



**SACRED
HEART
COLLEGE**



**2024-2025
Parents and
Students
Handbook**

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
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 heart.



1. School Mission Statement



**SACRED
HEART
COLLEGE**
FOUNDED 1903

SEEK THE TRUTH

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.



Community

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



Intellect

Seek to instill in each individual student their capacity to relate, think creatively and be critical.



Character

Value life and the dignity of the person.

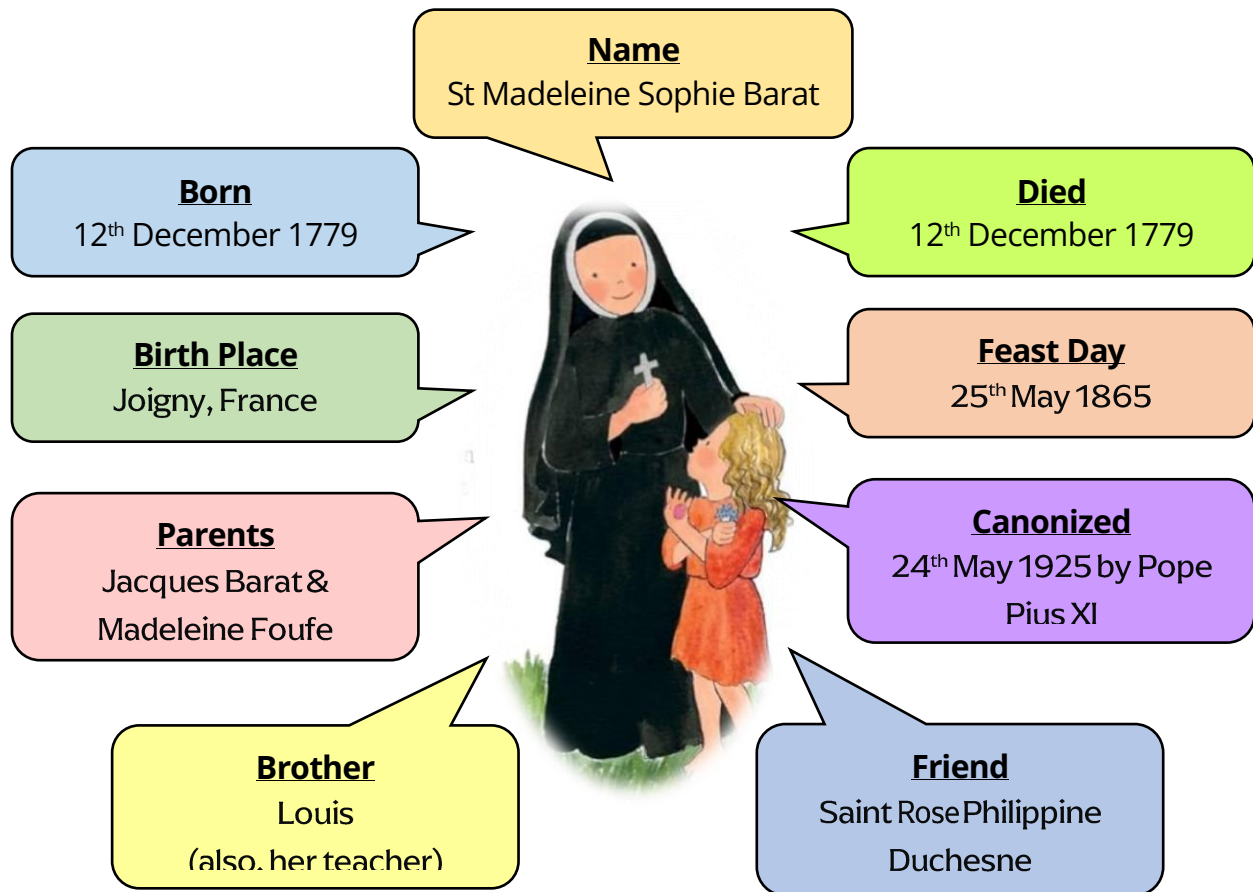


Social Awareness

Promote human and Christian values through a sense of justice.



1.1. Our Foundress



St Madeleine Sophie became a nun and founded the Society of the Sacred Heart. In November 1800. A year later she opened the first school in Amiens, France. 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'. Ireland-Scotland and Malta are two of these provinces.

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.

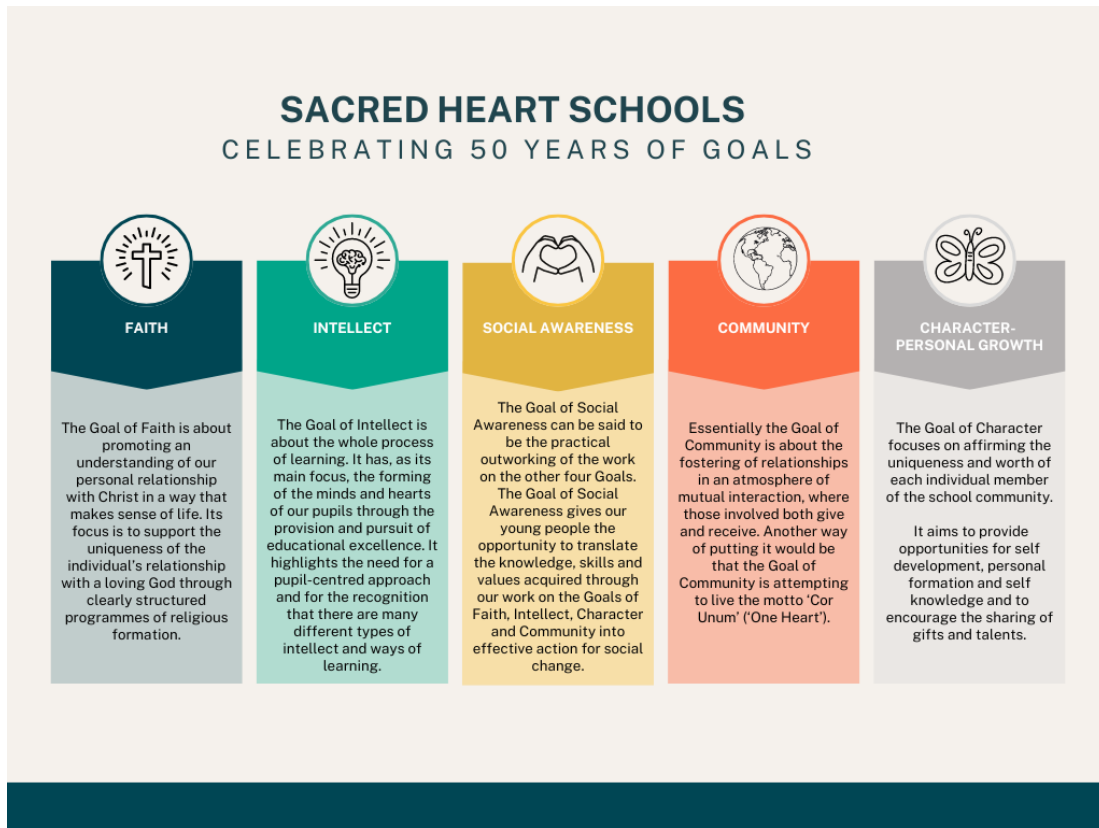
It is our hope that Sacred Heart education will equip our pupils with the faith and strength needed to face future challenges. We have succeeded when our pupils become responsible members of society confident in their own worth and capable of following their personal missions with energy, purpose and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

1.2. Goal for Scholastic Year 2024 - 2025



2. School Uniform

2.1. 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. 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 every day 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 students.

- ✓ 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.
- ✓ The students can wear 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 students home to change or to bring the items in question.

2.2. Summer Uniform

2.2.1. Full Uniform

The full summer uniform consists of the school's short sleeved shirt and cravat, and blue skorts, 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. Year 1, 2 and 3 wear the pinny which is kept in class and taken home on Friday to be washed.

2.2.2. P.E. Kit

The summer PE kit consists of the 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. Year 6 students are to have laced gym shoes and not with Velcro straps.

2.3. Winter Uniform

2.3.1. Full Uniform

The students need to wear the school's 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 navy-blue hair accessories (narrow blue plain hair bands), blue school scarves and gloves.

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

2.3.2. P.E. kit

The students need to wear the school's tracksuit jacket and trousers, **house colour P.E. 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 P.E. kit from home. Year 6 students are to have laced gym shoes and not with Velcro straps.

For educational outings, the students normally wear the full school uniform. However, for outings to the countryside or similar places, the P.E. kit is more suitable. The assistant head responsible of the students' year group will send an announcement beforehand. Students who do not wear the uniform as specified in the announcement 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 student to the outing themselves.

ALL UNIFORM ITEMS MUST BE LABELLED

2.4. School Satchels and Lunchboxes

Students are to use the school's official satchels and lunch bags. This will avoid unnecessary competition between students. In her satchel each student 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 student 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 student's food and the lunch bag itself remain dry. It would be a good idea if your daughter learns to do this by herself. It will save her some anxiety, which happens when bottles leak!

3. 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. The student will not be exempted from answering questions during assessment related to these outings, as a result of not attending the outing. Therefore, pupils are expected to attend the outings organised per term, unless a valid reason is presented to the Head of School. In the event of valid reason is provided, an alternative solution will be discussed. The school always issues an announcement prior to the outing including the relevant information. Parents should always read the form carefully.

4. 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 students to have:

- a. A nutritionally balanced breakfast every morning.
- b. Adequate school lunches to help a student's activities at school.
- c. Water throughout the day. The World Health Organisation (WHO) recommends that school-children drink about 1½ 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 students are expected to have:

- a. 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.
- b. Labelled cutlery (Students will not be given any cutlery from school. A reusable fork and teaspoon should be kept in the desk compartment.)
- c. Two labelled napkins
- d. **Water is the only drink allowed at school.** This 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.



- e. A light weight ice pack is recommended for perishable food.
- f. It is of utmost importance that the food is varied, while at the same time also nutritious and should always include fresh fruit and vegetables.

4.1. Nut-Free Policy

Although we recognise that this cannot be guaranteed, **Sacred Heart Junior School** aims that all students and staff members do not consume products containing nuts. This policy serves to set out all measures to reduce the risk to those students and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect students 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:

- a. Packets of nuts
- b. Peanut butter sandwiches
- c. Fruit and cereal bars that contain nuts
- d. Chocolate bars or sweets that contain nuts (including Nutella)
- e. Cakes made with nuts
- f. Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- g. Pasta with home-made Pesto (Ready-made pasta contains pine nuts)

4.2. List of Permissible Foods

- a. A selection of fresh or toasted preferably wholegrain sliced sandwich bread, rolls, baguettes, ftira, buns, ciabatta, pocket bread, pitta and wraps using healthy fillings
- b. A variety of fresh vegetables, tuna, chicken, cheese, beans

- c. Ħobż biż-żejt: Maltese bread with tuna, tomatoes, lettuce and beans.
- d. Cold rice, couscous and pasta
- e. Homemade pies and quiches with healthy fillings
- f. Baked pasta and rice
- g. Homemade meat balls and rice balls
- h. A selection of salads, fresh fruit and vegetables
- i. Plain galletti, crackers, rice cakes and crispbread, preferably wholegrain and low-salt varieties. They should be accompanied by nutritious food such as cheese, tomatoes, and homemade dips.
- j. Low-sugar plain or fruit yogurts

4.2.1. Some Interesting Ideas for Sandwich Fillings and Lunches

- a. Replace butter in sandwiches with extra virgin olive oil, hummus aubergine/ black olive/tuna dip, low fat cream cheese.
- b. Chicken, coleslaw, cheese, lettuce, tomato, sweet corn, grated carrots
- c. Tuna and tomatoes, olives, capers, grated carrots, sweet corn, broad beans, red kidney beans
- d. Smoked salmon and cottage cheese, soft cheese, tomatoes, lettuce, coleslaw
- e. Egg and tomatoes, grated carrots and salad
- f. Cheese and salad
- g. 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
- h. Fish/rabbit/chicken/chickpeas and vegetables patties
- i. Soups in a food thermos container made from fresh vegetables and pulses

4.2.2. Ideas for Nibbles

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

4.3. List of Prohibited Foods

4.3.1. High fat, high salt processed foods

- a. Peanut butter
- b. Fried food
- c. Sausages
- d. Sausage rolls
- e. Hot dogs
- f. Burgers (unless homemade ones)
- g. Salami
- h. Luncheon meat
- i. Pepperoni
- j. Chicken nuggets (unless homemade ones)
- k. Processed sliced cheeses
- l. Cheese dippers
- m. Bagged savoury snacks

4.3.2. High sugar level foods

- a. Chocolate spread such as Nutella
- b. Doughnuts, croissants, sponges
- c. Chocolates, sweets, confectionery

- d. Breakfast loose cereals (also to avoid food sharing, playing with food and messiness)
- e. Cereal bars
- f. Flavoured drinks including flavoured water, fizzy/soft/energy/sports drinks and juices are not permissible.
- g. Drinkable yoghurts
- h. Organic fruit juices in packets of pouches

4.3.3. Others

- a. Nuts (because of allergies and choking)

4.4. School Fruit and Vegetable Scheme

Our school is participating in the national fruit and vegetable scheme, which entitles all our students 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.

4.5. 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.

4.6. 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.***

5. 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 note (NOT ON MICROSOFT TEAMS or Via email) to your daughter's class teacher, stating the following details:

- a. Date
- b. Name of child
- c. Class and Name of teacher
- d. USUAL mode of transport and the NEW mode of transport (Coaches, Private *Vans* or Car)

Children will not be allowed to change modes of transport, unless the school receives the parent's note in time. **In case of emergency, the school is to be advised about changes in transport by 10:00 am by calling the school.** This would ensure that all personnel responsible for transport is informed timely. When your daughter uses school transport, it is the duty of the **parent to communicate with the van driver about any changes including when your child is unwell or left school early for any other reason.**

6. Home – School Cooperation

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

- a. By reading and discussing together with your daughter the School's Behaviour Policy
- b. Give time to your daughter for open discussion and by listening to them
- c. Help them to have confidence in themselves
- d. Support them through affirmation and encouragement
- e. Give your own example of a Christian commitment by making good use of the FAITH Bag when the child brings it home.

- f. 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:

- a. Use a respectable tone when addressing school staff.
- b. 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.**
- c. Provide information about the child's medical history in order to safeguard the health and safety of the child.
- d. Prevent your child from using social media.
- e. Request an appointment through the Assistant Head when you wish to speak to members of staff.
- f. Provide a doctor's prescription explaining to the assistant head responsible for the year group, how the medicine is to be administered should your daughter require to take any temporary medication. Medication should be brought to school by the legal guardian. **Children should never carry medicines themselves.**
- g. Contact Comcare should your daughter require to take medication on a regular basis during school hours.
- h. Hand over to the Head of School or Assistant Heads any reports or Diagnostic tools (Questionnaires) from professionals, such as psychologists and occupational therapists, with recommendations for the school as soon as possible.

- i. 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.
- j. Refrain from speaking to teachers before or after school hours, in school or outside school, without prior arrangement through the Senior Leadership Team.
- k. Discuss specific complaints with the SLT without resorting to gossiping or complaining with others.
- l. Participate in social, educational and curricular planning activities that support, promote and nurture the school ethos.
- m. Become members of different boards in the school such as the Board of Governors and the PTA committee.
- n. Support the school by volunteering during school activities/midday break activities and even perhaps offer support in his/her area of expertise.
- o. Participate in fund-raising activities and offer the school donation in order to ensure that the school gives the best possible educational resources to the students.
- p. Show respect towards teachers, LSEs, SLT, administration and other staff.
- q. Refrain from smoking and chewing gum on all school premises, including the yards.
- r. Be **decently dressed** on school premises and when dropping off or picking up your child.
- s. Make sure that the child arrives at school by 07: 50 and is picked PUNCTUALLY.
- t. Present any documents about legal proceedings concerning the child's custody to the Senior Leadership Team.

- u. Pass through the MAIN SCHOOL DOOR to enter the school building.
- v. Follow important dates given at the beginning of each Term and the Parents' Correspondence regularly. Dates are subject to change due to unforeseen circumstances.
- w. Participate in activities organised by the PTA.
- x. Read all circulars/consent forms.
- y. 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.

6.1. Communicating with the class teacher

Should parents require to communicate with the teacher, this can be done through an email. The teacher will receive emails and answer as soon as possible. Microsoft Teams is not open for communication of parents with the teacher on a private chat.

6.2 Communicating with the Learning Support Educator

Parents of students who are statemented with the entitlement of a Learning Support Educator are to keep a communication book to communicate with the Learning Support Educator. Microsoft Teams is not open to parents to have a private chat with Learning Support Educator.

7. 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 meet 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.

8. School Assessments

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

9. Services offered by the school

9.1. 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.

9.2. 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.

9.3. Guidance Teacher

The school employs a full time Guidance teacher who works with students in need of support to meet the personal, emotional and social needs of students and help them to deal successfully with their concerns.

10. School Contact Details

Junior School Number: 21346300

School Director: collegedirector@sacredheart.edu.mt

Head of School: headjuniors@sacredheart.edu.mt

Assistant Head (Year 1): maria.cassar@sacredheart.edu.mt

Assistant Head (Year 2 & 3): maria.darmanin@sacredheart.edu.mt

Assistant Head (Year 4 & 5): charmaine.zammit@sacredheart.edu.mt

Assistant Head (Year 6): marisa.vella.demanuele@sacredheart.edu.mt

Secretary: secretaryjuniors@sacredheart.edu.mt

Receptionist: daniela.camilleri@sacredheart.edu.mt

School Website: <http://sacredheartmalta.org>

Facebook page: [Sacred Heart College Malta](#)

The whole team working at our Junior School look forward to collaborate with parents/guardians for another fruitful year and share this journey together with you to enhance the full potential of your daughter's growth at Sacred Heart College.

Absence Form

Name of student: _____ Year: _____

Teacher: _____

Days and Dates when absent: _____

Tick (✓) below as appropriate the reason why your daughter was away from school.

| | | |
|---|--|--|
| 1 | Sick | |
| 2 | Family Bereavement | |
| 3 | Medical/ dental appointment | |
| 4 | Other Reason (Please Specify) _____ | |

Signature of Parent/ Guardian: _____

I.D. card No. of Parent/ Guardian: _____

Telephone/ Mobile No.: _____

If a child does not come to school for **one day or two days**, parents must send the above **note explaining the reason for the absence**.

If a child does not come to school for **three or more consecutive days**, parents/ guardians **must present a medical certificate** stating that the child is fit to attend school, when she comes back to school.

This needs to be presented to the class teacher on the first day when the student returns to school, otherwise, she will not be allowed in class