



SKOLASAJF SECTION

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Letter Circular

Ref: SSD 19/08

Date: 25th April 2008

To: All Heads of School (State Only) and Sections

Subject: **Klabbsajf - A project for Pupils receiving Complementary Education**

1. The Directorate for Educational Services will once again be organising Klabbsajf for pupils in Complementary Education. Klabbsajf is a project for pupils who at present are receiving educational assistance at Year 2 / Year 3 level. The project aims at helping pupils realise that English and Maltese reading and conversation can be fun and exciting. Various schools have been chosen to participate in this initiative. **The list of identified schools is attached with this circular.**
2. The programme of study will run on a four three-hour sessions per week basis (Mondays to Thursdays) from 9.00 a.m. to 12.00 p.m. The sessions will be held between 21st July to 28th August 2008. A meeting will be held for parents: one on 18th July 2008. The venue will be communicated at a later date.
3. The programme of Study covers methods of entertaining, informing, instructing, persuading, requesting, expressing feeling through:
 - Story Telling: Using puppets, tapes, books and artifacts
 - Role Playing/Stories in Play
 - Creating own stories and books
 - Sharing book experiences
 - Using rhyme and rhythm in focused activities
 - Writing with a purpose: A story; a letter; a recipe; a newspaper; an advert; a card.
- 4 Pupils participating in Klabbsajf 2008 will be required to pay a registration fee of €11.50/ Lm4.94. The fee will cover the costs of materials to be used during the programme. The Head of School will issue an official receipt for each pupil. An official receipt book will be provided by Directorate for Educational Services Skolasajf Section. **The official Receipt Book/s is/are to be collected by the Head of School, the Assistant Head or a member of the clerical staff from Mr. S. Saliba, Skolasajf Office, Room 116, Directorate for Educational Services on the 12th May 2008. Brochures, including the application forms, are to be collected from Mr. Julian Briffa, Skolasajf Office, Room 116, Directorate for Educational Services on the same date. The application forms, duly filled, are to be sent to Mr. Julian Briffa, Skolasajf Office, Room 116, Directorate for Educational Services by not later than Friday 13th June, 2008. A list of all enrolled pupils, quoting the official receipt number, is to accompany the application forms. The enrolment sheet, Form E, is being attached.**

- 5 **Heads of School are to note the following instructions with regard to the financing of this initiative:-**
- a. Heads of school are asked to inform school pupils that applications from interested participants will be received till Friday 6th June.
 - b. Money collected is to be deposited in the School Imprest Materials and Supplies Bank Account on the following Monday. A cheque payable to **Director General (DES)**, equivalent to 80% of the deposited money, is to be issued and sent to the Directorate for Educational Services Accounts Section by not later than Friday 13th June 2008. The remaining 20% is to be retained by the school to cover expenses. This amount should be added to the Materials and Supplies allocation and included in the final November report. The same procedure is to be applied for any late applications.
 - c. The Accounts Section will then issue two installments, by cheque, of 45% and 35% of the 80% to the first and second Skolasajf Co-Ordinators respectively who will be performing their duties in School B (where applicable).
 - d. All Co-Ordinators are required to keep a detailed and up-to-date Income and Expenditure Report on the provided form. The first Co-Ordinator is to submit **this report** to the Head of School, together with relative original receipts. **A similar photo-copy of the report, including photo copies of all receipts, is to be sent to the Skolasajf Office by not later than Friday 14th August 2008.** Any unspent money from the first session is to be forwarded by the first Co-Ordinator to the second Co-Ordinator. The Declaration Form, ARP 1, to be provided by Skolasajf Office, countersigned by the outgoing and incoming Co-Ordinators, is to be sent to the Directorate for Educational Services: Skolasajf Office, Room 116, Floriana FRN 1810 on the same day i.e. 14th August. The First Session Co-Ordinator is to hand over the receipt book/s to the Second Session Co-Ordinator and they are to fill and send the HOR 1 Form to: Directorate for Educational Services, Skolasajf Office, Room 116, Floriana FRN 1810.
 - e. The second Co-Ordinator is to follow the same instructions of the first Co-Ordinator. The photo-copied Income and Expenditure Report is to reach Skolasajf Office between Tuesday 9th and Friday 12th September 2008. Money left after the second session is to be deposited at the Directorate for Educational Services, Accounts Section, by the second Co-Ordinator between Tuesday 9th and Friday 12th September 2008. The Declaration Form, ARP 2, is to be filled and returned to the Skolasajf Office, Room 116.
 - f. **The provided receipt book/s, together with the HOR 2 Form, must be returned BY HAND by the second Co-Ordinator to Mr. S. Saliba, Skolasajf Office, Room 116, Directorate for Educational Services between Tuesday 9th and Friday 12th September 2008.**
6. Heads of School are asked to facilitate the programme by making available to University Students such resources as a telephone line and first aid equipment, and play equipment. There should be at least one classroom equipped with computer, a video player and a recorder. The 20% of the fees collected will cover such expenses.

For easy reference
Please note the following deadlines:

21 st July – 28 th August 2008	Klabbsajf Duration
12 th May 2008	<ul style="list-style-type: none"> ● Official receipt book/s to be collected by the Head/ Assistant Head/Clerical Staff from Mr.S. Saliba, Directorate for Educational Services, Skolasajf Office, Room 116. ● Klabbsajf / Skolasajf brochures to be collected from Skolasajf Office.
Friday 6 th June 2008	<ul style="list-style-type: none"> ● Closing date for Complementary Pupils to apply for Klabbsajf 2008 (Late applications have to be accepted)
Monday 9 th June 2008	<ul style="list-style-type: none"> ● Money collected to be deposited in the School Imprest Materials and Supplies Bank Account and follow procedures explained in 5b.
Friday 13 th June 2008	<ul style="list-style-type: none"> ● Original Application Forms and Form E are to reach Skolasajf Office Room 116. ● A cheque payable to the Director General (DES) equivalent to 80% of the deposited money is to be issued and sent to the Directorate for Educational Services Accounts Section as explained in 5b.
Friday 18 th July 2008	<ul style="list-style-type: none"> ● Klabbsajf meeting for Parents
Thursday 14 th August 2008	<ul style="list-style-type: none"> ● First Co-Ordinator to send a detailed and up-to-date Income and Expenditure Report together with photocopies of all relevant receipts. ● The Declaration Form (ARP 1) is to reach Skolasajf Office.
Tuesday 9 th – Friday 12 th September 2008	<ul style="list-style-type: none"> ● Second Co-Ordinator to send a detailed and up-to-date Income and Expenditure Report together with photocopies of all relevant receipts. ● The Declaration Form (ARP2) is to reach Skolasajf Office. ● The Receipt book/s, together with the HOR Form must be returned by HAND by the Second Co-Ordinator to Mr. S. Saliba, Skolasajf, Room 116, Directorate for Educational Services. ● Unspent money left after the second session to be deposited at the Accounts Section, Attn: Mr Bjorn Borg.

George Borg
Director Student Services

enc.

List of Identified Schools

Malta:

- B’Kara
- B’Bugia ‘A’
- Fgura ‘A’
- Mosta ‘A’
- Paola ‘A’
- San Gwann ‘A’
- Siggiewi
- St. Paul’s Bay
- Żebbuġ ‘A’
- Żejtun ‘A’
- Żurrieq ‘A’

Gozo:

- Victoria
- Xaghra
- Ghajnsielem
- Xewkija

