



INTERNAL RULES

SCHOOL YEAR 2023/2024

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Internal Rules of Procedure

School year 2023/2024

The Internal Regulation is the document that defines the operating regime of the school, of each of its administrative and management bodies, of the educational guidance structures, as well as the rights and duties of the members of the school community. (Art. 9, Dec. Law no. 75/2008.)

Cantinho is a school that covers the official curricula determined by the Ministry of Education and regulated by the Pedagogical Parallelism. It is a school with pedagogical, administrative and financial autonomy.

Our regulations consist of a set of principles and rules aimed at ensuring the smooth running of the school. As an indispensable aid, we advise you to read them carefully.

Cantinho's main objective is to provide its students with what all children should have the right to:

"A GOOD START IN LIFE"

Our educational project has been built centred on our students, on their diversity and on the permanent need to find the most appropriate educational response for each one.

1. TIMETABLE

School timetable	07h30m às 19h30m	
Office Hours	08.30 às 18.00 / Closed for lunch – 12.30 às 14.00	
<u>Teaching</u>	Pre school	09.00 às 12.00 14.30 às 16.30
	1st cycle	09.00 às 12.00 / 12.30 14.00 às 16.00 / 16.30

BALLET	
4ª e 6ª feira	16:30 às 17:30
SOLFEJO	
3ª feira	6ª feira
Iniciação 16:30 às 17:00 Avançados 17:00 às 17:30	Iniciação 16:30 às 17:00 Avançados 17:00 às 17:30
SWIMMING	
2ª e 6ª feira	12:15 às 13:00
KARATE	
3ª e 5ª feira	16:30 às 17:30
ART CLUB	
3ª feira	5ª feira
1º Grupo - 12:30 às 13:30	2º Grupo - 12:30 às 13:30

(The timetable of activities may change, which will be communicated to parents in good time)

With regard to the school timetable in particular, we ask parents to be very strict in their compliance, so that classes are not jeopardised by entries or exits during the timetable.

For kindergarten students, whose classes start at 9.00 am, in case of delay they have a tolerance of 15 minutes. Children arriving after 9.15am will be accompanied to their classrooms by an assistant.

For primary school pupils, classes will start at 9.00 am, with a 15-minute grace period. During this time, there will be a time for meditation, dialogue, preparation of daily activities. This activity cannot be interrupted, so students arriving at school after the start of school time must wait in the multipurpose room and then be accompanied by a staff member to their classrooms.

During the school term, the gate to the 1st cycle will remain closed. It will be reopened from 16h00 to 16h30 for students who do not wish to attend the study room or other complementary activity.

The school staff has as priority the surveillance, monitoring and direct work with children, so it is not possible to interrupt this noble and important mission to talk to parents / guardians, with the exception of quick information and quick messages, from both parties. When children are dropped off and picked up at school, this should be done briefly, avoiding prolonged stays, in order to promote the proper functioning and compliance with the rules and regulations of the school.

For organisational reasons, but above all for SAFETY, it is strictly forbidden for people from outside the teaching, administrative and auxiliary structure to enter the school, except in cases of recognised need duly authorised by the management, namely parents/guardians of nursery school students.

When collecting their children from school, parents/carers must wait at the school office for the children to arrive. They will be called via the secretary / security guard. This measure avoids situations of difficulty in controlling the surveillance of students when parents arrive, as well as avoiding certain contacts by adults not assigned to the institution with students, a situation that is sometimes difficult to control.

During school time, teaching staff, educational assistants and pupils may not be called to answer telephone calls or leave the classroom. Any issues will be dealt with in the secretariat and then passed on.

The school uses the ChildDiary digital platform as a tool for work, communication and recording of planning, activities and assessments, among others. It is an instrument that aims to bring parents and school closer together, but it never replaces personal contact or individual meetings for which the school is always available. The aim is to make communication more immediate and centralise it in a single tool. The ChildDiary Platform is a mandatory tool.

2. SCHOOL CALENDAR

The school year, as well as the Christmas, Carnival and Easter holidays, are stipulated according to the directives of the Ministry of Education. However, in the light of its autonomy, the school can change the official school calendar according to its own work plan.

1st school term - 11 de September 2023 to 15 December 2023
2nd school term - 03 January 2024 to 22 March 2024
3rd school term - 08 April 2024 to 28 June 2024

Provas de Aferição 2º ano (external evaluation)
Educação Artística e Educação Física - entre 2 e 13 de maio de 2024
Português e Estudo do Meio - 11 de junho 2024
Matemática e Estudo do Meio - 18 de junho 2024

The Portuguese and Maths assessment tests (external evaluation) are, according to the guidelines of the Ministry of Education, carried out in digital format. In order to take them and prepare them, students should bring a laptop or tablet to school according to the instructions given by the teachers throughout the school year.

School holidays
Christmas - 18 December 2023 to 2 January 2024
Carnival – 12 February 2024 to 14 February 2024
Easter – 25 March 2024 to 5 March 2024

The school is open during the 12 months of the year, closing only on national and municipal holidays (should be researched), on 1 September 2023, on 12 and 13 February 2024, on 28 March 2024 in the afternoon, on 14 June 2024 and, possibly, on some other date to be determined, which will be communicated in due time to the Parents.

3. PRE-SCHOOL CURRICULAR ACTIVITIES

In addition to the activities developed by the Educators, the children also have as curricular activities, Expression and Physical-Motor Education, English (complementary offer) and Expression and Musical Education.

4. 1ST CYCLE CURRICULUM ACTIVITIES

The curricular activities of the 1st Cycle are divided into:

Disciplinary Areas - Portuguese, Mathematics, Environmental Studies, Plastic Expression and Education, Musical Expression and Education, Physical-Motor Expression and Education and Dramatic Expression and Education and English (3rd and 4th years).

Complementary Offer - English (1st and 2nd years), Study Support, Dynamic Study Room, Mathematical World.

With the exception of English, these activities are aimed at all pupils staying at the school after 4.30pm. They will take place from 4.30pm to 5.30pm, during which time it is strictly forbidden to interrupt them. Parents or guardians of students who for any reason cannot or do not wish to take advantage of this offer must pick them up in advance, otherwise the student will participate in the activity and will only be able to leave at the end of it.

The classes of Physical and Motor Expression and Education, Musical Expression and Education and English are organised by specialised teachers, and their payment is included in the monthly fee. English classes are taught by the SpeakWell Language Institute.

Dynamic Study Room - This support is for students staying at the school after 4.30pm, and will run from 4.30pm to 5.30pm. During this period it is strictly forbidden to interrupt its operation. The students who attend it will have the opportunity during this time, together with the teacher in charge of the day, to dynamise, exercise and apply their knowledge by using all the materials available in the school, from mathematical to didactic and computer materials.

Informatics - The Cantinho chose to join the ESCOLA VIRTUAL Project (1st Cycle), a project that provides interesting and important content and work tools of high quality and reliability, for the daily lives of students, teachers and parents. Throughout the school year, students will develop various curricular projects with the interactive whiteboards in their classroom. The access data to the Virtual School is sent by Porto Editora to the school, which, as soon as it receives it, will provide it to the Parents.

Library - The school has a library with many books that students can consult and borrow. At the beginning of the school year, it is explained how they can make the desired requests. Among the various possibilities of choice, there are also books that are part of the Annual Reading Plan and the Curriculum Goals for the four years of schooling.

Study Visits - Study visits are all curricular activities necessary for the management of the educational programme and are inserted in it as teaching strategies and learning experiences, which take place outside the school space. These are planned at the beginning of the school year and integrated into the annual activity plan of each class and may change according to the proposals and offers that arise throughout the year and according to the changes in the planning by the Teachers and Educators. An information circular will be sent home in due course, the place, time and theme of the visit to be made. Study visits, excursions and activities with/at school are teaching activities and therefore compulsory. The school does not offer alternative programmes for these days. Voluntary or involuntary absence from these events does not invalidate their payment. On the days of the field trips, students will have to come in uniform and not with the gym equipment (unless otherwise indicated). Study visits will always be subject to any rules or limitations imposed by the Ministry of Education or health authorities, in the event of public calamities, pandemics or other similar situations.

Festivities - The following festivities and events are planned for the current academic year:

- Freshman Reception Day (1st year) - 11 September 2023
- St. Martin's Day - 11 November 2023

- Christmas Party - 15th December 2023
- Carnival Parade - 09 February 2024
- Spring Day party - 22 March 2024
- "I can already read..." party - 17 May 2024
- Senior promenade - Date to be confirmed
- End of Year Party - 28 June 2024 (to be confirmed)

The date of the celebrations may change according to the School's work plan, which will be communicated to the Parents/Guardians in due time. The School may, in the light of its pedagogical and administrative autonomy, establish its rules according to the situation at the time, regarding the presence of Parents/Guardians at events/meetings held at the School.

5. EXTRA CURRICULAR ACTIVITIES

The Cantinho has several extra curricular activities to offer to students who wish to do so. The children can attend Ballet, Karate, Solfejo, Swimming and Arts Club classes. All of them provide the children with an important help in their healthy growth, being an added value for all their physical, intellectual and artistic development.

With the exception of Swimming, which will take place at the National Gymnastics Club (CNG) in Parede, all other disciplines are taught at school. Students who wish to attend extra-curricular activities must pay the respective enrolment fee at the school office, which is equal to one monthly fee. If they wish to change or withdraw from any of them, they must notify the school office in writing, at least thirty (30) days in advance, and no refunds will be due. If the date is not respected, the following month must be paid. During the Christmas, Easter and Carnival holidays, there is no discount on these modalities.

Enrolments and/or withdrawals in curricular enrichment activities will only be accepted at the school office. The whole month is considered for payment purposes.

6. PAYMENTS

All students enrolled and attending the school are covered by school insurance which covers treatment expenses up to € 1,000.00.

At the time of enrolment, parents / guardians will only pay the enrolment fee. The school insurance will be paid by all students with the first monthly fee of the school year (September).

Payment of the monthly fee is due by the 7th of the month. All overdue tuition fees are subject to an increase, as shown in the table below, plus interest on arrears, at the legal rate in force, which will be levied on the outstanding tuition fees and respective increases, until they are regularised:

Payment between the 8th and 15th of each month	20,00 € / student
Payment between the 16th and 20th of each month	25,00 € / student
Payment after the 21st of each month	30,00 € / student

The month is considered in full for payment purposes, and there is no discount on the tuition fees of students, whether in nursery, pre-school or 1st Cycle, due to students' absences, whether voluntary or involuntary.

In the event of the closure of the College Facilities by legal determination, states of emergency, public calamity and / or other force majeure not attributable to the College, such as pandemics, spread of viruses, strikes, riots, whatever their nature, tuition fees are due in full under the terms of these Regulations.

In the event of withdrawal, the enrolment/registration fee will not be refunded, even if the students do not attend the College. There will also be no refund of any amount paid and/or due for books, school supplies, gym equipment, which has been purchased at the College.

Students who pay annual and/or monthly tuition fees must give written notice of withdrawal to the School Management and submit it to the School Office at least 30 days in advance. Failure to do so will result in the payment of the tuition and board for the following month. Students who have opted for annual payment will be refunded the remainder of the monthly instalments and meals due.

If the student's enrolment takes place after the beginning of the school year, the phased payment of the month of July or August will take place in the first two months of attendance. Full payment for the month in which the student registers is mandatory, regardless of the time of the month in which he/she does so.

In the current school year, the school fee is divided into:

Nursery - 12 monthly fees (September to August)
Pre-school - 12 monthly fees (September to August)
1st Cycle - 12 monthly fees (September to August)

No student may attend a new month without the tuition, meals, extracurricular activities, extension and transport, as appropriate, of the previous month being fully paid.

All payments made are charged against the oldest outstanding amounts.

During this academic year, the school is due the monthly fees from September to August (inclusive), of all students Parents/Guardians are aware of this obligation and undertake, upon enrolment, to comply with this rule.

As provided for in the Internal Regulations for the 2021/2022 school year, from the 2023/2024 school year onwards all students attending "O Cantinho" will pay the monthly fees from September to August (inclusive).

Nursery, Pre-school and 1st Cycle - 12 monthly fees are paid, with August being paid in 11 instalments, with the monthly fees from September to July. The monthly fee for July will be paid in the same month.

The price list is updated in July and sent with the school's Internal Regulations by the 31st of that month. In the 2024/2025 school year, the value of tuition and meals will be updated with an increase of between 1.5% and 2.5%.

Tuition fees can be settled by:

Cheque

Cash

DIGITAL Ticket

Bank Transfer - NIB - 0010 0000 13821280001 02 (Proof of transaction must be delivered to the school office).

Christmas, Carnival and Easter holidays will not be subject to discount in terms of tuition, activities, food, extensions and transport.

7. SUMMER HOLIDAYS

Month of July - In the month of July Cantinho offers its students a "Holiday/Beach Programme" which will be presented during the month of May or June. This will be paid according to the option (fortnightly/monthly), at the time of enrolment. In this month, students who wish to do so, will be able to attend the beach in the morning (3 years to 1st cycle) and the afternoons (4 years to 1st cycle) will be occupied with activities such as: visits, walks and other recreational activities (traditional games, Workshop drawing and painting, plastic arts, karaoke, festivals ...). These activities are accompanied by the teachers of the school.

The payment made will not be refunded, even if the child does not join the "holiday programme" for which he/she has registered, either for voluntary and/or involuntary reasons, due to closure by legal imposition and/or force majeure not attributable to the School. In June, parents/guardians will be sent information for enrolment at the beach.

Month of August - The school is open all month.

During May, a circular will be sent out for parents/carers to inform the school about attendance during July and August so that we can organise everything in advance - activities, holidays, timetables.

August opening hours will be from 08:00 to 18:00 and there is no transport service.

For the sake of logistics and organisation, in the holiday months, the time for students to enter the school will have to be by 9.30 am.

8. SCHOOL MATERIAL AND BOOKS

The textbooks adopted for this year, as well as the notebooks and school supplies (a), are provided by the school, and their payment is made together with the October monthly fee.

If there is no indication to the contrary from the parents/guardians, communicated by the end of the previous school year, the school will provide the textbooks at the beginning of the school year.

English textbooks are also provided by the school, although they are the responsibility of the SpeakWell Institute. Payment will be made in November (textbooks) and December (activity books). Their values are shown in the table below.

1º ano	"Guess What" Activity book /online resources - PVP 24,17 €
2º ano	"Guess What" Pupils book - PVP 25,56 €
	"Guess What" Activity book /online resources - PVP 24,17 €

3º ano	"Guess What" Pupils book – PVP 25,56 €
	"Guess What" Activity book /online resources – PVP 24,17 €
4º ano	"Guess What" Pupils book – PVP 25,56 €
	"Guess What" Activity book /online resources – PVP 24,17 €

(a) - It is composed of all the materials used by the students during the school year (notebooks, files, photocopies, cardboard, various papers, glue, paints, brushes, moulding clay, pencils, pens, rubbers, ink cartridges, etc.), as well as all the materials used for parties, Mother's Day, Father's Day, Christmas presents, Carnival, Easter, among others.

In case of voluntary or involuntary withdrawal of the student, there will be no refund of the amounts paid.

9. OPTIONAL SERVICES

The school offers its students various support services, such as the provision of lunch and/or snacks (prepared at school), canteen service, transport and extended hours.

The use of these services can be changed with thirty days' notice and does not imply reimbursement of the sums paid. The whole month is considered for payment purposes.

Absences of any of the students of the Nursery, Pre-school and 1st Cycle motivated by prolonged illness or prophylactic isolation/confinement determined by the health authorities, will never be subject to a discount with regard to the monthly fee, as mentioned above in point 6.

However, absences due to illness of students of the Nursery, Pre-school and 1st Cycle and which occur only from the 16th consecutive working day, will only give rise to the payment of 60% of the amount related to food, provided that medical proof attesting to the illness and the student's inability to attend school is delivered to the College within a maximum of three days after returning to school. Failure to provide medical proof will result in full payment of the meal.

In the event that the student's absence is caused by prophylactic isolation/confinement caused by the pandemic situation or any other public calamities and determined by the health authorities, a discount will be made on food for the duration of this prophylactic isolation/confinement.

In the case of pupils who need to eat an occasional diet, and for those who do not eat lunch or snack from the school meals, but who

occasionally wish to do so, the parents must notify the secretary by 10.00 a.m. on the same day. This communication must be made by the parents and never by the children.

As far as meals are concerned, there are two options, and the Parent or Guardian will have to decide at the beginning of the year (September) which one they want:

a) Meals by the Day - The student will pay only for the number of lunches or snacks provided by the school.

b) Monthly Meals - The student will pay a fixed amount, regardless of the number of days the food is provided by the school. If you choose the monthly mode, there will be no discounts either for absences (except for the situation mentioned above) or for Christmas, Easter or Carnival holidays.

On birthdays, children always like to have their own cake to celebrate with their friends. However, as a precautionary measure and to avoid eating disorders, students who wish to celebrate their birthday at school with their classmates will be provided with a simple homemade cake, like sponge cake, without creams or fillings (candles and decoration included), at the price informed at the school office.

The request for the cake must be made at the school office or by email, one week before the date of the birthday, and its value will be debited in the monthly fee of the following month. In the event of more than one birthday party per day, one of the cakes will be stored conveniently to be distributed to the birthday children the following day.

We also inform you that if the birthday children want to give their classmates a treat, as sometimes happens, these cannot be gift bags with sweets.

10. TRANSPORT

In the interests of legislation and safety, the driver and carer may not leave the van. Students using the school transport must be ready at the agreed place and at the time set for their pick-up. On the return journey, someone must always be at the drop-off point to welcome them. If this does not happen, the student will return to the school. Punctuality regarding transport is essential. The van must not be left waiting, as there are other children using the transport who should not be disadvantaged by the delay of others.

11. FAMILY / SCHOOL CONTACTS

At the beginning of the school year, a parents' meeting will be held with the Teacher/Educator of the classrooms from 3 years to 4 years of 1st CEB.

The purpose of these meetings is to present the annual plan of activities or other pedagogical matters of general interest. They are scheduled in the Internal Regulations and may be changed whenever the school deems it necessary. These meetings will never address particular or specific children's issues, only general topics.

Throughout the school year, all weekly or monthly plans are placed on the ChildDiary platform, which also records all activities carried out in the classroom context and outside it, on study visits or other class activities.

Whenever they wish, the Parents/Guardians may meet with the management/coordination teacher/educator, on a day and time to be arranged according to availability and in order not to disturb or impair the functioning of the classroom, this appointment having to be made in writing and delivered to the school office, 48 hours in advance, not forgetting to identify the reason.

These meetings will be summarised in writing and will always be held with only one family at a time. This is the only way to ensure the privacy of all families and the confidentiality of the information shared.

Parents` Meeting

Pre-school Parents' meetings will be held on the following dates:

3 year old - 12-09-2023

4 year old - 13-09-2023

5 year old - 14-09-2023

The above meetings will all start at **5pm**.

The meetings of the 1st Cycle will take place on the following dates:

	<u>1º ano</u>	<u>2º ano</u>	<u>3º ano</u>	<u>4º ano</u>
1º term	07-09-2023	03 -10- 2023	04 -10- 2023	04 -10 - 2023
2º term	9 - 01 - 2024	09 - 01 -2024	10 - 01 - 2024	10 - 01 - 2024
3º term	After the evaluation records have been sent by the Platform, the Parents/Guardians can			

	book, at the secretary and according to availability, an individual meeting with the teachers for any clarifications.
The above meetings will all start at 17.30 unless otherwise indicated.	

The date of the meetings may change, and if this occurs, the Parents or Guardians will be informed in advance. Meetings may also be cancelled in the event of pandemics, strikes, riots or natural disasters, in which case the rules established by the competent authorities will apply.

Delivery of Grades/Evaluation

Nursery, Pre-school and Primary School assessment records will be handed in at the end of each term on the following days:

1st Period -20 December 2023

2nd Period - 27th March 2024

3rd Period - 3 July 2024

The assessment records will be sent via the ChildDiary digital platform on the dates mentioned above. Exceptionally, they may also be delivered to the school office and picked up by the Parents together with the work done by the children throughout the school term.

The evaluation tests will be available at the school office for consultation and signature by the Parent or Guardian until 15 days after the last test. The signature of the tests and of the report cards that are left at the school office is mandatory.

After sending the evaluation reports and signing the evaluation tests, the Parents and Guardians may request that the Teachers and Educators schedule an individual meeting to clarify doubts or monitor the situation of their students, according to the provisions.

12. EDUCATIONAL MEASURES (Disciplinary and Disciplinary Sanctioning)

As required guidelines, (Normative Order No. 36/2002)

"All disciplinary measures pursue pedagogical and preventive purposes, aiming, in a sustained manner, at the preservation of the authority of teachers, in accordance with their duties, of other employees, the normal continuation of school activities, the correction of disruptive behaviour and the reinforcement of the student's civic training, with a view to the balanced development of his personality,

his ability to relate to others, his full integration into the educational community, his sense of responsibility and his learning."

Preventive and integration disciplinary measures are:

1. A warning, which consists of a verbal reminder to the pupil, in the face of behaviour that disturbs the normal functioning of school activities or relations within the educational community;

2. The order to leave the classroom is a precautionary measure, applicable to the student who in the classroom behaves in a way that prevents the continuation of the teaching and learning process of the other students; This exit is supervised, and with a defined task to be performed during that period. This precautionary measure is exceptional, and will only take place if the student, after being warned by the teacher, persists in his inappropriate behaviour.

3. The implementation of school integration activities is reflected in the performance of a programme of pedagogical tasks which contribute to the strengthening of the pupil's civic training, with a view to the balanced development of his personality, his ability to relate to others, his full integration into the educational community, his sense of responsibility and his learning.

Sanctioning disciplinary measures are:

1. A reprimand, which consists of a verbal reprimand to the student, in the face of behaviour that disturbs the normal functioning of school activities or relations within the educational community, with a view to making him/her responsible for fulfilling his/her duties as a student.

2. A recorded reprimand, which consists of a written reprimand to the student and is filed in his/her individual file, but in which the seriousness or repetition of the behaviour justifies the notification to the parents and guardians, by the most expeditious means, with a view to alerting them to the need to reinforce the responsibility of their student in the fulfilment of his/her duties as a student.

13. RIGHTS AND DUTIES OF MEMBERS OF THE EDUCATIONAL COMMUNITY

STUDENTS – Duties

- Be punctual, assiduous and responsible in the fulfilment of the schedules and tasks assigned;
- Enter and remain in classrooms only in the presence of a teacher or member of the management;

- Must respect all teachers, educational assistants and other community staff, as well as all their colleagues;
- Always bring the necessary material to class;
- Seek the help and attention of teachers, educational assistants and other school staff whenever you feel the need;
- Do not run, play or shout in the halls and corridors, in order to preserve the silence and concentration that classes and other work in progress require;
- Carry out all the work proposed by the teachers;
- Contribute to the cleaning, conservation and tidiness of the spaces;
- Take responsibility for repairing damage caused to colleagues or school equipment;
- Always bring the equipment for the classes of Expression and Physical-Motor Education, as well as for the optional classes, in case of their attendance (ballet and karate);
- Present themselves daily with the school uniform;
- Know and respect the Internal Regulations.

Rights

- To be treated with respect by the entire school community;
- To have the confidentiality of the elements contained in their individual file respected;
- To be heard by the teachers in all matters concerning them;
- To be informed about the school's rules of operation;
- Have competent, motivated and up-to-date teachers;
- Be adequately assisted in case of injury or illness;
- Be informed of their study programme and the criteria for assessing their academic performance.

TEACHERS - Duties

- Be punctual and assiduous;
- To prepare before the beginning of each school year, the planning of lessons and contents according to the general objectives.
- Follow the directives of the Board of Directors, the educational project and the Internal Regulations.
- Be the first to enter and the last to leave the classroom, making sure it is tidy, the lights are off and the door is closed.
- Maintain a respectful attitude and correct treatment of students and other adults, not using offensive or derogatory expressions and presenting themselves with dignity;
- Ensure the maintenance and cleanliness of the classroom and school premises.
- Maintain order and discipline in the classroom.
- Deliver photocopying materials to the school office 24 hours in advance.
- Contribute to a good working environment in the school community;

- Respect pupils and their differences;
- Demonstrate competence and motivate their pupils to learn;
- Assess pupils objectively;
- Intervene, pedagogically, inside and outside the classroom, in the face of incorrect situations;
- Propose educational support measures to the Teachers' Council and the Parents and Guardians and evaluate them;
- Communicate information about students to teachers and members of the Board in a timely manner;
- Provide students with the corrected tests/sheets before the assessment meetings.
- Drawing up, together with the psychologist, the recovery plan for students who need it.
- Respect the confidentiality of information concerning their students and their families;
- Develop actions that promote and facilitate the correct integration of students in the school.
- Comply with and enforce the Internal Regulations.

Rights

- To participate in the educational process;
- To have access to training and information necessary for the exercise of the educational function;
- To enjoy technical, documentary and professional support;
- To have their safety preserved in school facilities and activities;
- To be represented on school management bodies;
- Whilst respecting others, express themselves freely;
- Know the Internal Regulations and other projects in which they are involved.

PARENTS/CARERS – Duties

- Reinforce, in the eyes of their children, the fulfilment of their school responsibilities;
- To value the work and authority of the teachers in the eyes of their child;
- Encourage their child to respect all members of the school community;
- Know the rules and regulations of the school and respect them;
- Inform the teacher of any situation or incident in which their child is involved, which may interfere with the normal school performance of the student;
- Take responsibility for the attendance and punctuality of your child;
- To instil in your child the fulfilment of the use of the school uniform;
- Make payments in a timely manner to the school;
- Comply with the Internal Regulations of the School.

Rights

1. have access to
 - The Internal Regulations, Educational Project and other school projects;
 - Timetable of attendance by the teacher or educator;
 - Integration of your child in the school community;
 - Your child's academic performance;
 - Participation in school festive activities;
 - Recovery, monitoring and development plans for your child, whenever justified;
 - Proposals for monitoring by the psychological support department;
 - Proposals for integration into the special regime;
2. to be guaranteed confidentiality regarding matters of a private nature;
3. collaborate with teachers or educators in the course of the teaching-learning process of their child.

ASSISTANTS/STAFF – Duties

- Collaborate in the monitoring and integration of students into the school community;
- Enforce the rules of citizenship, promoting a good environment among all;
- Ensure the maintenance and cleanliness of school facilities;
- Guide the permanence of students in school facilities;
- Report to the teacher or educator any situation in which their students have been negatively involved;
- Carry out other tasks within the scope of their competences whenever justified;
- Ensure the confidentiality of the data under their responsibility;
- Comply with and enforce the Internal Regulations.

Rights

- To be treated with propriety and respect by all members of the educational community;
- To have access to the conditions necessary for the exercise of the two functions;
- To participate in training programmes;
- To know the Internal Regulations;
- To participate in the educational process;
- To have their safety preserved in their professional activity;

14. EVALUATIONS

Evaluation is an integral and regulatory element of educational practice, allowing for the systematic collection of information that, once analysed, supports appropriate decision-making to promote the quality of learning.

Stakeholders in the assessment process

- * The Headteacher;
- * The pupil;
- * The teaching council;
- * The school management;
- * The Parent or Guardian;
- * Other professionals who follow the development of the student's educational process.

Pupil's Individual File

The pupil's school career should be systematically documented in the individual file that accompanies him throughout basic education, providing a global view of his career, in order to facilitate appropriate monitoring and intervention.

This file should contain the basic elements of the student's identification, his assessment records, medical or psychological assessment reports, as well as individual educational programmes when they exist; a self-assessment at the end of each year, except for the 1st and 2nd years, among other elements considered relevant to the student's evolution, training and monitoring by the school or other educational institutions he may attend.

Focus

The assessment focuses on the learning, competences and goals defined in the national curriculum for the various areas and subjects, expressed in the school curriculum project and in the class curriculum project, by year of schooling.

Cross-curricular and instrumental learning, namely in the context of citizenship education, comprehension and expression in Portuguese and the use of information and communication technologies, are assessed in all subjects and curricular areas.

Evaluation items

At the beginning of each school year, it is the responsibility of the school's Pedagogical Council to define the evaluation for each cycle of education or year of schooling, these being of common reference in the school and operationalised by the class teacher.

Evaluation modalities

Assessment of learning comprises diagnostic evaluation, formative evaluation and summative evaluation.

The diagnostic evaluation is carried out at the beginning of each school year or whenever it is considered appropriate, and should support strategies for pedagogical differentiation, overcoming any difficulties of students, facilitating their school integration and supporting school and vocational guidance.

Formative evaluation is continuous and systemic, using a variety of tools to collect information appropriate to the diversity of learning and the circumstances in which it occurs, allowing the teacher, the parent, others and the student to learn about the development of their learning. Students in the 1st Cycle of Basic Education take compulsory assessment tests, the date of which is communicated to the Parents or Guardians at least one week in advance. The number of assessment tests that each class carries out, as well as their preparation and correction, are the responsibility of the class teachers. Tests may also be carried out to assess knowledge in the areas of English and Musical Expression, under the responsibility of the teachers responsible for these areas. These will also be communicated to the Parents and Guardians.

Summative assessment is the formulation of a global judgement on the learning achieved by students, with the objectives of classification and certification, and includes:

Internal summative assessment, which is the responsibility of the teachers and the school management, and which in our case is carried out in a descriptive way, in an evaluation bulletin specific to the school, sent to the Parents or Guardians at the end of each school term;

External evaluation, which is the responsibility of the services or entities of the Ministry of Education and Science designated for this purpose, which includes the realisation of benchmarking tests in the 2nd year of the 1st Cycle of Basic Education in the areas of Portuguese Language, Mathematics and Environmental Studies. External assessment does not influence the internal assessment of students.

Evaluation - pre-school: The evaluation of pre-school students is continuous and its record is delivered to parents at three times during the school year: Christmas, Easter and the end of the year. These records are delivered by hand or via email/Digital Platform, and parents can, whenever they feel the need, arrange an individual meeting with the Educator.

The assessment records are created by the pre-school council and this assessment is made from the collection and recording of

children's skills in the different areas of their development, both personal and social and in the cognitive domain that underpin the pre-school curriculum.

15. UNIFORMS

The use of the uniform/bib aims to: create a school identity, contribute to simplicity and equality in the use of its material goods and, above all, help to transmit the awareness that a person is worth for what they are and not for what they have.

During school activities it is compulsory, even during holidays and beach periods, to wear the uniform defined by the school for its students, and specific to each season of the year (as indicated in the following table).

At the beginning of each school year, all the children in the school will be given a bag with the hat/panama that must accompany the students when they go outside (playground, walks, field trips). The bag will remain at school and will also be used to store the student's physical education trainers on the hanger assigned to them each school year.

During the months of July and August, students will have to wear the school T-shirt/shorts for the beach and summer activities and, during all school activities, they must always present themselves with their uniforms clean and in order.

The use of the uniform is mandatory. In case of non-compliance, the school will provide the missing equipment, which will be paid together with the following month's tuition fee.

The college has summer and winter uniform, this consists of:

Nursery	Pre school (3 years)		4 years, 5 years e 1st Cycle	
1 year	Winter		Winter	
<u>Winter</u> Fato de reino e T-shirt <u>Summer</u> Shorts e T-shirt	Girls	Boys	Girls	Boys
	Bibe	Bibe	- Dark blue skirt - School shirt -green pullover - polar Green socks	Dark blue trousers shirt - green pullover polar green socks
2 years	Summer		Summer	
<u>Winter</u> Bibe	Girls	Boys	Girls	Boys
			Dark blue short skirt	- dark blue

Summer Shorts e T- shirt	Shorts e t-shirt	Shorts e t-shirt	Pólo	Shorts Pólo
Swimming - Swimsuit / Towel / Goggles / Cap / Slippers / Backpack				
Ballet and Karate - As indicated by the teacher responsible for the activity.				
In the summer holiday months (July and August), pupils will come in shorts and t-shirt (School model)				

Summer uniform - wear from May to October / Winter uniform - wear from November to April.

Uniforms and bibs are on sale at the Baga-Preta Store in Oeiras. Polo shirts, T-shirts, tracksuits and polo shirts, as well as gym equipment, can be ordered from the school office. Parents and Guardians may choose to purchase them from another shop provided that the models and colours are exactly the same. Shoes must be made of leather, velcro or sail, their colour dark blue, brown or black.

16. ENROLMENT / INSURANCE

The admission of new students is the responsibility of the Management and follows the criteria established by it.

The following documents are required for enrolment:

- a) Student enrolment form
- b) Photocopy of the birth certificate, identity card or citizen's card.
- c) Photocopy of the updated Vaccination Bulletin
- d) 4 passport photos
- e) Photocopy of medical assistance card
- f) Photocopy of ID card/Citizen Card and Taxpayer Card of Parents and Guardian
- g) Proof of address of the Parents and of the Guardian, telephone contacts and email, who undertake to communicate the new addresses and contacts if they change them.

Also at the time of enrolment, the School office will give the following school documents to the Parents/Guardians:

- a) Internal Regulations
- b) Price list
- c) Student enrolment form
- d) Card to be kept on the pupil's file.

All students enrolled and attending the school are covered by school insurance, which covers treatment expenses up to € 1,000.00.

At the time of enrolment, the Parent or Guardian will only pay the enrolment fee. The school insurance will be paid by all students with the first monthly fee of the school year (September).

Enrolment for the following school year must be confirmed in February and paid the following month. The enrolment fee and insurance is non-refundable in case of withdrawal, and point 6 applies.

17. REGISTRATION - Pre-school and 1st cycle of basic education

In February, a circular is sent regarding the renewal of enrolment for the following school year, in which parents / guardians must fill in and deliver to the school the detachable form, informing it whether or not they want their child to continue attending "O Cantinho" in the following school year. Failure to renew enrolment within the deadline and/or late payments will result in the place being filled by another child.

Enrolments are accepted throughout the year, subject to vacancies and pre-enrolments if there are none. In the latter case, parents will leave a completed form at the school with their details and those of their child, and will be placed on a waiting list.

Payment of the enrolment fee will vary according to the start of the pupil's attendance at the Cantinho:

- Start of attendance until December of the current school year - full payment of the enrolment fee.
- Between January and April - 50% of the enrolment fee.
- Between May and August - 30% of the enrolment fee

In the event that the student's enrolment takes place after the start of the school year, the phased payment of the month of August will take place in the first two months of attendance. It is mandatory to pay in full for the month in which the student starts attending the school, regardless of the day on which he/she does so.

The payment of the enrolment/registration is what guarantees the place, and it is not refundable, regardless of the reason for its cancellation, and point 6 applies.

The enrolment and the right to attend are obtained by accepting the conditions set out in these regulations and by paying the amounts set out in the price list in force.

Enrolment must be carried out via the Internet, using the computer application available at:

<https://portal.das.matriculadas.edu.gov.pt>.

The following documents are required

- * Updated health report
- * Enrolment form completed and signed by the Parent or Guardian.
- * Citizen Card of the student and the Parent or Guardian.
- * Proof of address of the Parent or Guardian.

18. FINANCIAL SUPPORT

In addition to the protocol with the companies Edenred, eCHEQUE, eTicket, Le Chèque Déjeuner and Ticket Restaurant, (Ticket Infância, Ticket Ensino and Cheque Creche, all of them in DIGITAL FORMAT), for the payment of tuition fees, Cantinho also celebrates annually with the Cascais City Council / Parish Councils, Social Grants Creche /Pre School, in which the Parents can enjoy financial support, if they are covered.

19. PRIVACY AND PERSONAL DATA PROTECTION POLICY

Cantinho needs to have access to the personal data of students and their parents in order to fulfil all legal obligations imposed on the school, ranging from student enrolment/enrolment to the use of such data in all accounting, administrative and tax management.

These data are mandatory, as they are indispensable for the provision of the school's services. Some of this data is processed/saved/stored in computerised form, others in paper format.

When enrolling/enrolling students, data can be provided either by the parents themselves, or by transfer schools, educational/psychological reports and assessment records, all of which are kept in the individual file of the respective student.

Regarding the student's assessment records or other school records, these data are created and made by teachers, management and other school professionals, as well as by external services (tests / exams). They focus on the student's entire school path/progress, as well as on their entire behavioural process and socio-emotional development.

Regarding the data generated in the Corner, these are delivered to parents, through the ChildDiary pedagogical platform, evaluation

records and reports or verbally during face-to-face meetings, later reported in the minutes.

Cantinho, when organising its parties and school activities, collects photos/audio/videos with its students, family and friends. These collections will not be published on any social network, website or the like without their consent, but the school may expose them within its perimeter, Facebook page or digital platform, always safeguarding the image or identification of the participants. Also in this regard, the school cannot be held responsible for photos taken by other participants in the respective events mentioned above and subsequently disseminated either by e-mail, social networks or other platforms.

Personal data will be kept in the Cantinho database or in printed format, and will only be accessible to school staff who, in the performance of their duties, need to access them. They will be kept for different periods of time, depending on the purpose for which they are intended and taking into account legal criteria for retention time.

Whenever they so wish, and upon written request, parents are guaranteed the right to access, rectify, oppose, delete, restrict and portability of their personal data.

On 25 May 2018, Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data became applicable in the Member States of the European Union (EU). This Regulation provides a framework of legal rules to be applied in this matter, in particular as regards express consent, indication of the purposes, deadlines and other conditions for the collection and processing of personal data.

Thus, and in addition to the purposes set out above, the College needs to use the personal data of students and Guardians for the following purposes:

- a) Official enrolment;
- b) Sending data to the Ministry of Education and the Social Security Institute, IP in fulfilment of legal obligations and to the health authorities (DGS) in the case of confinement or prophylactic isolation so that the respective Declaration of Prophylactic Isolation can be issued by that authority;
- c) Sending data to the DGAE;
- d) Sharing of necessary data with partner entities within the scope of school activities (Swimming, Football, Ballet/Dance, IT, Karate, Tennis, Study Visits, Transport Companies, Insurance Companies, Clinics and Hospitals, Parishes);

- e) Utilisation of data in statistics of public or private entities in the area of Education;
- f) Transfer of pupil files to other educational establishments.

Thus, the declaration to obtain consent for the processing and use of personal data is formalised in the annex.

20. GENERAL RULES

Any pedagogical matter must be strictly resolved with the Management/Coordination and the Class Teacher.

To avoid any unpleasant or embarrassing situation, without prior authorization from the Management, it will not be possible for any member of the educational community to attend any court proceedings relating to divorce or parental responsibility. With regard to the latter, the school unconditionally ensures the orders expressed by the court.

It is absolutely forbidden for Parents and Guardians to approach pupils at the school in order to resolve any disciplinary or other matter. All matters of this nature must be dealt with directly by the school's Management/Coordination, Teachers or Educators.

If the child shows symptoms of illness (fever, pain, malaise, etc.), the school will immediately contact the family so that they can pick up the child from school and, if necessary, medical care can be provided. In the event of prolonged illness, the pupil will be required to present a doctor's certificate of health on his or her return to the school.

Children who catch "visitors" in their heads will not be allowed to attend the College until they have been properly treated.

Whenever a student becomes ill and remains at home, the school must be notified. If children require any medication to be administered to them, the Carers must provide the school in writing with the times and dosage for taking the medication.

The school has its own equipment, toys and other games, all of which are available to the pupil, both in the classroom and in the playground. It is therefore unnecessary for children to bring toys from home and the school is not responsible for their disappearance or damage.

Extracurricular activities are suspended during the period of interruption of school activities.

The school has a psychologist for any help, monitoring or support of its students. Whenever a problem is observed regarding their school

life, an assessment will be made. If necessary, the family will be contacted to discuss the necessary measures to be taken.

Speech Therapists/Technicians Room - this space is reserved for the use of therapists (at a time to be defined with the Parents/Guardians) who need to develop some specific work with a child. This service is the sole responsibility of the therapist, and Cantinho is only responsible for providing the space.

Any change of address or contact must be communicated to the secretary as soon as possible. Telephone numbers to be used in case of emergency must be kept up to date.

At the beginning of each school year, the Parents and Guardians will inform the school office of the persons authorised to take their child. The school will not allow any child to leave the school with someone who has not been previously authorised, even if they identify themselves as a relative. The authorised person must present their identification when receiving the child.

In places of reserved access (offices, teachers' room, kitchen and others duly marked), students and parents should only enter when duly authorized.

The departure of a student for whatever reason does not waive the arrears, nor does it entitle the student to a refund of any payment already made, applying the provisions of point 6. Enrolment is annual and will not be refunded in the event of withdrawal.

The use of mobile phones or electronic games is strictly forbidden inside the school or in external activities provided by the school. In the event of non-compliance with this duty, the mobile phone/device will be handed over immediately to the head teacher, who will remain its custodian until it is handed over to the Parent or Guardian.

Our students are expected, both inside and outside the school, to present themselves in a correct manner and to conduct themselves in a dignified and exemplary manner. Students, while at the Cantinho, at parties or other activities connected with it, must wear their uniform, which must be presented daily, clean and in order.

Damage caused by students in the school, on field trips or on any object belonging to their classmates, implies for the author, the responsibility to assume the expenses arising from the necessary repairs.

The withdrawal of a student must be communicated by the Parent or Guardian, in writing, to the school management.

Study visits, outings and activities with/at school are school activities and therefore compulsory. The school does not offer alternative programs for these days. Absence from these programs does not invalidate their payment.

Whenever the student needs to be absent from the school during the course of teaching activities, this must be requested/informed in writing by the parent/guardian on the ChildDiary platform, or communicated in writing to the respective educator or teacher.

Cantinho reserves the right to change its rules and prices, if it deems it necessary and justifiable, providing the Parents with the respective information as soon as possible.

The enrolment and attendance at Externato "O Cantinho" implies, on the part of the Parents/Guardians, the knowledge and acceptance of the Operational Rules and Regulations of the school.

By signing the enrolment form of their child, they declare to accept and respect the Internal Regulations of the School, being obliged to comply with the rules and regulations therein, as well as to promote their knowledge and compliance with their children / students.

21. OMISSIONS

The Cantinho Internal Regulations include the rules and regulations issued by the competent authorities in relation to pandemic situations or other similar situations. These will always be communicated to the Parents and Guardians as they are defined and/or adjusted, both in relation to the functioning of each school year and in relation to the functioning of the school.

Any matter not covered by these regulations will be evaluated and decided by the Management, in the light of its pedagogical, administrative and financial autonomy, and subsequently discussed with the Parents and Guardians, without prejudice to the legislation in force.

Maria Leontina Ávila (Director/Pedagogical Director) is in charge of the general Pedagogical Orientation, in agreement with Dr. Cristina Ávila (Psychologist/Pedagogical Director) and the Coordinating Teacher Nuno Morgado, with the aim of providing each student with personalised learning and a balanced education through current methods and techniques.

Carcavelos, July 2023



POLICY

PRIVACY AND PERSONAL DATA PROTECTION

2023/2024 academic year Consent

I declare that I give my consent to the use and processing of personal data that I have freely filled in on all enrolment or renewal forms at Externato "O Cantinho" for all the purposes set out in point 19 of the school's Internal Regulations.

Rights of the Parent or Guardian:

You have the right to withdraw your consent and to ask the College for access to personal data concerning you as well as to rectify or delete it, to limit and oppose the processing as well as to data portability.

Information and consent of the Parent or Guardian:

I declare that I have been informed that during the execution of the contract for the provision of educational services, Externato "O Cantinho" will collect personal data of my child concerning his/her educational performance and progress through its employees and that these data will be processed, and may be transmitted to the bodies of the Ministry of Education in fulfilment of the legal obligations of the educational

establishment. I have also been informed that these personal data will be kept permanently and that I have the right to request access to them, request their rectification and portability. I have also been informed that I have the right to complain to the National Data Protection Commission.

The Externato "O Cantinho" team may contact me using the data I have provided for this purpose.

I declare that I give my consent for photographs and/or videos of my child to be taken and shared in all activities promoted and/or accompanied by teachers and non-teachers of Externato "O Cantinho", for pedagogical purposes as well as for publication on the website <http://www.externato-ocantinho.com> in an area of restricted access to parents and guardians of students of Externato "O Cantinho".

I declare that I have been informed that in order to exercise any of my rights in relation to my personal data, that of my child or others provided by me, I can send a communication to externato@externato-ocantinho.com.

Date ____/____/____

Student's name

(completo)

Guardian's name

(completo)

Guardian's signature_____

(To be returned to the college legible and duly completed)



SCHOOL YEAR 2023 / 2024

ENROLMENT FORM FOR SERVICES AND EXTRA-CURRICULAR ACTIVITIES:

I **inform** "**O Cantinho**" **that**
_____ **(student's**
name) will attend the classes / services of:

SWIMMING		
SOLFEJO		
BALLET		
KARATE		
ART CLUB		
	Sim	Não
Study room		
Extension service		

Student's leaving time in the afternoon:

The student is authorised to leave with:

OTHER SERVICES:

LUNCH + SNACK	
MONTHLY LUNCH	
CANTEEN SERVICE – LUNCH (when food is from home)	
CANTEEN SERVICE – SNACK (when food is from home)	

TRANSPORT SERVICE:

ONE TIME (MORNING OR AFTERNOON)	
TWO TIMES (MORNING AND AFTERNOON)	

Address:

Parents' e-mail: _____

I have received the amendments to the school's rules of procedure for the academic year 2023/2024 and I am aware of the latter.

Guardian

(To be returned to the college legible and duly completed)