



MALTA

## LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/153/2014

From: Joseph Micallef, Director HR (MEDE)

To: College Principals and Heads of Middle/Secondary/Higher Secondary Schools  
(State Only)

Subject: Updated Classification and Corresponding Time-Table 2014/2015

Date: 24<sup>th</sup> October 2014

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Further to the classification and time-tabling exercise carried out in preparation for the current scholastic year, Heads of School are being asked to kindly forward:

1. a hard copy of the classification as on **Friday, 31<sup>st</sup> October 2014** duly signed by the Head of School and endorsed by the College Principal. These documents are to be handed in to **Mr Peter Carabott, Service Manager, Room 335** by **Friday 7<sup>th</sup> November 2014**. Kindly ensure that all Forms are sent with **complete** and **accurate** data and after being **cross-checked** with the official timetable and with the school teachers' report downloadable from STS. It is important that loads on the classification match the loads on the time-table as this will be used for planning Field Placements;
2. a soft copy of the latest classification file (.xls) and time-table file (TT4DATA.BAK) through the **College Principal**. College Principals are kindly requested to send the data of all secondary schools within their college in one email. The requested files are to reach **Mr Peter Carabott** on email address: [peter-paul.carabott@gov.mt](mailto:peter-paul.carabott@gov.mt) by **Friday 31<sup>st</sup> October 2014**;
3. a list of students with a Statement of Needs and LSAs is to be sent to **Ms Jackie Scerri, Service Manager** on email address: [jacqueline.scerri@gov.mt](mailto:jacqueline.scerri@gov.mt)

Moreover your attention is drawn to Section 5 (f) of the *Annual Classification Exercise for State Schools (A Guide)* regarding **Updates**. The procedure as explained in the document is to be followed at all times.

**You are kindly asked to keep deadlines.**

**Joseph Micallef**  
**Director HRs (MEDE)**