

.

Sir M.A. Refalo Sixth Form - Institute Regulations 2025-2026

Courses Offered and Student Services

1. Courses Offered

Course 1: MC

Option 1: Matsec Certificate Course

Option 2: 3-Advanced Level Course

Course 2: A/I/O

Advanced/Intermediate/Ordinary Level Course

Course 3: SEC

Option 1: Revision Subjects at Ordinary Level (duration 1 year)

Option 2: Part-time Academics

Students enrolling at Sir M.A. Refalo Sixth Form are binding themselves upon registration to abide by the School's rules and regulations as stipulated in this diary.

For the School's Prospectus, please visit our website: <https://smarsf.edu.mt>

All regulations stipulated in it are binding.

The following are required to apply for one of our courses:

- Secondary Education Certificates
- School Leaving Certificates
- Digital passport photo in jpg.format
- e-I.D
- Online Payment of €25 (Registration Fee)
- A Bank Account (Savings Account) will be needed if applying for the stipend
- Parent/Legal Guardian Form for students under 16 years of age (attach copy)

- Prospective students can register online through the School website. One cannot register as a full-time student at Sir M.A. Refalo Sixth Form if one is already registered in another Institution.

1.1 SCHOOL'S COMMUNICATION

All students are to check their Ilearn email account on a daily basis, as all correspondence by the School and teaching staff, including assessment results, will be sent through this official email account. Correspondence received from students from e-mail accounts other than Ilearn will not be considered. Students are also encouraged to visit the MySchool portal on a regular basis.

1.2 STUDENT SERVICES

At Sir M.A. Refalo Sixth Form the Student Services Department offers vocational/career guidance as well as personal guidance and counselling. Vocational/career guidance includes helping the student explore different job opportunities, various career paths as well as exposure to work experiences. Prospective students are encouraged to make use of the services offered by the guidance teachers during the summer months to help them make the right choice of subjects. Guidance teachers will also be available throughout the year to help students acquaint themselves with the various courses offered by the University of Malta, MCAST, ITS and other tertiary institutions.

On the personal level, students are encouraged to make use of the counselling service offered. The guidance teachers ensure that the service is available for all students throughout the whole academic year. The refurbished guidance block is easily accessible to all our students.

Follow us and keep in contact on Facebook:

1.3 MEDICAL CONDITIONS

Students with medical conditions (eg: asthma, allergies, diabetes etc.) are advised to confidentially inform the Senior Leadership Team at the beginning of the course and fill in the relevant health form when registering with us.

It is also the responsibility of the parent to inform the SLT if their son/daughter has psychological or emotional difficulties.

•

2. Routine and Attendance

2.1 DAILY ROUTINE

The school works on a timetable of seven lectures every day from Monday to Friday and can be viewed online on MySchool.

Students may be refused admission to lectures if they are late for no valid reason. Students are required to attend all their time-tabled lectures, tutorials and practical sessions.

Official school activities that involve the whole school during lecture time get precedence and lectures are cancelled. On such occasions, staff and students are informed beforehand.

2.2 ATTENDANCE AND PUNCTUALITY

Irregular attendance is one of the major reasons for students underachieving or failing to complete their course. Consequently, Sixth Form demands a high level of attendance and punctuality from all students.

2.2.1. Regular attendance is required by the rules and regulations of Sixth Form.

2.2.2. Moreover, students are expected to show interest, motivation and commitment in their lectures.

2.2.3. Students are expected to participate fully in Sixth Form activities.

2.2.4. Students are duty-bound to follow their Sixth Form timetable.

2.2.5. Attendance for tutorials and practical sessions is obligatory.

2.2.6. Students are to strictly abide by their officially issued timetable ONLY.

2.2.7. Unjustified absence of one or more lectures per day will result in having one day's stipend deducted.

2.2.8. An attendance report shall be issued when absenteeism rates start to increase. Upon verification that lectures have been missed without justification, an email will be sent to parents/guardians.

2.2.9. The intervention of the guidance team will be sought (through a meeting between the student and a guidance teacher) to discuss the reasons leading to repeated unjustified absence.

•

2.2.10. An attendance report is issued at the end of every month. Upon verification that 20 lectures have been missed without justification, an email will be sent to parents/guardians. At this stage students are encouraged to seek support from Sixth Form's guidance team.

2.2.11. Missing 40 lectures will earn the student a second written warning and the student and his/her parent will be contacted.

2.2.12. Missing a total of 60 unjustified lectures (1st Year), and 40 unjustified lectures (2nd Year) will result in the student's Sixth Form School leaving certificate not being issued. The student will not be allowed to attend the Awards Ceremony.

2.2.13. In addition to regulation 2.2.11, the student will not be allowed to participate in school organised trips.

2.2.14. The Sixth Form Administration will take any measures as deemed necessary to safeguard students' attendance irrespective of attendance thresholds as earmarked in this section.

2.2.15. Although Sixth Form Administration will do its utmost to keep track of every student's attendance on a regular basis, parents/guardians are reminded of their responsibility of logging into MySchool (mis.edu.mt).

2.2.16. It is also the parents'/guardians' responsibility to ascertain that the email addresses submitted during the registration process are the correct ones and that any updates to the same electronic address/es are made known to the Sixth Form's Administration at once. Student attendance is recorded daily by every single teacher as per timetable.

2.2.17. Students are not accepted for lectures if they report late without justification.

2.2.18. If not covered by a medical certificate, all requests for exemption from lectures for assessment sessions, interviews, medical appointments, or bereavement and other reasons must invariably be approved by the Head of Sixth Form or Deputy Head in order to be considered valid.

2.2.19. Exemptions notes will be accepted within 5 days from the date of absence.

2.2.20. Students who need to be exempted from their lectures on the day, because they are feeling unwell, must first go to the Deputy Head i/c exemptions. The latter will call the parent/guardian before the student is allowed to leave the premises. If a student requests to leave school before 10:00hrs,(in the case of illness) a medical certificate needs to be sent to the clerk i/c of medical certificates.

2.2.21. Students who need to be exempted/excused from their lectures on the day for valid reasons need to send an email to the Deputy Head i/c exemptions with evidence. The student

- will be marked either as exempted or excused absence depending upon the reason presented for his or her absence.

2.2.22. Students are allowed 15 days of paid sick leave for each academic year against a medical certificate (as per Students' Maintenance Grants Board).

2.2.23. Medical certificates are to be scanned and sent by email to the administrative office (senior clerk i/c of medical certification: moira.vella@ilearn.edu.mt) on the first day upon returning to the Sixth Form, or on the Friday of that particular week in case of prolonged sickness. However, students on long sick leave must present a medical certificate every fortnight.

2.2.24. 1st Year Matsec course students who are sitting for their Matsec examinations (as private candidates) during their first year of studies with us are exempted from their lectures only on the day of the actual Matsec examination session.

2.2.25. Students who have presented a medical certificate cannot attend school for any reason.

2.2.26. Travel abroad shall not be considered as a valid reason for exemption, except for medical reasons, proven family events or participation in cultural and sports activities (with relevant documentation).

2.2.27. Every student is to note that it is only the Students' Maintenance Grants Board which can exempt a student for stipend purposes. Within this context, a formal request for exemption has to be made by the student him/herself.

2.2.28. Students who disagree with any absenteeism report issued by the Sixth Form are to submit their complaint within 5 days from the issue of the same report.

3. Assessment Sessions

3.1 ASSESSMENT SESSIONS

3.1.1 All school assessment sessions are obligatory. It is a must that students sit for their respective assessments.

3.1.2 Students are to wait in the entrance (Foyer) and only proceed silently to their assigned classrooms when told to do so by the Deputy Head i/c of Assessment.

- Students who arrive more than 30 minutes late for their assessment session will not be accepted in class. Students cannot leave class before 1 hour has elapsed.

- - Students who leave class early may not loiter in corridors but must go to the school grounds or canteen or exit the premises.
- 3.1.3 Students caught copying in class during the examination will have his/her papers crossed out in red and marked zero.
 - 3.1.4 All students are to put their bags and belongings near the Teacher's desk.
 - 3.1.5 Mobile phones must be switched off or they will be taken to the Head's Office. Students caught using mobile phones in any way during an assessment session will have that same session terminated and their script forfeited.
 - 3.1.6 No watches/earpieces are allowed during examinations.
 - 3.1.7 No hoodies, caps or hats are allowed.
 - 3.1.8 Use of rough paper is not allowed. Please use the official assessment papers and then cross out with a pencil.
 - 3.1.9 No borrowing is allowed.
 - 3.1.10 If you need anything always ask the class invigilator.
 - 3.1.11 When the particular subject is taught by more than one teacher, students are asked to specify the name of the teacher on the assessment script.
 - 3.1.12 Students who fail to attend for a particular assessment session will have a note on their school leaving certificate declaring that they were absent for that assessment session.
 - 3.1.13 Students who report sick must present a medical certificate to the school within 24hours of the examination. Late documents will not be accepted.
 - 3.1.14 In order to be promoted to their second year of study, 1st year students should obtain an overall pass mark of 45% in their annual examinations.
 - 3.1.15 If a student is sick for a particular assessment session, the total possible amount of marks will reflect the assessment sat for.
 - 3.1.16 First Year students who are sick for their annual assessment sessions and have presented their medical certificate in time, will have their half yearly marks taken into consideration.

-
- 3.1.17 For exceptional cases, students will be referred to the Admissions Acceptance Board.
- 3.1.18 Students who have sought and obtained approval from us to be exempted from a particular assessment session for valid reasons shall have their result marked as E with a note explaining this as an exemption.
- 3.1.19 Students who sit for only a part of an assessment session where such a subject has more than one paper/component/practical session/oral session and who have consequently submitted a medical certificate to justify absenteeism as per school's regulations shall have their mark awarded and a note added explaining the result as 'Partial'.
- 3.1.20 Students who attend the minor component of an assessment session will still be awarded marks on the official transcript. A partial result will not contribute to the overall threshold for progression to the second year of study.
- 3.1.21 Students who sit for only a part of an assessment session and do not justify their absenteeism, shall have the actual mark obtained awarded without any explanatory note.
- 3.1.22 For Guidelines regarding exemptions following a change in subject/s, please refer to 3.2 below.
- 3.1.23 Students who have obtained a concession from the School to attend both 1st and 2nd year lectures in a particular subject will need to sit for the assessment session in the same subject at 2nd year level. An exception will be if classes are only being offered for 1st years.

3.2 REQUEST FOR CHANGE OF SUBJECT/S

- Students have the possibility to change their subject/s or subject/s level up to the first month of their second academic year. Those who wish to do should contact one of the guidance teacher by not later than the end of October of their second year. Students wishing to change their subject/s or subject/s level during their summer recess need to fix an appointment with guidance through the school administration.
- 3.2.1 The option amendment form must be submitted within 3 working days from the time it is fill in by the guidance teacher.

Students registering in November or who change their subject/s during the same month will not be allowed to sit for their November Test session/s in the newly chosen subjects.

-

3.2.2 Students who change their subject/s during or after the month of January will not be able to sit for their Half Yearly assessment session/s in the newly chosen subject/s. Similarly, those who change their subject/s during or after the month of May shall not be allowed to sit for their Annual assessment session/s in the newly chosen subject/s.

3.2.3 No change in enrollment can be carried out during the examination periods.

3.3 SPECIAL ARRANGEMENTS FOR ASSESSMENT SESSIONS

Students who qualify for special arrangements in public examinations may also be provided with the same arrangements for our school assessment sessions. Such support may include (where appropriate):

- Additional time in assessment sessions
- The use of a reader, prompter or scribe
- Large print format for assessment papers
- An alternative venue for the conduct of the assessment

Students wishing to receive support during assessment sessions must state so on the registration form and contact the Deputy Head i/c Assessment at least one calendar month prior to the assessment session so that appropriate arrangements can be made. In such cases, students and/or their parents will need to provide all relevant supporting documentation – including medical/education psychologist reports (where appropriate) before any support during assessments can be provided.

3.4 EXEMPTIONS

Students who succeed in obtaining a pass in any subject of the MATSEC examinations can be exempted from the subject during their course of study at Sir M.A. Refalo Sixth Form.

Applicants are to fill in an exemption form available online on the school's website Application Forms (smarsf.edu.mt). This form must be submitted together with a scanned copy of the result slip. Exemption forms are to be submitted as indicated on the form itself by not later than ten (10) working days from the publication of the 2nd MATSEC sitting. Students are however encouraged to present requests for exemptions at their earliest convenience if they receive the relevant result in the first sitting.

Any of these students who then wish to study another subject instead of the exempted one, will need to apply for a special concession and obtain approval from the Admissions Acceptance Board (AAB).

Lectures in a new subject, for students promoted from their first to their second year of study, can be studied at both first and second year level time table permitting.

-

Any new subject/subjects chosen following an exemption can be studied at any level (Advanced-Intermediate-Ordinary).

Our School has a special board - Admissions Acceptance Board (AAB) - to consider and evaluate particular application requests. The AAB shall comprise the Head as Chairperson, a Deputy Head, another member from the teaching staff, one member from the Guidance Team and an education professional external to the School. The decision of the Board is final. Requests to the AAB are to be made on the email address:

4. Co-Curriculum (AcademiaPlus)

Alongside formal study, Sir M.A. Refalo Sixth Form offers students a variety of opportunities for further learning and personal growth. Students can optionally choose one or more programmes annually.

- Youth Performing Arts Fest

A showcase of our school's talents in Expressive Arts.

- Student Enrichment Programmes

Our programmes include: NSTF Mini European Assembly; Euroscola; The Duke of Edinburgh's International Award; NSTF Science Forum; Junior Achievement Young Enterprise; Model European Parliament, Youth Entrepreneurship. .

- ASDAN short courses

ASDAN internationally recognized certificate courses to further develop students' talents.

- Councils and Teams

School Council, Students' Representative Council, Pastoral Team and EkoSkola Committee. Being part of a council or committee entitles the student to a certificate of recognition.

5. Students' Code of Conduct

5.1 CODE OF CONDUCT

This code is based on the National Policy Document (2002) and has been compiled after full consultation with the School Council, teachers, parents and students. Students at Sir M.A.

•
Refalo Sixth Form have the right to an education, which offers them the best opportunity to attain their potential. Teaching staff are here to create the circumstances for this to happen.

5.2 STANDARDS OF BEHAVIOUR

Whether certain behaviour is considered acceptable or not depends on the situation and the circumstances of the case, but there are certain types of misdemeanor which can never be tolerated on school premises. These include:

- disturbing the class, disrupting the lecture or disobeying specific instructions of the teacher
- eating in class, in the administration block and the library
- damaging School property, scribbling on desks or committing acts of vandalism
- littering
- fighting
- improper language
- displays of sexual behaviour or conduct of a sexual nature

The following are **prohibited** on school premises:

- smoking/vaping
- gambling
- carrying/using illegal substances
- consuming alcohol
- carrying weapons and/or sharp objects
- possessing, accessing, viewing, creating, sharing or distributing pornographic or sexually explicit material

Mobile phones cannot be used in class unless instructed to do so by the teacher. Incidents of misbehaviour will be referred to the Head of School or if severe to the Disciplinary Board to decide on the appropriate disciplinary action.

Students who have any query regarding these guidelines are to speak to their teachers, guidance teachers, Deputy Heads or the Head of School or to the Students' Representative Council.

5.3 DRESS CODE

Casual wear is the standard gear for students. The school is aware of the importance of clothes for students with regards to their self-presentation. However, suitability and propriety in dress and appearance are expected.

-

Students are definitely not allowed in the school if they are improperly dressed. More specifically, this includes:

- sleeveless tops
- t-shirts with offensive or political slogans
- shorts (knee-length shorts are allowed)
- caps during lectures
- visible underwear
- flip-flops
- strapless/narrow straps, low-cut tops and transparent clothing
- bare midriffs
- miniskirts (dresses/shorts knee-length is allowed)
- heavy jewellery
- visible underwear

5.4 NON-SMOKING/VAPING REGULATIONS

Sir M.A. Refalo Sixth Form has a non-smoking/vaping policy for students, both inside and outside the building that is in accordance with Maltese law dealing with the issue. Students are not permitted to stand or congregate near the School's entrance to smoke/vape. Students found not following the school's policy with regards to smoking will be subject to disciplinary procedures.

5.5 USING THE INTERNET

Internet access is available at the school library, in the school canteen and generally throughout the School. This service is provided free of charge for all.

Certain categories of websites are banned due to their content and you are not permitted to visit inappropriate sites here at the School. Web access is monitored and if you are seen or found to be using the internet inappropriately, restrictions and disciplinary procedures will be brought against you.

Finally, if you do find a web site that is blocked or is disallowed here at the School but feel it has content related to your subject for research purposes, then please feel free to talk to a member of the Computer Department or Administration about the issue.

•

6. Policies

6.1 PHYSICAL EDUCATION POLICY

Our P.E. policy has been created as part of a holistic strategy meant at creating healthier lifestyles. P.E. sessions are by attendance. P.E. remains compulsory throughout the two years, even if a pass in SOK has been obtained after the first year of study and the student has duly obtained an exemption from the School. The student's stipend is deducted for every session missed.

6.2 ANTI-BULLYING POLICY

Sir M.A. Refalo Sixth Form has formulated new guidelines to provide a safe environment for all the students. The school chose the following slogans to explain better the zero tolerance approach to bullying:

- Just Say NO to BULLYING
- Bully-Free Zone
- Be the change you wish to see in the world

The guidelines state that the school does not tolerate any form of bullying amongst and/or between students, teachers or other staff whether it be:

- Direct bullying (physical or verbal)
- Indirect bullying (e.g. isolating, ostracising and spreading rumours)
- Cyber bullying
- Racial and religious discrimination
- Sexual bullying

The designated member of staff to whom all form of bullying is referred to is the Deputy Head. All cases will be dealt with individually, in cooperation with the Guidance team. When necessary and according to each case, relevant measures of restorative justice will be applied. Students are encouraged to speak up if confronted by any form of bullying.

As a school we are committed to prevent bullying by raising awareness and celebrating diversity through a variety of activities both among students and staff throughout the whole scholastic year.

-

6.3 ENVIRONMENTAL AWARENESS POLICY

It is the school's policy to encourage all members of our community to play an active role in ensuring that resources are not wasted and that the building and grounds remain unpolluted by litter, noise and graffiti. Each student is expected to:

- be aware of our school's policy and respect the school's environment.
- dispose of litter in a responsible way and place recyclable items in the appropriate bins.
- save energy by switching off computer monitors when not in use and helping to ensure that lights are off when rooms are vacated.
- keep noise to a minimum so that others are not disturbed.

Students are encouraged to respect the grounds which is a pedestrian zone by disposing of litter diligently and taking good care of all outside furniture.

6.4 SAFETY OF STUDENTS AND PERSONAL EFFECTS

To maintain security, we insist on the following measures:

If you see someone that you DO NOT recognise behaving suspiciously DO NOT approach them but notify any member of staff immediately.

- Your friends from outside the school are NOT permitted on site.
- Only enter and leave our school through the pedestrian entrance in Fortunato Mizzi Street.
- The school cannot accept responsibility for personal property. Do not bring valuables or large sums of money to the School. Mobile phones are also brought into our premises at the student's own risk. Sir MA Refalo Sixth Form will not be responsible for the loss of mobile phones under any circumstances.

6.5 FIRE DRILL

Everybody is obliged to familiarise themselves with the evacuation procedures. Notices regarding the procedure are found in every corridor. On hearing the alarm, staff and students MUST leave the building via the nearest staircase and assemble in one of the assembly points.

-

7. Others

7.1 SCHOOL-LEAVING CERTIFICATE

- Students attending our school shall be awarded a certificate upon successful completion of their two years of study.
- An award will be given to the student achieving the highest mark in each subject provided that the threshold of 80% is reached.
- The School-Leaving Certificate is only issued once.
- The Certificate shall include a Record of Achievement (transcript) with details of subjects studied throughout the two years at Sixth Form and will also indicate whether the student has participated in P.E. lessons.
- Students who enrolled at 2nd Year Level will only be awarded the transcript of that particular year.
- The Certificate shall reflect actual lectures attended over the span of the two years of study at Sir M.A. Refalo Sixth Form.
- The Awards Ceremony's time and date at the end of the two-year academic course shall be declared well in advance.
- Only students who complete a 2-Year course will participate in the Awards Ceremony.

7.2 PRINTING SERVICES

Students attending Sir M.A. Refalo Sixth Form can avail themselves of printing services within the School's premises.

7.3 LIBRARY SERVICES

Our Library staff would like to acquaint the readers with services rendered in the recently upgraded library of Sir M.A. Refalo Sixth Form. Students are encouraged to make full use of the library for study and research. One can also make use of computers, borrow books and skim through magazines and journals.

The library collection is catalogued online, and books can be searched by visiting the website maltalibraries.gov.mt under Search the Public Libraries Catalogue. We are now members of the Malta Libraries entity and for actual borrowing of books, one needs to have a valid Membership Card (Karta ta' Shubija). With the Libby App, one can access free eBooks, audiobooks and eMagazines. Now, Maltese language digital books can also be borrowed by creating an Octavo account.

-

Our library does not offer the sale of books. Nonetheless, you can buy online from the main bookshops:

- Agenda
- Bdl books
- Merlin library

The 2025 – 2027 Students' Textbook List can be viewed at our School's website https://smarsf.edu.mt/downloadable_files/textbooklist.pdf

Our Library aims to be a resource of information, open to ideas and imagination and an instrument of cultural and educational development. It fosters a love of reading and a climate of lifelong learning to enrich the lives of students and teachers. It offers spaces for all to meet and connect, to learn and to teach and to inspire creativity.

To maintain our library's collections, furnishings and study environment, abide by the following rules:

- Borrowed items must be checked out and returned to the circulation desk.
- Food and drinks are prohibited. No bottled water is allowed near keyboards.
- Be reasonably quiet and respect colleagues.
- Staff will not be held responsible for stolen items.

7.4 AFFILIATION IN STUDENT BODIES/ORGANISATIONS OUTSIDE OF OUR SCHOOL

It is not permissible for students registered with this School to engage in political activities or conduct political party affiliation work on school premises.

7.5 STIPENDS

In accordance with the Government Legal Notice, students who follow a full-time course at our School are entitled to apply for a stipend. To receive a stipend, students must apply online with the Students' Maintenance Grants' Board. Further information can be found on the School's website Stipends (smarsf.edu.mt)

Once a student has changed their course, it is the obligation of the same student to notify the stipends office in order for their information to be updated.

