

# Handbook on the Registration of Summer Schools

Directorate for Quality and Standards in Education (DQSE)

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**GOVERNMENT OF MALTA**  
**MINISTRY FOR EDUCATION, SPORT, YOUTH**  
**RESEARCH AND INNOVATION**  
DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION

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## 1 Purpose of Handbook

This handbook is designed to guide Summer Schools through the various processes carried out by the Directorate for Quality and Standards in Education (DQSE). These are informed by the principles outlined in key policy documents. The Regulation and Compliance Section is legally backed by the Education Act (CAP 605), the National Minimum Conditions for all Schools (SL 605.02), the Registration of Summer Schools as Educational Establishments Regulations (SL 606.08) and the Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations (L.N. 206 of 2016), amongst other legislation and in-house regulations.

This handbook aims to answer various questions asked by service providers, parents and other stakeholders related to Summer Schools.

## 2 The Regulation and Compliance Section

The Regulation and Compliance Section (RCS) within the Education Strategy and Quality Assurance Department of the Directorate for Quality and Standards in Education (DQSE) regulates and assures the structural quality aspects of educational institutions, namely, childcare centres, Church and Independent schools, and Summer Schools. The RCS is composed of experienced officers trained in the rigorous, meticulous, and specialised tasks which structure quality involves.

## 3 Summer Schools

The Regulation and Compliance Section (RCS) is responsible for the licensing of Summer Schools and for carrying out subsequent compliance check visits for quality assurance purposes. This section explains the details in relation to this.

As Summer Schools have evolved into a fundamental social and educational priority, based on SL 605.08, the RCS has compiled a list of requested regulatory supporting documents to safeguard both the physical and the educational well-being of participating children and young adults. Annual registration is also done against application and submission of requested documentation. Unannounced visits are held regularly to ensure quality of provision.

### 3.1 Registration of Summer Schools

Licensing of Summer Schools is for the operational months (July to September) of that particular year **only**. Summer School registration is not renewable and needs to be applied for on a yearly basis.

Form A: Notification Form

- The Notification Form (Form A) must be submitted online by the deadline given by the DQSE on the [website](#).

- Upon successful submission of Form A together with the requested documentation, approval of Form A will be granted generating a personal link to continue processing Form B.

#### Form B: Registration Form

- The Registration Form (Form B) must be submitted within one week from the first day of the summer school.
- Upon successful submission of Form B together with the requested documentation, approval of Form B will be granted, and the licence will be issued.

**The DQSE reserves the right to impose sanctions given to it by Legislation if these procedures and regulations are not upheld in their entirety.**

#### Complaints

Complaints are treated against an established protocol and addressed immediately. Any complaints that reach the DQSE are investigated, and steps are taken to address any issues. Stakeholders can lodge their complaint with the DQSE through [customercare.dqse@gov.mt](mailto:customercare.dqse@gov.mt).

#### Disclaimer

The DQSE retains the right to make necessary technical adjustments or updates to the Handbook on Regulation and Compliance from time to time. The most up-to-date version of the Handbook will be available on the DQSE website.