

*ST. THOMAS MORE COLLEGE*

*SECONDARY SCHOOL,*

*ZEJTUN*



KULLEĠĠ SAN TUMAS MORE

*INFORMATION*

*ABOUT OUR SCHOOL*

*for YEAR 10 & YEAR 11 students*



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**CURRICULUM: SUBJECTS TAUGHT IN FORM 4/YEAR 10 & FORM 5 / YEAR 11**

Subjects	Number of Lessons / Week
Maltese	4
Religion	2
English (First Foreign Language)	6
Mathematics	6
Physics	4
Personal, Social & Career Development (PSCD)	2
Social Studies (General)	1
History of Malta (General)	1
Geography (General)	1
Physical Education (PE)	1
Information and Communication Technology (ICT)	1
The <b>Language</b> chosen in Form 1 (Second Foreign Language)	3
<b>Two subjects from:</b> Art, Biology, Business Studies, Computer Studies, French, German, Arabic, Geography, Home Economics, Chemistry, PE, Spanish, History, European Studies, Social Studies, Italian, Graphical Communication, Textile Studies, Hospitality, IT.	4 + 4

**TOTAL: 40 LESSONS PER WEEK**

SOME STUDENTS IN FORM 4 & 5 WILL BE FOLLOWING A PROGRAMME SUITABLE FOR THEIR ACADEMIC ABILITIES CALLED **CORE COMPETENCIES PROGRAMME (CCP)**.

**SYLLABUS**

- The school follows the official syllabus issued by the Education Directorates. The teachers indicate to their students which topics of the syllabus will be covered during that scholastic year.
- Teachers of Maltese / English, inform students of Form 4 and 5 about the literature books needed for the Matsec exams and **which must be bought by the students**.
- It is important that parents keep regular contact with their daughters and discuss with them the subjects being taught at school. It makes sense that students feel that their parents are interested in what they are doing at school.

**SCHOOL EXAMS**

- For students in Form 4, exams take place twice a year, during the 1<sup>st</sup> week of February and during the 3<sup>rd</sup> week of June. Each school prepares its own exam papers for the Half-Yearly exams. The Annual exam papers are national papers.
- For students in Form 5, they will sit for their annual exams during February.

- Students ARE **NOT** ALLOWED TO HAND IN THEIR EXAM PAPER before the exam ends. Students are expected to stay in class for the whole duration of the exam.
- Exams take place for all subjects except for PSCD and PE (General).
- In PE (General) an Assessment Mark is given.
- An exam for English Literature takes place in Form 4 and 5 only.
- If a student is absent for an exam during the Half-Yearly and Annual exams, she needs to bring a medical certificate.
- If a student has one exam in the first session ONLY, and she wishes to leave after the exam, she needs to present a permission note from her parents including the following information: date, name of student, class, ID number of mother/father/legal guardian and signature.

## **RESULTS**

- Parents' Day/Evening takes place twice a year, December and March. The March report shows the **assessment** and **exam marks for each subject**. Furthermore the **Behaviour** of each student for the first part of the scholastic year is also given.
- The **assessment mark** is given on the work that each student performs in class and as Homework. If a student is frequently absent, or does not do her work regularly, her assessment mark indicates that work is incomplete.

## **SCHOOL ATTENDANCE**

- The school informs parents when their daughter is absent from school by sms.
- **IN CASE A STUDENT IS ABSENT FOR UP TO 3 DAYS PER MONTH, A NOTE TO THE CLERK IS NECESSARY. FROM THE 4<sup>TH</sup> DAY ONWARDS DURING THAT MONTH, EVEN THOUGH THE DAYS MIGHT NOT BE CONSECUTIVE, A MEDICAL CERTIFICATE IS NEEDED. DOCTOR'S CARD NEEDS TO BE PRESENTED TO THE CLERK WHEN THE MEDICAL CERTIFICATE IS BROUGHT TO THE SCHOOL.**
- It is important for parents to note that every month a report to the Welfare Officer regarding the absenteeism of the previous month is sent. **Students who fail to produce a medical certificate within three (3) days of their return to school** will be reported to the Social Workers. Parents then receive a citation and are called before a Tribunal.
- A student is exempted from school on the day that she has an external exam for which an official timetable has to be presented.

## **SCHOOL TIME AND PUNCTUALITY**

- The school day starts at 8.25am and ends at 2.46pm, from September until May. In June, school ends at 12.10pm.
- The school informs parents beforehand, in the School Calendar once a term, of special days when students have no school and/or other days when a change in the school time is necessary.

- **FOR A STUDENT TO BE ACCEPTED AT SCHOOL AFTER 8.25AM, SHE HAS TO BE ACCOMPANIED BY ONE OF HER PARENTS. THE PARENT IS ASKED TO SIGN IN A LATE COMERS BOOK AT THE RECEPTIONIST. PLEASE PRESENT ID CARD.**
- **IN CASE A STUDENT IS LATE FOR SCHOOL AND ARRIVES UNACCOMPANIED BY ONE OF HER PARENTS THE STUDENT WILL NOT BE ALLOWED TO GO TO CLASS UNTIL ONE OF HER PARENTS TURNS UP TO SIGN. PLEASE PRESENT ID CARD.**
- Students must also be punctual for lessons and use the least time possible to go from one block to another.
- **STUDENTS ARE NEVER ALLOWED TO LEAVE SCHOOL DURING SCHOOL HOURS AND GO HOME ON THEIR OWN.**
- **WHEN A STUDENT NEEDS TO LEAVE SCHOOL DURING SCHOOL HOURS, ONE OF HER PARENTS MUST PICK HER UP AFTER PRESENTING THEIR ID CARD. THE PARENT IS ASKED TO SIGN IN AN EARLY LEAVERS BOOK AT THE RECEPTIONIST. PARENTS WHO DO NOT PRESENT THEIR ID CARD WILL NOT BE ALLOWED TO COLLECT THEIR DAUGHTER.**

### **FORM FOR EXEMPTION**

- A student is exempted from school after a formal application is done by the student's parents on presentation of ID card.
- If a student goes abroad for a holiday during school time, the student CANNOT be excused from school any longer. He/she will be marked as absent.
- When an application for an exemption is done because a student wants to work, the student needs to present a declaration of work from the employer.
- **An application for an exemption can only be issued if student is 15 years old by the 1<sup>st</sup> of July of that year and if student is in Form 4 or 5 ONLY.**

### **S.A. 25 FORM FOR SUPPLEMENTARY ALLOWANCE**

- Students who are sixteen (16) years of age and who are still attending school are entitled for a Supplementary Allowance. Parents wishing to apply for this allowance need to pick up the necessary form from the Social Services office in their district/Valletta. Parents need to bring this form to school, already filled, for the school's stamp and Head's signature. Parents must then take this application form to the Social Services offices.

### **SERVICES OFFERED BY THE SCHOOL LIBRARY**

- At the beginning of each scholastic year the school library lends various textbooks to the students to be used during that scholastic year.
- Some textbooks MUST be returned at the end of the year while some textbooks are kept by the students for the following year. The librarians will indicate which books are to be returned and which books are to be kept. Collection of books will take place just after annual exams.

- Students are to take good care of the school textbooks. **Textbooks should be covered with plastic** so that they will be returned to school in good condition. In case a student loses or tears any school textbook or book borrowed from the Lending Library, she will be asked to pay for it or replace with a similar book.
- **ANNUAL EXAM RESULTS WILL NOT BE ISSUED IF NOT ALL TEXTBOOKS/BADGES/LOCKER KEYS HAVE BEEN RETURNED OR IF NOT ALL LOST ITEMS HAVE BEEN PAID.**
- **FURTHERMORE, A SET OF TEXTBOOKS/ACCESS TO A LOCKER WILL NOT BE GIVEN OUT AT THE BEGINNING OF THE FOLLOWING SCHOLASTIC YEAR.**
- **STUDENTS AT FORM 5 LEVEL HAVE TO RETURN ALL TEXTBOOKS/BADGES/LOCKER KEYS OR PAY FOR ALL LOST ITEMS BEFORE COLLECTING THEIR SECONDARY SCHOOL CERTIFICATE & PROFILE.**
- The school library opens daily during the mid-day break for students wishing to conduct research and/or borrow books for reading. Classes are given specific days when they can make use of the library.
- The school library also offers videos for borrowing and students can make use of the computer for research on CD ROMs.

#### **RULES REGARDING THE USE OF THE SCHOOL LIBRARY**

- All items within the school library should be used well.
- Students must leave their school bags outside the library while NO food or drinks are allowed in the library.
- Chairs in the library should be placed back in their place. Books should also be placed back on the shelves in their proper place.
- Borrowed books should be returned by the stipulated date.
- The school library will not open during half days.

#### **SERVICES OFFERED BY THE SCHOOL SECRETARIAL STAFF**

- **SECRETARIAL STAFF DO NOT TAKE ANONYMOUS TELEPHONE CALLS.** Parents must give their name as soon as any of the secretarial staff answers their call.
- Students are to use the mid-morning break if they need any service from the secretarial staff. Time should not be lost during lessons.
- Students who feel sick should first speak to the Assistant Head in charge of block.

#### **SCHOOL PLAN**

- The school has five blocks namely block 1, 2, 3, 4 and 5.
- The office of the Head of School and of the secretarial staff is found in Block 5. The Assistant Heads in our school have offices in blocks 1, 2, 3, 4 and 5.

- The school has a Guidance Rooms in blocks 1, 2, and 3. The Counsellor's Room is in block 1. The service offered by the Guidance team is not only for students but also for their parents. Those wishing to avail themselves of this service should arrange an appointment by telephone.
- **The school's main gate (GATE 2) is opposite block 5 in Luqa Briffa Street. This is kept closed all day long, except when cars are entering or leaving the premises.**
- Another gate in Luqa Briffa Street is open only in the afternoon for those students who go home on foot. This is GATE 3.
- A gate in Mons. Degabriele Street is open only during the entry and exit of students who use the school transport. During the rest of the day, this gate is closed. This is GATE 5.

### **DRESSWEAR FOR THE SCHOOL BUILDING**

Parents are kindly reminded that the school is a Public Building. **WHENEVER PARENTS NEED TO VISIT THE SCHOOL FOR ANY REASON, THEY ARE KINDLY REQUESTED TO WEAR CLOTHES SUITABLE FOR THE SCHOOL ENVIRONMENT.**

**THUS PLEASE DO NOT COME TO SCHOOL WITH EXPOSED BELLIES, STRAPS, LOW NECKED CLOTHES OR OTHER FORMS OF INDECENT CLOTHING.** The school administration reserves the right not to allow parents to enter the school if they do not follow this code of dress. This also applies to your son/daughter when he/she attends school without uniform for some reason or other.

### **ACTIVITIES DURING THE MID-DAY BREAK**

- During the mid-day break, various activities are organised in our school.
- The school encourages EVERY student to choose what interests him/her.

### **SCHOOL ADDRESS**

St. Thomas More College, Secondary School  
Luqa Briffa Str.,  
Zejtun ZTN 2719

Email address: [stmc.zejtun.ss@ilearn.edu.mt](mailto:stmc.zejtun.ss@ilearn.edu.mt)  
Website: <http://stmc.zejtunsecondary.skola.edu.mt>

### **IMPORTANT TELEPHONE NUMBERS**

Reception / Secretary    21694725 / 21666775    Fax    21678188