



INTERNAL RULES

SCHOOL YEAR 2024/2025

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Internal Rules of Procedure

School year 2024/2025

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	
Teaching	Nursery 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
SOLFEO	
3ª feira	6ª feira
Initiation 16:30 às 17:00 Advanced 17:00 às 17:30	Initiation 16:30 às 17:00 Advanced 17:00 às 17:30
SWIMMING	
2ª e 6ª feira	12:15 às 13:00
DANCE	
2ª e 4ª feira	16:30 às 17:30
AERIAL YOGA	
4ª e 6ª feira	A confirmar
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

Extracurricular activities will begin on 16 September 2024 and are subject to a minimum number of registrations. The timetable for these 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 phone calls or leave the classroom, except in cases of extreme urgency. Any issues will be dealt with in the secretary's office and then passed on.

The school uses the ChildDiary digital platform as a tool for working, communicating and recording plans, activities and assessments, among other things. It is an instrument that aims to bring parents and the 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 intended for communicating educational matters and is a mandatory tool. All matters of a different nature should be dealt with via the email address of the Management or Coordination team.

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 - 09 de September 2024 to 17 December 2024
2nd school term - 06 January 2025 to 04 April 2025
3rd school term - 2 April 2025 to 20 June 2025

The Portuguese and Maths Benchmark Tests have been replaced by a new external assessment model from the 2024/2025 school year, according to guidelines from the Ministry of Education. The Learning Monitoring Tests (Moda) will be carried out in the 4th year of the 1st Cycle of Basic Education in Portuguese, Maths and a rotating subject every 3 years.

To take them and prepare for them, students must bring their own laptop or tablet to school, according to the instructions given by their teachers throughout the school year. Further information will be sent to parents and guardians as soon as the school receives it from the Ministry of Education.

School holidays
Christmas - 18 December 2024 to 3 January 2025
Carnival – 03 March 2025 to 05 March 2025
Easter – 07 April 2025 to 21 April 2025

The school is open all 12 months of the year, closing only on national and municipal holidays (13/06/2025), 23 and 24 December 2024, 3 and 4 March 2025, 17 April 2025 in the afternoon, 9 June 2025 and, possibly, on some other date to be determined, which will be communicated to parents in good time.

3. PRE-SCHOOL CURRICULAR ACTIVITIES

In this centre, the annual fee includes curricular pedagogical activities developed by the Educators, in accordance with the Curriculum Guidelines for Pre-School Education, and in addition to these, there are also curricular activities such as Physical and Motor Expression and Education, English (complementary offer) and Musical Expression and Education.

4. 1ST CYCLE CURRICULUM ACTIVITIES

The curricular activities of the 1st Cycle, according to the National Curriculum, 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 that are necessary for the management of the educational programme and are part of it as teaching strategies and learning experiences that take place outside the school environment. They are important for the students and aim to reinforce and complement learning and programme content. They are planned at the beginning of the school year and integrated into each class's annual activity plan. They may change according to the proposals and offers that arise throughout the year and according to changes in the planning by the teachers and educators. An information circular will be sent home in due course, informing you of the place, time and theme of the visit to be made. Study visits, outings 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 payment, except in situations duly proven by a medical document.

On the days of the field trips, students must come in uniform and not with gym equipment (unless otherwise stated). 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) - 09 September 2024

-St. Martin's Day - 11th November 2024

-Christmas Party - 17th December 2024

-Carnival Parade - 28 February 2025

-Spring Festival - 21 March 2025

-‘I can already read...’ party - 02 June 2025

-Senior promenade - Date to be confirmed

-New Year's Eve Party - 18th June 2025 (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

Cantinho has a number of extra-curricular activities on offer for students who wish to do so.

Children can attend Ballet, Karate, Dance, Yoga (Nursery), Solfeggio, Swimming, Aerial Yoga and Arts Club classes. All of these provide the children with important help in their healthy growth, adding value to 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.

Each activity has its own equipment, which is necessary and compulsory for attendance. Without the proper equipment, the student will not be able to take part in the activity.

If the extracurricular teacher is unable to carry out the activity, absences will, whenever possible, be made up at a later date.

Registrations and/or withdrawals from curricular enrichment activities will only be accepted at the school office. The whole month is taken into account for payment purposes.

6. PAYMENTS

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

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

The annual fee includes:

Nursery - Attendance from September to August from 07.30 to 18.00, Teaching activities, Music Expression and Education, Physical Motor Expression and Education, English (SpeakWell Language Institute), access to the ChildDiary Platform, Office 365 Licence, Bibs, Bed linen, mid-morning food supplement.

Pre-school and 1st cycle - from September to August, from 7.30am to 6pm, curricular teaching activities, in accordance with the OCEPE (Curriculum Guidelines for Pre-school Education), and the National Curriculum respectively, Music Expression and Education, Physical Motor Expression and Education, English, (SpeakWell Language Institute), access to the ChildDiary Platform, Office 365 Licence, Study Support/Dynamic Study Room (1st Cycle).

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 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.

In accordance with the 2021/2022 Internal Regulations, all nursery, pre-school and primary school students are due tuition fees from September to August (inclusive). Parents/Guardians are aware of this obligation and undertake, upon enrolment, to comply with this rule. The August tuition is paid in 11 instalments, with the tuition from September to July. The July fee 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. According to the 2023/2024 Internal Regulations, in the 2024/2025 school year the fees will be updated with an increase of 2.5 per cent (tuition) and 1.5 per cent (meals and other services). Thereafter, in the following school years, the fees will be updated by 1.5% to 2.5% and will be done at the beginning of each school year.

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 July, Cantinho offers its students a 'Holiday/Beach Programme' which will be presented during the month of May or June. This will be paid for according to the option chosen (fortnightly/monthly) at the time of enrolment. During this month, students who wish to do so will be able to go to the beach in the mornings (3 years old to 1st cycle) and the afternoons (4 years old to 1st cycle) will be occupied with activities such as: visits, outings, workshops and other fun activities (traditional games, drawing and painting workshops, plastic arts, karaoke, festivals...). These activities are accompanied by the school's teachers. The school does not offer an alternative programme for students who do not wish to take advantage of the 'Holiday/Beach Programme'.

The payment made will not be refunded, even if the child does not take part in the 'holiday programme' for which they signed up, whether for voluntary and/or involuntary reasons, due to closure by law and/or force majeure not attributable to the school. In June, parents/guardians will be sent information on how to enrol 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 notebooks and school supplies (a), are provided by the school and will be paid for together with the October monthly fee. The cost of school materials does not include the student's individual computer, the musical instrument selected for music lessons (1st Cycle), and textbooks.

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

If there is no indication to the contrary from the parents/guardians, communicated by the end of the previous school year, the school will supply 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. They will be paid for in November (textbooks) and December (records), at the prices shown in the table below.

In the event of the student's voluntary or involuntary withdrawal, the fees paid will not be refunded.

1º ano	"Guess What" Activity book /online resources – PVP 25,90 €
2º ano	"Guess What" Pupils book – PVP 27,29 €
	"Guess What" Activity book /online resources – PVP 25,90 €
3º ano	"Guess What" Pupils book – PVP 27,29 €
	"Guess What" Activity book /online resources – PVP 25,90 €
4º ano	"Guess What" Pupils book – PVP 27,29 €
	"Guess What" Activity book /online resources – PVP 25,90 €

9. OPTIONAL SERVICES

The school offers its students various support services. Optional services are those that may or may not be contracted at the decision of the parent or guardian, such as the provision of lunch and/or snacks (cooked at school), canteen service, transport, extra curricular activities and extended hours.

Its use can be changed thirty days in advance and does not imply reimbursement of the sums paid. The whole month is taken into account for payment purposes.

Absences by any of the Nursery, Pre-school and 1st Cycle students due to prolonged illness or prophylactic isolation/confinement ordered by the health authorities will never be discounted from the monthly fee, as stated above in point 6.

However, absences due to illness of Nursery, Pre-school and 1st Cycle students, which only occur after the 16th consecutive working day, will only give rise to payment of 60 per cent of the cost of the meal, provided that medical proof attesting to the illness and the student's inability to attend school is delivered to the school no later than three days after the student's return to school. Failure to provide medical proof will result in full payment of the board.

If 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, the meal will be discounted for the duration of the prophylactic isolation/confinement.

In the case of students who need to eat an occasional diet, and for those who do not eat lunch or snacks from the food provided by the school, but who sporadically wish to do so, the parents or guardians must notify the school office by 10am on the same day. This notification must be made by the parents and never by the children.

If students are absent in the morning or if they only have to be absent for a certain period of time, if they wish to have lunch they must inform the school office and be at the school by 1pm. Children have a snack at 4pm. Students who leave before this time will not be able to take advantage of this service.

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.

The only exception to students being allowed to bring cakes to school is for 4th year finalists, when there are sales in favour of their final trip. Parents will be informed of these sales and will decide whether or not their children can purchase and consume the cakes sold.

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

Cantinho provides its students with a transport service, for a fee that varies depending on the location. As a matter of legislation and safety, the driver and carer may not leave the van. Students using the school's transport must be ready for their pick-up at the agreed time. On their return, there must always be someone at the drop-off point to welcome them. If this does not happen, the student will return to the school. Punctuality with regard to transport is essential. The van must not be left waiting, as there are other children taking advantage of the transport who should not be inconvenienced by the delay of others. The transport timetable will be communicated at the beginning of the school year and may change if necessary.

11. FAMILY / SCHOOL CONTACTS

At the beginning of the school year, a parents' meeting will be held with the teacher/educator of the different classrooms, from nursery school to the 4th year of primary school.

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.

In the case of digital communication with the school's teachers/staff, this should only be done through the Childdiary platform or official school emails, and never through personal contacts. School staff are not authorised to share their personal contact details with parents or guardians.

Parents` Meeting

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

Nursery - date to be confirmed

3 year old - 10-09-2024

4 year old - 11-09-2024

5 year old - 13-09-2024

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	09 - 09 - 2024	01-10 - 2024	02 -10- 2024	02 -10 - 2024
2º term	07 - 01 - 2025	07 - 01 - 2025	08 - 01 - 2025	08 - 01 - 2025
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 2024

2nd Period - 09th April 2025

3rd Period - 01 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, preventive, dissuasive and integration purposes, aiming, in a sustained manner, to preserve 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 complying with the timetable and tasks assigned;
- Enter and remain in classrooms only in the presence of a teacher or member of the management team;
- You must respect all teachers, educational assistants and other staff in the community, as well as all your classmates;
- Always bring the necessary materials to class;
- Seek the help and attention of teachers, educational assistants and other school staff whenever they feel the need;
- Do not run, play or shout in the halls and corridors, in order to preserve the silence and concentration that lessons and other work require;
- Carry out all the work proposed by the teachers;
- Contribute to the cleanliness, conservation and tidiness of the spaces;
- Take responsibility for repairing any damage caused to colleagues or school equipment;
- Always bring the equipment for Physical and Motor Expression and Education classes, as well as for optional classes (Ballet, Aerial Yoga, Swimming, Dance and Karate);
- Wearing school uniform every day;
- Know and respect the Internal Regulations.

Rights

- To be treated with respect by the entire school community;
- To have the confidentiality of the information in their individual file respected;
- To be listened to by teachers in all matters that concern them;
- Be informed about the school's operating rules;
- To have competent, motivated and up-to-date teachers;
- Be adequately assisted in the event of injury or illness;
- Be informed of their study programme and the criteria for assessing their academic performance.

TEACHERS - Duties

- Being punctual and assiduous;
- Draw up lesson plans and content in accordance with the general objectives before the start of each school year.
- Complying with the directives of the Board of Directors, the educational project and the Internal Regulations.
- Being 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 an attitude of respect and correct treatment towards students and other adults, not using offensive or derogatory expressions and presenting themselves with dignity;
- Ensure the tidiness, maintenance, safety and cleanliness of the classroom and school premises.
- Maintaining order and discipline in the classroom and within the school premises.
- Delivering photocopying material to the school office 24 hours in advance.
- Contribute to a good working environment within the school community;
- Respect students and their differences;
- Maintain professional secrecy
- Showing competence and motivating your students to learn;
- Assess students objectively;
- Intervene pedagogically, inside and outside the classroom, in the event of incorrect situations;
- Proposing educational support measures to the Teachers' Council and Parents and Guardians and evaluating them;
- Communicating information about students to teachers and members of the Board in a timely manner;
- Delivering duly corrected tests/sheets to students before assessment meetings.
- Without prior authorisation from the Board, not give paid tutoring, classes or support to the school's students.
- Draw up, together with the psychologist/qualified professionals, the recovery plan for students who need it.
- Respect the confidentiality of information about their students and their families;
- Not making their personal contact details available to parents or guardians, and all digital communication with them should be done through the school's existing channels.
- Develop actions that promote and facilitate the correct integration of students into the school.
- Knowing, respecting, complying with and enforcing the Internal Regulations and other projects in which they are involved.

Rights

- Participate in the educational process;
- Have access to training and information necessary for the exercise of their educational function;
- To enjoy the technical, documentary and professional support necessary for teaching practice;
- To have their safety preserved in school facilities and activities;

- To be treated with respect and correctness by any member of the educational community.
- To be represented on school management bodies;
- Whilst respecting others, to express themselves freely;
- Participate in the planning of annual activities.
- Exercise their teaching function freely, always bearing in mind the Internal Regulations, the Educational Project, the Class Work Plan and other organisational and pedagogical documents;
- To have their authority as a teacher at the school respected at all times, with regard to pedagogical, scientific, organisational and, where applicable, disciplinary matters;

PARENTS/CARERS – Duties

- Reinforce to their children the fulfilment of their school responsibilities;
- Appreciate the work and authority of teachers;
- To encourage their child to respect all members of the school community;
- Knowing the school's rules and internal regulations, respecting and complying with them.
- Informing the teacher of any situation or incident in which their child is involved, which may interfere with the student's normal school performance;
- Taking responsibility for their child's attendance and punctuality, and justifying any absences;
- Encouraging your child to wear the school uniform;
- Signing tests and evaluation forms and returning them to the school.
- Making payments to the school on time;
- Keeping all their identification and contact details up to date, as well as those of their child.

Rights

1. have access to
 - The Internal Regulations, Educational Project and other school projects;
 - Opening hours for the teacher or educator;
 - Your child's integration into the school community;
 - Your child's academic performance and behaviour;
 - Being treated with respect and cordiality by the entire school community.
 - 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 with regard to matters of a private nature;
3. Collaborate with teachers or educators during the teaching-learning process of their child.

ASSISTANTS/STAFF – Duties

- Collaborating in the monitoring and integration of students into the school community;
- Being assiduous and punctual, respecting and carrying out their work duties effectively and correctly, and acting with common sense, tolerance and understanding in any situation or event that arises at school.

- Enforcing the rules of citizenship, promoting a good atmosphere among everyone; respecting their person, property, ideas and functions;
- Ensuring the tidiness, maintenance, safety and cleanliness of the school's facilities and contributing to the unity and good image of the school.
- Guiding students on the school premises;
- Remain in the workplace and may not leave without the knowledge of their superior.
- Maintain professional secrecy
- Be correct, friendly and efficient when dealing with the entire school community and visitors.
- Not give out their personal contact details, in particular their email address, telephone number, mobile phone number or any other means of communication via the internet, to parents or guardians;
- To be familiar with the area in which they are responsible or in which they collaborate and to fulfil the duties and tasks entrusted to them by teachers, management or other superiors;
- Without prior authorisation from the Board, not provide any kind of support or other paid services to the school's students and families.
- Report to the teacher or educator any situation in which their students have been negatively involved;
- Whenever necessary and justified, substitute and support colleagues, being prepared to fulfil and carry out any task within the scope of the school's operation and competences.
- Always present a document justifying any absence.
- Guarantee the confidentiality of the data for which they are responsible;
- Comply with and enforce the Internal Regulations.

Rights

- To be treated with correctness and respect by all members of the educational community;
- To have access to the conditions necessary for the exercise of both functions;
- Participate in training programmes;
- Benefit from a safe professional, developmental and learning environment;
- Participate in the educational process;
- Ensure their safety in their professional activity;
- Know the Internal Regulations;

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;

* Other professionals who follow the development of the student's educational process.

* In exceptional cases where individual programmes (SEN) are drawn up, parents or guardians can be involved may be asked to take part.

Pupil's Individual File

The student's school career must be systematically documented in the individual file that accompanies them throughout primary school, providing a global view of their journey in order to facilitate appropriate monitoring and intervention.

This file should include the student's basic identification details, their 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, with the exception of the 1st and 2nd years, among other elements considered relevant to the student's progress, education and monitoring by the school or other educational institutions they may attend.

The student's individual file is the responsibility of the class teacher. Parents and guardians can consult it in the presence of the teacher in charge, or in the presence of the Management or Coordination team. In the event of a transfer, it is sent to the new educational institution, and the information it contains regarding disciplinary matters and personal and family matters is strictly confidential.

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 purpose of wearing the uniform is: to create a school identity, to contribute to simplicity and equality in the use of its material goods and, above all, to help convey the awareness that a person is worth who they are and not what they have.

During school activities it is compulsory, even during holiday 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 table below). In the event of non-compliance, the school will provide the missing equipment, which will be paid for together with the following month's tuition.

At the beginning of each school year, all the children in the school will be given a bag with a panama/bonnet to accompany them when they go outside (playground, outings, field trips). The bag will remain at school and will also be used by students to store their PE trainers on the hanger allocated to them each school year.

During the months of July and August, students will have to wear the school uniform for the beach and summer activities and, during all school activities, they must always present themselves with their uniforms clean and in order. All uniforms are available for purchase from the school office.

The school has summer and winter uniforms:

Nursery - 1 and 2 years	Pre school e 1st Cycle	
Winter	Winter	
Tracksuit and T-shirt Polar jacket	Girls	Boys
	Dark blue skirt Long sleeve polo Polar jacket Green socks	- Dark blue trousers Long sleeve polo Polar jacket Green socks
Summer	Summer	
Shorts and short-sleeved polo	Girls	Boys
	Dark blue skirt Short sleeve polo	Dark blue shorts Short sleeve polo
Swimming - Swimsuit / Towel / Goggles / Cap / Slippers / Backpack Ballet, Dane, Aerial Yoga and Karaté - As indicated by the teacher responsible for the activity. Physical Education – Tracksuit, T-shirt, shorts and white trainers.		
Summer uniform - worn from May to October Winter uniform - worn from November to April.		

The uniform is available and can be ordered from the school office. Parents or guardians may choose to buy items without the school logo from another shop, provided that the models and colours are exactly the same as the school's. The shoes must be practical, safe and of a dark blue/brown/black colour.

Leggings may not be used instead of socks or tights, and footwear must be practical, comfortable and safe, and dark blue/brown/black in colour.

Except on Physical Education days or when requested by the school, pre-school and primary school students are not allowed to wear tracksuits to school on a daily basis.

16. ENROLMENT / INSURANCE

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

The following documents are required for enrolment:

- a) Completed and signed student enrolment form
- b) Photocopy of ID card, Citizen's Card, Passport or Residence Permit
- c) Photocopy of up-to-date immunisation certificate
- d) 2 passport photos
- e) Photocopy of health insurance card
- f) Photocopy of ID card/Citizen's Card and Taxpayer's Card of Parents and Guardian

g) Proof of address of parents and guardian, telephone and email contacts, who undertake to communicate their new addresses and contacts if they change them.

All students enrolled and attending the school are covered by school insurance, which covers treatment costs of up to €1,000.00. Students are insured against accidents suffered at the school or during transport, outings, field trips and leisure time, under the exact terms and conditions laid down in the policy in force. The school insurance policy only covers the normal risks of school activity, and damage to students' personal property is expressly excluded.

At the time of enrolment, the Parent or Guardian will only pay the enrolment fee. School insurance will be paid for by all students with the first monthly payment 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 are non-refundable in the event 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, diarrhoea, pain, persistent cough, rash, malaise, etc.), the school will immediately contact the family so that they can pick the child up from school, and so that medical care can be provided if necessary. In the

event of prolonged illness (3 days or more), the student will have to present a medical certificate proving their health when they return to 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.

All student absences must be duly justified by the Parents/Guardians, via the ChildDiary platform or by handing in a document at the school office, and must be justified by the 3rd working day after they occur.

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

According to Law 51/2012 and successive amendments, which defines the Student Statute and School Ethics, the limit for unjustified absences is 10 days in a row or not. If this limit is exceeded, the student may be held back, remedial measures may be proposed depending on the number of absences, and the school is obliged to report the situation to the competent authorities. All these measures are decided by the School Council.

Absences for the following reasons are considered justified:

- The student's illness, which must be declared by a doctor if the absence exceeds three days;
- Death of a family member;
- Birth of a sibling, during the day of the birth and the day immediately following;
- Outpatient treatment that cannot be carried out outside of school hours;
- An act arising from the student's professed religion, provided that it cannot be carried out outside of school hours;
- Participation in sporting or cultural events;
- Any other fact that prevents the student from attending school, provided that the cause is not attributable to the student.

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 2024



PRIVACY AND PERSONAL DATA PROTECTION POLICY
2024/2025 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 2024 / 2025

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		
YOGA – Nursery		
DANCE		
AERIAL YOGA		
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)	
ADDITIONAL SUPPLEMENT	

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 2024/2025 and I am aware of the latter.

Guardian

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