



Creative, Innovative, Professional

MARIA REGINA COLLEGE
STEFANO ZERAFA MIDDLE SCHOOL
NAXXAR
School Policies and Regulations

School Contact details

Postal Address: Maria Regina College
Stefano Zerafa Naxxar Middle School,
N/S in Main Street, Naxxar.

Email Address: mrc.naxxar.ms@ilearn.edu.mt

Website: mrc.naxxarms.skola.edu.mt

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

Tel. Number: 2598 6850

School Mission

Embracing the richness of our multicultural community, we are committed to providing a safe, inclusive, and supportive environment that promotes quality teaching and meaningful learning, values the strengths of all stakeholders, and empowers students to become responsible and positive global citizens.

Student Version

Our school is a safe and happy place where everyone is respected, learning is fun, and we help each other grow into kind and responsible people.

School Vision

To nurture a learning community grounded in **respect**, guided by **responsibility**, and committed to **righteousness**, where every learner grows in character, wisdom, and service to others.

Introduction

Welcome to Maria Regina College Middle School Naxxar. This handbook serves as a central point of reference for the scholastic year and is updated annually to reflect the evolving needs, priorities, and policies of our dynamic school community. We kindly ask all parents and guardians to support the school by ensuring that students abide by the school's policies and procedures. Working together with mutual respect and cooperation helps us maintain a safe, disciplined, and positive learning environment where all students can thrive.

Renzo Galea

Head of School

Respect & Behaviour

- Respect towards all staff, students, visitors, and school property is always expected.
- Violence, bullying, intimidation, vulgar language, fighting, and disruptive behaviour are strictly prohibited. All cases are to be reported with immediate effect to the guidance teachers who will refer to the Deputy Heads of School.
- The school adopts a Zero Tolerance to Violence Policy. Students who engage in violent behaviour will be suspended (internally or externally) for a defined period.
- Students are expected to walk calmly around the school premises and avoid loitering, pushing, or unsafe behaviour.

Communication with Parents

- Parents/guardians are expected to provide updated contact information, including valid phone numbers, addresses, and email addresses.
 - Parents are encouraged to maintain regular communication with the school and support school policies and procedures.
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Attendance & Punctuality

- School starts at 8:00am and finishes at 2:21pm.
 - Students are expected to arrive at school on time and proceed directly to the designated assembly area.
 - Students who arrive more than 15 minutes late will have to stay at Reception until the parent **physically** signs them in.
 - Parents/guardians must inform the school in advance regarding medical or important appointments and provide supporting documentation where necessary.
 - Regular attendance is essential for students' academic progress and wellbeing. The Attendance policy can be found on the school website. The school follows the National Policy in this regard.
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School Uniform & Appearance

- Only the official school uniform is to be worn.
 - Students may wear appropriate shorts. Shorts must not be too short or tight.
 - Hoodies are not permitted. Any alternative jackets (not hoodies) must be dark-blue or black.
 - Make-up, artificial nails, and false eyelashes are not allowed.
 - Long hair needs to be tied back for hygienic and safety purposes.
 - Students may only wear ONE pair of STUD earrings, one on each ear.
 - Parents are encouraged to label all personal belongings, including uniform items, lunch boxes and water bottles.
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Mobile Phones & Technology

- The school's No Mobile Devices Policy strictly applies throughout the school day.
 - Random spot checks may be carried out.
 - Unauthorised devices will be confiscated and returned only to parents/guardians.
 - Students under the age of 13 should not possess social media accounts.
 - Parents are encouraged to monitor their child's online activity and establish clear boundaries at home.
 - School Laptops are to be brought to school when requested by specific teachers. These should not be used in the common areas unless otherwise instructed.
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Movement Around School

- Students move between lessons for different subjects and must do so in an orderly manner.
 - The designated green pathways must always be used when moving between blocks.
 - Students are expected to follow staff instructions promptly and responsibly.
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Food & Healthy Lifestyle

- Students are encouraged to bring healthy lunches from home.
 - Soft drinks and energy drinks are not permitted.
 - Students should bring their own reusable water bottle for use at school water fountains.
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Lockers & Personal Responsibility

- Students are responsible for their personal belongings and lockers.
 - A small padlock is required for lockers, together with an extra labelled key.
 - Students should prepare their school bag responsibly leaving at home any unnecessary items.
 - The students have 3 designated 'Locker-Times' when they can store and pick-up items from their assigned lockers.
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School Transport

- School transport is a concession and not a right.
- Good behaviour is always expected while waiting for and travelling on school transport.
- Bullying, fighting, disturbing the driver, or throwing objects may result in suspension from school transport services.
- Students must remain seated in their assigned places.
- School transport is unsupervised; therefore, parents/guardians are responsible for ensuring that their children behave appropriately while using school transport.

The main school policies, in their full and official versions, can be accessed on the school website.

[School Laptops](#)

[Mobile Devices](#)

[School Uniform](#)

[School Transport](#)

[Attendance](#)

[Travelling Abroad](#)

Working Together

At Maria Regina College Middle School Naxxar, we strongly believe that a successful school community is built through mutual respect, collaboration, responsibility, and positive relationships between students, staff, and parents. By working together, we can ensure a safe and supportive environment where every student can succeed.

***Renzo Galea
Head of School***

Please fill in and return to school



Name of Student	
Class	
Name of Parent	
Parent ID Card	
I hereby declare that I have read and understood the school policies, rules, and regulations outlined in this handbook. I acknowledge the importance of these guidelines in ensuring a safe, respectful, and effective learning environment for all students.	
I agree to support the school in upholding these policies and will make every effort to ensure that my child follows them throughout their educational journey at school.	
Signature and Date:	