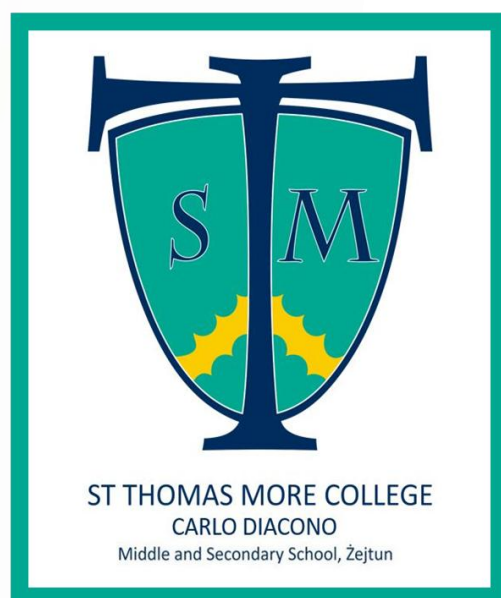


ST THOMAS MORE COLLEGE CARLO DIACONO MIDDLE & SECONDARY SCHOOL ŽEJTUN



SCHOOL POLICIES FOR STUDENTS & PARENTS/GUARDIANS

2026-2027

**OUR SCHOOL VISION -
TEACHING AND LEARNING
IN A POSITIVE CLIMATE**

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DISCIPLINE POLICY

AIM OF POLICY - To provide clear guidance on positive behaviour and discipline, with the aim of:

- creating a **positive school environment** which supports the achievement of our educational aims;
- **guiding staff** on how to respond appropriately when the need arises;
- maintaining high standards of **conduct and discipline**, and
- encouraging students to take **responsibility** for their own actions.

The years that the students spend within the school is a time in which they:

- change **physically** and **mentally** from childhood into adolescence;
- develop **emotionally** and **intellectually**;
- gain a **better understanding** of the world around them;
- strengthen their **general education**, and
- prepare themselves for **further education** and for the **world of work**.

STUDENTS' DUTIES - RESPECT TOWARDS SELF AND OTHERS.

The student must:

- show **respect** towards the Head, Deputy Head, educators and all members of staff;
- show **respect** towards his/her classmates and other students;
- **discuss with the Form Teacher/Guidance Teacher** any problems they may encounter;
- **behave respectfully and appropriately**, including when using school transport;
- **attend school regularly** and be **punctual** for school and school assemblies;
- wear the **school uniform** daily, ensuring a **neat and clean appearance**;
- ensure that their **hairstyle** conforms to the school uniform regulations;
- complete **schoolwork and homework** regularly;
- leave school in an orderly manner at **dismissal time**;
- keep **school environment** clean and in good condition;
- make appropriate use of **school facilities**, including textbooks, tools, apparatus, desks and chairs;
- participate appropriately in **school activities** organised during the mid-day break, and
- take responsibility for their **personal belongings**.

WHAT IS NOT ALLOWED - The following is **PROHIBITED**:

- **leaving classroom** without permission;
- **disrupting** lessons or interfering with the learning of others;

- **loitering** in corridors between or during lessons without permission;
- **running** and/or **playing** in corridors;
- consuming **food and drinks** inside the school building, except in designated areas or where otherwise permitted;
- entering **designated out-of-bounds** areas without permission;
- **throwing rubbish or objects**;
- **fighting, threatening, intimidating, insulting or deliberately harming** another person;
- **bullying, harassment or discriminatory behaviour**, including behaviour related to another person's identity or characteristics;
- **using foul, offensive, insulting or threatening language** towards others;
- deliberately **providing false information** to a member of staff in relation to a school matter;
- **playing truant** from school or lessons;
- **using toilets or other facilities** contrary to the arrangements established by the school;
- **chewing gum** or **bringing large amounts of money** to school without a valid reason;
- **verbal abuse or physical aggression** towards staff or peers;
- **bringing cigarettes, alcohol and/or other prohibited or dangerous substances** onto school premises;
- **bringing cutting or pointed instruments or other objects that may pose a risk to safety**, unless specifically required and authorised for an educational activity;
- **bringing or accessing pornographic** or other age-inappropriate material;
- **unauthorised possession or use of mobile phones, smartwatches, trackers and portable speakers**;
- **unauthorised possession or use of other electronic devices**, and
- **keeping medication in their possession** except where this has been specifically authorised in accordance with school procedures.

The school is not liable for damage and/or loss of objects brought to school against school regulations and/or which have been confiscated. The school staff will not assist students in the recovery of any missing items brought to school against school regulations.

POLICY FOR BEHAVIOUR POINT SYSTEM & DISCIPLINARY ACTIONS



AIM OF POLICY - Our school uses a **Unified Behaviour Balance System** to monitor and encourage student conduct in a fair and transparent manner. Rather than keeping separate behaviour and reward records, one running balance is maintained to reflect a student's overall standing.

How it works

- All students start the **scholastic year at 0 points**.
- **Positive actions add points; negative actions deduct points**.
- The balance moves up or down throughout the year and provides a clear indication of the student's current standing.

Why we use it

- **Clarity and transparency:** One balance is easy for students, parents/guardians, and staff to understand.
- **Redemption and growth:** Students who make mistakes have the opportunity to **improve their standing** as positive points earned later can **offset earlier deductions**.
- **Encouraging positive behaviour:** The direct link between positive choices and the overall balance **encourages constructive conduct**.

Where a student breaches school rules at school, on school transport or during a school activity or outing, negative points will be recorded in accordance with the approved Points System. The response will take account of the nature and seriousness of the behaviour, the circumstances and relevant context, including any formally identified needs and reasonable adjustments, where applicable.

With every -10 Points – Yellow Sheet Report to be signed by parents/guardians and student is given a break session.

With every -30 Points – Green Sheet Report to be signed by parents/guardians and student is given an afterschool session.

More than -90 Points – The College Principal will be informed, and further action/s will be taken.

Behaviours within the approved Points System are grouped into three levels: **Minor, Moderate and Major**, according to their nature and seriousness, so that responses are proportionate to the behaviour concerned.

The behaviour of each student will be recorded in the Annual Reports and Secondary School Certificate & Profile.

REWARD FRAMEWORK POLICY



The school has a Merit Reward System to **recognise and encourage students' positive behaviour**, effort, progress and achievement. Each positive action is awarded 5 points, and parents/guardians are informed through the school's established communication system. These positive points contribute towards **Certificates of Merit** as follows:

- +20 Points** (4 Positive Actions) – Student will receive a **Bronze Certificate of Merit**.
- +35 Points** (7 Positive Actions) – Student will receive a **Silver Certificate of Merit**.
- +50 Points** (10 Positive Actions) – Student will receive a **Gold Certificate of Merit**.
- +75 Points** (15 Positive Actions) – Student will receive a **Platinum Certificate of Merit**.

Positive recognition may be awarded for achievement, effort, improvement and positive contribution across different areas of school life, including academic, artistic, sporting, technical, vocational, civic and other school-related activities.

Every term, a student from each year group will be selected by educators as '**Student of the Term**'. The name of the selected student will be engraved on a shield displayed in the school corridors. Selection will take into consideration the following criteria:

- 1. Overall good marks in the assessment.**
- 2. Tasks are done on time, carefully and with dedication.**
- 3. On-going effort and evident improvement.**
- 4. Continuous exemplary behaviour both in and out of class.**
- 5. Shows respect towards authority and other students.**



SCHOOL UNIFORM POLICY

It is the **parents' responsibility** to check that their son/daughter wears the school uniform daily as described below:

- **Summer uniform - College short sleeve polo shirt, College chino trousers (long), black gym shoes & black/white socks.**
- **Winter uniform – College anorak, College long sleeve polo shirt, College tracksuit trousers, College tracksuit jacket, black gym shoes & black/white socks.**
- **PE uniform - College PE T-shirt and PE shorts (to be worn beneath the chino or tracksuit trousers and used during PE lessons only), College tracksuit jacket during the winter, College PE cap, black gym shoes & black/white socks.**

Students are expected to **always attend school in the correct uniform**. In the event of a uniform breach, the school will follow a graduated approach. The student will first be reminded of the uniform requirements, and the matter will be addressed with the student. Where necessary, parents/guardians will be informed and may be asked to provide the correct uniform item. Repeated or persistent breaches will be addressed through the school's established procedures. Removal from lessons due to a uniform concern should only take place in exceptional circumstances. Relevant individual circumstances and reasonable adjustments will be taken into consideration, where applicable.

Uniform items which have been scribbled or written upon are not acceptable and must be cleaned or replaced as soon as possible.

Hair must be of ONE NATURAL colour.

WHAT IS NOT ALLOWED WITH THE SCHOOL UNIFORM –

The following are not permitted as part of the school uniform and appearance requirements:

- hairstyles incorporating shaved lines, patterns or designs;
- artificial or prominently styled eyebrows or eyelashes;
- hairstyles excessively shaped or sculpted using hair products;
- long hair worn loose; long hair must be tied back;
- coloured hair bands other than blue or black;
- make-up;
- coloured nail polish, nail art, gel or French manicure, and excessively long fingernails;

- bracelets, rings, necklaces and ankle bracelets;
- visible body piercings;
- earrings other than one pair of matching small studs; and
- visible tattoos.



HOMEWORK POLICY

PURPOSE OF HOMEWORK – The homework:

- is an **important part of a student's learning experience**;
- promotes **academic growth and responsibility**;
- fosters **creativity** through independent study;
- should **encourage students** to develop academically;
- aids in **developing good work and study habits**;
- is an **extension of class work** and **strengthens skills** already taught, and
- is defined as **written or non-written tasks** to be completed outside the classroom.

KINDS OF HOMEWORK

- **Preparation** – given to prepare a student for coming lessons.
- **Practice** – given to reinforce lessons already taught in class.
- **Creative** – given to provide challenging learning opportunities.
- **Continuous** – assignments/tasks which are part of the continuous assessment.

HOMEWORK GUIDELINES – Homework/assignment is:

- given with **explanation** so student will know what he/she is expected to do;
- **not given as a punishment**;
- **carefully planned, corrected** by the teacher or as a **class correction**;
- **meaningful and appropriate to the subject and learning objectives**, and
- **expected to be completed and submitted by the due date**.

Students are responsible to write their HWs in their school diary and update it regularly.

PARENTS'/GUARDIANS' RESPONSIBILITIES

- Respond to school's request for **support** for homework.
- Expect **daily homework** and insist that their son/daughter completes it regularly.
- Provide a suitable **study atmosphere** that is quiet, well-lit and supervised.
- **Maintain the home/school connection** through calls, parents' days and contact with schoolteachers when necessary.
- **Show interest** in the HW being done but **not do the work** for their son/daughter.
- **Encourage reading** and try to read with their son/daughter.
- Make special time each day for homework supervision.
- Encourage their son/daughter to read newspapers, magazines and books.
- **Check regularly to see that the homework is done.**
- **Check the school diary** for any messages from teachers (pages at the end).

Where homework is not completed or submitted, the subject teacher will first address the matter with the student and remind them of **their responsibility to complete assigned work**. Where concerns persist, parents/guardians will be informed through the school diary, email, telephone or other established school communication channels. Repeated or persistent failure to complete homework may result in disciplinary points being recorded through the **MySchool Points System** and further appropriate action being taken in accordance with school procedures. Where appropriate, students may be given an opportunity to complete outstanding homework during a designated support or catch-up session. Relevant circumstances and any reasonable adjustments should be taken into consideration, where applicable.



READING POLICY

AIM OF POLICY: to promote a **culture of reading** and create an environment in which reading is celebrated, appreciated and valued. Reading is at the core of the curriculum and plays an important role in **students' personal, social and academic development and overall well-being.**

As a school, we aim to cultivate a love of reading among students by:

- **providing reading nooks** in school foyers where students can access books to read;
- promoting the **use of the school library** during designated break-time slots;
- encouraging students to read for **at least 15 minutes during replacement** lessons. Students may bring their own reading book or borrow one from a reading nook; and
- **recognising and rewarding students** who demonstrate enthusiasm for reading through the school's positive points system.



LOCKER POLICY

The locker provides a lockable place where students can store unnecessary books to decrease the heavy load of the school bag. Thus, students will avoid carrying extra weight within the school premises. This facility helps students learn to become responsible and organised citizens.

The lockers:

- are the property of the school;
- are to be used only for **storing books and other school-related items**;
- must not be used **to store prohibited items**;
- are subject to **an annual fee**;
- must be secured using a key or padlock provided by the student;
- require **a spare key**, clearly labelled, to be provided to the school administration. Combination/code padlocks are not permitted, and the padlock must be of the size specified by the school administration;
- are individually numbered and allocated to students. Students may not exchange lockers unless permission is granted by the Deputy Head responsible for the respective blocks;
- are **leased from the second week of October until the second week of May**;
- may be accessed during Form Teacher time or during the first five minutes of the first lesson in the case of an assembly, and during the first five minutes of each break;
- require students to take responsibility for bringing their locker key to school;
- may be **checked by the Head of School, Deputy Heads and/or other authorised members of staff** as directed by the school administration; and
- must not be open during lessons.

Where a student repeatedly fails to use the locker responsibly or breaches the Locker Policy, access to the locker may be suspended. In cases of persistent or serious misuse, the locker facility may be withdrawn for the remainder of the lease period. Where the facility is withdrawn due to misuse, the annual fee will not normally be refunded.



ANTI-BULLYING POLICY

THE AIM OF POLICY - **to ensure that students learn in a supportive, caring and safe environment, free from bullying, harassment and discrimination.** The school does not tolerate bullying and will respond appropriately to concerns that are reported or observed.

Bullying is behaviour that is intended to cause harm, distress or intimidation and is repeated over time, or has the potential to be repeated. It may involve an imbalance of power between the students involved.

Not every disagreement or incident between students constitutes bullying. Conflict may involve a disagreement or dispute between students where there is no established pattern of bullying. **Discrimination involves unfair treatment** based on a person's characteristics or identity, while **harassment involves unwanted behaviour that causes distress, humiliation or intimidation.** **Cyberbullying involves bullying through digital technologies,** including social media, messaging platforms and other online communication.

Where an incident raises concerns about a student's safety or welfare, it will be treated as a safeguarding matter and referred through the appropriate school safeguarding procedures.

Bullying may take different forms, including:

- a. **Physical** - for example, hitting, kicking, pushing, damaging or taking another person's belongings;
- b. **Verbal** - for example, repeated name-calling, insults, threats or offensive remarks;
- c. **Social/Relational** - for example, deliberately and repeatedly excluding someone, spreading rumours or encouraging others to isolate a student; and
- d. **Cyberbullying** - for example, repeated harmful, threatening, humiliating or intimidating behaviour through social media, messaging platforms or other digital technologies.

Students experiencing bullying may show changes in behaviour, such as becoming withdrawn or anxious, avoiding school, experiencing difficulties with concentration or showing changes in their work patterns. Such signs do not necessarily indicate bullying but should be taken seriously and explored appropriately. **Students are encouraged to report bullying or other concerns to a trusted member of staff.**

DUTY OF THE SCHOOL – The school will remain alert to signs of bullying and respond promptly to concerns that are reported or observed. Students will be supported in understanding bullying, respectful relationships and appropriate behaviour through

PSCD lessons, Form Teacher periods, assemblies and other educational opportunities. Reported incidents will be considered according to their nature and context so that bullying, conflict, discrimination, harassment and safeguarding concerns are responded to appropriately.

SUPPORT FOR STUDENTS AFFECTED BY BULLYING - They will be supported by:

- being given an appropriate opportunity **to discuss what has happened;**
- being offered **ongoing support** according to their needs, and
- being **supported in restoring their confidence, sense of safety and well-being.**

ACTION WHERE A STUDENT HAS ENGAGED IN BULLYING BEHAVIOUR - Where a student is found to have engaged in bullying behaviour, the school will:

- **discuss the behaviour with the student and seek to establish what happened and the circumstances involved;**
- support the student in **understanding the impact of their behaviour;**
- provide **appropriate support** where needed; and
- **take appropriate action** in accordance with the school's behaviour procedures.



GENDER EQUITY POLICY

RESPECT FOR GENDER DIFFERENCE - A WHOLE SCHOOL CULTURE

AIM OF THE POLICY - to promote gender equity throughout school life and to ensure that all students are provided with equitable opportunities to participate, learn, develop and achieve, irrespective of gender. The school seeks to challenge gender stereotyping and promote mutual respect among all members of the school community.

A GUIDE TO RESPONSIBILITIES – It is everybody's responsibility to contribute to gender equity in education and to guarantee equal opportunities for everyone, irrespective of gender. Educators should:

- provide equitable opportunities for participation and contribution during lessons;
- encourage all students to participate in the full range of learning activities;
- avoid reinforcing gender stereotypes when allocating tasks, responsibilities or roles;
- use teaching materials and examples which, where possible, reflect a balanced representation of genders;
- challenge gender stereotyping when it arises in classroom discussion or interaction; and
- address gender-based remarks, insults, harassment or discriminatory behaviour in accordance with the school's established procedures.

Members of staff should use respectful and inclusive language and avoid assumptions about students' abilities, interests, behaviour or future aspirations based solely on gender:

- the SMT, teachers and LSEs must ensure that they treat **all** students with respect, fairness and dignity when dealing with behavioural issues;
- A positive school discipline emphasises and celebrates good practice of **all** students;
- gender-based insults, harassment, discriminatory behaviour and other inappropriate gender-based conduct will be **addressed promptly and in accordance with the school's established procedures**;
- During school assemblies and instances where students need to line up, students should line up in **alphabetical** order;
- Form Teachers should apply the principle of gender equity when choosing the class **prefect** and **sub-prefect**;

- Deputy Heads should apply the principle of gender equity when choosing the **school prefects**;
- When organising **educational visits and other school activities**, educators should promote equitable participation and take account of students' individual needs, inclusion and accessibility requirements. Appropriate planning and risk assessment should be undertaken in accordance with the school's Educational Visits Policy and applicable procedures, and
- **All students should be encouraged to participate** in positions of responsibility, school activities, sports, projects, clubs and other educational opportunities without gender-based restrictions or stereotyping.



HEALTHY EATING POLICY

AIM OF THIS POLICY – to promote healthy eating habits among students and encourage them to make informed and responsible choices about food and drink as part of a healthy lifestyle. The school encourages students **to bring healthy and nutritious food and drinks to school**. Parents/guardians are encouraged to support the school in promoting healthy eating habits. Food and drinks brought to school should be consistent with the school's healthy eating guidelines.

The following **foods and drinks should not be brought to school**:

- foods **high in fat, sugar and salt**;
- **packets of snacks**;
- **soft drinks and sugar-sweetened drinks, and**
- **sweets and chocolates.**

The following guidelines are recommended:

- Before leaving home for school, students should be given a **healthy breakfast**.
- Students should bring **water** only to school for drinking.
- Students can make use of the **water fountains during break times**.
- Students should be given a healthy lunch to eat at school such as – **fresh bread rolls with a healthy filling**.

The Healthy Eating Policy also applies for school outings and activities.

Our **School Tuck Shop** operates in full alignment with this **Healthy Eating Policy** and promotes a healthy lifestyle by offering only items on the Permissible Foods and Drinks list. All food is prepared fresh on site each school day, and only water and other approved beverages are sold.



NON-SMOKING POLICY

AIM OF POLICY - To **promote a healthy and safe school environment** by maintaining school premises as a smoke-free environment. The school recognises its **responsibility to safeguard the health and well-being of students**, staff and visitors and to protect them from exposure to tobacco smoke.

Smoking, vaping and the use of electronic cigarettes or similar devices are not permitted on school premises or during school activities. This policy applies to all students, members of staff, parents/guardians and visitors, including during Parents' Days/Evenings and other school activities held on the premises.

Members of staff accompanying or supervising students during school outings, activities or other school-related events outside the school premises are expected to follow the same policy.



MOBILE PHONES POLICY

Use or possession of mobile phones by students on school premises is prohibited.

The Senior Management Team is highly aware that sometimes, family circumstances crop up where students need to bring their mobile phone with them to school. **This should be the exception and not the rule.** If such is the case, parents must follow a strict code of procedure whereby:

- at least two days before, parents/guardians write a note to the Deputy Head explaining why their son/daughter had to bring a mobile to school, and
- on the day, student presents the parent's/guardian's note together with mobile to the Deputy Head upon his/her arrival at school.

Unauthorised possession and/or use of mobile phones leads to:

- the automatic confiscation of the device for a minimum period of 20 school days (SIM may be returned if removed by student), and
- the second instance of unauthorised possession will lead to confiscation of the device until the last day of the scholastic year.

This also applies to other gadgets, including smartwatches.

Use of mobile phones in connection with **Continuous Blood Glucose Monitoring** devices is to be allowed in line with **Letter Circular DES 19/2022**.

EDUCATIONAL VISITS POLICY



AIM OF POLICY - To assist in the organisation of educational outings that:

- **support and enhance classroom-based work;**
- broaden the students' experience through **stimulating and enjoyable experiences;**
- provide **opportunities for learning and activities beyond the school environment;** and
- encourage students **to interact positively with others and develop social skills.**

GENERAL GUIDELINES

- Each outing must be **educational** and relevant to the National Curriculum.
- Educational outings must be **well-organised** and **planned carefully** in advance.
- No outings can be organised in the **three weeks** preceding the examination period.
- No more than **one educational visit a month** for each class can be planned.
- Educational visits should be planned with due consideration to **student inclusion and accessibility**, including any individual needs and reasonable adjustments, where applicable.
- Appropriate risk planning and assessment must be undertaken in accordance with applicable school and education-sector procedures before the visit takes place.

BEFORE AN EDUCATIONAL OUTING

- Teachers must get approval for the educational outing from the Deputy Head in charge of outings **and** the Deputy Head in charge of the year group involved at least **three weeks** in advance.
- Once the organising teacher gets the approval for the outing, details of the educational outing are to be logged in with the Deputy Head in charge of outings.
- Teachers must fill in the **Educational Outings Information template** with all the relevant details and email it to parents of students involved at least **two weeks** in advance. This information is likewise to be uploaded as an announcement through the appropriate Teams channel by the teacher.
- The organising teacher must check with the Deputy Head in charge of the year group that the parents of all students involved have signed the general consent for outings and that no parents have communicated with the school to refuse consent for their son/daughter to attend the outing in question.
- Money for the outing is to be collected and handed in to the Deputy Head in charge of outings by not later than **two days** prior to the outing.
- The organising educator must prepare the final list of students attending the educational visit using the appropriate school template.

- **One staff member for every fifteen students** will accompany each educational visit, with no fewer than two educators/staff members accompanying each outing, subject to applicable requirements.
- It is at the discretion of the SLT to determine the educators/staff members who will accompany students on an educational visit, taking into consideration students' needs, appropriate supervision, teaching commitments and replacement requirements.

ON THE DAY OF THE EDUCATIONAL OUTING

- Teachers are to meet their students in front of the year group Deputy Head's office at the agreed time.
- The school **uniform** is to be worn during outings as it aids identity.
- Teachers must check that students are wearing the school uniform properly.
- Students are expected **to wear the correct school uniform during educational visits**. Any uniform concern should be addressed in accordance with the School Uniform Policy. A uniform-related concern should not normally result in exclusion from an educational visit unless exceptional circumstances justify such action.
- Students should **not carry valuables on educational visits**.
- Teachers in charge of outings are to hand a copy of the students' attendance sheet to the clerks (marking all present **and** absent students) **before** leaving school premises.
- Teachers in charge of the outing are to collect the first aid box from the reception area before leaving school premises.
- It is of utmost importance that all students are under **the teacher's continuous supervision** and for no reason should they be left on their own.
- Teachers must remain with the assigned students on school outings for the whole duration of the period indicated in the weekly What's On.
- Educators in charge must have appropriate access to emergency **contact details for participating students** in accordance with the school's established procedures.
- Photos and video clips of educational visits may be taken and uploaded through the school's approved systems, where appropriate and in accordance with applicable consent, data protection and school procedures.
- No refund can normally be given to students who are absent from an educational visit where transport or other costs have already been committed.



PASTORAL CARE POLICY

AIM OF POLICY - to support the holistic development of our students so that they feel valued, cared for and respected, develop a sense of belonging, feel socially at ease and are supported in achieving educational success. This policy stems from the school's Mission Statement.

High-quality pastoral care supports **students in developing personally, socially and educationally**. All members of staff have a responsibility to remain vigilant and to identify students who may be vulnerable or in need of support.

We commit our school to:

- providing a loving, caring and secure environment;
- recognising the individuality and dignity of each student;
- fostering positive and supportive relationships within the school;
- fostering positive relationships between students and educators, with staff serving as positive role models, and
- maintaining a strong culture that centres on respect and harmonious interaction.

Effective pastoral care is becoming increasingly important in view of the changing circumstances and diverse needs of students and their families, child protection and safeguarding concerns, and other personal matters.

STAKEHOLDERS WITH DIRECT INVOLVEMENT

Head of School

Deputy Heads

Heads of Department

School Counsellor

Year Coordinators

Guidance Teachers

Form Teachers

Educators

LSEs

Students' Council

School Prefects

Class Prefects

Parents/Guardians

SPECIFIC PROCEDURES



Non-Class Time Supervision – During mid-morning, mid-day breaks and at dismissal time students are supervised by teachers/LSEs. Students are invited to participate in the various midday break activities.

Sickness or Injury – Parents/guardians will be contacted immediately so that their son/daughter is taken home.

Medication - At the beginning of each school year parents/guardians are asked to supply the school with information about any current or on-going medical problems. Students in need of medication during school hours **cannot take their medication on their own** and **cannot keep the medication in their school bag**. **School personnel cannot provide students with medications**. If the need arises, parents/guardians are to fill in the necessary forms so that the nurse is contacted.

Absences - When a student is absent due to sickness or other reasons, parents/guardians should explain the absence by a written note/medical certificate. Parents/guardians have to scan the note/medical certificate and send it via email to stmc.zejtun.ss@ilearn.edu.mt, before the student returns to school. Unexplained absences will be followed up in the interests of the student.

If a student needs **to leave school early**, he/she must **present a note to the Deputy Head in charge of the Year Group at least one day before** stating the reasons for leaving early and signed by the parents including their I.D. Card No. The Deputy Head will then advise the student what to do.

Except in emergencies, parents/guardians are expected to follow the established procedure for requesting that a student leave school early. Unannounced requests may not be accommodated immediately.

Door Security System – School gates close at 08.25am. No entry into the main building is possible without knowledge of the visitor's identity and purpose. An intercom system allows immediate communication between the office and all visitors.

Parental Interviews– Parents' Day will be held online on two consecutive days and by request as necessary. Parents/guardians are encouraged to arrange meetings with Deputy Head or Head of School if they have concerns regarding aspects of school life. Such meetings are encouraged, to dispel worries before any possible distress is caused.

Parents/guardians wishing to meet with the Head of School, Deputy Heads, Guidance Teachers or teachers should arrange an appointment in advance.

Personal and Social Well-being – The school regularly reminds students that they may speak to any trusted member of staff about any matter that is worrying them. Members of staff will listen sensitively and respect the students' privacy as far as possible. However, confidentiality cannot be promised where information raises a safeguarding concern or indicates that the student or another person may be at risk of harm. In such circumstances, the member of staff has a responsibility to refer the concern through the appropriate school safeguarding procedures. Information will be shared only with those who need to know to provide appropriate support and safeguard those involved.



DATA PROTECTION POLICY

AIM OF THIS POLICY - St Thomas More College, Carlo Diacono Middle & Secondary School, Żejtun, is committed to protecting the privacy and personal data of students, parents/guardians, members of staff and other individuals whose personal data are processed through the school.

Personal data are processed in accordance with the **General Data Protection Regulation (EU) 2016/679 (GDPR), the Data Protection Act (Cap. 586 of the Laws of Malta), the Education Act (Cap. 605), applicable education-sector regulations, and relevant policies and procedures issued by the competent education authorities.**

All members of staff who process personal data as part of their duties are expected to handle such data responsibly, securely and in accordance with applicable data protection requirements and established procedures.

PROCESSING PURPOSES - The school processes personal data where necessary for legitimate educational and administrative purposes and in accordance with applicable legal requirements. These purposes may include:

- school administration;
- teaching, learning, assessment and monitoring of academic progress;
- attendance and behaviour management;
- student welfare, support and safeguarding;
- health and safety;
- communication with students and parents/guardians;
- compliance with legal and regulatory obligations; and
- authorised statistical and research purposes.

PROCESSING OF VISUAL IMAGES - Photographs and video recordings may be taken during school activities for legitimate educational, administrative and communication purposes. Where consent is the applicable legal basis, appropriate consent will be obtained before images are used or published.

Images taken by or on behalf of the school will be handled in accordance with applicable data protection requirements and school procedures. Where professional photographers or other service providers are engaged by the school, appropriate data protection requirements will apply.

Where applicable, consent for the use of images may be withdrawn in accordance with established procedures. Withdrawal of consent will apply to future use and processing where consent is the applicable legal basis.

SHARING AND RECIPIENTS OF PERSONAL DATA - Personal data will only be shared where there is an appropriate lawful basis and where sharing is necessary and proportionate. Depending on the circumstances and applicable legal requirements, personal data may be shared with authorised education authorities, other educational institutions, examination authorities, health professionals and authorities, safeguarding and support services, law-enforcement authorities, courts and other competent public authorities.

Only personal data necessary for the relevant purpose should be shared, and appropriate safeguards must be applied.

STUDENT AND PARENT/GUARDIAN RIGHTS - Students, parents/guardians and other data subjects may exercise their rights under applicable data protection legislation. These may include, where applicable, the rights to access personal data, request rectification of inaccurate data, request restriction or erasure, object to certain processing, and exercise other rights provided by law.

Such rights are subject to the conditions and limitations established by applicable data protection legislation. Requests should be made through the appropriate school or Ministry procedures.

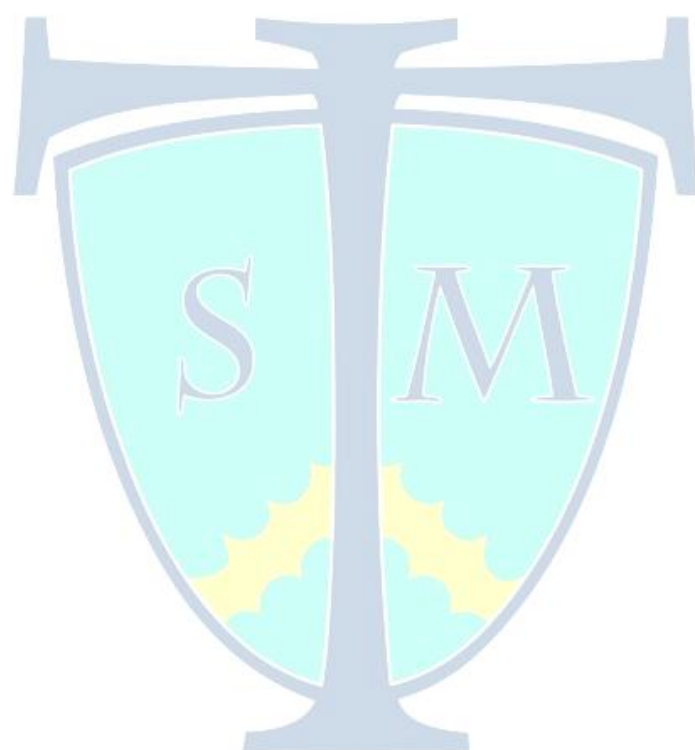
RETENTION OF PERSONAL DATA - Personal data will be retained only for as long as necessary for the purposes for which they were collected and in accordance with applicable legal, administrative and record-retention requirements. Different categories of school records may therefore be subject to different retention periods. Records will be retained, archived or securely disposed of in accordance with the applicable records-retention schedules and procedures issued by the competent authorities.

Policies are revised every year and implemented by the whole school.

**Senior Management Team
St. Thomas More College
Carlo Diacono
Middle & Secondary School
Žejtun.**



September 2026



KULLEĠĠ SAN TUMAS MORE
CARLO DIACONO

Skola Medja u Sekondarja, Żejtun