

## SUPPORTING DOCUMENTATION FOR A SCHOOL LICENCE

Application Form.	
An architect's declaration that the premises are in line with the Planning Authority Class 2C final approved plan and in possession of a P.A. Final Compliance (Completion) Certificate.	
A Health and Safety declaration letter by a competent person declaring that the premises are safe and fit for purpose. (valid for two years)	
An annual declaration by an electrician that both the electrical installation and all electrical appliances are safe and fit for use.	
General Liability Insurance cover covering all occupants of the school.	
Lease Agreement/Contract denoting ownership (if applicable).	
Staff List Sheet.	
<p>Manual of Policies and Procedures, including but not restricted to:</p> <p><b>Human Resource Policy</b>  <i>Staff recruitment</i>  <i>Staff profile</i>  <i>Staff development</i>  <i>mentoring and coaching</i>  <i>staff records keeping</i></p> <p><b>Internal Quality Assurance Policy</b>  <i>staff supervision</i>  <i>behaviour management/correct implementation of discipline policy</i>  <i>internal review policy (eg: SDP, Annual/weekly/yearly programme of activities, child development programmes)</i>  <i>assessment policy</i>  <i>rationale, mission and vision</i>  <i>internal review of programmes</i>  <i>transition policy</i>  <i>adequacy of human resources (eg: teachers, counsellors)</i>  <i>adequacy of physical resources (eg: specialised classrooms sports/play facilities, laboratories, IT infrastructure, audio visual aids)</i>  <i>referral policy (eg: child abuse, substance abuse, bullying, school attendance)</i>  <i>compliance with applicable legislation, rules, regulations, policies, procedures and upholding of ethics and values</i>  <i>monitoring, assessment and development</i></p> <p><b>Health and Safety Policy</b>  <i>compliance with O.H.S.A. legislation</i>  <i>child protection policy [including data protection, whistle blowing, child's personal records, dealing with suspected abuse of children]</i>  <i>accident management (including the use of injury report template)</i>  <i>first aid procedures (including training of staff in paediatric first aid, installation and timely replenishment of first aid boxes, awareness of assembly points by all concerned)</i>  <i>sick child policy and procedure</i>  <i>uncollected child</i></p>	

<p><i>healthy lifestyle policy (including healthy lifestyle patterns among children and a proper food and drink policy to prevent obesity, promote health and consumption of nutritious food)</i></p> <p><i>safety and integrity of physical infrastructure (suitable materials and routine maintenance of premises and equipment)</i></p> <p><i>good hygiene practices</i></p> <p><i>daily cleaning routines</i></p> <p><b>Code of Ethics</b></p> <p><i>behaviour management/disciplinary measures</i></p> <p><i>inclusion measures</i></p> <p><i>dress code</i></p> <p><i>high integrity and competence of employees</i></p> <p><i>commitment to constant quest for quality</i></p> <p><i>avoidance of conflicts of interest whether real or perceived</i></p> <p><i>prohibition of unethical behaviour both on a personal and professional basis</i></p> <p><i>non-discrimination on any grounds whatsoever</i></p> <p><i>fairness and equity</i></p> <p><i>subordination of individual interests to that of the employing of the school</i></p> <p><b>Student information and support systems Policy</b></p> <p><i>applicable policies launched by MEDE</i></p> <p><i>record keeping</i></p> <p><i>inclusion policy [including special needs arrangements statementing policy, non-discriminatory policy, student/stakeholders involvement] - in line with A National Inclusive Framework (MEDE 2019)</i></p> <p><i>planned communication between the school and parents</i></p> <p><i>child/student admission and dismissal policy</i></p> <p><i>child/student transition/progression policy</i></p> <p><b>Appeals Policy Contents</b></p> <p><i>complaints procedure</i></p> <p><i>right of appeal against school decisions</i></p> <p><b>Administration Policy Contents</b></p> <p><i>list of fees</i></p> <p><i>assurance of institutional probity, evidenced also by a business plan covering a period of at least five (5) financial years. The school must have a sound financial basis, as well as fit and proper persons to ensure the achievement of learning outcomes</i></p> <p><i>organisational structure of the school</i></p> <p><i>year planner of the school</i></p> <p><i>provision of stakeholder involvement in decisions</i></p> <p><b>Other Policies (as necessary).</b></p>	
<b>Church School</b>	
Curriculum to be provided by the School (National Curricular Framework).	
Archbishop/Bishop's endorsement.	
Minister of Education's endorsement.	
<b>Independent School</b>	
Curriculum to be provided by the School (National Curricular Framework)/Educational Programme of Study in line with the National Curricular Framework (where applicable). Including a detailed explanation of how the Curriculum/Educational Programme of Study adheres to the National Curricular Framework (if applicable).	
<b>International School</b>	
Accredited International Curriculum/Educational Programme of study. A copy of the Accreditation/Recognition of the International Curriculum/Programme of Study issued by the National Authority concerned.	

**All teaching staff including the Head of School:**

- Approval of reimbursement of salary from the Education Resources Department (email: [erd-des.meyr@gov.mt](mailto:erd-des.meyr@gov.mt)) for Church staff and LSEs in Independent Schools.
- Notification of Employment for teaching staff in Independent and International Schools.
- Permanent/Temporary Teacher's Warrant from the Council for the Teaching Profession (<https://education.gov.mt/en/teachingprofession/Pages/Application-Forms.aspx>)

POMA Clearance for all members of staff.

Police Certificate of Conduct for all members of staff – issued within the last 6 months.