

GOOD BEHAVIOUR CODE

This booklet has been published by San Ġorg Preca College
Middle School Blata l-Bajda.

San Ġorg Preca College
Middle School
Mountbatten Street
Blata l-Bajda

Tel: 2598 7400 (Mon – Fri; 08:00 – 15:30)

Email: sgpc.bbajda.ms@ilearn.edu.mt

Facebook: <https://www.facebook.com/blatalbajda>

Website: <http://sgpc.blatalbajda.skola.edu.mt/>

Our Vision

We wholeheartedly believe that the school environment should be an inclusive and holistic one to enable all students to feel protected and accepted, and that the school staff is always ready to



understand them. We do our utmost to help every student develop their skills and the values necessary to reach their maximum potential. Our aim is to recognise these qualities and work together in harmony and mutual respect.

We understand that our work and the progress of our students require a great responsibility from us. All this, together with our collaboration with parents, will serve as a strong and wise foundation for the success of our students so that they will become future citizens who are able to function as active citizens within our society and our country. It is for this reason that we believe that learning is the source of all good.

Our Mission

With this vision to guide us, we will work hard with our students in different areas to prepare our students for their voyage through life by

- providing the best teaching possible, continuous assessment, alternative learning programmes according to their different skills, and literacy assistance;
- assisting our students in their difficulties and the challenges offered by daily life through pastoral care;
- involving them in the protection of the environment around us and through work with different NGOs, both within the school and the community;
- involve and consult the students' parents throughout the educational journey of their children, and by keeping the students at the centre of everything we do so that their education is delivered in the best possible way.

Message from the Head of School

Dear students and parents/guardians,

In this booklet you will find guidelines with regard to the expected behaviour by students attending the Middle School in Blata l-Bajda. These guidelines aim to give students an education built on the basic value of RESPECT.

Sections from these guidelines discuss the uniform and the way it should be worn. This may seem irrelevant for some and you may ask “ Won’t I still be learning however I wear my uniform?” This may be true, but as students you represent our school and the uniform identifies this and you should be proud of it.

In this booklet, we also discuss what is expected of students during lessons and activities. Last but not least, these guidelines clearly state which objects are not permitted in school. All this is done in order for students to receive the best possible education.

We are convinced that we have the full cooperation and support of the parents/guardians and that you shall do your best to see that your children adhere to these guidelines. Our common aim is one - to instil in your children sound values for them to grow into responsible citizens in the future.

Louis Scerri
Head of School

1. The Uniform

A. The Uniform



The Winter Uniform

- Long-sleeved polo shirt (number 2)
- Tracksuit jacket (number 4)
- Tracksuit bottoms (number 5)
- Winter jacket (number 7)
- Cap (number 9)

The Summer Uniform

- Short-sleeved polo shirt (number 1)
- PE shirt [to be worn only when students have a PE lesson] (number 3)
- PE shorts, to be worn under the chinos. Shorts may not be worn from home, but are put on only for the PE lesson (number 6)
- Chino trousers (number 8)
- Cap (number 9)

The various items are to be marked with the student's name and surname.

- The uniform should be worn with pride and always be clean, with no tears or scribbling of any sort. It is suggested that each student should have more than one tracksuit.

- Parents/guardians will be asked to collect their children from school if the student is noted not wearing their tracksuit appropriately. The school reserves the right to take other disciplinary measures as needed.

B. Shoes and socks

- Trainers must be totally black or white without any colours or lines. Tops should not be made of cloth to avoid feet getting wet in the rain. The trainers may be lace-ups or use velcro, as in the pictures.



- White, grey or black socks must be worn. It is suggested that an extra pair of socks is kept in the locker or their bag in case their socks get wet.

C. The Winter Jacket / Anorak

- In the case of cold temperatures and rain, students are **ONLY** to wear their College jacket.
- Neck scarves should be grey or black.
- **Head** wear, such as beanies, are not permitted.

D. Apron for Home Economics lessons

- The apron is to be worn for practical Home-Economics lessons. A head scarf or white chef's hat is also necessary. These items are available to buy from same shop as for the uniform.

E. The School Bag

- Students must have a good, clean school bag with no scribbling.
- Handbags or sport bags are not permitted.
- It is the duty of every student to be prepared with all the necessary materials needed for school. These must include: pencil case, school diary, necessary text books and copy books/notebooks.

- The School Administration will conduct regular spot checks in students' school bags.

F. Diary Use

- The students must have the school's/college's diary. The diary is to be bought at the beginning of the scholastic year from the school.
- The students are to write down their homework in their diary.
- Every week form teachers check the diaries to see that it is being used properly.
- If the diary is lost or else is not kept well, another diary must be bought.

G. School books

- Students are responsible for the schoolbooks they are given.
- Books need to be covered.
- Each book should be labelled with the name and the class.
- At the end of the year books must be returned to the library in good condition.

H. Hairstyles

- Hair dye is not allowed.
- Long hair should always be tied back for hygienic purposes.
- Hair accessories should be black.
- Boys' hair must be cut at least at size 2. No fancy or irregular haircuts that stand out of the norm are allowed.
- For boys, only one line is permitted, as long as it looks like a parting.



I. Nails, Make-Up, Piercings and Jewellery

- Nails should be kept short and natural.
- Nail polish and make-up are not allowed. No allowances will be made for any celebration such as confirmations and family occasions.
- **Due to health and safety reasons, no type of jewellery (necklaces, bracelets, earrings) or facial/neck/eye/ear piercings are allowed. This applies for both girls and boys. If these items are worn at school they will be confiscated.**
- Students may only wear earrings on their ears (button).

2. Respect and good behaviour

School is not just learning academic subjects but also serves to receive a holistic formation with the aim to become mature and respectful individuals. It is the aim of the school that through respect and discipline, we help the students develop into unique and confident persons.

For this to be achieved, it is imperative that these regulations are adhered to.

A. Respecting teachers

- Students must:
 - Address their teachers respectfully and behave politely with them and in their presence. Disciplinary measures will be taken if such respect is not shown.
 - Be punctual for all lessons.
 - Be well behaved in all lessons.
 - Stand up when any member of staff enters the class.

B. Respecting peers/other fellow students:

- Students should respect and help each other.
- Rough play will not be permitted.

- Foul language will not be tolerated.
- Students must never damage other people's possessions. Whoever causes such damages or gets caught stealing, will be held accountable.
- Physical, verbal, emotional or cyber bullying is a grievous offence. Such bullying will not be tolerated and must be immediately reported to a member of staff, Guidance Teachers, the Head of School, Assistant Heads Behaviour Mentors or Form Co-Ordinators.

C. Use of School Transport

- It is the student's duty to be well behaved whilst waiting for school transport and also on board during the journey.
- Shouting, foul language, smoking, vandalism, littering or throwing about of objects will not be tolerated.
- Any students who behave badly on school transport will not be allowed to make use of the service.
- Damages must be paid for.
- During the trip, students are to wear their seat belt and remain seated at all times.

- When students arrive at school, they must enter the premises and never leave without permission.

D. Mobiles, MP3 Players, Tablets, Photo Cameras and other gadgets

- **Such electronic gadgets are not allowed in school.**
- If such gadgets are found at school, they will be confiscated and returned to the parents/guardians after a week.
- Students may use the school's telephone with the administration's permission for valid reasons only.
- There may be serious situations where a student needs to bring their mobile phone to school. In such cases, parents/guardians are to make an appointment with the Head of School to explain their reasons and request permission. If this special permission is granted, the student must present his/her mobile phone to the form Assistant Head first thing in the morning. The mobile phone will be returned to the student at the end of the day. **SUCH CASES ARE AN EXCEPTION.**

- Students should not have much money with them at school.
- Students should not have expensive belongings with them at school.
- Cigarettes, matches, lighters, dangerous objects are strictly forbidden.
- The Administration conducts regular spot checks in school bags and if forbidden objects are found, disciplinary measures will be taken.

E. Assembly

- Students are not allowed in classrooms or corridors before the assembly. In the case of inclement weather, students are then permitted to take shelter in the corridors.
- All students must be punctual for assembly.
- Two bells will ring. The first bell is for the locker time. The second bell is for all students to go towards their place in assembly, where everyone should find their place and wait for the assembly to commence.
- Assembly line up should be according to class.

- When assembly finishes, each class goes to its classroom accompanied by the teacher of the first lesson.

F. Attendance and Punctuality

- Daily attendance will be taken first thing in the morning.
- School starts at 8:20 am and so everyone must be on time.
- Late comers must write down his/her on a book held at the reception. These late comers will be kept in during midday break according to how late they are. If a student fails to inform their tardiness at reception, he/she will be considered absent.
- If absent for more than three days in a month, a medical certificate must be presented.
- If students need to leave school early, they must be picked up by a parent/guardian, who must present their I.D card and sign at reception. **NO ONE WILL BE ALLOWED TO LEAVE SCHOOL ALONE.**

G. During lessons and in between lessons

- Students must wait for their teachers in an orderly line outside the classrooms.
- Students must be respectful to teachers and their peers and must not disrupt or disturb.
- Students may not leave the class unless they have written permission from the teacher for a valid reason.
- Students need permission from teachers to go to the toilet.
- No eating is permitted in the classrooms and the corridors.
- No running in corridors.
- When using the staircase, students are to go up from the side of the bannister and come down by the wall. This must always be done in an orderly manner, for obvious safety reasons.

H. Break Time

- Students must not remain in the classrooms or corridors unless special permission has been granted.
- Students must never be in areas marked out of bounds.

- No treading or running on soil areas.
- Students must be careful around the plants and trees.
- During break, students are encouraged to attend organized activities or clubs. Such involvement will be noted on the end of year School Certificate and Profile.

I. Food and drink

- Food and drink brought to school must adhere to the healthy eating policy.
- Soft drinks, energy drinks, juices, ice creams, and any other food and drink which do not abide by the healthy eating policy will be confiscated.
- Students may only buy items from the tuck shop during break time.
- Students are to be well-behaved and well-mannered at the tuck shop, or else they will not be allowed to make use of this service.

J. Chewing gum and lollipops

- These items are not allowed at school.

K. Cleanliness

- Classrooms, yards and grounds must always be kept clean and free from littering.
- The normal bins and recycling bins are to be used.
- Toilets must be left clean after use and water taps securely closed.
- All damages must be paid for and who dirties must also be responsible to clean.

L. Lockers

- Students may use a locker.
- At the beginning of the school year, 10 Euros are collected for the use of the locker for the duration of two years. This money is not refundable.
- Members of the administration have the right to check lockers without notice.
- Students are responsible for their lockers and any damages.
- Students must collect their necessary belongings from the locker before the lesson starts.
- Students may not open anybody else's locker.

- Students must have the key to their locker with them every day.
- Any excuses of not doing work because students forgot their things in the locker, will not be accepted.

M. Using the Locker Efficiently

- It is suggested that students prepare the schoolbooks and copybooks in three plastic/cloth bags at home.
 - Bag 1 (B1) – books and copybooks for the 1st, 2nd and 3rd lessons;
 - Bag 2 (B2) – books and copybooks for the 4th, 5th and 6th lessons;
 - Bag 3 (B3) – books and copybooks for the 7th and 8th lessons.

N. Locker Time

- The locker may be used three times during the day: in the morning before assembly, and after each break.
- A bell will ring in the morning before the assembly and the students take the things for the first three lessons.

- A bell will ring exactly after the first break and students take the things for the 4th, 5th and 6th lessons.
- A bell will ring exactly after the second break and students take the things for the 7th and 8th lessons.
- **The locker may not be used between lessons and at the end of the day.**

O. Classwork and Homework

- It is the duty of the students to always do the work given to them by their teachers.
- All work must be done on time.
- Work should be presented neatly.
- Students should always have the necessary copybooks and books of the day, according to the timetable.

P. End of last lesson

- At the end of the last lesson, two bells will ring.
- On the first bell, students are to pack their things, close the windows and switch off any fans or lights.

- On the second bell, students are to line up and exit the class together with their teacher.

Q. Educational Outings

- The school schedules and organizes educational outings.
- Such outings form an essential part of the students' curriculum and so it is not an option for students to refrain from attending or to stay home.
- Students will not be allowed to attend school outings unless the consent form has been duly filled in and signed by the parents/guardians. Consent forms must be handed in at least two days in advance.
- If students are absent on the day of the outing, costs cannot be reimbursed, therefore the school cannot give any money back.
- If students are not in full P.E. kit, as advised, they will not be allowed to go.
- If a student misbehaves on a school outing, he/she will not be allowed to go again.

R. Parents/Guardians in School

- The parents/guardians should be of good example to their children.
- When visiting the school, the dress code of the parent/guardian should be smart and decent.



VISITORS DRESS CODE

San Gorđ Preca College, Middle School, Blata I-Bajda





ACCEPTABLE



NOT ACCEPTABLE









All garments must cover shoulder to shoulder. All garments must be long enough to clearly overlap the beltline or stay tucked. Undergarments and the buttocks MUST remain entirely covered even while seated. Dresses, skirts and shorts must be at least mid-thigh or below in length.

No rip/tears or skintight items.
No halter tops, tank tops, spaghetti straps or muscle shirts.

Thanks for your cooperation

- Parents/guardians should be respectful to school staff and the authorities.
- It is the duty of the parents/guardians to send their children to school regularly, on time, clean and with enough to eat and drink.
- Parents/guardians must inform school authorities of any important

conditions/information about their children so that the school can act in all best interest and protection of the students.

- Parents/guardians are encouraged to attend any scheduled meetings/activities organized for them by the school.
- Parents/guardians cannot just turn up and expect to speak with the Head of School, Assistant Heads or teachers.
- One may phone school and fix an appointment.
- Appointments with the Head of School may be made after 9:30 am.
- Smoking is not permitted in school or on school grounds.

S. **The Points System**

- During the scholastic year, the points system helps control the behaviour of the students.
- Good behaviour, good work and respect to others earns positive points.
- On the other hand any kind of misbehaviour earns negative points.

- Points may be given by the administration and the teachers even if they do not teach the students.
- Bad behaviour must be reported. Reports are filed and kept on a computerized system and moved up with the students the following scholastic year.
- The following list shows the infractions, points and the consequences of points earned.

Infractions	Points	Other consequences
Disrupting lessons	-1	
Late for lesson	-1	
Late for assembly/form time	-1	
Empty bag	-1	Students will not be allowed into the classroom without their things. Things must be brought from home.
No homework or classwork	-1	
No diary	-1	
No equipment	-1	
Littering/ dirtying	-1	cleaning

Mobile phone without permission and other prohibited things	-2	Confiscated by the administration, returned after one week to parent/guardian of student concerned. Other prohibited objects are confiscated and returned at the end of the term.
Habitual empty bag	-5	Students will not be allowed into the classroom without their things. Things must be brought from home.
Habitual no school diary	-5	
Vulgar/ foul language	-5	Formal apology
Disobedience	-5	
Answers back	-5	
Failing to attend detention	-5	
Involved in minor fights	-5	
Out of class without permission	-10	

Vandalism	-10	Repairs/cleaning/pay for damages
Loitering	-10	
Bad behaviour during outings	-10	
Smoking	-25	Immediate report
Truancy	-25	Immediate report
Hurting others	-25	Immediate report
Bullying	-25	
Disrespectful towards school staff	-25	Immediate report
Theft	-25	Immediate report

Points are collected and counted by the Form Assistant Head, a report is sent to parents/guardians and consequences given.	
Points	Consequences
5	Midday break detention
6-10	Kept 40 minutes after school
11-15	Half Day In-School Suspension
16-25	Full Day In-School Suspension

Other consequences in other specific cases or when a large amount of points accumulate

The following consequences may be given by the school administration or the College Prefect of Discipline:
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- | |
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| <ul style="list-style-type: none">● School Suspension● Half day Saturday School |
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The school administration reserves the right to:

- Impose other relevant consequences.
- Revise this point system accordingly.
- In special/specific cases, skip this system and deal with as deems necessary.

T. Certificates of Merit

- The school recognizes and rewards positive behaviour.
- The administration and teachers may award students with positive points or merit cards for the following purposes:

Shows effort and improvement	Regular help to school service
Polite and considerate	Exemplary Student
Organised and well-kept diary	Shows respect to authority
Takes initiative	Helps other students
Smart uniform	Takes care of the school property
Listens carefully to other students	Fair player

Each merit card carries 5 points.

- Positive points earn students the following:

Points	Certificates
15 or 3 merit cards	Bronze
20 or 4 merit cards	Silver
25 or 5 merit cards	Gold

- Certificates are awarded once every term.
- Any remaining points are transferred on to the following term.

THANK YOU