



St. Francis School
Msida

Code of Good Conduct

CONTENTS

Contents	2
1. Introduction	4
1.1 Rationale	4
1.2 Objectives.....	4
2. General Behaviour and Bullying.....	5
2.1 Behaviour Policy.....	5
2.2 Bullying and Cyberbullying Policy.....	5
2.3 Positive Reward System	5
2.4 Desired Students' Behaviour.....	6
2.5 Respect for All	7
2.6 Teamwork.....	7
2.7 Sanctions for Unacceptable Behaviour	7
3. School Uniform.....	8
3.1 School Uniform Description	8
3.2 School Days	9
3.3 School Outings.....	9
3.4 Hair	10
3.5 Jewellery.....	10
4. General Appearance and Personal Hygiene	11
4.1 General Appearance.....	11
4.2 Personal Hygiene.....	11
5. Personal Property.....	12
5.1 Students' Responsibility	12
5.2 Labelling personal items	12
5.3 Technological Devices	12
5.4 Games.....	12
5.5 Consequences of undesired behaviour re Personal Property	12
6. Attendance and Punctuality.....	13
6.1 Attendance and Absenteeism	13
6.2 Punctuality	13
6.3 Leaving School.....	13
6.4 Travelling abroad.....	14
6.5 Attendance Policy.....	14
7. Homework and Schoolwork	15
7.1 Homework.....	15
7.2 HW Class during break time	15

7.2 Correction.....	15
7.3 Homework and absences due to illness:.....	15
7.4 Timetable:	16
7.5 Missing Textbooks:.....	16
8. Healthy Lunches	17
8.1 Healthy Lunches.....	17
8.2 The Fruit Scheme.....	17
8.3 Food Allergies.....	17
8.4 Birthdays	17
8.5 School Outings.....	17
8.6 Healthy Lunchbox Competition.....	17
9. School Property.....	18
9.1 Library and Reading Scheme Books	18
9.2 P.E., ICT, and Drama equipment	18
9.3 Students' work	18
9.4 School's property	18
10. Transport.....	19
10.1 School Transport	19
11. Desired Parents'/ Guardians' Behaviour.....	20
11.1 Parents'/Guardians' cooperation.....	20
11.2 Parents'/Guardians' responsibilities	20
11.3 Parents'/Guardians' Dress Code	20
11.4 Contact with all members of Staff	20
Appendix 1 – Notification Form (<i>various</i>)	23
Appendix 2 – Absenteeism Form	24
Appendix 3 – Arriving Late Notification Form	25
Appendix 4 – Leaving Early Record Form	26
Appendix 5 – Leaving Early Notification Form	27
Appendix 6 – Notification Form for student to be picked up by others	28

1. Introduction

1.1 Rationale

At St. Francis School, we believe that a code of good conduct:

- Establishes clear parameters with regards to acceptable behaviour and standardises procedures that the school will use in responding to problems.
- Gives clear guidelines for all members of staff, parents and students.
- Engages both parents and students in the responsibility of the students' behaviour.
- Helps students to become self-disciplined.
- Treats everyone with respect.
- Reinforces positive behaviour.
- Prepares students to be good citizens.

1.2 Objectives

The main purposes of the code of good conduct at our school, is to:

- Have a balanced and safe environment.
- Make students recognize that we find rules everywhere.
- Help students realize the difference between good behaviour and misbehaviour and they will be led to understand what is expected of them at school.
- Lead students to understand that every action carries a consequence. They will therefore establish clear consequences of positive and negative behaviour.
- Help students become role models of good behaviour both in school and in society.
- Involve parents to maintain discipline in school.
- Treat everyone according to his needs, give students a feeling of justice and encourage respect towards others.

2. General Behaviour and Bullying

2.1 Behaviour Policy

Please note that the policy “Managing Behaviour in Schools” issued by the Ministry of Education and Employment in June 2015, is applicable to our school. Reference to this policy can be made at the following link or by visiting the website education.gov.mt.

<http://education.gov.mt/en/resources/Documents/Policy%20Documents/Managing%20Behaviour%20in%20Schools%20Policy.pdf>

2.2 Bullying and Cyberbullying Policy

Please note that the policy “Addressing Bullying Behaviour in Schools” issued by the Ministry of Education and Employment in October 2014, is applicable to our school. Reference to this policy can be made at the following link or by visiting the website education.gov.mt.

<https://education.gov.mt/en/Documents/Addressing%20Bullying%20Behaviour%20in%20Schools.pdf>

2.3 Positive Reward System

A positive reward system has been adopted at our school. This includes, amongst others, the giving out of certificates during the morning assembly, and having students’ names displayed on the school train near the main entrance so as to acknowledge students’ efforts in the following:

1. Excellent Behaviour
2. Very Good Work
3. Great Effort
4. Honesty
5. Caring
6. Effort in Reading
7. Healthy Lunchbox
8. Neat Work
9. Good Manners
10. Great Participation

2.4 Desired Students' Behaviour

During morning assembly:

- Before the bell rings students are not to run around the school or play roughly.
- When the 1st bell goes students are to line up according to class. Those students in classes located downstairs are to be accompanied by the class teacher to the assembly hall.
- When the 2nd bell goes students should stop talking and wait silently until the Head Teacher or the Assistant Head starts the prayer.
- After the prayer, students should leave the assembly hall in silence and walk in an orderly way to their classroom.

During class time:

- Unacceptable behaviour is to be handled by the class teachers, who will decide on any consequences, depending on the offence made by the student.
- Only one boy and one girl from each class are allowed to go to the toilet simultaneously.

Subject lessons or library:

- Students are to obey their teachers and follow instructions given.

During break time:

- Break time during full days is from 10:15 a.m. till 10:45 a.m., while during half days it is from 10:00 a.m. till 10:30 a.m.
- The break is divided in two halves. During the 1st half, specific grades go out in the yard to play and then, during the 2nd half, they return to class to eat their lunch. Alternatingly, the rest of the grades stay in class to eat during the 1st half, and they will go to the yard to play during the 2nd half.
- All teachers and LSAs in the yard are responsible for all students. Thus a teacher or an LSA is responsible to report or take action against any misbehaviour even if students do not belong to her class.
- During break time, students are not allowed to go to other classes for no relevant reason or to play in the school corridor.
- Fair play is encouraged.
- No eating is allowed in the school yard.

In the school corridor:

- No running and skidding is allowed.
- No shouting is permitted.
- No lingering is permissible.

On dismissal:

- One class is to line up after the other (according to the year group and room number). The class teacher is to accompany the students to the school door.

2.5 Respect for All

Students are encouraged:

- To use good manners.
- To be polite.
- To show respect towards others and acknowledge teaching staff and SMT members' presence.
- To keep eye contact when talking to someone.
- To obey and follow teacher's instructions.
- Not to answer back.
- To be responsible for their own behaviour.
- To show respect even when they disagree.

2.6 Teamwork

Students are expected to work individually and in groups as guided by their teacher.

Everyone is entitled to have a chance to work in his/her team.

Opting out of teamwork is not an option.

Everyone has a right to express oneself within a team without suffering further consequences.

Everyone is allowed to make mistakes.

Peer assistance is encouraged in class.

A Buddy system can be used across different years or in class.

Students are encouraged to use their own creativity.

2.7 Sanctions for Unacceptable Behaviour

Unacceptable behaviour is to be handled by the class teacher. If misbehaviour persists or escalates, the SMT is to be informed. The following is a list of actions that can be taken by the teaching staff or by the SMT if a student displays unacceptable behaviour.

- Verbal warnings
- Written warnings – through notification form issued by the school that needs to be signed by parents/guardians and then kept by the class teacher.
- Behaviour record sheet
- Break time out – part of it or whole break (depending on the offence)
- Extra work

In the event of an extreme unacceptable behaviour, the SMT can take the following actions:

- Suspension from activities or outings
- Suspension from school for a number of days

3. School Uniform

3.1 School Uniform Description

SUMMER UNIFORM

	Full Uniform	PE Kit
GIRLS	<ul style="list-style-type: none"> • Checked dress with box pleats • Beige ankle socks • Brown shoes/sandals • Green hair ribbon 	<ul style="list-style-type: none"> • Emerald Green Piquet polo shirt with school logo • White skorts with emerald green piping • White socks • White trainers • Green hair ribbon • Green P.E. cap with school logo
BOYS	<ul style="list-style-type: none"> • Beige ready-made Polo shirt with school logo • Beige shorts • Beige ankle socks • Brown shoes or sandals 	<ul style="list-style-type: none"> • Emerald Green Piquet polo shirt with school logo • White shorts with emerald green piping • White socks • White trainers • Green P.E. cap with school emblem

WINTER UNIFORM

	Full Uniform	PE Kit
GIRLS	<ul style="list-style-type: none"> • Beige ready-made shirt • Navy blue V-neck cardigan with school logo • Navy blue V-neck pinafore • School cross tie • Navy blue blazer with school logo • Beige socks and brown shoes • Red hair ribbon • 	<ul style="list-style-type: none"> • School navy blue track suit with green trimmings • White socks • White trainers • School Navy blue jacket (from Pace's)
BOYS	<ul style="list-style-type: none"> • Beige ready-made shirt • Navy blue V-neck cardigan with school logo • Navy blue trousers • School tie • Navy blue blazer with school logo • Beige socks and brown shoes 	<ul style="list-style-type: none"> • School navy blue track suit with green trimmings • White socks • White trainers • School Navy blue jacket (from Pace's)

Parents/guardians need to make sure that all the above items are tagged with the student's name.

3.2 School Days

Students are to wear the appropriate uniform at all times. Unless otherwise instructed, P.E. uniforms should only be worn on days when students have P.E. and/or Drama lessons.

A school notification form will be sent home if students fail to wear the appropriate school attire.

If this offence is repeated a second time the parents will be contacted by the school.

In the event of a constantly repeated wrongdoing (which is not supplemented by a reasonable explanation) students will not be allowed to enter the classroom until their parents come to school to change the school uniform.

On P.E. and/or Drama days, students who fail to wear the P.E. kit will not be allowed to participate in P.E. and/or Drama.

3.3 School Outings

All students are expected to participate in the school's curricular and extra-curricular activities.

A circular will be issued prior to the outing and parents/guardians will be given all the information necessary related to the respective outing, including which uniform students are to wear. Parents/guardians are kindly asked to observe the school's request.

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 student's name, room number, amount and outing. No money will be accepted without a signed consent form.

In the event that a student does not bring a signed consent form by the day of the outing, the student will not be able to accompany his/her class to the outing.

On particular school outings students will be requested to wear the school cap. Students are not allowed to wear any other caps even if they are green.

Should a student attend school wearing the wrong uniform, s/he cannot be allowed to join the class for the scheduled outing. In such a situation parents/guardians will be informed and advised to bring the appropriate uniform to school, where they will be asked to help their child change. Should said student miss the school transport the parent/guardian will be responsible for taking their child to the planned venue. Alternatively, parents/guardians will be able to take their child home in which case a note explaining the student's absence will have to be provided to the school the following day. **If, for any reason, the parents/guardians cannot be reached and therefore their consent was not granted, the student will remain at school. If this incident is repeated with the same child on another occasion, the parent/guardians will not be contacted. In this case, the student will automatically remain at school.**

3.4 Hair

Hair should be clean and hairstyles should be kept simple and appropriate for school. Dyed hair or highlights will not be permitted.

Boys are not allowed to have long hair or crew cuts and fancy hair styles.

If boys turn up at school exhibiting fancy hairstyles parents will be called. They will be asked to take immediate action to remedy the situation (where possible, such as in the case of long hair).

Girls' hair accessories should be very simple and only consist of scrunchies or hair bands (elasticated or otherwise) and these should be green for summer and red for winter. Any hairpins should be in neutral colours (black or brown).

Students are to wear their hair away from their face so as not to obstruct their vision as well as to maintain a neat and orderly appearance. Long hair should be pulled back in a ponytail or plait.

Should girls come to school with fancy or elaborate accessories other than those allowed they will be asked to remove them immediately.

3.5 Jewellery

No jewellery is allowed except for wrist watches and small earrings for girls.

For safety purposes, earrings should preferably be studs or as close to the earlobe as possible.

No fancy, colourful or expensive watches will be permitted. Students are responsible for their own belongings.

4. General Appearance and Personal Hygiene

4.1 General Appearance

Students should wear their uniform smartly.

Hair should be kept away from the face.

Nails should be kept short and clean.

Girls are not to wear nail varnish whilst attending school.

If a student is wearing nail polish her parents will be contacted by the school.

Nail polish remover will be given to students to remove their polish. However, this is done against a payment of 50c.

4.2 Personal Hygiene

Hair is to be kept clean.

Students should be encouraged to brush their teeth before coming to school.

It is of the utmost importance that students wash daily.

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

5. Personal Property

5.1 Students' Responsibilities

Students are responsible for their own belongings and the school is not responsible for any lost items.

Students will be led to understand that others' property is not theirs and thus, they cannot take anything from others.

5.2 Labelling personal items

The school strongly recommends the labelling of personal items such as books and stationery and all items of the school uniform, including shoes. Any extra items that are requested from time to time for extracurricular activities, such as outings or swimming sessions, must be also clearly labelled.

5.3 Technological Devices

PSPs, MP3s, MP4s, tablets and/or any other technological devices and gadgets should not be brought to school at any time – not even during school parties and/or outings. The reasons are twofold, primarily because their use encourages students to isolate themselves from others and secondly they are expensive and the school cannot be held liable to the damage or loss of such objects.

Mobile phones are prohibited.

5.4 Games

Students are not allowed to bring toys, board games, Trading Cards or any other cards to school. However, students may be requested to bring board games to school, to be used solely for educational purposes during lessons and as specified by the class teacher.

5.5 Consequences of undesired behaviour re Personal Property

If a student is found to have any of the above, these items will be immediately confiscated and kept at the school office for a week after which the parent will be asked to collect the item in question.

In the event of any wrongdoing parents/guardians will be contacted immediately by the class teacher. If the offence is repeated, parents/guardians will be called for a meeting with the SMT.

If a student damages others' property, such as spectacles and other things which are allowed to be brought to school, parents/guardians will be asked to pay for the damaged property or buy an identical item.

6. Attendance and Punctuality

6.1 Attendance and Absenteeism

Attendance is compulsory. The school keeps a meticulous Attendance Record which is duly forwarded to the Education Division at the end of each scholastic year.

It is the sole responsibility of parents/guardians to note that absences should be supported by a written justification signed by parents/guardians or by a medical certificate.

- If a student is absent for two days or less a note from the parents/guardians will suffice (Appendix 2);
- If a student is absent for three days or more then, a medical certificate is required.

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

If a student is absent for a written exam, this cannot be taken on another day.

6.2 Punctuality

School starts at 7:35 a.m. Students are expected to be at school by not later than 7:30 a.m.

Parents/guardians are to send a written and signed note to inform the class teacher that their child will be arriving late (Appendix 3) or leaving early (Appendix 4) on a particular day owing to certain circumstances, such as a hospital/clinic appointment.

If students arrive late for school, parents/guardians should accompany their child to school and give reasons for arriving late, so that the student will be exempted from the consequences of late comers.

If students arrive late without any justification, they will not be admitted to the classroom as they will disturb the on-going activity and parents will be notified accordingly. A record of late comers will be kept and if a student's arrival at school is delayed repeatedly a late-comers record form will have to be signed by parents/guardians.

Students who come to school by van (organised transport) are exempted from the above procedures / consequences, however, if tardiness occurs frequently, parents are highly encouraged to report matters to the company providing the transport, urging them to rectify the situation.

6.3 Leaving School

School dismissal for students who use school transport is at 1:10 p.m., while for other students, dismissal is at 1:15 p.m. Students are to be picked up on time.

If a student is picked up early without any prior warning, a note will have to be filled in and signed by parents (Appendix 5).

If a student 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 (Appendix 6).

6.4 Travelling abroad

Travelling abroad is not permitted unless it is for medical purposes or music/sports competitions/scholarships.

The school is not responsible for the loss of lessons during students' absences from school, due to travelling for pleasure family vacations. In such cases, Homework and/or Schoolwork will not be given and students will be marked as 'absent' from school.

6.5 Attendance Policy

Please note that the policy "Addressing Attendance in Schools" issued by the Ministry of Education and Employment in October 2014, is applicable to our school. Reference to this policy can be made by accessing the following link or by visiting the website education.gov.mt.

<http://education.gov.mt/en/resources/News/Documents/Attendancy%20Policy%20Document.pdf>

7. Homework and Schoolwork

7.1 Homework

Homework is compulsory. It should be neat and well-presented and submitted promptly.

Work has to be redone if:

- Handwriting is not neat;
- Work is untidy;
- Work presented is not theirs.

Students who fail to produce their work on time:

If students fail to bring their work to school they will be given a verbal warning by the class teacher. Work has to be handed in the following day.

In the case of a second, immediate offence, the student will not be allowed to go out with the class to play in the yard. Parents/guardians will be informed of the missing work through the school's notification form which they will be asked to sign. Work has to be handed in the following day.

A record sheet of missing or incomplete homework is kept by the class teacher.

When homework is not being done on a regular basis, parents/guardians will be called in for a meeting with the SMT.

7.2 Correction

Correction has to be done immediately and work will not be corrected unless previous work is done.

In the case of a second offence, a school notification form is to be sent home by the class teacher and parents/guardians have to sign accordingly.

If this is repeated the student will be referred to the SMT.

7.3 Homework and absences due to illness

Students who are sick should not send any work to school. On their return, students will be informed about the homework that was given in their absence.

For health reasons, copybooks and books will only be given once students return to school. Parents are kindly asked to refrain from making other requests so as not to create an uncomfortable situation for the teacher or themselves.

7.4 Timetable

Years 1-3 – School books are kept in class and given to students accordingly.

Years 4-6 – Students in these grades are to follow a timetable and their teacher's instructions.

Students who are given a timetable should be helped by parents to prepare the books and copybooks accordingly. This will gradually teach the students how to be organised and responsible.

7.5 Missing Textbooks

It is very important that students have the required textbooks and workbooks with them so that they will be able to fully participate in the lesson. Experience has shown that sharing of books distracts the students from the class explanations. For this reason sharing of books is not encouraged.

If a student forgets his/her textbook a verbal warning will be given.

If this situation repeats itself again s/he will not be allowed to share with classmates.

Parents/guardians will be duly informed of any missing textbooks, copybooks or workbooks through a school notification form which has to be signed.

If this is repeated often, the student will be referred to the SMT.

8. Healthy Lunches

8.1 Healthy 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.

If students bring sweets and snacks to school they will be kept by the class teacher and returned to the student at the end of the school day.

Everyday lunch should consist of healthy food. No cereal bars are accepted; however, students can bring any type of cereal in their lunchboxes. Drink should consist only of mineral water and no flavoured water, lemonades and juices are allowed.

Salty snacks, sweets, chocolates and soft drinks are not permitted except on special occasions such as birthdays and during the school party. Junk food is strictly prohibited.

8.2 The Fruit Scheme

During scholastic year 2015 – 2016, all primary students are entitled to receive a portion of fruit or vegetables once a week. As a school we encourage all students to eat the fruit or vegetables provided in this scheme unless the student is allergic to any of the ingredients.

8.3 Food Allergies

Parents/guardians should inform the school of any food allergies that their student might have. In such an event, an action plan will be designed accordingly in coordination between the SMT and parents/guardians.

8.4 Birthdays

Parents/guardians should note that on birthdays:

- Students cannot bring cakes.
- Sweet treats should preferably be sealed or individually wrapped and can include muffins, sponges, homemade cupcakes (wrapped in stretch and seal).

Caution must be exercised since some students might have allergic reactions to certain ingredients.

8.5 School Outings

Students are allowed to bring a reasonable amount of sweets on school outings.

8.6 Healthy Lunchbox Competition

Once a term, the school will be organising a healthy lunchbox competition.

The class teacher with the help of the LSA will take a note of students' lunches. The student who will consistently bring healthy lunches will be nominated to the SMT.

Every student who wins the competition will receive a certificate during the morning assembly.

9. School Property

9.1 Library and Reading Scheme Books

Library books should be returned on time. Parents' cooperation in this regard will help students become more responsible for their own school property. Lost books have to be replaced or paid for.

If books are not returned on time, the student will not be allowed to borrow any books until all books are returned.

All school reading books should be kept in a plastic folder to reduce the risk of any damages (e.g. water stains due to leakages from students' drinking flasks).

9.2 P.E., ICT, and Drama equipment

If school equipment is damaged, it must be replaced or paid for.

9.3 Students' work

Students should respect the work of their peers and care for the work displayed in class and in the school corridors.

9.4 School's property

In the event that a student damages, on purpose or out of negligence, any of the school property, parents/guardians will be asked to come to school.

Any damaged property should be replaced or paid for.

10. Transport

10.1 School Transport

Parents/guardians can pick up a list of school transport available from different locations around Malta. It is the parents'/guardians' responsibility to contact companies and book transport for their own student.

If parents note that undesired behaviour crops up on the school transport, they should immediately address the issue with the van driver.

If serious issues crop up on the school vans, they will be looked into by the class teacher or the SMT, but it must be kept in mind that students are not supervised on school vans.

If for any particular reason, a student will not be using the school transport, parents/guardians are kindly requested to inform the respective teachers by sending a written note.

11. Desired Parents'/ Guardians' Behaviour

11.1 Parents'/Guardians' cooperation

We strongly encourage parents/guardians to cooperate and collaborate with the teachers and the Senior Management Team (SMT) in order to support the school's Behaviour Policy.

11.2 Parents'/Guardians' responsibilities

Parents/guardians should:

- Give a good example to their children and others, both through their attitude and dress attire.
- Ensure that their children arrive at school on time.
- Ensure that their children are smartly dressed in the appropriate uniform.
- Encourage and support their children with their homework and see that this is done well and consistently. They should make sure that homework tallies with what is given at school by checking the school diary on a daily basis.
- Check circulars and e-mails regularly.
- Check that students come to school with the homework and books according to the timetable (where applicable).
- Read this code of good conduct and all school policies and abide by them.

11.3 Parents'/Guardians' Dress Code

All parents including helpers and PTA members should be decently dressed on the school premises.

Underclothing (such as underwear etc.) should not be conspicuous.

11.4 Contact with all members of Staff

The term 'Members of Staff' refers to the following:

- SMT (Head teacher and all Assistant Heads)
- Class teachers
- Subject teachers
- LSAs
- Secretaries
- Library Assistant
- School's porter

- Domestic Staff
- All other professionals such as the School Counsellor, School's InCo (Inclusive Coordinator), and the School's Social Worker.

Respect must be reciprocated between all those mentioned above and parents/guardians, even in the tone of voice used.

Contact with any members of staff mentioned above, through mobile phones, Facebook accounts or through other chatting programmes is strictly prohibited during and outside school hours. Parents are encouraged not to make requests that will put the staff members, or themselves, in an awkward position.

Contact with SMT

If parents/guardians feel the need to contact the school's SMT, this should be done strictly during school hours; that is between 8:00 a.m. and 1:00 p.m.

Contact with class teachers, subject teachers and/or LSAs

Contact with class teachers, subject teachers and/or LSAs should be made by appointment. This appointment should be made either through the school's secretaries, or by writing a note in the students' diary.

No direct contact with class teachers, subject teachers and/or LSAs is to be made during lessons.

Parents are encouraged not to discuss school issues in the presence of their children.

Contact with other professionals

The term 'Other Professionals' refer to the following:

School Counsellor;

School's InCo;

School's Social Worker.

Contact with the above mentioned professionals should be made with an appointment through the school's secretaries.

Appendices

1. Notification Form (*various*)
2. Absenteeism Form
3. Arriving Late Notification Form
4. Leaving Early Notification Form
5. Leaving Early Record Form
6. Notification Form for student to be picked up by others



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Notification Form

Date: _____

Dear Parent/Guardian,

We would like to draw your attention to the fact that your son/daughter
_____, who is in Year _____, Room _____ has:

- ☐ Missing / Incomplete homework _____
- ☐ Missing / Incomplete correction _____
- ☐ Missing textbook _____
- ☐ Missing workbook _____
- ☐ Missing library book _____
- ☐ Missing reading scheme book _____
- ☐ Been very talkative _____
- ☐ Misbehaved in class / at play time _____
- ☐ Other: _____

Whilst bringing this to your attention, we kindly seek your cooperation to ensure that this will not happen again. Please sign and send back to school immediately.

Thank you and may God bless you and your family.

Yours faithfully,

Sr Carmen Mizzi
Head of School

Teacher's Signature _____

Parent's / Guardian's Signature _____



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Absenteeism Form

Date: _____

To whom it may concern,

Kindly note that my son/daughter _____ who is in Year ____ Room
_____ was absent from school from _____ to _____ because

Parent's/Guardian's signature

* Please note that this Absenteeism note can only be used for absences of one or two days. When the student is absent for three (3) days or more, a medical certificate is needed.



ST. FRANCIS SCHOOL
MSIDA

Students Arriving Late

I, the undersigned, declare that my son/daughter _____,

Year _____, Room _____ arrived late to school due to _____

Date: _____

Time: _____

Parent's/Guardian's Signature

Parent's/Guardian's ID Card



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Leaving Early Notification Form

Date: _____

To whom it may concern,

Kindly note that my son/daughter _____ who is in Year ____ Room ____ will be
picked up from school at _____(time) on _____ (date) by _____ with ID
number _____ (name and ID of the person picking up the student) because
_____ .

Parent's/Guardian's Signature

Parent's/Guardian's ID Card



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Students Leaving Early

I, the undersigned, declare that I am taking my son/daughter _____, Year _____, early from school due to _____

Date: _____

Time: _____

Parent's/Guardian's Signature

Parent's/Guardian's ID Card



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Students Leaving Early

I, the undersigned, declare that I am taking my son/daughter _____, Year _____, early from school due to _____

Date: _____

Time: _____

Parent's/Guardian's Signature

Parent's/Guardian's ID Card



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Notification Form
for
student to be picked up by others

Date: _____

Kindly note that on _____ (date) my son/daughter _____ who is in Year _____
Room _____ will be picked by _____ with ID number _____ (name and
ID of the person picking up the student up from school).

Parent's/Guardian's Signature

Parent's/Guardian's ID Card