

# St. Angela Kindergartens



**Small steps towards great success**

## **SCHOOL POLICIES**

*The most important elements that shape a child – the next generation - are three. These are: the efforts of parents, the efforts of teachers, and the national curriculum that should guide them.*

**Sister Elisabeth Gatt, Head of School, 60, St. Andrew Street, Lija LJA 1523 Tel: 21434933 / 77056427**

## **MISSION STATEMENT**

St. Angela School's aim is to provide students with a holistic educational experience. Therefore, we are committed to address the academic, social, physical, psychological and spiritual needs of our students. This is done without distinction of ability, socio-economic status or race.

Our founder Blessed Mons. Isidor Formosa's first aim was for us to host children while their mothers went out to work. He didn't want us to simply look after them – he wanted us to embrace the apostleship of St Angela Merici, who worked relentlessly for the education of children and youths. As a consequence, it is our duty as educators to give much-needed unconditional love and a Catholic education, along with all other types of knowledge.

Our schools should be looked upon as an apostolate which has to be done with commitment so that we can convey Jesus' love to the hearts of our little ones. This necessitates, on our part, sacrifice, and a lot of patience.

Our teachers should commit themselves to not simply be educators, but guardians to all the children as well, by loving them and instilling in them the values we have inherited from our Founder.

## ☞ Quality Education for All

***Education must not be limited to a rigid framework – it should rather be flexible to adapt to all kinds of different needs, so that it can bring out the true potential of each and every child.***

Education may be regarded as the foundation upon which all other principles are based. The development of an educational ethos that stimulates the development of students' potential is the ultimate aim of the National Minimum Curriculum. This must be achieved without undermining the principles of solidarity and co-operation. Quality education for all means that a high standard of education is made available to all, irrespective of the individual's abilities and circumstances.

## ☞ Equality

***Equality, as proclaimed by the Universal Declaration of Human Rights, is a fundamental right; fundamental – because it cannot be overlooked or ignored.***

Education is for all and everyone has the right to learn. Equal and fair treatment is a priority, since this gives each and every individual self-assurance and a healthy self-esteem. No one is to be treated less or more favourably than others. Discrimination is not accepted in any way since its impacts stunt the student's psychological growth and the development of a healthy self-esteem. Everyone is accepted and loved for their uniqueness. If students at a very young age learn to accept those who are different, treat them as equals and learn how to include them in society, then our goal would have been achieved.

## ☞ Diversity

***We are all different and every one of us is a unique individual, but together we are a group, thus there is unity in diversity.***

Each individual is endowed with a vast repertoire of skills, experiences and needs. Here it is more clearly outlined how this diversity, allied with the differences evident in the student population, enables and requires a pedagogy based on respect for diversity and the celebration of difference. Thus the National Minimum Curriculum commits all education institutions to provide all students with the best possible educational experience, irrespective of their social and individual differences. To promote diversity is to promote a multicultural democracy.

## ☞ Inclusion

***Inclusion is more than accepting someone with different needs into a group. It is about making that person feel part of the group.***

An inclusive education is based on a commitment, on the part of the learning community, to fully acknowledge individual difference and to professing as well as implementing inclusionary policies. This concept recognises the full range of educational interests, potential and needs of students. Everyone can be right in the right environment. Through inclusion all students benefit and learn equally. We do not only talk of inclusion but have also integrated it into every aspect of the classroom. We adapt learning styles to suit all so that everyone may benefit and reach a high level of educational standard, according to one's potential. We believe that by promoting equality and diversity, the ideal of an inclusive culture for both staff and students is met.

## ☞ Self Esteem Policy

The School recognises that staff in the school can have a major part to play in the raising of self-esteem in the children that we see. It is our continuing aim to make sure all children feel valued and that all children feel included at all times. We seek to enable the children to share their experiences with each other and with the

staff, while helping them to appreciate and value each other through the words and actions of the staff as role models. Staff daily practice will affect this. In order to implement this policy, it is important that our staff themselves have a high self-esteem and also believe completely in what the school is doing.

### ☞ **Role of parents in the school community**

Parents are among the most important partners in the educational process. When their attitude and behaviour are linked to what is being done at school it becomes a reinforcement from which their children benefit. Thus it is of great importance that parents are encouraged by the professionals to join and participate in educational projects and research in an active manner to enhance the educational learning process of their children.

Parents should always be appropriately dressed both when joining and attending school activities as well as when dropping off and picking up students.

### ☞ **Fire and Fire Drill**

- ◆ The person discovering the fire will notify the Sister in Charge.
- ◆ The fire bell will be rung to alert others in the building.
- ◆ The Sister in Charge will contact the fire services.
- ◆ On hearing the bell, all staff will go immediately to the classrooms to prepare the children for evacuation.
- ◆ The staff (who will ensure that they also take the Register with them) will accompany the children to the agreed meeting place - on the pavement in -----
- ◆ The Sister in Charge will ensure that any visitors and workmen on the premises are directed to the agreed meeting place. She also takes the list of parent contact details.
- ◆ On arrival at the agreed meeting place, all children's names will be checked with Register to ensure that all have been evacuated. A check will also be made to ensure that visitors have been evacuated.
- ◆ No one will move from agreed meeting place until directed to do so by an officer of the fire services.
- ◆ Fire Drill practice will be carried out at least termly and recorded in the Drill Book.

## ☞ Mobile phones and digital cameras

- ◆ To support child protection, St. Angela's enforces a clear policy on the use of mobile phones and digital cameras in the classrooms.
- ◆ Emergency calls are taken on the school landline. (Parents are not to call the staff on their personal mobiles.)
- ◆ Only cameras that are the property of the school can be used.
- ◆ Digital cameras are used as tools to record children's development and as evidence of learning. Sometimes they are provided to children to document their interests.
- ◆ Parents are not allowed to take pictures during school hours (including outings).
- ◆ Any photos taken are stored on a central classroom computer. After photos are downloaded, printed, sent to parents or given to school leavers, they are deleted.
- ◆ When a child is admitted to the school, the parents are given a consent form to sign for photos taken in the school or during outings. During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request.
- ◆ On outings, the school mobile phone can be used for emergencies.

**Commented [A1]:** I think this should be expanded on. It is of utmost importance that educators do not use their mobile devices during contact hours, unless explicitly for educational purposes.

**Commented [HoSAS2]:**

# Whole School Healthy Eating and Nutrition Policy

## 1. Introduction

At St Angela Kindergartens we believe that healthy eating should be promoted as an enjoyable activity as well as one that contributes to good health. We believe that the school plays an important role in developing the student's abilities to make informed choices and is committed to give our students consistent messages about all aspects of health to help them understand the impact of particular behaviours and encourage them to take responsibility for the choices they make.

This policy document was produced in consultation with school staff and under the guidance of the Malta Chamber of Pharmacists together with a nutritionist.

## 2. Why is a healthy eating and nutrition policy necessary?

Childhood and adolescence are critical periods for health and development as the physiological need for nutrients increases and the consumption of a diet of high nutritional quality is particularly important. Eating habits, lifestyle and behaviour patterns are established during this period that may persist throughout adulthood.

We believe that a balanced healthy diet full of nutrients is important for the development of a child's physical state, as well as for their intellectual abilities. Feeding the body with the proper nutrients helps fuel the mind to be more receptive to learning new skills.

## 3. AIM

- To ensure that all aspects of food and nutrition in school promote the health and wellbeing of students, staff and visitors to our school.
- To support students to make healthy food choices and be better prepared through life long learning about food, nutrition and eating.
- To help students understand that good, nutritious food is essential to their ability to learn as well as to their long-term health.
- To promote healthy lifestyles and an awareness of the consequences of healthy and unhealthy choices.
- To ensure a consistent approach to healthy eating across the school community including pupils, staff and parents/guardians
- To ensure the school plays its part in the larger community by helping to promote family health.

## 4. OBJECTIVES

### 4.1 Curricular activities:

- As part of the work that children do they will be taught information about food and nutrition as part of the curriculum. Formal curriculum will be reviewed to ensure that information relating to food and nutrition in different lessons is consistent and up to date.
- The school will also arrange for advice and assistance about healthy eating issues to

be provided to parents, if there is sufficient interest.

#### 4.2 Packed lunches:

Our school aims to support parents in making healthy choices when preparing packed lunches. The school will provide information on healthy foods that should be included in Lunch boxes from home

The following recommended guidelines are based on the recommendations issued by the department of Education through the HELP document in September 2007.

A child's lunch should include only the following:

- A portion of starchy food, e.g. wholegrain bread, sesame seed pitta bread, plain crackers, pasta or rice salad
- Fresh fruit and vegetables, e.g. apple/orange/banana, cherry tomatoes, carrots sticks, mini fruit chunks, etc
- A portion of milk or dairy food, e.g. cheese, plain/fruit yoghurt, etc.
- Small portion of lean meat, fish or alternative, e.g. two slices of ham, chicken, beef, cheese, tuna, egg or hummus, etc.
- Drink - water (not flavoured), milk (not flavoured)

Parents are advised to include an ice pack. Food products, prepared and stored in ambient temperatures, can after a period of between two to four hours, have increased levels of bacteria in them, which may be harmful to your child.

In addition, the school requests that parents do not include the following items in packed lunches:

- Sweets, chocolate, etc.
- Crisps or any packs of savoury snacks high in salt and fat
- Fizzy drinks/sugary drinks
- Sweet cakes, e.g. sugary cakes, doughnuts, etc.
- Sweet nut bars, etc.
- Foods containing salted nuts, etc.
- Packets of salted nuts

Parents who have difficulty following these guidelines are requested to contact the school.

#### 4.3 Drinking water:

The School will ensure that clean palatable drinking water is available for students throughout the school day and that students understand the importance of keeping hydrated.

- The school encourages the use of clear coloured sports-style water bottles.
- Children can bring their own water bottles into their classrooms and are encouraged to drink water whenever they feel thirsty. Water breaks will be encouraged during the day
- Student will be allowed to refill their water bottles when needed.

#### 4.4 School environment:

The School will provide a safe and healthy eating environment for students and staff having lunch at midday.

- Children are required to eat all or at least try to eat most of the food provided in their lunch box
- All litter, from lunch boxes brought in from home, must be taken home at the end of the school day
- Lunchtime supervisors will help any children who have concerns or cause concern during meal time, e.g. children who may have problems eating their lunch, spill or drop their lunch, cannot find a place to sit, do not eat their lunch or skip lunch, etc.
- Children are expected to leave the area where they have eaten their lunch in a reasonably clean and tidy condition



#### 4.5 Rewards

The school does not allow food to be used as a reward for good behaviour or good work. Other methods of positive reinforcement are used including e.g. stickers

#### 4.7 Food Hygiene

- Children should be reminded to wash their hands after going to the toilet and before eating.
- Water bottles and lunch boxes should be taken home every day to be washed.
- When handling food in lessons both staff and children should have clean hands, hair tied back and a clean surface to work on.

This is to confirm that I \_\_\_\_\_ parent of  
\_\_\_\_\_ have read and understood the policies.

By signing this letter I agree to respect and follow the school's policies.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Allergy Policy

### Policy Statement

At St Angela Kindergartens, staff who work within the school environment are aware that children who attend our schools may suffer from food, animal or nut allergies and from bee/wasp sting. We believe that allergies must be taken seriously and that every effort to minimise the risk of exposure must be made to prevent an allergic child or member of staff coming into contact with the allergens which could trigger a reaction.

St Angela Kindergartens are 'Nut free' environments. We are committed to creating a safe environment for the children in our care and the staff who work with us. However, we understand that it is impossible to create an 'allergen free' environment. A plan for the effective response to possible emergencies is in place in the event that a child or member of staff suffers a serious allergic reaction.

Unfortunately, we do not have a school nurse based at our schools but we have a large proportion of our staff who holds a Paediatric First – Aid.

### Procedures and Responsibilities for Allergy Management

When parents admit their children at St Angela Kindergartens, they are asked to complete a medical form and if their child suffers from an allergy induced reaction such as hives or life threatening anaphylaxis whilst at school, they need to make a note of it and discuss it with the Head of School before the child's admission.

If a child or member of staff has an allergy, a laminated action plan will be required. This has to be provided by the parents/guardians and should contain the following details:

- Child's photo
- Child's details
- Contact mobile numbers of both parents/guardians
- Precautionary measures list of allergens to avoid

- Description of usual symptoms
- Action to take in the event of the child having an allergic reaction including a crises management plan for severe reactions
- Details of any medication including an Epi – pen kept on site
- Location of medication
- Contact information for the child's GP
- Parents/ guardians' signature
- Demonstrates best position whilst awaiting the ambulance should breathing difficulties or pale/floppy/unconscious symptoms occur

The parents/guardians should provide us with a signed letter to acknowledge that a member of staff is allowed to apply the epi – pen if needed and that the school will not be held responsible of any reactions.

### **Additional information**

During lunch time, the Kindergarten Educator and the Learning Support Educator will ensure that children with allergies are seated on separate tables and the LSE will sit next to them to ensure that they do not share their food or the food of other children in the class. Once the lunch is over the LSE will take the children from the table and away from the area so that all traces of any food can be removed and the tables and floor are cleaned.

Children with allergies will participate in cooking activities once they bring their own ingredients from home.

When children celebrate their birthday at school, those children suffering from an allergy are to bring a muffin from home.

## **Behaviour Management Policy**

1. It is central to the philosophy of St Angela Kindergarten that all staff are positive and motivated at all times, towards the children as well as each other. Any issues or problems arising with children, other members of staff or parents/guardians should be immediately and privately discussed with the Head of the School / Assistant Head. The passing of negative comments about parents/guardians and family members, other staff or children are not acceptable.
2. We understand that children tend to pick up speech habits and mannerisms attitudes from their parents/guardians or other family members, and may inadvertently use speech which is inappropriate in class. Should this happen, the staff will talk to the children about the importance of understanding feelings and respecting each other. Accepting differences and respecting each other will be a part of the ongoing work of the School. The behaviour will be discussed with the parents/guardians, and any issues or difficulties will be highlighted. As part of our commitment to working in partnership with parents/guardians, they will be requested to guide their child towards understanding why the comments made are negative and therefore unacceptable.
3. Where the parents/guardians refuse to accept that the child has made these comments; or seek to justify the comments on the grounds that they are valid, or just 'child talk', and that the child 'doesn't really mean it', the member of staff must insist that action be taken to stop the child behaving in this way, and that the justifications or excuses are not acceptable and offer alternatives.
4. The incident must be documented in the Accident / Incident Book.

## **POSITIVE BEHAVIOUR**

1. We aim to ensure that there are enough popular toys, resources and sufficient activities available, so that children are meaningfully occupied, therefore reducing the chances of unnecessary conflict over sharing and waiting for turns. We assist children in gaining these skills through a range of appropriate activities relevant to their age and stage of development.
2. We promote and acknowledge considerate behaviour such as kindness and willingness to share.
3. We support each child in developing self - esteem, confidence and feelings of competence.
4. We support each child in developing a sense of belonging in their group, so that they feel valued and welcome.
5. We avoid creating situations in which children receive adult attention only in return for inconsiderate behaviour.
6. When children behave in inconsiderate ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately.
7. We recognize that very young children are unable to regulate their own emotions such as fear, anger, or distress and require sensitive adults to help them do this.
8. Common inconsiderate or hurtful behaviour of young children, include tantrums, biting or fighting. Staff at St Angela are calm and patient. We offer comfort to appease intense emotions, help children to manage their feelings, engage in conversation with them to help resolve issues and promote understanding.

9. We aim to collaborate with parents/guardians and children to find resolutions. We will use a range of strategies to support the child, and with the parents'/guardians' consent, we will seek external specialist guidance when required. We work with parents/guardians at all times when implementing strategies, gaining information about home circumstances, and identifying suitable approaches to behaviour management.

10. Unacceptable physical behaviour will be dealt with in the same way.

## **PROCEDURE FOR DEALING WITH UNACCEPTABLE BEHAVIOUR**

1. A copy of this policy should be signed by each contracting parents/guardians to signify their agreement.
2. An immediate verbal response to the action.
3. A gentle and simply worded explanation to the child as to why the behaviour was unacceptable.
4. If the unacceptable behaviour persists, the child will be withdrawn from the activity/group for a short period.
5. If necessary, a child maybe, taken to another room to calm down.
6. Parents/guardians will be informed if we feel that a child's behaviour is particularly worrying such as aggressive, disruptive and hyperactive.
7. Educators and parents will work together to promote acceptable behaviour.

8. If the child shows no sign of improvement in behaviour, a written warning will be sent to the parents /guardians explicitly stating what the child is saying and doing that is unacceptable, and warn them that if the behaviour does not stop within an agreed time period, and are not willing to cooperate, the child will be expelled until they are referred to the CDAU for a Psychological Assessment.
  
9. We request that everybody, including School staff and parents/guardians will be consistent in their approach to behaviour management.
  
10. We will follow these procedures in a way that is appropriate to the maturity of the child and their respective behaviour.

**Please sign to confirm your understanding:**

**Child's name:** \_\_\_\_\_

**Parents'/Guardians' Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## ☞ The School Uniform

Wearing a uniform is a sign of identification within the school community. Students should always come to school in full uniform. All hair must be kept clean and neat. Girls' hair should be pulled back neatly with a navy blue elastic band and only cloth hair bands should be used. Hairpins, metal hair bands or any other metal headwear must not be worn at any time. Boy's hair should be cut short and neat. Jewellery is not permitted, except for girls who may wear one pair of post (studs) earrings but NO hoops or dangles. Make up, nail polish, sticker tattoos and hair dye are not tolerated.

## Summer Uniform

The summer uniform consists of a salmon logoed polo shirt, navy blue shorts for the boys and a checked divided skirt for the girls, a navy blue cardigan, matching navy blue ankle socks, navy blue shoes (no laces) and a navy blue logoed cap.

## Winter Uniform

The winter uniform consists of a salmon and blue logoed tracksuit for both boys and girls, navy blue socks, navy blue shoes (no laces) or plain white running shoes and a navy blue plain jacket. In case of a rainy day, a navy blue or transparent raincoat may be worn over the jacket.

Umbrellas and/or any other colourful jackets are **not** permitted.

Students are to wear a school tag with a passport size photo for the first month.

***All items must be clearly labelled.***

## PE Kit

The PE Kit consists of a pair of Navy Blue shorts, T - Shirt and white socks and trainers. Each school has a different coloured T- Shirt. These are as follows -: Lija purple, Rabat Red, Zabbar Azur and Pieta Yellow



## ☞ School Schedule

School door will open at 08:15am. All students must use the school's main door which will be left open till 08:45am. All children must go directly to their classroom.

If anyone wishes to speak to a member of staff about an important matter they should do so either by writing an email or by telephoning the school to fix an appointment.

### **School hours shall be from 08:15 – 13:30**

Throughout the month of June school hours are from **8:15am till 12:00pm**.

### **Dismissal Times**

Kindergarten 1: **13:20pm**

Kindergarten 2: **13:25pm**

Parents must be punctual when picking up their child as school door closes at 1:30pm **SHARP**.

When children are not going to be picked up by their parents, upon dismissal a note must be presented granting permission to the person who would be collecting them. The person mentioned is to present their ID card.

## ☞ Attendance

Regular attendance and punctuality are important for the academic and socio-emotional progress of every child.

- ◆ If a student is sick a medical certificate must be presented.
- ◆ In cases of a contagious illness and/or head lice the parent/guardian must provide a certificate stating that the child is fit for school.
- ◆ In the event that a student feels sick while at school, the school will call the telephone number listed on the "Emergency Contact form". Anyone picking up the student in this event apart from the parents/guardians, must present their ID card and sign and complete an 'Early pick up' form before leaving the school building. Personal details and records will be kept on file and considered as a legally binding document.
- ◆ For health and safety precautions sick children will **not** be allowed to attend school and will be sent home if they are brought to school sick (e.g. runny coloured mucus).

- ◆ When called, the parent should collect the child from school immediately.
- ◆ In the event of a long unjustified absence the Secretariat for Catholic Education will be informed to take appropriate action.

### ☞ Break Time

Students are to bring a healthy packed lunch consisting of a healthy sandwich, cheese, carrots and cucumber sticks, tomatoes, fruit, yogurt and so on. Grapes and cherry tomatoes must be cut in half – to avoid choking hazards. For drinking, only water is accepted. All students must also bring a napkin and must have **all belongings clearly labelled. No sweets or unhealthy food or drink are allowed.**

### ☞ Birthdays

Birthdays may be celebrated at school together with classmates. Parents are to advise the class teacher at least a week in advance. **Only plain sponge cupcakes** should be brought to school and **should not have cream, icing, food colouring or messy decorations.** The school reserves the right to return a messy cake back home. Invitations for private birthday parties will only be distributed if the whole class is invited.

### ☞ School Outings

Organising an Educational school outing is also part of our curriculum, and as a kindergarten school, we must make sure to meet not only the academic aspects but also other developmental milestones. Sometimes during outings, the educator will ask for parents'/guardians' help and therefore, you will need to take it in turns to attend outings by using the parents' helper form which you will find on our school website. Anyone joining the outing can make use of the transport organised by the school. There will be no refunds for those who book to join the outing and then

cancel. Parents are not allowed to smoke during school outings and they are to dress and behave appropriately.

## ☞ School Staff

The school staff follows regular work conditions as directed by the Education Department and thus members of staff are entitled to sick leave, time off, bereavement period etc.

Personal contact information is **not** to be requested as staff is directed **not** to give personal details. They are also requested not to accept Facebook requests **as they have their own private life.**

Commented [A3]: I would omit this

## ☞ The School Notice Board

The school has a notice board for the parents. We encourage you to take notice of it regularly as certain important notices will be indicated on it. Should the parents not be able to see the board due to the fact that the child uses mini – van service to go home, an email will be sent with the same notices.

## ☞ Other Important Factors

- ◆ Baby bottles, comforters and dummies are not allowed at school. Toys from home are only allowed for, 'Show and tell' activities as indicated by the teacher.
- ◆ All students must be independently toilet trained (an exception is made only for students with special needs, following IEP).
- ◆ Parents should always be appropriately dressed both when joining and attending school activities and when dropping off and picking up students.
- ◆ Parents' conflicts are to be dealt with in private.
- ◆ The Learning Support Educators can join in any extracurricular activities (such as speech therapy, OT, play therapy, etc.) after discussing the needs of the child between the parents

and Head of School. The LSES are to be guided by professionals on how to further the child's improvement and abide to it

- ◆ No written homework can be given to kindergarten students. Those who do not attend school due to an illness or any other reason cannot be given the work done during their absence to be done at home.
- ◆ Students are not to exchange Christmas cards or any other items brought from home.



This is to confirm that I \_\_\_\_\_ parent of  
\_\_\_\_\_ have read and understood the policies.

By signing this letter I agree to respect and follow the school's policies.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_