



MALTALINGUA



Code of Conduct – Rules & Regulations Residence 2020



The Residence will be your home in Malta. Maltalingua want you to have a fun and pleasant stay so our onsite team is available for you 24hrs a day.

To help ensure that you are comfortable in your accommodation it is important that you follow our rules and regulations.

Should you have any queries during your stay, please talk to us immediately. We are here to support you and offer assistance in anything you need.



1. Tidiness of room

You are responsible to keep your room, including the bathroom in proper order after use. Your room has been inspected and found to be appropriately furnished and clean before your arrival. You are sharing a room with others and must respect their wishes as to the room tidiness.

Rooms and bathrooms are cleaned once per day throughout your stay. You must keep the bathroom clean and tidy after use. You are responsible for cleaning any messes caused by improper behaviour.

Bed linen is changed and washed twice per week. Fresh towels are supplied daily. Towels are to be placed on towel racks provided and in the bath for them to be changed for fresh ones. The use of towels supplied is restricted to the room. No towels are to be removed from the room or used as bath mats.

Respect the needs of the other students sharing your room; do not use beds laid out for new arrivals. You are not allowed to swap beds and rooms without obtaining permission from MALTALINGUA. Should this happen you are given a warning, and charged a fee of € 5.00.

2. Personal belongings

Passports are to be handed over to your MALTALINGUA group leader for safe keeping. Other valuables such as laptops, phones, game consoles, travel documentation etc., should be locked in your suitcase or travelbag A padlock is recommended. You are to properly close your room every time you leave it. It is entirely your responsibility to care for your valuables and belongings. MALTALINGUA and Residence are not responsible for any lost or stolen items.

3. Security

For security reasons, guests and friends are not allowed in your room. You are to socialise on hotel grounds, inside the common areas or by the pool. Security-personnel is provided by the Residence to ensure overall safety and well-being. At least one Maltalingua group leader is on duty 24/7.



4. Keys

You are given a key card to your room on arrival. Lost key cards are replaced at a charge of € 5.00.

5. Internet Charges

There is free wi-fi in all residence premises.

6. Maintenance

Upon arrival and throughout your stay, you are to report any problems you may notice in your room immediately to the reception and your group leader. The maintenance personnel will come to your room in order to carry out repairs in the shortest possible time.

The residence makes all possible efforts to maintain furniture and facilities in good order. It remains your sole responsibility to take care of and protect all property and you are not to cause any damage. You are asked to pay a deposit fee of € 50.00 on arrival. Should you cause malicious damage, then you are to inform your group leader. The cost of such damages you cause will be deducted from your deposit.

8. Furniture

No furniture is to be removed from your room. Corridors are to be left free of furniture for safety and security reasons.

9. Meal times

	Monday to Friday	Saturday & Sunday
Breakfast	07.30 - 10.30hrs	07.30 - 10.30hrs
Lunch	13:00-13:30 (At school)	12.30 - 13.30hrs
Dinner	18.30 - 20.30hrs	18.30 - 20.30hrs

Note: On a number of occasions, a packed lunch is provided instead of a sit-down lunch

10. Social & Leisure Programme

Students must attend ALL included activities. The weekly programme is available in your welcome pack or handed out to you on a weekly basis. Further information, or changes to the programme will be communicated via your group leader and displayed on MALTALINGUA main notice-board at school.

Responsible 16 & 17 year olds may opt out of specific optional activities with the consent of Maltalingua and their parents (in writing).



Sundays is usually a free day for all students. The students who are already in Malta have time to relax and unwind from the week. Students who arrive at the weekend have time to get to know the other students and settle in.

11. Free time (Your Safety)

If you would like to go out during your free time, you must speak to your group leader and let them know where you are going and who you are going with. You must then sign out (listing the time of departure and the expected return time). Upon return, please check in with your group leader and sign back in.

Your mobile phone should be fully charged and with you during your free time. Ensure you have your student I.D with contact numbers and return address and always travel in groups.

In Free-time, students are to return no later than the following curfew times:

12 to 13 year old:	Till 21.00hrs
14 to 15 year old:	Till 23.00hrs
16 to 17 year old:	Till 00.00hrs

Responsible 16 & 17 year old's may be granted an extension of 1 hour to their curfew on Friday's and Saturdays with the consent of Maltalingua and their parents (in writing).

12. MALTALINGUA documents

You are to take care of the documents supplied in your welcome pack, such as your MALTALINGUA Student Card. These documents are not transferable to other students and should be stored in a safe place.

You are to carry your MALTALINGUA Student Cards at all times. This card will be requested to attend MALTALINGUA events.



On arrival you are given a wrist band. It is very important that you wear it at all times. Damaged wrist-bands are replaced at no charge. Lost wrist bands will be replaced at a charge of € 5.00 to be deducted from your deposit.

13. Doctor

Should you require the services of a doctor during your stay in Malta, contact your group leader immediately. You are to pay for the doctor's visit, transport, and medicines. Do not forget to ask the doctor for a receipt (for your records) of what you paid. These may be claimed through your medical insurance on your return home.

14. School times

Classes typically start at 9.30 Monday – Friday, however, this may change to fit in with activities which are weather dependent and seasonal fluctuations. Students will be notified by your group leader or teacher of any changes.

The provisional time-table is as follows (may differ between high and low season):

Monday to Friday 09.30 - 13.00hrs with a break in the middle

15. Behaviour

It is essential that you follow the rules, and behave appropriately at all times. Failure to follow the rules or, should you misbehave, will result in us issuing up to 5 strikes. Your Parents will be notified if you are issued with 3 or more strikes. If 5 strikes are issued, you may be expelled and sent home immediately. As per the terms and conditions, Maltalingua will not refund any expenses resulting from your repatriation.

Please remember that your safety and wellbeing is our first priority.

16. Alcohol, Drugs and Smoking

MALTALINGUA Juniors are NOT allowed to smoke cigarettes or drink alcohol, these actions are against Maltese law for minors. All drugs are prohibited and the Police will take steps against offenders and harsh penalties will be applied to anyone found in possession.



Rooms will be searched on a regular basis and any items found in your possession will result in immediate confiscation and disciplinary action will be taken.

17. Departure

On the Thursday before your departure, your group leaders will inform you of your transfer time. Please confirm that the flight details provided are correct. Your transfer will be approximately 3 hours before your flight, you are to wait for your transfer at the reception.

You are required to vacate your room by not later than 11.30hrs and to return your key card to the Reception desk. Your luggage will be kept in store in the Reception area until your transfer arrives. Shower facilities can still be made use of, as necessary, until the time of your departure

18. Covid-19 measures

The Junior programme has to be considered as a whole cluster, all the stakeholders that have an active part in the programme such as leaders, teachers and students are part of this cluster.

The students must make sure they are protected as much as possible from the external interference.

Ask the GL to teach you the best practice to avoid contagion such as washing hands, social distancing, how and when to wear face masks, avoid gatherings etc.

Before entering a transport make sure you are wearing a face mask.

If the activity includes public transport, you must stay seated next to other students, mixing with other people is forbidden.

If the activity entails contact with external people (e.g. ice cream purchasing) you must make sure both you and seller are wearing a mask.

Do not share food with others as it can be a way of contagion.

Remember to sanitize your hands frequently.

Avoid physical contact with other students of any kind (e.g. hugs, high fives...etc) to reduce contagion risks.

COVID measures, when should I wear a mask?	
Situation	Mask?
During Transports	yes
During activities in an open-air environment with Maltalingua Students and staff	no
During activities in a closed environment with Maltalingua Students and staff	Recommended
In shops and public places	yes
If in contact with people who are not part of the school staff	yes



**We hope you enjoy your
experience at our residence and
wish you a pleasant stay in Malta!**

MALTALINGUA reserves the right to make any changes to the Student Code of Conduct.