

# Theresa Nuzzo Kinder School



## School Ethos And School Policies 2020 – 2021

To keep up the school motto 'Love and Diligence', Theresa Nuzzo School promotes and enhances the academic, social, physical, moral and spiritual dimensions of every pupil. This is achieved with the help of parents, teachers and all the staff who create a Catholic environment following the principles of the Foundress Mother Maria Theresa Nuzzo.

The goal of the Safety and Healthcare Plan is to maintain and promote the health and safety of our school children and staff at Theresa Nuzzo Kinder School.

### School Admission forms:

- Admission school form.
- Record of vaccinations
- Medical and Emergency form
- GPDR photo and video consent form.
- Outings parent's/guardian's consent form.
- An original copy of child birth certificate.
- An original translation of the birth certificate if the original copy is not in English,
- ID Card/s of parent/s of the child as attested by the birth certificate
- SFCE Data Protection form

- An original copy of the legal document indicating guardianship /custody of the child if the child is not accompanied by both parents,

**Admission:**

7.15 am School door is opened for children using school transport. 7.30 am for those coming with parents. Morning assembly 8.00am.

All Kinder 1 and Kinder 2 pupils enter slowly and safely from the main entrance and walk to the assembly hall.

In order to enable a smooth-flow during admission time, all parents/guardians are kindly asked not to enter the school premises. Special permission is granted to parents whose children are assigned an LSE on a one-to-one basis. Pick-up and Drop-off changes must be communicated to the teacher /Head teacher by parents.

**Dismissal**

Each class is to line up in the hall as the bell rings according to their year and colour. The class teacher is to accompany the pupils to the school door.

Kindergarten 1 / 2 at 12.45pm - Children picked up by parents

At 1.00pm - Children using school transport

Pupils are to be picked up on time.

Kindergarten Assistants will not dismiss the child unless she/he is picked up by a responsible authorized person.

If a child is going to be picked up by someone else other than the usual person, a note with the ID number or a copy of the parent's/guardian's ID card is necessary.

Parents/guardians are to send a written and signed note to inform the class teacher that their child will be leaving early on a particular day owing to certain circumstances, such as a hospital/clinic appointment.

### ***Road Safety Education:***

Staff, parents/guardians and school bus drivers are constantly reminded of the importance of driving cautiously in the surrounding school areas and to park attentively when dropping off and picking up children. Drivers are also reminded about the importance of ensuring that all children are seated and that the vehicle used is in compliance with all road safety regulations.

### **Break time**

LSEs and teachers are responsible for the students. The break is divided in two parts. Each class has a time allocated to eat and to go out to play in the yard.

### ***School Outings:***

- All educational outings, which are planned by the school management and kindergarten assistants, are important for a holistic formation of all pupils.
- An outing consent form is sent to parents/guardians where they will be given all the information necessary related to the respective outing.
- Parents/guardians are to make sure that they send the consent form together with the exact amount of money for the outing in an envelope till date stipulated on the circular. On the envelope they are to write the pupil's name, class, amount and outing. No money will be accepted without a signed consent form.

- No pupil will be allowed on the trip unless this form has been returned to school.
- All pupils are to be protected with sun block cream during the summer period.
- When having an outing the teacher makes use of a double stroller in which two students are placed, one on each side of the stroller.
- Transport is to be paid by every pupil. If a pupil pays for the outing and he/she does not turn up due to being sick, transport money is not to be refunded.
- In certain circumstances parents are invited to join school outings.
- Teachers must always take the attendance before leaving school.

### **Labelling personal items**

The school strongly recommends the labelling of personal items such as bottles, lunch box, napkin and all items of the school uniform, including shoes. Any extra items that are requested from time to time for school activities must also be clearly labelled.

### **Not allowed**

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).

## Illnesses/Health Conditions:

The school recognizes the need to provide First Aid facilities for all staff, students and visitors during school hours. The parent/guardian is immediately contacted if the child is not feeling well. It is a must that the parent/guardian fills in the admission form presented by the school administration at the beginning of each scholastic year, in order to ensure that school management is always in possession of a contact number in case of emergency.

If a child requires medication during school hours, the parent/guardian is required to deliver the medication. In case of an infectious disease, parents/guardians are to notify the school immediately of the nature/type of infection and isolate their child to prevent transfer to other members of the school community.

The parents/guardians of children will be asked to present a certificate by a general practitioner if the child is absent for more than three days.

### **Procedures for children who are sick**

- If children appear unwell during the day - for example, if they have a temperature, sickness, diarrhea or pains, particularly in the head or stomach - School will call the parents and ask them to collect the child, or to send a known person (show ID card) to collect the child on their behalf.

When sick children are sent home, they will not be accepted in the school unless a medical certificate is presented to confirm that the child is fit for school.

If a pupil is absent for two days or less a note from the parents/guardians must be given.

If a student is absent for three days or more, a medical certificate is required.

If a student is absent from school for more than a week, parents should inform the school accordingly.

Parents are to inform the school if child suffers from any type of allergy.

## **Healthy Eating Policy**

### **School Lunches**

In keeping with the National Education Policies, our school, strongly advises the consumption of healthy food and drinks. Therefore parents are encouraged to provide their children with healthy lunches.

- Sugary foods are not permissible in school lunches (e.g. chocolates, biscuits, sponges, sugar coated / chocolate breakfast cereals). If students bring any of these they will be kept by the class teacher and returned to the student at the end of the school day.
- Water only is allowed at school.
- A plain cake, fruit cakes or muffins are allowed on special occasions.
- Children who are not allowed to eat certain foods which may cause allergic reaction or food with certain ingredients, should notify the child's teacher.

### **Birthdays**

- Since each child is special and it is necessary for every child to feel so, birthdays are celebrated and we allow children to bring plain cupcakes to celebrate this special day.

- For school parties and on birthdays children are allowed to wear any comfortable casual outfit.
- Birthday party invitations are not to be passed on at school unless the whole class is invited.

### **School Uniform**

Uniform provider for our school is **Eagle K Wear Imrieñel.**

Address: Eagle K-Wear Co.Ltd.

Notabile Road,

Mrieñel - BKR3000

Tel: 21442329

- **Winter Uniform** - Grey and Wine school track suit and a beige turtle neck underneath, white socks and black velcro running shoes. Grey and Wine school jacket. Girls hair should be tied with a wine ribbon.
- **Summer Uniform** - Blue shorts and short sleeved blue T- shirt, white socks and black velcro running shoes.

### **Hair**

Boys should have very short hair without gel and no fancy hair styles!

Girls with long hair should be plaited or kept in a ponytail.

Parents are responsible to frequently check their children's hair for head-lice.

### **Jewellery**

For safety purposes, earrings should preferably be studs.



## Theresa Nuzzo Kinder School Hamrun

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: \_\_\_\_\_