, and IB sections. Based in Office A123, she plays a key role in ensuring the smooth day-to-day running of school operations. Ms Mallia Duca supports communication and coordination across the school community, acting as a central point of contact for administrative matters. She assists staff, students, and parents by managing communications, handling queries, and ensuring that important information is efficiently relayed, particularly when teaching staff may not be immediately available. Her role helps streamline processes and maintain effective organisation within the school.

Communication and Administrative Procedures

To ensure efficient coordination and communication, staff and parents are kindly asked to follow these procedures:

1. Communication Protocol

Ms Mallia Duca must be included (copied in) on all correspondence related to:

- Late arrivals
- Absences or missing school days
- Sickness notifications (also copy the School Nurse at schoolnurse@stedwards.edu.mt)
- Early student pick-ups
- Messages to be passed on to students during the school day
- Items dropped off for students
- General day-to-day school queries
- Appointment requests with Heads of Section

2. Early Pick-Ups

- Requests must be sent at least **24 hours in advance.**
- All pick-ups take place from the **main gate.**
- Pick-ups are **subject to prior approval by the Head of Section.**

3. Central Contact Point

- Email: senioroffice@stedwards.edu.mt
- Ms Mallia Duca will assist in responding to queries and coordinating communication, especially when academic staff are engaged in teaching or meetings.

Academic Program

The raison d'être of the Middle School is to make the transition from Middle to Senior School levels smooth and seamless. The Middle School caters for children aged between 11 and 12, that is, Year 7 and 8.

Towards the end of Year 8, the students receive help and advice in order to choose appropriate subjects for their move into Year 9. In Year 8, the students chose the subjects they will follow for their last three years in College. We have a parents' evening to discuss and clarify all the available choices.

Students in Middle School are at the age where they begin to aspire towards adulthood and try very hard to "fit in" and establish themselves as individuals. As a result, students at this stage of growth need lots of support to develop the necessary skills that are needed to make them truly independent and accountable for their actions. The Middle School curriculum supports the needs and varied interests of our children in an environment that is safe, yet not stifling, and allows them to develop a sense of independence and assertiveness.

The subjects offered in Year 7 and Year 8 are: English, Maltese / Maltese for Foreigners / English as a Second Language, Mathematics, Religion / Ethics, Foreign Languages (Spanish, French and Italian), Citizenship Education, History, Science, Art, Drama, PSCD and ICT-C3. In the scholastic year 2026-27, ths Advanced Sports Curriculum Programme is also being offered to selected students in Year 7 only.

Besides these subjects, the boys have an opportunity on a Friday afternoon to take part in a non-academic activity with an exciting program prepared each year. This afternoon of activities helps students to grow in a holistic manner and to learn new skills that they may need later in life.

Students' progress is carefully monitored through formative and summative assessments and ongoing communication between parents and teachers. Our students are encouraged to achieve their highest academic potential and to assume responsibilities that will help them develop qualities that characterise the true Edwardian, such as self-discipline, independence, leadership and organisation. Throughout the year, the head of Middle School may call on students to check on their well-being. Towards the end of year 8, the students receive help and advice in order to enable them to choose new subjects for their move in Year 9. These subjects will be pursued till Year 11.

In Year 9, the new subjects chosen will be adjacent to the core subjects already provided. We have a parents' evening to discuss and clarify all the available choices. Career guidance is also given at this stage and individual student meetings with the Head of Middle School take place to discuss the available subjects and get to know what students might be interested in.

Use of Personal Devices (Mobile Phones and Laptops)

To promote a focused, respectful, and safe learning environment, the use of personal devices is strictly regulated within the school. Mobile Phones are not needed at school, however those who opt to bring them, it is imperative to understand that it is their responsibility.

Mobile Phone Policy

- Mobile phones are not to be used at any time on school grounds without the explicit permission of a teacher.
- All mobile phones must be switched off before being handed in each morning.
- During morning assembly, students are required to hand in their phones to the Head of Section (HOS).
- In case of rain, House Tutors will collect the phones and pass them to the HOS.
- If the HOS is absent, phones must be handed to Ms Annalise Mallia Duca (Office A123).
- Phones are stored securely in a designated wooden box for safekeeping.
- Students must ensure their phones are clearly labelled.

Misuse of Mobile Phones

- Students found in possession of a mobile phone during the school day will have it confiscated.
- Any unauthorised use is considered a breach of school rules and will result in disciplinary action.
- Students must also behave responsibly when using phones on school transport, avoiding any inappropriate use.

Responsibility

- The use and safekeeping of mobile phones are the responsibility of both students and their parents/guardians.

Laptops and Digital Devices

- The same expectations of responsible use apply to school-issued laptops and other digital devices.
- Devices are to be used primarily for educational purposes and handled with care at all times. [AUP-Laptops English | PDF]
- Students and parents/guardians are responsible for the proper use, care, and safekeeping of the device. [AUP-Laptops English | PDF]
- Inappropriate use, including misuse of the internet or digital tools, will be addressed seriously in line with school policy. [AUP-Laptops English | PDF]

For full details regarding the use of laptops, parents and students are required to consult the Acceptable Use Policy (AUP) provided by the school and distributed when students received their laptops.

Acceptable Use Policy (AUP) for parents and legal guardians
2025-26

1. Overview

Ministry for Education's (MEYR) intentions for publishing an Acceptable Use Policy (AUP) for parents and legal guardians are to further develop a culture of openness, trust, and integrity rather than impose restrictions. MEYR is committed to protect users from illegal or damaging actions by individuals, either knowingly or unknowingly. The laptop and its accompanying accessories are the property of MEYR. All laptop users will always follow this AUP and MEYR's applicable policies for the use of technology in education. The laptop device must be used primarily for educational purposes.

2. Purpose

The purpose of this policy is to outline the acceptable use of the laptop at school and at home. These rules are in place to protect the students. Inappropriate use exposes the school or the home to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of information, laptops, and network resources in schools. All students using the laptop devices must be guided towards exercising good judgement regarding appropriate use of information and network resources in accordance with policies and standards, and Maltese laws and regulation. Parents or legal guardians are responsible in helping their children uphold policies, standards and Maltese Laws and regulation.

4. Policy

4.1 Parents/guardians (on behalf of their children) must sign this AUP and return the last page of this AUP to the school before the laptop can be given.

4.2 The tablet and its accessories must be returned in good condition either at the end of Year 11 or in cases where the student is moving abroad, as requested by MEYR.

4.3 The parent/guardian is responsible for adherence to this AUP outside school hours. The parent/guardian must explain, in simple language, the clauses of this AUP and convey its spirit to the child receiving the tablet.

The information you supply will be used by the Government of Malta for administrative purposes only within the terms of the Data Protection Act [Chapter 440 of the Laws of Malta]. The personal data contained in this application form shall be processed by the Government of Malta in strict confidentiality and for the purpose it was collected. You have the right to access, rectify, and where applicable, erase any data concerning you. The data collected will be used to administer the project and can be disclosed to third parties authorized by the Ministry who, will be administering the project on behalf of the Ministry. Further details regarding your rights can accessed on https://ddlts.gov.mt/

Homework

Years 7 – 8 will have approximately of 2 hours

This will vary depending on the subject area. Core subjects tend to place higher emphasis on daily homework, whilst other subjects may give homework on a less frequent basis. This applies also to class tests. All subjects are treated with equal importance and students are expected to perform well in all areas.

Homework is uploaded on MySchool with a due date. Students have the duty to write their assignment on their Homework Diary too. Parents, too, have the responsibility to check out the portal to track their children's progress.

Tasks

As part of our aim to assess students in a variety of assessments, throughout the year, students will be given tasks. Tasks may be given at school or as a special homework as deemed fit by the respective subject teachers.

Bonus Tip

Homework needs to be handed in on time, be of good standard and presented neatly.
Name, date and title are a MUST. Homework of poor quality even in presentation, will not be graded and students will have to re-submit it.

Students and Parents will be notified about these tasks in a timely manner. Students need to be aware of the deadlines or date of tests / oral or listening tasks. Students who miss deadlines or are absent may not be given a mark for these tasks. It is the responsibility of students to follow all required protocols and indications given by teachers.

Middle School Change of Subject procedure

Changing subjects between Year 7, 8 and 9 is inadvisable due to the work involved for the student to catch up. Having said this, college still offers this possibility under the following guidelines:

- Any changes must be made no longer than a week after the issuing of the mid-term progress report (in the case of foreign languages, MFF and ESL in Year 7).
- The student in question must sit for a proficiency test in the subject he wishes to change to. This ensures the student will be able to keep up with the rest of the class.
- Changing subjects also depends on available space within the destination classroom.
- Changing subjects can take place once a meeting with the relevant teachers and Head of Middle School takes place.
- Parents are also involved in the discussion. The ultimate decision is in the hands of the Headmaster and the Head of Middle School and are considered final.

Examinations and reports

The exam period is clearly marked on the school calendar, A timetable is issued for students prior to the examination.

Students are expected to study and prepare in advance of these assessment periods and to revise regularly during the scholastic year. Some pre-exam tasks such as orals and listening comprehension might take place outside of the two week exam period. Teachers will clearly indicate the dates of these pre- exam tasks for students. Students who miss exams due to sickness or other reasons will be marked as absent. The purpose of these exams is to prepare students for their final year 11 exams; both IGCSE and MATSEC are catered for. Parents Consultation days will be held twice a year for students in the Middle school when progress and feedback will be given. Parents are encouraged to meet teachers of different subjects to get a holistic knowledge of their son's progress whilst constantly checking MySchool .

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. This applies also to the PE Kit. On days when students have PE, they change for the lesson at college. During break-time they can wear trainers to play on the pitches. Without trainers, they CANNOT play on the pitches.

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 LSE's 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, drinking during a lesson or using a mobile phone.

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 istaken 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 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.

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.

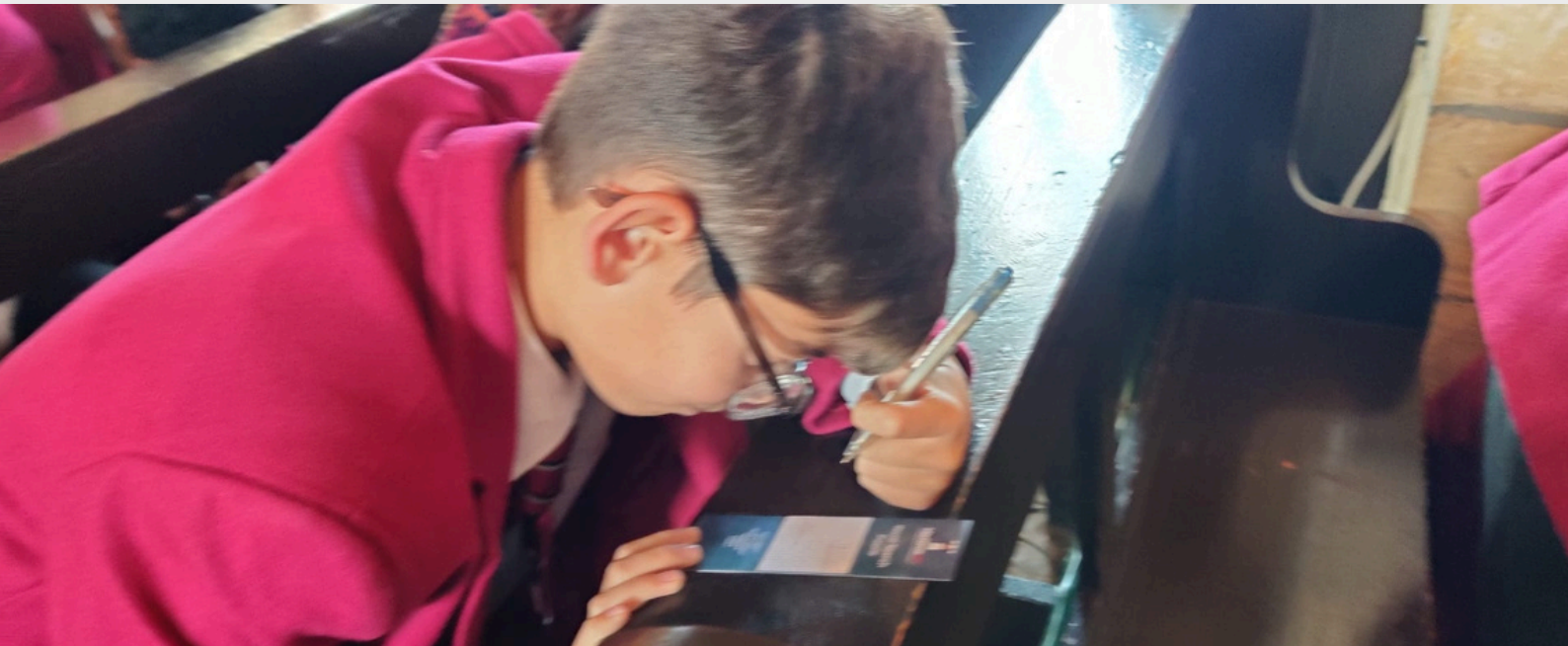
Bonus tip

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.

SSQ&P, Informal and Non-Formal forms

In Year 11 every student at St Edward`s College will be given 2 certificates: the St Edward`s School Leaving Certificate and the SSQ&P (Secondary School Qualification and Profile). The latter is issued from the Ministry for Education and Employment and is a holistic reflection of the Middle and Senior School years i.e from Year 7 to Year 11. The first component that forms the SSQ&P is the formal component. Here each student will have a record of all the marks of all the subjects taken from Year 7 to Year 11. Besides the formal component, the SSQ&P is enriched by the inclusion of Non-formal and Informal learning which may contribute to the consolidation of soft skills and character formation amongst others. Whilst it is important to understand that the Non-formal and Informal learning are not compulsory, it is good to know that these activities can contribute to enhance further the certificate to an accredited level. May we point out the fact that the highest level of the SSQ&P (Level 3) is equivalent to an O level with MQF level 3.

The Non-Formal learning refers to activities within the school such as Sports Days, inter-house competitions, Eko Skola etc whilst the Informal learning refers to activities done outside of school after 15:30 such as training of any sports, drama, music lessons etc. **These forms will be handed out yearly and it is the responsibility of the students to hand them in to their house tutors.** The final component of the SSQ&P is about the behaviour, personal qualities and the attendance of their Middle and Senior school years.



Late Registration & Early Collection Policy

School starts at 08:30 and punctuality is encouraged. Registration is until 08:40. If a child arrives after registration, they will be listed on MySchool as absent. Students who arrive late and miss registration need to visit administration, Ms. Annalise Mallia Duca (Rm A123), to inform her of their arrival or else their record will read absent. In case of morning appointments whereby, students might arrive late to school, parents must inform the Head of Middle school and the respective **House Tutor 24 hours prior**.

Upon arrival, the student still needs to inform the school secretary of his arrival on the school premises. If a student needs to leave early, parents are to email the Head of Middle School (copying in Ms Mallia Duca on senioroffice@stedwards.edu.mt) **24 hours prior and await an acknowledgement.** Students can only be picked up from the Security Office bay which is located on the right-hand side of the main staircase on the ground floor

School Property

Students need to be responsible and respectful of the school grounds and property. Apart from a disciplinary note, additional funds may be requested from parents/guardians for any damage. This also applies to missing locker keys

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. 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.

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.

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 assesment 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. This is to be done if the child has a fever or a rash or after more than 2 days at home. The sick note needs to be hard copy. An email to the Head of Middle School copying in the College Nurse and the House tutor MUST be sent on Day 1.

If a child becomes ill at school, we will take every step possible to contact the parents/guardians as per the information submitted on MySchool. If we cannot reach

anyone, we will take responsible measures to care for the child. They will be kept in a quietarea away from the other children with a known carer until the parents are reached and arrive to collect the child. **Please ensure that you kep your records up to date and also that you are reachable AT ALL TIMES. This is also applicable to after-school activities and to School trips.**

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.

No medicines must be sent to school or kept by the students. Students need to take their medicine BEFORE entering the school grounds. Students who are found in possession of any medication without the prior consent of the Head of Section and Head of School will face serious consequences and parents will be liable for any incidents that may occur. Before any medication is administered, parents will be informed and they need to send an email confirmation after the conversation. In case of an absence, students must provide a medical certificate even if they only missed 1 day of school or else they will be asked to go back home. **Repeated absences will be reported.**

School events and Activities

Throughout the academic year, the school organises a variety of events and activities that enrich student life and strengthen the sense of community. These include St Edward's Day, Sports Day, Prize Day, the Sponsored Walk, and other seasonal and themed activities such as World Book Day and Crazy Hair Day.

These events may take place during or after school hours, and on certain occasions, students may have a half-day, finishing at 1:00pm.

Communication and Information

- Details about upcoming events are communicated in advance through MySchool announcements and the school calendar, which is updated monthly.

- Students are also informed during morning assembly by the Head of Section (HOS) and through their House Tutors.

- Parents are expected to check MySchool announcements daily to stay informed and up to date.

Attendance and Participation

- School events held during the school day are considered part of the normal school programme, and attendance is mandatory.

- School outings are not optional and form an important part of the curriculum; full attendance is expected.

- Students are encouraged to actively participate, as these experiences promote school spirit, teamwork, and a strong sense of belonging within the school community.

Extra-Curricular Opportunities

In addition to major events, students may participate in a range of extra-curricular activities, including:

- After-school clubs and activities
- Live-ins and retreats
- Educational trips abroad

Information about these opportunities is shared via

MySchool, and it is essential that parents and students adhere to all deadlines for registration and payments.

Participation in school events and activities is an important aspect of student life, helping to create meaningful experiences and lasting memories while fostering personal growth and community engagement.

Pastoral Care and Student Wellbeing

At our school, the wellbeing of every student is a central priority. We are committed to providing a safe, supportive, and caring environment where all students feel valued, respected, and encouraged to reach their full potential—both academically and personally.

Our Approach to Pastoral Care

Pastoral care is integrated into all aspects of school life. We aim to:

- Promote students' emotional, social, and personal development
- Encourage positive relationships built on respect and trust
- Foster a sense of belonging within the school community
- Support students in managing challenges and developing resilience

Support Structures

Students have access to a range of support systems, including:

- House Tutors, who are the first point of contact for student support and guidance
- Heads of Section, who oversee student wellbeing and discipline
- The School Counsellor, for confidential emotional and psychological support
- The School Nurse, for health-related concerns
- Teaching and administrative staff, who are always available to offer guidance and assistance

Mental Health and Wellbeing

The school recognises the importance of maintaining positive mental health and emotional wellbeing. Students may face a range of challenges, and we are committed to supporting them in a safe and understanding environment.

Our School Nurse is also a qualified Mental Health Practitioner, offering additional support to students who may be experiencing stress, anxiety, or other emotional difficulties. Students are encouraged to seek help whenever needed, knowing that they will be listened to with care, respect, and confidentiality.

Where necessary, students may also be guided towards further support services in collaboration with parents and school staff.

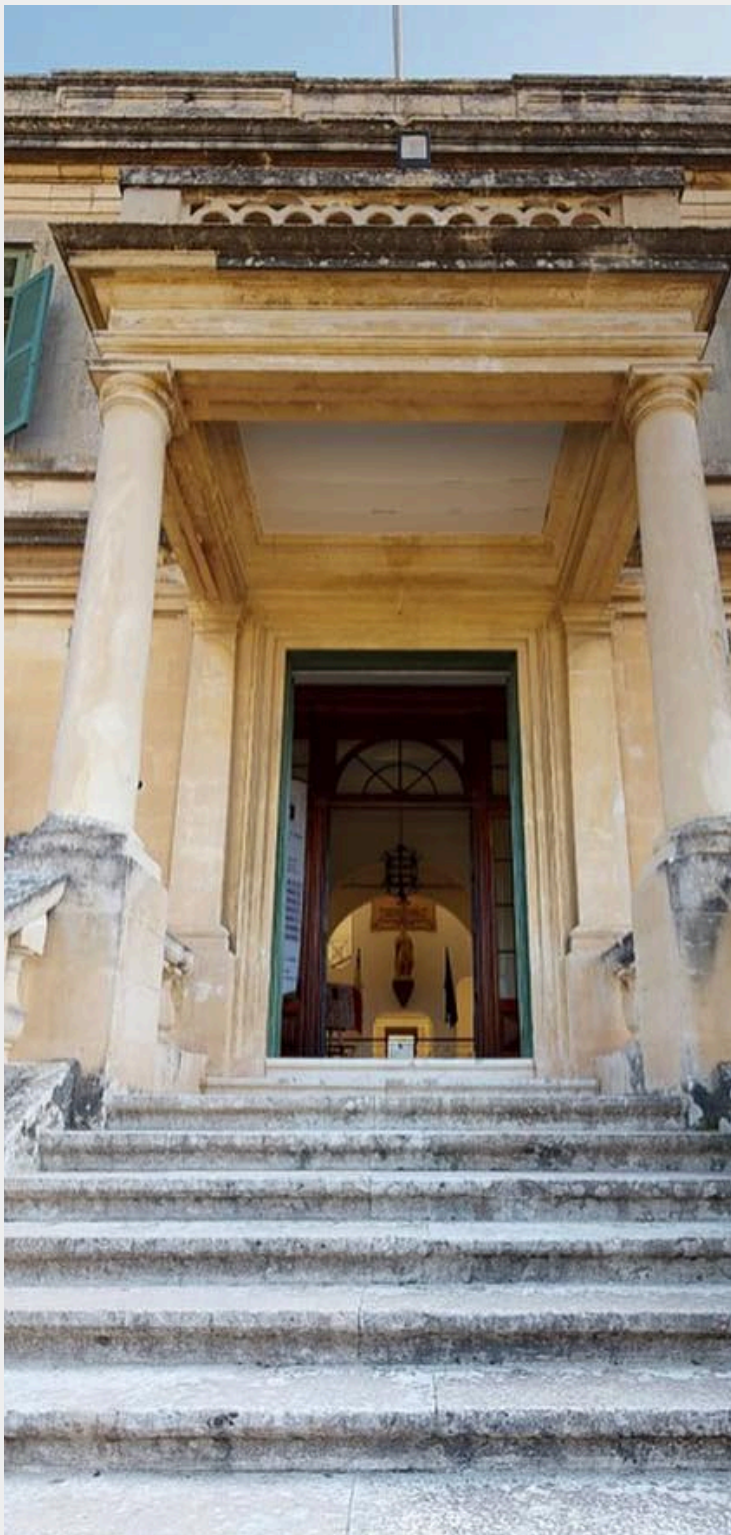
Student Responsibility

Students are encouraged to:

- Seek help when they need it
- Treat others with respect and kindness
- Contribute positively to the school community
- Report any concerns about their own wellbeing or that of others

Safeguarding and Wellbeing

The school takes all matters related to student safety and wellbeing seriously. Any concerns regarding bullying, emotional distress, or personal difficulties will be addressed promptly and sensitively, in line with the school's safeguarding procedures.



Chaplaincy and Spiritual Life

The spiritual life of the school is guided by our Chaplain, Father Emmanuel Camilleri Rodo SDB, who plays an important role in supporting students' faith development and moral wellbeing. Father Manuel is available to offer spiritual guidance, pastoral support, and opportunities for reflection, helping students grow in values such as respect, compassion, and responsibility.

A particular focus of the Chaplain's work is with Year 7 students preparing for the Sacrament of Confirmation, providing them with guidance, encouragement, and formation as they take this important step in their faith journey.

School Mass

Mass for Middle School students is held every two weeks on a Thursday.

- Attendance rotates between Lessons 1–4, ensuring that students do not repeatedly miss the same subject.
- Students are expected to attend respectfully and participate appropriately in the celebration of Mass.

Supervision During Mass

Students who do not attend Mass:

- Will be supervised in designated areas
- Are expected to use this time for quiet reflection, reading, homework, or assignments
- Are not permitted to go outside, play, or visit the canteen
- Must respect the reflective nature of this period

Confession

The Sacrament of Reconciliation (Confession) is available:

- During break time on Thursdays
- Students are encouraged to make use of this opportunity for personal reflection and spiritual growth.

Through the work of the Chaplain and participation in spiritual activities, students are supported in developing a strong sense of values, reflection, and community.

Canteen and Healthy Eating Policy

We ask parents to send healthy food. Sweet, sugary/fizzy drinks, packet juices, fast food, and any food containing nuts are not permitted. Children are not permitted to share their lunch. We also offer Canteen service which is open for the morning hour and for the lunch breaks. The canteen serves healthy food and abides by the Health Eating policies and guidelines issued by the Ministry for Education and Employment.

The canteen area is part of St Edward's grounds and thus the behaviour policy applies there even during break times.

Students who misbehave, who do not clean up or do not follow appropriate standards may be reported to the Head of Middle School and face any necessary consequences as deemed fit. Students may not access the Canteen during lesson times.

Canteen Rules

Queue in an orderly manner and be polite - remember your P's and Q's

Listen to your supervisor and follow instructions

Eat in designated areas and keep the area clean - it's just good manners, after all!

Do not ask for hot water and eat and drink anything while sitting down - accidents happen and they can be serious

If unsure, check ingredients with Canteen Staff - better safe than sorry

Do not play with cutlery, food or money and respect each other's space

Information supplied by Thomas Franks Ltd, canteen operators

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 locationsacross 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 abd 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
TASTY ENTREE	Turkey fajita, guacamole, tomato salsa & sour cream	Chicken stirfry noodles	Beef meatloaf & gravy	Turkey stroganoff	Breaded chicken & cheese burger
VEGGIE Lovers	Mac n Cheese	Sweet potato & cauliflower lentil bowl	Spinach & Feta Lasagna	Vegetable Stuffed Zucchini topped with Vegan Cheese	Tomato & feta cannelloni
on the SIDE	Carrots Steamed new potatoes Herbed marrows	Rice Sweetcorn Honey roasted root vegetables	Broccoli Roast pumpkin Roast potatoes	Rice Sweetcorn Cabbage	Oven roast wedges Peas Glazed carrots
TASTY	Fresh fruit salad	Fresh fruit salad	Fresh fruit salad	Fresh fruit salad	Fresh fruit salad

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.

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. Students and parents may reach out to her with any concerns via emailor by leaving a note and requesting an appointment. Students may be called out of lessons. Confidentiality applies unless the professionals see that there is a risk to the safety and well-being of the student.

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.

Visitors to the college need to SIGN IN and OUT . No meeting without an appointment will be accepted

Important Numbers

- Head of Middle School – Ms Samantha Abela 77771702 – middle@stedwards.edu.mt
- Headmaster – Mr Nollaig Mac an Bhaird – hm@stedwards.edu.mt
- Administrative Secretary – Ms Annalise Mallia Duca – senioroffice@stedwards.edu.mt
- Bursar & Finance Department – Ms Analise Cioffi & Ms Trisha Caruana – bursar@stedwards.edu.mt / accounts@stedwards.edu.mt
- Admissions Office – Ms Aleksandra Bogdanovich admissions@stedwards.edu.mt
- IT Support – Mr Darren Bonnici – ictdept@stedwards.edu.mt
- Student Support - studentsupport@stedwards.edu.mt
- INCO - inco@stedwards.edu.mt