

Sacred Heart  
College  
Junior School

**Parents' & Students'  
Handbook**

**2021-2022**

FAITH  
CHARACTER  
INTELLECT  
**COMMUNITY**  
SOCIAL AWARENESS

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## School Song

Sing aloud with gladsome voices  
While anew our heart rejoices,  
Though the strife be hard and long,  
hard and long.

May our hearts grow ever purer  
And our trust in Christ securer,  
Malta's children pure and strong

While the years are swiftly flying  
We shall keep alive undying,  
Love for what is high and pure,  
high and pure.

Ever first where duty calleth  
Staunch and true wher'er befalleth,  
Malta's children shall endure  
Malta's children shall endure.

With our spirit all afire  
With the love for what is higher,  
Children of the Sacred Heart  
play your part.

And this title that we cherish  
We shall keep from stain and blemish,  
Malta's children true at heart  
Malta's children true at hear



## **1.0 School Mission Statement**

Sacred Heart Education strives to provide a holistic education to all students based on five goals:

**Faith:** Reassure our students that Jesus has made a new society possible through His Death, Resurrection and His living Heart

**Character:** Value life and the dignity of the person

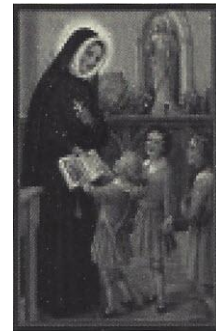
**Intellect:** Seek to instil in each individual student their capacity to relate, think creatively and be critical.

**Community:** Empower students to become good citizens by being committed to be agents of change for the common good.

**Social Awareness:** Promote human and Christian values through a sense of justice.

### **Saint Madeleine Sophie Barat**

Name:	Madeleine Sophie Barat
Date:	12 <sup>th</sup> December 1779
Birth Place:	Joigny, France
Parents:	Jacques Barat and Madeleine Foufe
Brother:	Louis, who was also her teacher
Friends:	Saint Rose Philippine Duchesne
Died:	25 <sup>th</sup> May 1865
Canonized:	24 <sup>th</sup> May 1925 by Pope Pius XI
Feast day:	25 <sup>th</sup> May
Others:	She became nun and founded the Society of the Sacred Heart In November 1800. A year later she opened the first school in Amiens. Her two desires were to lead a life of prayer and to help the society of her day. When she died, aged 85, she left 3539 religious in 99 communities in Europe, America and Africa.



Since the opening of the first school in France, Sacred Heart Schools have spread to the five continents and to more than forty countries. The Society worldwide is now divided into 'provinces'. The Ireland-Scotland and Malta are two of them. The Society of the Sacred Heart arrived in Malta and founded the school in 1903. Today we are part of the International Network of Sacred Heart Schools. In Europe, we form part of the Network of Sacred Heart Schools of Ireland, Scotland and Malta. The links between schools within the same province and across provinces is part of our tradition, also expressed in the First Plan of Studies of 1805. In the 1970s the Network of Sacred Heart Schools identified in St. Madeleine Sophie's aims, 5 key characteristics in the development of our students. These characteristics represent the values, which link us back to Sophie's time and take us forward into the future. These values are expressed in terms of the following five goals:

- A Living FAITH in God
- Personal Growth - CHARACTER
- Respect for INTELLECTUAL Values
- The Building of a COMMUNITY as a Christian Value
- Active SOCIAL AWARENESS

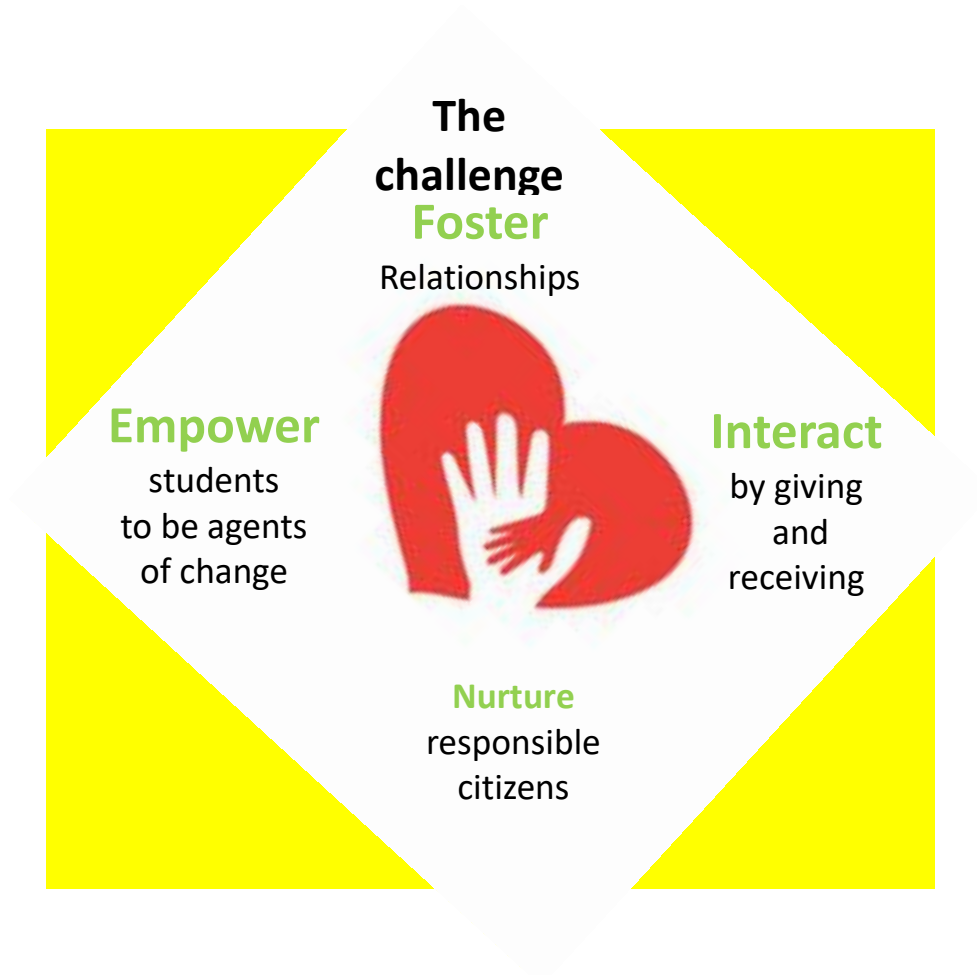
These Goals show who we are and what we stand for. They guide our behaviour and identify us as belonging to a common family. Every year we identify and work upon the improvement of one of these goals, together with our partner schools in the Irish-Scottish Province.

It is our hope that Sacred Heart education will equip our pupils with the faith and strength needed to face future challenges. We have succeeded when our pupils become responsible members of society confident in their own worth and capable of following their personal missions with energy, purpose and conviction.

One of the important aspects of Sacred Heart Education is the active involvement of parents and guardians in the school community. This involvement is highly valued, recognising that parents and guardians are the primary and most important educators of their children. This involvement also fosters a community spirit, bringing them into contact with pupils, management and staff. Parents and guardians provide valuable support in promoting these values and ethos of Sacred Heart Education. More info about Sacred Heart Schools and education is available via this link:

<https://www.heritageandhorizon.ie/>

## 1.1 Goal for Scholastic Year 2021- 2022 is Community



**F – I – N – E**

The Goal of Community focuses on fostering relationships in an atmosphere of mutual interaction, where those involved both give and receive. Another way of putting it would be that the Goal of Community is attempting to live the motto 'Cor Unum' ('One Heart').

St Madeleine Sophie said:

*Education must be concerned not only with studies, but also with whatever may be required for the right ordering of life and requirements of cultivated society.*

## **The Challenge**

Our challenge in working on the goal of community is that to:

- Ensure that no pupil or staff member experiences the scholastic year with a sense of marginalisation or of feeling undervalued.
- Prepare our pupils to become, in the future, agents of change and responsible citizens who can contribute meaningfully to society.

## **How can we achieve these objectives?**

**Develop** a participative approach which ensures:

- Involvement with pupils
- Involvement with staff
- Involvement of parents, parish and wider community

**Establish** practices which focus on:

- Understanding
- Caring
- Compassion
- Forgiveness
- Celebrating difference

**Teach** particular skills which emphasise:

- Listening, caring, co-operating
- Communication
- Self-restraint
- An appreciation of the other person as "other, different, likeable"

**Help** all pupils to become responsible citizens who can:

- Build community
- Appreciate difference



## **2.0 Good Students' Behaviour Policy**

We all believe that children do not only learn academic subjects at school but they also learn how to behave in society. Our school gives great importance to this aspect.

Promoting positive behaviour requires the commitment of **all staff**, carers, **parents** and pupils. Desirable behaviour which is expected to be observed by **all** in our school includes:

- Be at school on time
- Speak softly in any part of the school
- Say the truth always
- Walk slowly and with consideration for others in corridors
- Use good manners and being courteous
- Say 'Good Morning' or 'Good Afternoon' to teachers and adults in school
- Give way to teachers and adults to pass first when walking in corridors
- Use proper language and tone with everyone
- Obey the instructions of the Head of School, Assistant Heads, teachers, LSEs and other helpers/tutors assigned by the school
- Behave in class so as not to upset lessons
- Play fairly and behave in the yard/club activities at break time
- Be an example of a Sacred Heart student during outings
- Do your homework (which includes reading and revision) and give it in on time
- Obey deadlines
- **Bring consent forms, such as for outings or fundraising activities, on time**
- Bring the necessary school items to school everyday; keep anything which has nothing to do with lessons at home; this includes stickers, cards, toys, mobiles, cameras, magazines, game consoles etc. These items are only allowed at school if a teacher gives permission for such items to be brought to school
- **Not phoning home to bring things forgotten at home**
- **Not returning to the classroom at the end of the day if something is forgotten there**

## Responsible Behaviour

Our mission as inspired by St. Madeleine Sophie is to nurture amongst students responsible behaviour towards oneself and others where each student is expected to:

- Help others feel good about themselves
- Treat others the way I want to be treated
- Let others join games during break times and be a member of a team

## Consequences for Irresponsible Behaviour

- Each student is made aware by members of the school staff at the time of her irresponsible behaviour, of how this behaviour is affecting the student and possibly others
- When undesirable behaviour continues, the student will have to face the consequences
- Consequences are always related to the irresponsible behaviour and equivalent to its seriousness

***Be a buddy not a bully. If you are being bullied tell an adult or adult or a member of the school staff about it.***

***Always seek help***



### 2.1 Schoolwork and Homework

- At school and at home, pupils are expected to do the work given to them by the teachers. The work must be presented to the teachers on the stipulated day and time.
- Homework can be assigned in different forms not just written. It could be reading a text in preparation of a lesson or research work.
- If children do not comply, they will first be given a warning and the work has

to be done at home for the next day. Parents must sign any work, which was not done. Parents of a child who repeatedly forgets her HW, will be notified and asked to follow up possible ways on how to help the child. Late HW might not be corrected.

- No work will be accepted if it is done carelessly, done by the parents or without the necessary correction.
- Homework is not sent home to students who are sick as:
  1. The child cannot do the work without having been present for the teacher's explanation
  2. The sick child needs time to rest and recover
  3. Papers may carry germs
- When the child returns, the teacher will explain any important missing work; revision and reinforcement of work already covered is constantly being done in class.
- Parents have the right and responsibility to monitor the children's work and to sign works when it is requested of them by the teacher.

## 2.2 Punctuality

### **Mornings**

School starts at 08:00. Children should be at school by 07:50. Children need to cooperate with their parents/guardians and make sure they get ready to leave home early enough to arrive at school punctually. No parents/vans are to block the School's main gate and Hermitage Gate.

**Parents getting their children late are to go to the front office reception and sign.**

The school keeps record of late comers and those children who are frequently late will not be allowed to join assembly. **It is the children's right to be on time for school.**

## Afternoons

Parents are to pick their children from the designated area **ONLY**. **Children are not to be picked up on their way to their designated pick-up area.** Parents are to leave their car outside the school premises to collect their daughters, in order to avoid serious accidents from happening on school grounds. Parents should call for their daughters **on foot** and will be allowed to enter the school driveway.

Dismissal Time	
Winter Time	Summer Time
14:05 ( Year 1)	12:00 ( Year 1)
14:10 ( Year 2 & 3)	12:10 ( Year 2 & 3)
14:20 ( Year 4)	12:15 ( Year 4)
14:25 ( Year 5)	12:20 ( Year 5)
14:30 ( Year 6)	12:25 ( Year 6)

## Children Arriving Late or Leaving Early

When pupils need to come to school late or leave school early due to an appointment, exam, funeral etc. parents must present a note, stating at what time the child will be picked up, to the respective Assistant Heads explaining the reason for this. A child who arrives late due to a hospital appointment should be covered by a note issued by the hospital staff.

### 2.3 Change in Mode of Transport

In the case of the child being picked up by anyone other than the custodians of the child, the I.D. card number of the person must be written on the note and the person concerned needs to present his/her I.D. card to collect the child. If for some reason, you or the person who usually collects your child from school, is unable to do so, or you would

like to change the mode of transport for the day, **you must write an explanatory<sup>1</sup> note to your daughter's class teacher**, stating the following details:

- Date
- Name of child
- Class and Name of teacher
- USUAL mode of transport and the NEW mode of transport (Coaches, Private Vans or Car)

Children will not be allowed to change exit points or modes of transport, unless the school receives the parent's note in time. **The school does not accept phone calls or emails.**

## 2.4 Attendance and Absenteeism

Attendance to school is compulsory by law. If a child does not come to school for one day, a medical certificate is required. Hospital appointments or any other reason the student is absent from school, the school Senior Leadership Team must be advised beforehand. The student will not access the classroom unless a valid medical certificate is presented to the school. The school will call the parents to pick up their child in the eventuality of such circumstances.

## **Trips Abroad**

Parents going abroad accompanied by their children for less than 15 days must ask permission to do so from Head of School in writing and present a photocopy of the air ticket to, do so. This has to be done well before the date of departure. If students are taken abroad for more than 15 days, besides informing the school, parents/guardians are to inform the School Social Work Services of the Directorate for Educational Services. Missing school due to travelling abroad for holidays should be avoided.

No HW will be given to children whilst they are absent. Teachers will help those pupils, who have a valid reason for the absence, to catch up when they come back to school. In the case of unauthorized absence or absence due to holidays, teachers are not expected to help children catch up.

### 2.5 School Outings and Educational Visits

School outings and educational visits are part of the school curriculum and the learning which takes place during these outings may also be assessed or tested during the year. Therefore, pupils are expected to attend the 2 outings organised per term, unless a valid reason is presented to the Head of School. The school always issues an outing consent form prior to the outing. The relevant information about the outing is written on this form. Parents should always read the form carefully and sign it. This form must be returned to school together with the required sum of money on time, otherwise the child will not be allowed to go on the outing. Children without parental consent must still attend school on the day of the outing and will not be excused if absent. Moreover, the child will not be exempted from answering any questions during assessment exercises, which she cannot answer, as a result of not attending the outing. Only Parent-Helpers are allowed to accompany the class on outings. Other parents should not turn up for outings.

The school cannot guarantee that during the outing, the child without consent, will receive the curriculum to which she is entitled, since her curriculum entitlement for the day would have been delivered during the outing. While the pupil's class is away, the child will be placed in another class and will follow the lessons given in that class until her class returns to school.

## **3.0 School Uniform**

### **3.1 General Appearance**

The school uniform must be worn at all times. This includes travelling to and from school. Students in uniform must behave properly even -outside the school premises as they will be representing the school and must keep up its good name. The sports uniform should only be worn on the days when pupils have PE and Drama lessons or for special activities when advised by the teacher, such as certain school outings.

- Students should wash everyday and be clean at all times
- The uniform, shoes, satchel and lunch-bag should be clean
- All parts of the uniform should be in good condition and of the right size for the children
- Hair should be clean and neatly pulled up in a plait or a bun
- Dyed hair or lights of any kind are not allowed
- Makeup and/nail polish is not allowed
- No jewellery is allowed except for a pair of small silver or gold stud earrings from Years 1 to 6. A **small** simple plain watch from Year 3 upwards

**In the case of any infringement of the above uniform rules, parents/guardians will be asked to rectify the matter by taking the children home to change or to bring the items in question.**

### **3.2 Summer full uniform**

School short sleeved shirt and skorts, plain white vest, navy blue ankle socks and navy blue school shoes with a velcro strap, navy blue hair accessories/navy blue narrow and plain hair bands, white summer cap.

## Summer PE Kit

House colour PE T-Shirt, PE shorts, white summer cap, white socks and white gym shoes. Students need to come in their PE kit from home.

### 3.3 Winter full uniform

School long sleeved shirt and cravat, blue skorts or trousers, V-neck pullover and blazer, plain navy blue ankle socks or tights, navy blue school shoes with a velcro strap (no ballerina shoes are allowed), **ONLY** blue hair accessories (narrow blue plain hair bands), blue school scarves and gloves.

For certain special occasions, the tunic and not the trousers must be worn. You will be informed of such occasions beforehand. This means that a tunic must be bought in any case. No umbrellas or boots are allowed. Children should always have their pac-a-mac and an extra pair of socks/tights in their satchel.

### 3.4 Winter PE kit

School tracksuit jacket and trousers, **house colour PE T-Shirt**, (on colder days sweat shirt can be worn under the tracksuit jacket) white ankle socks and white gym shoes. On cold days, the school's plain blue gym anorak **NOT THE BLAZER** is to be worn. Students are to come in their winter PE kit from home.

For educational outings, the children normally wear the full school uniform. However, for outings to the countryside or similar places, the PE kit is more suitable. Before the outing you will also be informed about this. Children who do not wear the uniform as specified in the school outing consent form, will not be allowed to go on the outing. Parents will be contacted and given the opportunity to come to school with the required uniform and take the child to the outing themselves.

<b>ALL UNIFORM ITEMS MUST BE LABELLED</b>
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### 3.5 School Satchels and Lunchboxes

Students are to use the school's official satchels and lunch bags. This will avoid unnecessary competition between children. In her satchel each child should have a small bag containing an extra pair of socks, underwear, sanitizer, a packet of wet wipes and a face cloth. These can be very useful if the child gets wet. The bottle containing water should be put inside a plastic bag, as any leaking water from the bottle will remain in the plastic bag. This ensures that the child's food and the lunch bag itself remain dry. It would be a good idea if your daughter learns to do this herself. It will save her some anxiety, which happens when bottles leak!

## 4.0 Healthy Eating Policy

The scope of the school's healthy eating policy is to emphasise the importance of eating more nutritious foods, so as to help our students learn how to promote healthy choices early in life and to choose healthy lifestyles.

We encourage children to have:

- A nutritionally balanced breakfast every morning
- Adequate school lunches to help a child's activities at school
- Water throughout the day. The World Health Organisation (WHO) recommends that school children drink about  $1\frac{1}{2}$  to 2 litres of water every day.

The whole school community should promote the need for a balanced, healthy, nutritious diet. This is important for the development of the children's physical growth as well as for their intellectual abilities. School and home need to work together to ensure a healthy lifestyle, which will not only influence the children's health but also their attainment, achievement and expectations. The school will also promote healthy food during its fund raising activities.

### **The children are expected to have:**

- Two separately packed lunches: a small one for mid-morning break and a more substantial one for midday break. These are to be carried in a separate school lunch bag, not in the satchel.
- Labeled cutlery
- Two labeled napkins
- Water should be carried in a leak proof, unbreakable bottle and placed in a plastic bag. Sports bottles are recommended, as they are sturdier and do not leak easily. Re-used mineral water plastic bottles or similar ones used for commercial drinks are toxic and should not be used.
- A light weight ice pack is recommended for perishable food
- It is of utmost importance that the food is varied, while at the same time also nutritious and should always include fruit and vegetables.



#### **4.1 List of Permissible Foods**

- A selection of fresh or toasted preferably wholegrain sliced sandwich bread, rolls, baguettes, ftira, buns, ciabatta, pocket bread, pitta and wraps using healthy fillings
- A variety of fresh vegetables, tuna, chicken, low fat cheese, beans
- Ħobż biż-żejt: Maltese bread with tuna, tomatoes, lettuce and beans.
- Cold rice, couscous and pasta dishes
- Homemade pies and quiches with healthy fillings
- Baked pasta and rice
- Homemade meat balls and rice balls
- A selection of salads, fresh fruit and vegetables

- Plain galletti, crackers, rice cakes and crisp 'breads, preferably wholegrain and using low-fat, low-salt varieties. They should be accompanied by nutritious food such as cheese, tomatoes, homemade dips
- Low-fat, low-sugar plain or fruit yogurts.

More ideas and recipes :

[https://deputyprimeminister.gov.mt/en/health-promotion/Documents/library/Recipies/4132\\_SOH\\_Lunchbox\\_English\\_140x140mm\\_AW\\_OUTPUT\\_reduced%20size.pdf](https://deputyprimeminister.gov.mt/en/health-promotion/Documents/library/Recipies/4132_SOH_Lunchbox_English_140x140mm_AW_OUTPUT_reduced%20size.pdf)

**Students in school may have severe allergies for certain ingredients, which can be fatal for certain students, so we kindly ask parents to adhere to any instructions given by the school.**

*What about helping your parent to prepare your lunch? You know very well what you enjoy eating. Which of the interesting ideas below will you try for lunch tomorrow?*



## 4.2 Nut-Free Policy



Although we recognise that this cannot be guaranteed, **Sacred Heart Junior School** aims to be a Nut-Free school. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat

and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

Our "Nut-Free Policy" means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

#### 4.3 Some Interesting Ideas for Sandwich Fillings and Lunches:

- Replace butter in sandwiches with extra virgin olive oil, hummus aubergine/ black olive/tuna dip, low fat cream cheese
- Chicken, coleslaw, cheese, lettuce, tomato, sweet corn, grated carrots
- Tuna and tomatoes, olives, capers, grated carrots, sweet corn, broad beans, red kidney beans
- Smoked salmon and cottage cheese, soft cheese, tomatoes, lettuce, coleslaw
- Egg and tomatoes, grated carrots and salad
- Cheese and salad
- Rice/Pasta/Couscous (preferably wholegrain)/Quinoa/Barley/Bulgar wheat Salads, which can also include chopped grilled vegetables, peas, lentils, sweet corn, tuna, olives, peppers (green, red, yellow, orange) and cucumbers
- Fish/rabbit/chicken/chickpeas and vegetables patties
- Soups made from fresh vegetables and pulses

## **Ideas for Nibbles**

- Raw vegetable sticks; e.g. carrots, peppers, cucumbers, turnips
- Fresh fruit; e.g.: strawberries, grapes, apples, kiwi
- Dried fruit; e.g. sultanas, apricots, pitted prunes/dates
- Fresh mozzarella balls with cherry tomatoes

### **4.4 List of Prohibited Foods**

#### **High fat, high salt processed foods such as:**

- Peanut butter
- Fried food
- Sausages
- Sausage rolls
- Hot dogs
- Burgers (unless homemade ones)
- Salami
- Luncheon meat
- Pepperoni
- Chicken nuggets (unless homemade ones)
- Processed sliced cheeses
- Cheese dippers
- Bagged savoury snacks

#### **Others:**

- Nuts (because of allergies and choking)

#### **High sugar level foods:**

- Chocolate spread such as nutella
- Doughnuts, croissants, sponges
- Chocolates, sweets, confectionery
- Breakfast loose cereals (also to avoid food sharing, playing with food and messiness)
- Cereal bars
- Flavoured drinks including flavoured water, fizzy/soft/energy/sports drinks and juices are not permissible

#### 4.5 School Milk / Fruit and Vegetable Scheme

Our school is participating in the national fruit and vegetable scheme, which entitles all our children to a free portion of fruit or vegetables per week, as part of a healthy diet. The aim of the scheme is to encourage children to develop a positive attitude towards fruit and vegetables and help them adopt a healthier lifestyle. The children should consume the portion at school and preferably not take it home with them. When possible, the class stops for a short additional break during which the children will consume the portion of fruit or vegetables.



#### 4.6 Birthday Treats

On birthdays, pupils are allowed to bring a little treat for the other children such as individually packed plain cupcakes or homemade blueberries or cranberries homemade muffins rather than a cake to avoid teacher having to slice it. Whole cakes with cream or very messy cupcakes and chocolates are not allowed. It would be a good idea to have some healthy treats which have reduced sugar levels.



Due to the Data Protection Act, teachers are not allowed to give out class lists for the scope of birthday party invitations. For the benefit of every student, party invitations are only to be given out if the whole class is invited.

#### 4.7 Food for School Outings

All food and beverages taken for school outings should conform to the recommendations stated in the foods and drinks permissible lists.

The school's healthy eating policy has been set up in accordance to the recommendations issued by the **Department of Health and Education**.

The dietary guidelines for Maltese children can be accessed here:

<https://deputyprimeminister.gov.mt/en/health-promotion/Documents/library/publications/Dietary%20guid%20eng%20rev.pdf>

### 5.0 Home – School Cooperation

**Parents/Guardians are encouraged to participate in their child's development.**

- Give time to your daughters for open discussion and by listening to them
- Help them to have confidence in themselves
- Support them through affirmation and encouragement
- Give your own example of a Christian commitment
- Share and enjoy the books the child brings from the library and encourage your child to care for books. *(If a library book is torn, please do not fix it yourselves, but return it immediately to the librarian/class teacher.)*

**The school highly solicits Parents/Guardians to:**

- Provide all personal details - home and work addresses, contact phone and mobile numbers, especially for use in case of emergency. **Any changes in this information are to be given to the school immediately**

- Provide information about the child's medical history in order to safeguard the health and safety of the child
- Prevent your child from using Social Media
- Request an appointment through the Assistant Head when they wish to speak to members of staff
- Use a respectable tone when addressing school staff
- Give any medicinal that the child may need to take, together with a note explaining how the medicine is to be administered, to a member of staff. Children should never carry medicines themselves
- Hand over to the Head of School or Assistant Heads any reports from professionals, such as psychologists and occupational therapists, with recommendations for the school as soon as possible
- Avoid criticizing the school in front of the child and help children to enforce school rules rigorously. It is best to discuss any issue with the school management team not in front of the child
- Refrain from speaking to teachers before or after school hours, in school or outside school, without prior arrangement through the Senior Leadership Team
- Discuss specific complaints with the SLT without resorting to gossiping or complaining with others
- Participate in social, educational and curricular planning activities that support, promote and nurture the school ethos
- Become members of different boards in the school such as the Board of Governors and the PTA committee
- Offer time, work and expertise voluntarily to the school
- Take part in fund-raising activities and giving the donation to the school without which the school cannot function



- Show respect towards teachers, LSEs, SMT, administration and other staff
- Refrain from smoking and from chewing gum on all school premises, including the yards
- Be **decently dressed** on school premises and when dropping off or picking up your child
- Make sure that the child arrives at school by 08: 50 and is picked **PUNCTUALLY**.
- Present any documents about legal proceedings concerning the child's custody to the Senior Leadership Team.
- Refrain from entering by car on school premises when picking up the child in the afternoon.
- Pass through the **MAIN SCHOOL DOOR** to enter the school building.
- Follow important dates given at the beginning of each Term and the **WEEKLY AGENDA** regularly. Dates are subject to change due to unforeseen circumstances.
- Participate in activities organised by the PTA
- Read all circulars/consent forms
- Observe deadlines, especially for consent forms
- Any notes, filled forms and money should always be sent in a sealed envelope with the name of the child, class and an indication of the enclosed contents written on the envelope (e.g. donations, outings). Cheques should be addressed to the **Sacred Heart College Junior School**. For School Donations **ONLY**, cheques are to be addressed to **Sacred Heart College or by using online banking**. This helps us to co-ordinate our work better.

### 5.1 Parents' Day

Parents' Days are held during the first and second term. On these days students will have no school. During the first Parents' Day, parents can speak to the class teacher or Senior Leadership Team. Activity teachers can see parents of Year 4 - 6 on the first Parents' Day and parents of year 1 - 3 on the second Parents' Day. ONLY ONE appointment per family is given.

### 5.2 School Assessments

The school assessment procedure are included in the School Assessment Policy.

### 5.3 Services offered by the school

#### **School Chaplain**

Our school has the service of a full-time school Chaplain who supports the students in their spiritual development holistically in various manners throughout the scholastic year, during different occasions marking the Liturgical year.

#### **School Counsellor**

The Secretariat for Catholic Education provides the school with the service of a School Counsellor once a week where students undergoing particular problems can avail themselves of this service.

#### **Guidance Teacher**

The school employs a full time Guidance teacher who works with students who identify the

need of a support to meet the personal, emotional and social needs of students and help them to deal successfully with their concerns.

<p>APPOINTMENTS WITH THE SENIOR LEADERSHIP TEAM ONE TO ONE APPOINTMENT : Wednesdays (09:00 - 10:00)</p>
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### **School Email Addresses:**

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