



INTERNAL REGULATIONS

SCHOOL YEAR 2026/2027

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INTERNAL REGULATIONS

SCHOOL YEAR 2026/2027

The Internal Regulations are the document that sets out the operating framework for the School, its administrative and management bodies, and its educational guidance structures, as well as the rights and duties of all members of the educational community, in accordance with Article 9 of Decree-Law No. 75/2008.

O Cantinho is an educational establishment which implements the official curricula set by the Ministry of Education, within the framework of the Pedagogical Parallelism system, and enjoys pedagogical, administrative and financial autonomy.

These Regulations set out a set of principles, rules and procedures that guide the organisation and running of the School, promoting harmonious coexistence, a high-quality educational environment and the well-being of the entire school community. As they constitute a fundamental tool for understanding the rights, duties and operating rules of the institution, we recommend that you read them carefully.

At Cantinho, we believe that education is much more than simply imparting knowledge. Our main aim is to provide every child with a safe, welcoming and stimulating environment, where they can grow up happily, develop their abilities and build values that will stay with them throughout their lives.

It is with this mission in mind that we seek to offer all children what we believe they are entitled to:

'A GOOD FOUNDATION FOR LIFE'

Our Educational Project has been developed in a continuous and thoughtful manner, always placing our pupils at the heart of the educational process. We respect each child's individuality, value diversity and seek to find educational approaches tailored to each child's needs, interests and potential, promoting their holistic development and preparing them for the challenges of the future.

"The Union of Tradition, Nature and Meaningful Learning"

Our Pedagogical Identity is based on four fundamental pillars of a holistic education.

At our school, we believe that education is about much more than simply imparting knowledge. Education is about sparking curiosity, shaping character, developing skills, fostering values and preparing every child to face the challenges of a constantly changing world, whilst never losing sight of the essence of childhood.

We believe that every child is unique, with their own talents, abilities and pace of development. Our mission is to provide a safe, welcoming and stimulating educational environment, where every pupil can grow in a harmonious way, developing the knowledge, skills, values and attitudes that will prepare them for the challenges of the present and the future.

More than just preparing our pupils for academic success, we prepare them for life. More than simply imparting knowledge, we seek to nurture children who are curious, independent, responsible, happy and emotionally balanced, capable of thinking critically, collaborating with others and acting with respect for themselves, for others and for the world around them.

We also believe that an education of excellence is only possible when it is based on a genuine partnership between the school, the family and the community.

The family is the first and most important educational influence, and plays an irreplaceable role in a child's development. We therefore value a relationship based on closeness, trust, dialogue and cooperation, actively involving parents in school life and their children's educational journey.

At the same time, we view the community as a unique setting for learning and citizenship; we therefore encourage regular contact with institutions, associations, professionals, local traditions and community projects, seeking to provide authentic experiences that bring children closer to the reality around them, thereby strengthening their sense of belonging, social responsibility and commitment to the common good.

METHODOLOGY

Our teaching methodology is characterised by the harmonious integration of four fundamental pillars, which complement and enrich one another:

1. Traditional Teaching
2. Project-Based Learning
3. Forest Pedagogy
4. Nature as the Fourth Educator

This approach enables us to offer a comprehensive, balanced and innovative education, where academic rigour coexists naturally with creativity, discovery, experimentation and the child's holistic development.

1. Traditional Teaching – The Foundation of Knowledge

At our school, we believe that an education of excellence is built on a solid, structured and consistent academic foundation. Traditional Education therefore forms the foundation of our educational approach, providing children with the fundamental knowledge and essential skills they need to learn, understand, think and develop throughout their school career.

We value organised, progressive and rigorous learning that respects each child's development and ensures the consistent acquisition of essential skills across the different areas of the curriculum, namely reading, writing, communication, logical-mathematical reasoning and scientific thinking. We believe that mastery of these fundamental skills forms the basis for building new knowledge and for increasingly independent, critical and meaningful learning.

We also promote study and work habits that foster a sense of responsibility, organisation, perseverance, concentration, independence and a willingness to work hard – skills which we consider crucial not only for academic success, but also for the child's all-round development.

Academic rigour, combined with positive discipline, a close relationship between teachers and pupils, and the systematic consolidation of learning, enables each child to develop confidence in their abilities, assurance in applying their knowledge, and the motivation to tackle new challenges.

For us, traditional education is not merely about the transmission of content; it is about building solid foundations that underpin all further learning. It is this framework that enables children to explore, investigate, create, question and apply knowledge with confidence, becoming independent, self-aware learners who are prepared to meet the challenges of a constantly changing world.

2. Project-Based Learning (PBL)

We believe that learning takes on real meaning when it stems from children's natural curiosity and responds to real and meaningful challenges.

Through Project-Based Learning (PBL), we encourage children to observe, question, investigate, research, experiment, plan, create, collaborate and find solutions to challenges that are appropriate to their age and interests.

The projects stem from everyday experiences, contact with nature, the surrounding community and the curiosity shown by the children themselves, promoting interdisciplinary learning that integrates different areas of knowledge.

In this approach, pupils take an active and leading role in shaping their own learning, whilst teachers guide, challenge and support each child, creating environments rich in experiences, discoveries and opportunities for growth.

Throughout this process, essential 21st-century skills are developed, such as critical thinking, creativity, communication, collaboration, independence, problem-solving, adaptability and decision-making.

At the same time, we promote an education deeply rooted in values such as respect, empathy, responsibility, honesty, solidarity, cooperation and active citizenship, because we believe that academic excellence only makes sense when it goes hand in hand with personal development.

This educational vision enables us to nurture happy, curious, confident and emotionally balanced children, capable of thinking critically, acting responsibly and facing the challenges of the future with creativity, knowledge and sensitivity. Rather than simply preparing our pupils for the coming school years, we seek to prepare them for life, fostering in each child a love of learning, confidence in their abilities and a lasting desire to grow, discover and contribute positively to society.

3. Forest Pedagogy – Learning from Nature

Inspired by the principles of Forest Pedagogy, we take learning beyond the classroom walls, transforming nature into a special space for discovery, exploration and growth.

Every walk, tree, leaf, stone or tiny living creature offers an opportunity to explore scientific concepts, develop mathematical skills, enrich language, stimulate creativity and promote truly meaningful learning.

Direct contact with the natural environment sparks scientific curiosity, strengthens creativity, and develops independence, resilience, problem-solving skills, cooperation and risk management – all within a safe environment carefully prepared by our teachers.

At the same time, it promotes physical and emotional wellbeing, improves concentration, boosts self-esteem and fosters a deep respect for nature, the environment and sustainability.

4. Nature – Our Fourth Educator

Learning does not depend solely on the teacher, the family and the child: the natural environment itself educates, inspires and transforms.

At our school, nature is not merely a teaching resource; it is an essential element of our educational identity.

It is present every day in our routines, play, projects, exploratory activities, scientific experiments, environmental education, nutrition, health promotion and the development of values.

Outdoor spaces become true open-air classrooms, where play, discovery and learning take place naturally, actively and in a deeply meaningful way.

This constant contact with nature develops observational skills, stimulates curiosity, fosters creativity, improves emotional self-regulation, enhances concentration, encourages healthy lifestyles and instils a deep sense of environmental responsibility.

Nature inspires, challenges, welcomes and educates. It is, truly, a fourth educator that accompanies our children's growth on a daily basis.

An Education for Life

The integration of these four pillars, combined with an ongoing partnership with families and the active involvement of the community, enables us to offer a truly holistic education, where academic knowledge goes hand in hand with emotional, social, physical and ethical development.

Each child plays an active role in shaping their own learning, being encouraged to discover, experiment, reflect, create, cooperate and grow, always supported by qualified professionals who respect their individuality and nurture their abilities.

At our school, we educate children to learn, but above all, to live. We nurture curious, responsible, resilient, creative and caring citizens who are aware of their role in society; children capable of thinking critically, acting ethically, respecting others, caring for the environment and contributing positively to a better world.

Because we believe that education is a shared commitment between the school, the family and the community, we combine academic rigour, pedagogical innovation, ongoing contact with nature and a values-based education, with the aim of providing every child with opportunities to grow with knowledge, independence, confidence, happiness and a sense of responsibility.

More than just teaching, we inspire. More than just preparing for school, we prepare for life.

1. TIMETABLES

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

Timetables – Extracurricular Activities

BALLET	
Wednesday and Friday	16:30 às 17:30 (To be confirmed.)
SOLFEJO	
Tuesday	Friday
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	
Monday and Friday	12:15 às 13:00
KARATE	
Tuesday and Thursday	16:30 às 17:30
DANCE	
Monday	16:00 às 16:40 – 3 e 4 anos 16.40 às 17.30 – 5 anos e 1º ciclo
Wednesday	12.30 às 13.15 – 3 e 4 anos 13.15 às 14:00 – 5 anos e 1º ciclo
AERIAL YOGA	
Tuesday	13:00 às 13.45 (To be confirmed.)

Extracurricular activities will begin on **7 September 2026** and are subject to a minimum number of enrolments. The timetables and organisation of these activities may, where necessary, be adjusted to meet educational and/or logistical requirements, and any changes will be communicated to parents or guardians in good time.

Punctuality is essential to ensure that educational activities run smoothly and to avoid disruptions that could compromise the learning environment for all children. Therefore, particularly with regard to school hours, we ask parents and guardians to be as strict as possible in adhering to the timetable, so that lessons are not disrupted by children arriving or leaving during class time.

For children in the **Nursery and Pre-school**, whose lessons begin at **09:00**, a **15-minute** grace period is allowed for arrival. Children arriving after **09:15** will be accompanied to their classroom by a teaching assistant, in order to minimise disruption to activities already in progress.

For **Primary School** pupils, lessons begin at **09:00**, with a **15-minute** grace period.

During this time, there is a class welcome session dedicated to meditation, dialogue, sharing and preparing for the day's activities. This is a pedagogical moment of great importance for the pupils' wellbeing and integration, and should therefore not be interrupted.

Therefore, pupils arriving after lessons have begun should wait in the multi-purpose room, after which a member of staff will accompany them to their respective classroom at an appropriate time and in such a way as not to disrupt the normal running of lessons.

The school's staff have the primary responsibility of ensuring the supervision, care and well-being of the children, as well as the delivery of educational activities. For this reason, during drop-off and pick-up times, they are unable to interrupt their duties to engage in lengthy conversations with parents and guardians.

Where necessary, brief information or messages may be exchanged between both parties. However, any matter requiring further clarification should be dealt with at a suitable time, following prior contact with the nursery teacher, class teacher or the management.

We also ask that children be dropped off and collected promptly, avoiding prolonged stays on the premises, thereby contributing to the smooth running of the institution, compliance with its rules and, above all, the safety of all children.

For organisational reasons and, above all, for **safety reasons**, access to the School's premises is restricted to its teaching, non-teaching and administrative staff. Access by external visitors is **only permitted** when duly authorised by the Management or where this is necessary for the normal running of the institution, particularly in the case of the children's parents and guardians.

During term time, teachers, nursery staff, teaching assistants and pupils should not be interrupted to answer telephone calls or to leave the classroom, except in situations of proven urgency. Any information or matter should be reported to the school office, which will ensure it is forwarded and communicated where necessary.

The School uses the Growappy digital platform as its main tool for communication, work and the recording of lesson plans, activities, assessments and other relevant information. This platform aims to strengthen the bond between families and the School, promoting faster, more effective and centralised communication.

Growappy does not, under any circumstances, replace personal contact or individual meetings, for which the School remains available whenever necessary.

Use of the Growappy platform is compulsory and is intended exclusively for communication regarding educational and administrative matters. All other matters should be addressed to the Management or the Coordination team via their respective email addresses.

When collecting their children, parents and guardians should wait at the school's reception/administration office, where the child will be called via the school's internal system.

This procedure ensures an orderly departure, guaranteeing appropriate supervision by staff and enhancing the safety of all children, whilst preventing situations that are difficult to control arising from people moving about in educational areas or unauthorised contact with pupils.

2. SCHOOL CALENDAR

The school year calendar, as well as the school holidays corresponding to the Christmas, Carnival and Easter breaks, are set in accordance with the guidelines issued by the Ministry of Education.

However, in exercising its pedagogical and organisational autonomy, the School reserves the right to make adjustments to the official school calendar whenever necessary, in accordance with its educational programme and the respective annual plan of activities.

1st school term – 07/09/2026 a 15/12/2026
2st school term – 04/01/2027 a 19/03/2027
3st school term – 05/04/2027 a 25/06/2027

In accordance with the guidelines issued by the Ministry of Education, the Portuguese and Mathematics Assessment Tests have been replaced by a new model of external assessment: the Learning Monitoring Tests (MODA). These tests will be held in the 4th year of the 1st Cycle of Basic Education and will cover Portuguese, Mathematics and a rotating subject, which will be assessed every three years. In the second year of the first cycle of basic education, the Reading Fluency Diagnostic Test (DFL) is also carried out during the third term, in accordance with instructions and materials sent by the Ministry of Education. These are external assessment tools that do not influence the school's internal assessment.

To sit and prepare for the Moda tests (Year 4), pupils must bring their laptop or tablet to school, in accordance with the instructions provided by their teachers throughout the academic year. Any further information will be communicated to parents and carers as soon as the school receives it from the Ministry of Education.

Férias Escolares
Christmas – 16/12/2026 a 31/12/2026
Carnival – 8/02/2027 a 10/02/2027
Easter – 22/03/2027 a 2/04/2027

The school is open all year round, closing only on public holidays, on the local bank holiday (13 June 2027), and on 24 and 31 December 2026, on 8 and 9 February 2027, on 25 and 26 March 2027, on 11 June 2027, on 31 August 2027, and, where applicable, on any other date to be determined, which will be communicated to parents in good time.

3. CURRICULAR ACTIVITIES IN THE NURSERY AND PRE-SCHOOL

In these areas, the annual fee covers the curricular educational activities carried out by the teachers, in accordance with the Curriculum Guidelines for Nursery and Pre-school Education. In addition to these, the curriculum also includes the areas of Creative Expression and Physical and Motor Skills, Creative Expression and Music, and English, as complementary activities.

4. CURRICULAR ACTIVITIES IN THE 1ST CYCLE

The curricular activities in the 1st Cycle of Basic Education are delivered in accordance with the National Curriculum and the Essential Learning Outcomes defined by the Ministry of Education.

Compulsory subject areas

- Portuguese;
- Mathematics;
- Social Studies;
- Art and Design;
- Music and Music Education;
- Physical and Motor Education;
- Drama and Drama Education;
- English (Years 3 and 4);
- Citizenship Education (Cross-curricular).

Supplementary Offer

- English (Years 1 and 2);
- Study Hall

The Study Hall is intended for pupils who remain at the school after 4.30 pm and is open daily from 4.30 pm to 5.30 pm.

This session provides an excellent opportunity to consolidate what has been learnt, develop study skills, clarify any doubts and apply the knowledge acquired throughout the day, through activities guided by the teacher in charge. To this end, pupils have access to a range of educational resources, including teaching materials, hands-on learning aids, technology and IT resources.

For organisational and educational quality reasons, pupils are not permitted to enter or leave during this session.

Parents or guardians who do not wish their children to attend this session must collect them before 4.30 pm. After this time, pupils will remain in the activity until it ends; they will not be permitted to leave whilst the activity is in progress.

The subjects of Art and Physical Education, Music and English are taught by specialist teachers, and the cost of these is included in the monthly fee.

English lessons are provided by the SpeakWell Language Institute.

Teaching Resources

Virtual School - Learning Through Play, at School and at Home

The school has joined the Virtual School project, from Porto Editora, designed for students in Preschool (5-year-olds) and the 1st Cycle of Elementary School.

This educational platform offers high-quality digital activities, games, and content, designed especially for children, making learning even more fun, dynamic, and motivating.

At school, the Virtual School will be used as a complement to the activities developed in the classroom, namely through interactive whiteboards, enriching projects and learning experiences throughout the year.

At home, children who wish to do so can continue exploring, playing, and learning with the support of their families, playfully reinforcing the learning done at school. Thus, learning extends beyond the classroom, always respecting the pace and curiosity of each child.

Access details for the platform will be sent to parents/guardians as soon as they are made available to us by Porto Editora. We are certain that this will be an excellent opportunity to bring the school and family even closer together, providing moments of discovery, fun, and learning together.

School Library

The school has a library with a vast and diverse collection of books, accessible to all pupils for consultation and borrowing.

At the start of the school year, the library's rules and regulations and the conditions for borrowing books will be explained.

The collection includes books recommended by the National Reading Plan and the Essential Learning Framework, constituting an important resource for the development of reading habits, independence and academic success.

Field Trips

Field trips form an integral part of the educational process, serving as teaching and learning strategies that complement and enrich the work carried out in the classroom.

These activities provide pupils with a wide range of educational experiences, helping to consolidate the curriculum content, foster independence and critical thinking, and encourage social interaction and exposure to different cultural, scientific and social contexts.

School trips are planned at the start of the academic year and form part of each class's Annual Activity Plan; however, they may be adjusted whenever new opportunities of educational interest arise or changes to the plans prove necessary.

Parents/guardians will be informed in good time about each visit via a circular, which will set out the location, timetable, objectives, cost and all other relevant information.

School trips, as well as educational outings and activities organised by the school, form part of the school curriculum and are therefore compulsory.

Unless otherwise stated, pupils must attend in full school uniform; PE kit must not be worn.

The school does not provide alternative activities for pupils who do not take part in these initiatives.

Absence, whether voluntary or involuntary, does not entitle pupils to a refund of the corresponding fees, except in situations that are duly justified and supported by a medical certificate.

The holding of these activities will always be subject to the guidelines issued by the Ministry of Education and the relevant authorities, and may be amended or cancelled whenever exceptional circumstances – notably situations of public disaster, a pandemic or other similar events – so warrant.

Parties and Outings

The following parties and events are planned for this academic year:

School Anniversary – 1 September 2026
Freshers' Day (Year 1) – 7 September 2026
Halloween – 30 October 2026
St Martin's Day – 11 November 2026
Dream Week – 15 to 20 November 2026
Pyjama Day – 20 November 2026
Science Week – 30 November to 4 December 2026
Christmas Party and Christmas Village – 15 December 2026 (to be confirmed)
Carnival Parade – 5 February 2027
Singing the Janeiras – 6 January 2027
Maths Week – 8 to 12 March 2027
Father's Day Party – 19 March 2027
Spring Festival – 18 March 2027
Portuguese Language Week / 'I Can Read Now...' Party – 28 April to 5 May 2027
Mother's Day Party – 30 April 2027
Family Day – 15 May 2027
Extracurricular Activities Festival – June 2027 (date to be confirmed)
Leavers' Outing – June 2027 (date to be confirmed)
End-of-Year Party – June 2027 (date to be confirmed)

The dates of the celebrations may be subject to change in accordance with the School's work plan, and any such changes will be communicated to parents and guardians in good time. The School may, in accordance with its pedagogical and administrative autonomy, establish its own rules, depending on the situation at the time, regarding the attendance of parents and guardians at events and meetings held at the School.

5. EXTRACURRICULAR ACTIVITIES

The School offers its pupils a diverse range of extracurricular activities, designed to complement their educational journey and promote the holistic development of each child.

The activities currently available are:

- Ballet
- Karate
- Dance
- Yoga (Nursery)
- Music theory
- Swimming
- Aerial Yoga

These activities contribute to the children's physical, cognitive, emotional, artistic and social development, providing enriching experiences that complement the learning that takes place within the school setting.

With the exception of Swimming, which takes place at the Clube Nacional de Ginástica (CNG) in Parede, all other activities are held on the school's premises.

5.1 – Enrolment and Payments

Enrolment in any extracurricular activity is subject to the payment of an enrolment fee equivalent to one month's tuition fee.

Enrolments, changes and withdrawals will only be considered valid when communicated in writing to the School Office.

Requests for withdrawal or changes must be submitted at least 30 (thirty) days in advance of the date on which they are intended to take effect. If this deadline is not met, the monthly fee for the following month will be due.

For billing purposes, each month is considered in its entirety; there will be no pro-rata payments or refunds of tuition fees already paid.

During the school holidays at Christmas, Carnival and Easter, there will be no reduction or discount on the monthly fees for extracurricular activities.

5.2 – Equipment

Each activity requires specific equipment, the use of which is compulsory whilst the activity is taking place.

A pupil's participation is conditional upon the use of the appropriate equipment, for reasons of safety, organisation and standardisation.

5.3 – Running of Activities

Whenever, for reasons attributable to the teacher of the activity, it is not possible to hold a lesson, the School will endeavour, where feasible, to reschedule it for a date to be determined.

The School reserves the right to make changes to the range of activities on offer, timetables, teachers or minimum number of participants, whenever justified on pedagogical, organisational or operational grounds.

6. PAYMENTS

All pupils enrolled at and attending the School are covered by school insurance, which covers medical expenses up to €1,000.00.

Upon enrolment, parents or guardians will pay only the enrolment fee. School insurance will be paid by all pupils with the first monthly fee of the academic year (September).

The annual fee includes:

At the **Nursery** – Attendance from September to August, 07:30 to 18:00, educational activities, creative expression and music education, creative expression and physical education, English (SpeakWell Language Institute), access to the Growappy platform, Office 365 licence, bibs, bed linen, mid-morning snack.

In **Pre-school and Key Stage 1** – Attendance from September to August, 07:30 to 18:00; curricular educational activities in accordance with the OCEPE (Curricular Guidelines for Pre-school Education) and the National Curriculum respectively; Music and Movement; Physical and Motor Skills; English, (SpeakWell Language Institute), access to the Growappy platform, Office 365 licence, study support/dynamic study room (Primary Cycle).

Payment of Tuition Fees

Tuition fees must be paid by the **7th of the month** to which they relate.

Tuition fees not paid by the established deadline are subject to late payment charges as set out in the current schedule, as well as to interest on arrears at the applicable statutory rate, calculated on the outstanding amounts, including any surcharges, until full payment has been made.

Repeated failure to meet payment obligations may result in the suspension of the student's attendance or other measures provided for in these Regulations and in the applicable legislation.

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 its entirety for payment purposes; there is no reduction in monthly fees for pupils in the crèche, pre-school or Primary Cycle due to pupil absences, whether voluntary or involuntary

In the event of the closure of the School's premises due to legal requirements, states of emergency, public disasters and/or other circumstances of force majeure not attributable to the School, such as pandemics, the spread of viruses, strikes or riots, of whatever nature, monthly fees are payable in full in accordance with these Regulations.

In the event of withdrawal, the enrolment/registration fee will not be refunded, even if the pupils do not attend the School. Nor will there be any refund of any amount paid and/or due in respect of books, school supplies, uniforms or PE kit purchased from the School.

Students who pay their school fees annually and/or monthly must give written notice of their permanent withdrawal to the School Management and submit this to the School Office at least **30 days in advance**. Failure to do so will result in the payment of the school fees and meal costs for the following month. Students who have opted for annual payment will be refunded the remaining balance of the outstanding instalments of tuition fees and meal charges.

If a student enrolls after the start of the academic year, the instalment for August will be paid over the first two months of attendance. Full payment is required for the month in which the student enrolls, regardless of when in that month they do so.

For the current academic year, the school's annual fees are broken down as follows:

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

No pupil may attend the school for a new month unless the fees for tuition, meals, extracurricular activities, extended hours, transport or any other charges relating to the previous month have been paid in full.

All payments made are applied to the oldest outstanding amounts.

All pupils in the Nursery, Pre-school and Primary Years are required to pay tuition fees from September to August (inclusive). Parents/guardians are aware of this obligation and undertake, at the time of enrolment, to comply with this rule. The August monthly fee is paid in 11 instalments, together with the monthly fees for September to July. The July monthly fee is payable in the month itself.

The fee schedule is updated in July and sent out with the school's Internal Regulations by the 31st of that month.

The fee schedule is reviewed annually, and the relevant amounts are updated at the start of each academic year. Increases may vary between 1.5% and 2.5%, depending on changes in operating costs and economic conditions.

Monthly fees can be paid by:

Cheque

Cash

DIGITAL voucher

Bank transfer – NIB – 0010 0000 13821280001 02 (please submit proof of the transaction to the school office or email it to secretaria@externato-ocantinho.com).

No discounts will be applied to monthly fees, activities, meals, extended care, transport or other services during the Christmas, Carnival and Easter holidays.

7. SUMMER HOLIDAYS

July / Summer Camps

During the month of July, the school organises an optional Holiday Programme for Pre-school and Cycle 1 pupils. This programme is designed to provide children with a varied range of educational, recreational and fun activities, tailored to each age group. The programme will be presented to parents and guardians during May or June.

7.1 – Enrolment and Payment

The Holiday Programme/Summer Camp will be available on a fortnightly or monthly basis, with the relevant fee payable upon enrolment.

During June, parents/guardians will receive all the information regarding the programme, the timetable and the enrolment process.

Fees paid for the Summer Camp Programme are non-refundable in the event of withdrawal, the child's absence – whether for voluntary or involuntary reasons – or closure resulting from legal requirements or force majeure not attributable to the School.

Nursery

1-year-olds' Class

The children will take part in the Summer Camp, which will take place on the school's premises, featuring a range of educational and recreational activities suitable for their age group.

2-Year-Olds' Class

The Summer Camp comprises 15 days at the beach and 15 days of educational and recreational activities held on the school premises, in accordance with the set timetable.

Participation in the Summer Camp is compulsory for all Nursery children who attend the School during the month of July. If a child does not attend the School during that month, the corresponding fee will not be charged, provided that the parents or guardians notify the School of this situation in writing within the specified deadline.

Pre-school and Primary

Children in Pre-school and Primary School will visit the beach in the mornings.

In the afternoons, they will take part in a variety of educational, recreational and fun activities, including visits, outings, workshops, traditional games, drawing and painting sessions, creative arts activities, karaoke, festivals and other initiatives organised by the teaching staff.

Children who are not enrolled in the Summer Camps but who attend the school during the month of July will remain on the school premises, supervised by a teacher or a teaching assistant, taking part in free-time activities suitable for their age group.

Participation in the Summer Camps is restricted to children whose parents or guardians have given their consent, who are duly enrolled, and whose chosen attendance option (fortnightly or monthly) has been duly confirmed.

August – The school is open throughout the month.

During May, a circular will be sent out asking parents/guardians to inform the school of their attendance arrangements for July and August, so that we can organise everything well in advance – activities, holidays and timetables.

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

For logistical and organisational reasons, during the holiday months, pupils must arrive at school **by 9.30 am.**

8. SCHOOL MATERIALS AND TEXTBOOKS

The textbooks adopted for this academic year, as well as exercise books and school supplies (a), are provided by the school, and payment for these is made together with the October term fee. The cost of school supplies does not include the pupil's personal computer, the musical instrument selected for music lessons (Primary Cycle), or school textbooks.

(a) - This comprises all consumable materials used by pupils during the academic year (notebooks, folders, photocopies, card, various types of paper, glue, paints, paintbrushes, modelling clay, pencils, pens, erasers, inkwells, etc.), as well as all materials used for school celebrations, Mother's Day, Father's Day, Christmas presents, Carnival, Easter, amongst others.

Unless otherwise specified by parents or guardians, and communicated by the end of the previous school year, the School will provide the textbooks at the start of the school year. English textbooks are also provided by the school, although this is the responsibility of the SpeakWell Institute. Payment for these will be made in November (textbook) and December (worksheets), with the amounts set out in the table below.

In the event of a pupil's voluntary or involuntary withdrawal, no refund of amounts paid will be made.

1º ano	"Guess What" Activity book /online resources – PVP 25,75 € (sujeito a confirmação pelo Instituto SpeakWell)
2º ano	"Guess What" Pupils book – PVP 27,38 €
	"Guess What" Activity book /online resources – PVP 25,75 €
3º ano	"Guess What" Pupils book – PVP 27,38 €
	"Guess What" Activity book /online resources – PVP 25,75 €
4º ano	"Guess What" Pupils book – PVP 27,38 €
	"Guess What" Activity book /online resources – PVP 25,75 €

9. OPTIONAL SERVICES

The school offers its students various support services. Optional services are those that may or may not be contracted at the discretion of the parent/guardian, such as the provision of snacks (prepared at school), cafeteria service, transportation, extracurricular activities, and extended hours.

Their use can be modified with thirty days' notice and does not imply reimbursement of fees paid. The month is considered complete for payment purposes.

Absences of any student in Nursery, Preschool, and 1st Cycle due to prolonged illness or prophylactic isolation/confinement determined by health authorities will never be subject to a discount on the monthly fee, as stated above in point 6.

However, absences due to illness for students in Nursery, Preschool, and 1st Cycle (primary school) that occur only from the 16th consecutive working day onwards will only result in the payment of 60% of the food allowance, provided that a medical certificate attesting to the illness and the student's inability to attend school is submitted to the school within a maximum of three days after the student's return to classes. Failure to submit the medical certificate will result in the full payment of the food allowance.

In the case of student absences caused by prophylactic isolation/confinement due to a pandemic or any other public calamity and determined by health authorities, the food allowance will be deducted for the period of this prophylactic isolation/confinement.

For students who occasionally require special dietary needs, and for those who do not eat lunch or snacks from the school's meals but wish to do so sporadically, parents/guardians must notify the school office by 10:00 AM on the day of the event. This notification must be made by the parents/guardians and never by the children.

If students are absent in the morning or are only absent for a specific period of time, and wish to have lunch, they must inform the school office and be at school by **12:30 PM**. Children have a snack at 4:00 PM. Students who leave before this time will not be able to use this service.

Regarding meals, **there are two options**, and the parent/guardian must decide which one they prefer at the beginning of the year (September):

a) **Daily Meals** – The student will only pay for the number of lunches or snacks provided by the school.

b) **Monthly Meal Allowance** – The student will pay a fixed amount, regardless of the number of days the meals are provided by the school. If the monthly option is chosen, there will be no discounts for absences (except for the situation described above) or for Christmas, Easter, or Carnival holidays.

BIRTHDAYS

Each child's birthday is a special moment that the school is pleased to celebrate in an environment of sharing and conviviality with classmates.

For food safety reasons and to promote healthy eating habits, birthday celebrations held at the school will include a simple homemade cake, sponge cake type, without creams or fillings, accompanied by orange juice, provided by the school itself. The cake includes candles and decorations, the respective price of which will be informed at the Secretary's office.

The request must be made at the Secretary's office or by email, at least one week before the date of the celebration. The amount will be debited from the following month's tuition.

Whenever there are two or more birthdays in the same classroom on the same day, for organizational reasons and to promote healthy eating habits, the school may choose to schedule one of the celebrations for the following working day, ensuring that all children celebrate their birthdays under equal conditions.

The entry of cakes, drinks, or other prepared foods in the outdoor area for birthday celebrations is not permitted, except in the case of cake sales promoted by graduating 4th-grade students to raise funds for their graduation trip.

Parents/Guardians will be informed of these initiatives in advance and will decide whether or not to authorize the purchase and consumption of the products by their students. The delivery of the corresponding amount by the child will be considered as authorization for the respective purchase.

If the birthday celebrants wish to offer a souvenir to their classmates, it must consist of a small symbolic gift; the offering of bags or souvenirs containing sweets, chocolates, or other food items is not permitted.

10. TRANSPORTATION

Cantinho provides its students with a transportation service, subject to a fee that varies according to the desired location. **Due to legal and safety regulations, the van driver and security guard cannot leave the van unattended.** Students using the school transportation must be ready at the designated location and at the established time for pick-up. On the return trip, someone must always be present at the drop-off point to receive them. If this does not happen, the student will be returned to the school. Punctuality regarding transportation is essential. The van cannot be left waiting, as other children are using the transportation and should not be inconvenienced by the delays of others. The transportation schedule will be communicated at the beginning of the school year and may be subject to change if necessary.

11. FAMILY/SCHOOL CONTACTS

At the beginning of the school year, a meeting will be held between parents and the teachers/educators of the various grade levels, from preschool to the 4th grade of the 1st cycle of basic education.

These meetings aim to present the annual activity plan or other pedagogical matters of general interest. They are scheduled in the Internal Regulations and may be changed whenever the school board deems it necessary. These meetings will never address particular or specific issues concerning children, only general topics.

Throughout the school year, all weekly or monthly plans are posted on the Growappy platform, which also records all activities carried out in and out of the classroom, including field trips and other class activities.

Parents/Guardians may meet with the principal/coordinator/teacher/educator whenever they wish, on a day and time to be arranged according to availability and in a way that does not disrupt or hinder the functioning of the classroom. This scheduling must be done in writing and delivered to the school office 48 hours in advance, clearly stating the reason for the meeting.

A written summary of these meetings will be made, and meetings 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 shared information.

In the case of digital communication with school teachers/staff, this must be done exclusively through the Growappy platform or official school emails, and never through personal contacts. School staff are not authorized to share their personal contact information with parents/guardians.

Parents' Meeting

Parents' meetings for the **Nursery and Preschool** will be held on the following dates:

Nursery	A informar
Sala dos 3 anos A e B	8/09/2026

Sala dos 4 anos	9/09/2026
Sala dos 5 anos	10/09/2026
The above meetings will all start at 5pm .	

The meetings for the **1st Cycle** of Elementary Education will take place on the following dates:

	1st Cycle
1º term	7/09/2026
2º term	4/01/2027
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 .	

Meeting dates are subject to change, and if this occurs, parents/guardians will be informed in advance. Meetings may also be affected by pandemics, strikes, riots, or natural disasters, in which case the rules established by the competent authorities will apply.

Report Submission

Evaluation records for Nursery, Preschool, and Elementary School will be submitted at the end of each school term, on the following dates:

1º term -18 de Dezembro 2026
2º term – 24 de Março de 2027
3º term – 30 de Junho de 2027

Assessment records will be sent via the Growappy digital platform on the dates mentioned above. Exceptionally, they may also be delivered to the school office and picked up by the parents/guardians, along with the work done by the children throughout the school year.

Assessment tests will be available at the school office for consultation and signature by the parent/guardian, up to 15 days after the last test. The signature on these, as well as on the assessment reports left at the school office, is mandatory.

After the assessment reports are sent and the assessment tests are signed, parents/guardians may request an individual meeting with the teachers to clarify doubts or monitor the situation of their children, as planned.

12. EDUCATIONAL MEASURES (Disciplinary and Sanctioning Disciplinary Measures)

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

"All disciplinary measures **pursue pedagogical, preventive, dissuasive, and integrative purposes, aiming**, in a sustained manner, at preserving the authority of teachers, according to their functions, of other staff members, the normal continuation of school activities, the correction of disruptive behavior, and the reinforcement of the student's civic education, with a view to the balanced development of their personality, their ability to relate to others, their full integration into the educational community, their sense of responsibility, and their learning."

Preventive and integrative disciplinary measures include:

1. The warning, which consists of a verbal call to attention to the student, regarding their disruptive behavior that disrupts the normal functioning of school activities or relationships within the educational community;
2. The order to leave the classroom is a precautionary measure, applicable to students who behave in a way that impedes the teaching and learning process of other students. This departure is supervised, and includes a defined task to be performed during this period. This precautionary measure is exceptional and will only occur if the student, after being warned by the teacher, persists in their inappropriate behavior.
3. The execution of integration activities at school translates into the performance of a program of tasks of a pedagogical nature that contribute to strengthening the civic education of the student, with a view to the balanced development of their personality, their ability to relate to others, their full integration into the educational community, their sense of responsibility, and their learning.

These are disciplinary sanctions:

1. Reprimand, which consists of a verbal censure of the student for disruptive behavior that disrupts the normal functioning of school activities or relationships within the educational community, with a view to holding them accountable for fulfilling their duties as a student.

Recorded reprimand, which consists of a written censure of the student and filed in their individual file, but where the seriousness or repetition of the behavior justifies notification to parents and guardians, by the most expeditious means, in order to alert them to the need to reinforce their child's accountability in fulfilling their duties as a student.

13. RIGHTS AND DUTIES OF MEMBERS OF THE EDUCATIONAL COMMUNITY

STUDENTS – Duties

- Be punctual, diligent, and responsible in fulfilling schedules and assigned tasks;
- Enter and remain in classrooms only in the presence of a teacher or member of the administration;
- Respect all teachers, teaching assistants, and other community staff, as well as all classmates;
- Always bring the necessary materials for classes;
- Seek the help and attention of teachers, teaching assistants, and other school staff whenever needed;
- Do not run, play, or shout in the pavilions and corridors, in order to preserve the silence and concentration required for classes and other ongoing work;
- Complete all assignments proposed by teachers;
- Contribute to the cleanliness, conservation, and tidiness of the spaces;

- Be responsible for repairing damage caused to classmates or school equipment;
- Always bring your equipment for Expression and Physical Education classes, as well as for optional classes, if you attend them (Ballet, Aerial Yoga, Swimming, Dance, and Karate);
- Wear your school uniform daily;
- 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 your individual file respected;
- To be heard by teachers on all matters concerning them;
- To be informed about the school's operating rules;
- To have competent, motivated, and up-to-date teachers;
- To receive adequate assistance in case of injury or illness;
- To be informed of your study plan and the criteria for evaluating your academic performance.

TEACHERS - Duties

- To be punctual and attend regularly;
- To prepare, before the start of each school year, a lesson plan and content in accordance with the general objectives. • To follow the guidelines of the Administration, the pedagogical project, and the Internal Regulations.
- To be the first to enter and the last to leave the classroom, ensuring that it is tidy, the lights are off, and the door is closed.
- To maintain an attitude of respect and correct treatment towards students and other adults, not using offensive or derogatory expressions and presenting oneself with dignity;
- To ensure the tidiness, maintenance, safety, and cleanliness of the classroom and school premises.
- To maintain order and discipline in the classroom and within the school premises.
- To deliver the material for photocopying to the school office 24 hours in advance.
- To contribute to a good working environment in the school community;
- To respect students and their differences;
- To maintain professional confidentiality.
- Demonstrate competence and motivate students to learn;
- Evaluate students objectively;
- Intervene pedagogically, inside and outside the classroom, in the face of incorrect situations;
- Propose educational support measures to the Teachers' Council and Parents/Guardians and carry out the respective evaluation;
- Communicate information regarding students to teachers and members of the Management in a timely manner;
- Deliver the duly corrected tests/worksheets to students before evaluation meetings.
- Without prior authorization from the Management, do not give private lessons, classes or paid support to students of the College.
- Develop, together with the psychologist/qualified professionals, a recovery plan for students who need it.

- Respect the confidentiality of information relating to students and their families;
- Do not provide personal contact information to parents/guardians, and all digital communication with them should be done through the existing channels at the school for this purpose.
- Develop actions that promote and facilitate the proper integration of students into the school.
- Know, respect, comply with, and enforce 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 the educational function;
- Benefit from technical, documentary, and professional support necessary for teaching practice;
- Have their safety preserved on school premises and during school activities;
- Be treated with respect and courtesy by any member of the educational community.
- Be represented in school management bodies;
- Notwithstanding respect for others, express themselves freely;
- Participate in the planning of annual activities.
- Freely exercise their teaching function, always keeping in mind the Internal Regulations, the Pedagogical Project, the Class Work Plan, and other organizational and pedagogical documents;
- To always have their authority as a teacher at the school respected, regarding pedagogical, scientific, organizational and, when applicable, disciplinary matters;

PARENTS - Duties

- To reinforce, in the eyes of their students, the fulfillment of their school responsibilities;
- To value, in the eyes of their students, the work and authority of the teachers;
- To foster, among their students, respect for all members of the school community;
- To know the rules and internal regulations of the school, respecting and complying with them.
- To inform the teacher of any situation or incident in which their student is involved that may interfere with the student's normal academic performance;
- To be responsible for the attendance and punctuality of their student, and to justify their absences;
- To instill in their student the importance of wearing the school uniform;
- To sign the tests and evaluation forms and return them to the school.
- Make timely payments to the school;
- Keep all your identification and contact information, as well as that of your student, up to date.

Rights

1. To have access to:
 - Internal Regulations, Educational Project and other school projects;
 - Office hours of the teacher or educator;
 - Integration of their child into the school community;

- Academic and behavioral performance of their child;
- To be treated with respect and courtesy by the entire school community.
- Participation in school festivities;
- Recovery, monitoring and development plans for their student, whenever justified;
- Proposals for monitoring by the psychological support department;
- Proposals for integration into the special education program;

2. To have confidentiality guaranteed regarding matters of a private nature;

3. To collaborate with teachers or educators during the teaching-learning process of their child.

NON-TEACHING STAFF - Duties

- To collaborate in the monitoring and integration of students into the school community;
- Be diligent and punctual, respecting and performing your work duties effectively and correctly, and acting with good sense, tolerance, and understanding in any situation or event that arises at the school.
- Enforce the rules of citizenship, promoting a good environment among all; respecting them in their person, property, ideas, and functions;
- Ensure the tidiness, maintenance, security, and cleanliness of the school premises and contribute to the unity and good image of the school.
- Guide the students' stay on school premises;
- Remain at the workplace, and may not be absent without the knowledge of your superior;
- Maintain professional confidentiality;
- Be correct, affable, and efficient in serving the entire school community and visitors.
- Do not provide your personal contact information, especially email address, telephone, cell phone, or any other means of communication via the internet, to parents/guardians;
- To be familiar with the area for which you are responsible or in which you collaborate, and to fulfill the duties and tasks assigned to you by the Teachers, the Management, or other hierarchical superiors;
- Without prior authorization from the Management, not to provide any type of support or other paid services to the students and families of the College.
- To report to the teacher or educator any situation in which their students have been negatively involved;
- Whenever necessary and justified, to substitute for and support colleagues, being prepared to fulfill and carry out any task within the scope of the College's operation and its competencies.
- To always present documentary proof of any absence.
- To guarantee the confidentiality of the data under their responsibility;
- To comply with and enforce the Internal Regulations.

Rights

- To be treated with courtesy and respect by all members of the educational community;
- To have access to the necessary conditions for the exercise of both functions;
- To participate in training activities;
- To benefit from a safe, developmental, and learning-oriented professional environment;

- To participate in the educational process;
- To have their safety preserved in their professional activity;
- To 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 analyzed, supports the making of appropriate decisions to promote the quality of learning.

Participants in the evaluation process:

- * The lead teacher;
- * The student;
- * The teachers' council;
- * The school administration;
- * Other professionals who monitor the student's educational process;
- * In exceptional cases of the development of individual programs (SEN), parents/guardians may be called upon to participate.

Student Individual File

The student's academic journey must be systematically documented in an individual file that accompanies them throughout elementary school, providing a comprehensive view of their progress to facilitate appropriate monitoring and intervention.

This file should include the student's fundamental identification elements, their assessment records, medical or psychological evaluation reports, as well as individual educational programs when available; 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 development, training, 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/Guardians may consult it in the presence of the responsible teacher, the Principal, or the Coordinator.

In case of transfer, it is sent to the new educational institution, and the information contained therein regarding disciplinary matters and personal and family matters is strictly confidential.

Scope

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

Transversal and instrumental learning, especially 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.

Assessment Criteria

At the beginning of each school year, the school's Pedagogical Council is responsible for defining the assessment criteria for each teaching cycle or school year. These criteria are a common reference within the school and are implemented by the class teacher.

Assessment Modalities

Learning assessment includes diagnostic, formative, and summative assessment modalities.

Diagnostic assessment occurs at the beginning of each school year or whenever deemed appropriate, and should provide a basis for strategies of pedagogical differentiation, overcoming any difficulties students may have, facilitating their school integration, and supporting school and vocational guidance.

Formative assessment is continuous and systemic, using a variety of information-gathering instruments appropriate to the diversity of learning and the circumstances in which it occurs, allowing the teacher, the guardian, other people, and the student to assess the development of their learning. Students in the 1st Cycle of Elementary Education take mandatory assessment tests, the date of which is communicated to the guardians at least one week in advance. The number of assessment tests each class takes, as well as their preparation and correction, are the responsibility of the class teachers. Tests to assess knowledge in the areas of English and Musical Expression may also be conducted, the responsibility of the teachers in charge of those areas. These will also be communicated to the Parents/Guardians.

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

Internal summative assessment, the responsibility of teachers and the school administration, which in our case is carried out descriptively, in a school-specific assessment report, sent to Parents/Guardians at the end of each school term;

External assessment, the responsibility of the services or entities of the Ministry of Education and Science designated for this purpose, which includes the carrying out of ModA tests in the 4th year of the 1st Cycle of Basic Education in the areas of Portuguese Language, Mathematics and Social Studies and in another area to be indicated by the Ministry of Education/IAVE. External assessment does not influence the internal assessment of students, until otherwise directed by the Ministry.

Assessment – Nursery/Preschool: Student assessment is continuous, and records are given to parents three times during the school year: Christmas, Easter, and End of Year. These records are delivered in person or via email/Digital Platform, and parents can schedule an individual meeting with the Educator whenever they feel the need.

The assessment records are created by the teachers' council, and this assessment is carried out based on the collection and recording of children's skills in different areas of their development, whether personal or social, and the cognitive domain that forms the basis of the curriculum.

15. UNIFORMS

The use of uniforms aims to create a school identity, contribute to simplicity and equality in the use of its material goods, and, above all, help to convey the awareness that a person is valued for who they are, not for what they have.

During school activities, even during holidays and beach periods, the use of the uniform defined by the school for its students is mandatory, and specific to each time of year (as indicated in the table below). **In case of non-compliance regarding the use of the uniform, the school will provide the missing equipment, which will be paid for along with the following month's tuition.**

At the beginning of each school year, all children will receive a bag containing a Panama hat/cap that they should wear when going outside (playground, outings, field trips). The bag will remain at school and will also serve as a place for students to store their physical education shoes on the hanger designated for each school year.

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

The school has a summer and a winter uniform; the winter uniform consists of:

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	
Dark blue skirt Short sleeve 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.			

All uniforms are available and must be purchased at the school office.

Leggings are not permitted in place of socks or tights, and footwear must be practical, comfortable, and safe, and dark blue/brown/black.

Except on Physical Education days or when requested by the school, preschool and 1st Cycle students are not permitted to wear tracksuits on a daily basis at school.

16. REGISTRATION / INSURANCE

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

The following documents are required at the time of registration:

- a) Completed and signed student registration form
- b) Photocopy of Identity Card, Citizen Card, Passport or Residence Permit.
- c) Photocopy of the updated Vaccination Record
- d) 2 passport-size photos
- e) Photocopy of the health insurance card
- f) Photocopy of the ID/Citizen Card and Taxpayer Card of the Parents and Guardian
- g) Proof of address of the Parents and Guardian, telephone contacts and email, who undertake to communicate any new addresses and contacts if they change.

Also at the time of registration, the Secretariat provides the Parents/Guardians with the following school documentation:

- a) Internal Regulations
- b) Price List
- c) Student registration form
- d) Student file card
- e) Signed Service Agreement (only for the Nursery).

All students enrolled and attending the school are covered by school insurance, which covers treatment expenses up to €1,000.00. Students are insured against accidents suffered at school or during transportation, outings, study visits, and free time, under the exact terms and conditions stipulated in the current policy. The school insurance policy covers only the normal risks of school activities, expressly excluding damage to students' personal belongings.

At the time of registration, the Educational Guardian will only pay the enrollment fee. School insurance will be paid by all students with the first tuition payment of the school year (September).

Enrollments for the following school year must be confirmed in February and paid in the following month. The registration and insurance fees are non-refundable in case of withdrawal, as per point 6.

17. ENROLLMENT – Nursery - Preschool and 1st Cycle of Elementary School

In February, a circular regarding the renewal of enrollments for the following school year is sent out. Parents/guardians must complete and submit a detachable form to the school, indicating whether or not they wish their child to continue attending “O Cantinho” in the following school

year. Failure to renew enrollment within the stipulated period, and/or late payments, will result in the vacancy being filled by another child.

Enrollments are accepted throughout the year, subject to availability, and pre-enrollments are accepted if there are no vacancies. In the latter case, parents will leave a completed form with their data and their child's data at the school, placing them on a waiting list.

The enrollment fee varies depending on when the student begins attending O Cantinho:

- Beginning of attendance until December of the current school year – full payment of the enrollment fee.

- Between January and April – 50% of the registration fee

- Between May and August – 30% of the registration fee

If the student enrolls after the start of the school year, the August installment will be paid over the first two months of attendance. Full payment for the month in which the student begins attending school is mandatory, regardless of the day on which it is made.

The registration/enrollment payment guarantees the place and is non-refundable, regardless of the reason for its cancellation, applying item 6.

The registration/enrollment and the right to attend are obtained by accepting the conditions stipulated in these regulations and paying the amounts listed in the current price list.

18. FINANCIAL SUPPORT

In addition to the agreements established with Edenred, eCHEQUE, eTicket, Le Chèque Déjeuner and Ticket Restaurant (Ticket Infância, Ticket Ensino and Cheque Creche, **all mandatorily in digital format**), for the payment of monthly fees, Cantinho also enters into agreements, whenever applicable, with the Cascais City Council and the Parish Councils, within the scope of social support for families, namely Social Grants for Nursery and Preschool, which Parents/Guardians may benefit from, provided they meet the respective eligibility criteria.

The school also participates in the Creche Feliz Program, allowing eligible families to benefit from the contributions foreseen for this program, under the terms of current legislation.

19. PRIVACY AND PERSONAL DATA PROTECTION POLICY

Cantinho needs access to the personal data of students and their parents in order to fulfill all legal obligations imposed on the school, ranging from student enrollment to the use of this data in all accounting, administrative, and tax management.

This data is mandatory, as it is essential for the provision of the school's services. Some data is processed/stored electronically, while other data is stored on paper.

During the student registration/enrollment process, data may be provided by the parents themselves, as well as by transfer schools, educational/psychological reports, and assessment records, all of which are kept in the respective student's individual file.

Regarding student assessment records or other school records, this data is created and managed by teachers, administration, and other school professionals, as well as by external services (tests/exams). These records cover the student's entire academic journey/progress, as well as their behavioral process and socio-emotional development.

Regarding data generated at Cantinho, this is delivered to parents through the Growappy pedagogical platform (assessment records and reports) or verbally during in-person meetings, later recorded in minutes.

Cantinho, when holding its parties and school activities, collects photos/audio/videos with its students, family members, and friends. This data will not be published on any social network, website, or similar platform without the consent of the individuals involved, but the school may display it within its perimeter, Facebook page, or digital platform, always protecting the image or identification of those involved. Furthermore, the school cannot be held responsible for photos taken by other participants at the aforementioned events and subsequently disseminated via email, social media, or other platforms.

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

Parents are guaranteed the right to access, rectification, opposition, erasure, restriction, and portability of their personal data whenever they wish, and upon written request.

On May 25, 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). The aforementioned Regulation provides a framework of legal rules to be applied in this matter, namely regarding express consent, indication of purposes, deadlines and other conditions for the collection and processing of personal data.

Thus, 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 Enrollments;
- b) Sending data to the Ministry of Education and the Social Security Institute, IP, in compliance with 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 necessary data with partner entities within the scope of the college's activities (Swimming, Football, Ballet/Dance, IT, Karate, Tennis, Study Visits, Transport Companies, Insurance Companies, Clinics and Hospitals, Parishes);
- e) Use of data in statistics of public or private entities in the field of Education;
- f) Transfer of student files to other educational establishments.

Taking into account all the purposes described, the declaration for obtaining consent regarding the processing and use of personal data is formalized in the annex (pag 36), as well as the registration form for services and extracurricular activities (pag 37), which must be duly completed and submitted to the school's office.

20. GENERAL RULES

Pedagogical Matters

Any matter of a pedagogical nature must be dealt with exclusively by the Principal, the Pedagogical Coordinator, and the Class Teacher (Educator or Class Teacher), depending on the child's grade level.

Parents/Guardians may not, under any circumstances, approach any student at the school to resolve disciplinary, personal, or any other type of matter. All situations must be communicated and dealt with exclusively through the Principal, the Pedagogical Coordinator, or the Class Teacher.

Legal Proceedings and Parental Responsibilities

Without prior authorization from the Principal, the presence or giving of statements by any school employee in legal proceedings related to divorce, parental responsibilities, or other family matters will not be permitted.

The school will comply, in all cases, with the decisions and determinations issued by the competent judicial authorities, provided that it has been formally notified thereof.

Health and Well-being

Whenever a child presents signs or symptoms of illness, such as fever, vomiting, diarrhea, pain, persistent cough, skin rashes, general malaise, or other symptoms likely to compromise their well-being or that of other students, the school will immediately contact the parents/guardians so that the child can be picked up as quickly as possible and, if necessary, seen by a healthcare professional.

Whenever a student stays home due to illness, the parents/guardians must inform the school of the absence.

In case of absence due to illness for three or more consecutive days, the student, upon returning to school, will have to present a medical certificate proving that the child is fit to return to school activities.

Whenever a child has pediculosis (lice infestation), they may only return to school after having been properly treated.

Medication Administration

Whenever medication administration is necessary during the time spent at the school, it will only be carried out with written authorization from the parents/guardians, which must include the child's name, the medication identification, the dosage, the administration times, and the

duration of treatment. Whenever justified, the corresponding medical prescription may be requested.

Toys and Personal Items

The school provides educational materials, toys, and equipment suitable for different age groups, and these are available to children in the activity rooms and outdoor spaces.

Therefore, it is unnecessary for children to bring toys or other materials from home.

Whenever, at the initiative of the families, students bring toys, materials, or personal items to the school, the school cannot be held responsible for loss, damage, or deterioration.

Whenever educators consider the use of a toy or personal item appropriate within the scope of an educational activity, this request will be communicated to families in advance.

Extracurricular Activities

Extracurricular activities are suspended during school breaks, unless otherwise communicated by the school.

Psychological Support and Specialized Intervention

The school has a Psychology service dedicated to screening/observing its students.

Whenever emotional, behavioral, social, or pedagogical needs are identified, an evaluation may be proposed, and parents/guardians will be contacted subsequently to analyze the situation and define the most appropriate measures.

The school also provides a room for consultations with specialized technicians, namely speech therapists or other intervention professionals. The use of this space depends on prior scheduling and coordination with the administration, with all interventions being the sole responsibility of the respective technician; the school is only responsible for providing the facilities.

Data Update

Any changes to address, telephone numbers, email address, or other relevant information must be communicated to the Secretariat as soon as possible.

Emergency telephone numbers must be kept permanently updated.

Child Delivery

At the beginning of each school year, Parents/Guardians must indicate to the school secretariat the people authorized to take their child. The school will not allow any child to leave the school with anyone who has not been previously authorized, even if they identify themselves as a relative. The child will only be released to previously authorized persons upon presentation of identification.

Access to Facilities

Offices, teachers' room, kitchen, and other restricted access areas are exclusively for school staff. Access for students, parents/guardians, or other visitors will only be permitted with authorization from the Administration/Coordination.

Withdrawal and Payments

Withdrawal from the school must be communicated in writing to the Administration.

The student's departure, regardless of the reason, does not exempt them from paying any amounts due, nor does it confer the right to a refund of amounts already paid, and the conditions stipulated in item 6 of these Regulations also apply.

Enrollment is annual and the respective amount is non-refundable in case of withdrawal.

Use of Cell Phones and Electronic Equipment

The use of cell phones, smartwatches, game consoles, or any electronic equipment is not permitted while on school premises or during activities promoted by the school.

Whenever a violation of this rule is detected, the equipment will be collected by the Class Teacher and delivered exclusively to the respective Guardian.

Uniform and Personal Appearance

Students must present themselves daily in the official school uniform, properly clean, well-maintained, and complete.

During field trips, parties, and other activities organized by the school, the use of the uniform is also mandatory, unless expressly indicated otherwise.

All students are expected to behave correctly, respectfully, and exemplarily, both inside the school and in all activities promoted by it.

If students do not present themselves properly uniformed, the school will provide the missing uniform, which will be duly debited from the following month's tuition.

Responsibility for Damages

Damages caused by students to the school's facilities, equipment, materials, as well as to property belonging to third parties, imply the responsibility of the respective parents/guardians for their repair or replacement.

Absences and Justification

All absences must be justified by Parents/Guardians through the Growappy platform or, exceptionally, by written communication delivered to the Secretariat, up to the third working day following the occurrence.

According to Law 51/2012 and subsequent amendments, which defines the Student Statute and School Ethics, the limit of unjustified absences is 10 consecutive or non-consecutive days. Exceeding this limit may result in the student being retained, 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 are considered justified for the following reasons:

- Student illness, which must be declared by a doctor if the absence exceeds three days;
- Death of a relative;
- Birth of a sibling, during the day of birth and the immediately following day;
- Outpatient treatment that cannot be performed outside of school hours;
- Acts related to the student's religious practice, provided that such activity cannot be performed outside of school hours;
- Participation in sporting or cultural events;
- Any other reason preventing the student's presence at school, provided that the cause is demonstrably not attributable to the student.

Whenever applicable, the provisions of current legislation will be observed, particularly the Student Statute and School Ethics.

Study Visits and External Activities

Study visits, outings, and other activities organized by the school are part of the educational plan and are mandatory and subject to the curriculum.

The school will not provide alternative activities for students who do not participate in these initiatives, and the lack of participation in them does not invalidate payment.

Leaving During School Hours

Whenever a student needs to leave the school during school hours, this must be communicated in advance by the parents/guardians through the Growappy platform or, exceptionally, by written communication addressed to the class teacher.

Changes to the Regulations and Price List

The school reserves the right to update these Internal Regulations and the respective price list whenever necessary, undertaking to inform parents/guardians as soon as possible.

Acceptance of the Regulations

Enrollment and attendance at Externato "O Cantinho" implies, on the part of the parents/guardians, knowledge and full acceptance of the Operating Rules and Regulations of the school, as well as the current price.

By formalizing and signing the registration form for their child, parents/guardians declare that they know, accept, and respect the School's Internal Regulations, and are obligated to comply with the rules and regulations contained therein, as well as to promote their knowledge and compliance among their children.

21. OMISSIONS

This Internal Regulation is supplemented by all rules, guidelines, and determinations issued by the competent authorities, whenever applicable, especially in public health emergencies, pandemics, calamities, or other exceptional circumstances that may affect the normal functioning of the School.

Whenever guidelines impacting the organization and functioning of the institution are published or amended, Parents/Guardians will be duly informed, in a timely manner, about the measures to be adopted and the respective procedures.

Any situation not covered by these Regulations will be analyzed and decided by the School's Management, in the exercise of its pedagogical, administrative and financial autonomy, in accordance with current legislation and always bearing in mind the best interests of the children and the proper functioning of the educational community.

The Pedagogical Management of the "O Cantinho" School is ensured by Maria Leontina Ávila, in conjunction with Dr^a. Cristina Ávila, Psychologist and Pedagogical Director, the Coordinating Teacher Nuno Morgado and the Coordinating Educator Ângela Martinho, promoting an educational action based on pedagogical quality, individualized monitoring of each child and the implementation of innovative teaching methodologies adapted to their needs, thus favoring their integral development, acquisition of skills and personal, social and academic training.

Carcavelos, July 2026



PRIVACY AND PERSONAL DATA PROTECTION POLICY **SCHOOL YEAR 2026/2027**

Consent

I declare that I give my consent for the use and processing of personal data that I have freely provided in all registration or renewal of registration forms at Externato "O Cantinho" for all purposes foreseen in item 19 of the school's Internal Regulations.

Superintendent's Rights:

You have the right to withdraw your consent and to request from the school access to your personal data, as well as to rectify or delete it, limit its processing, object to its processing, and request data portability.

Information and Consent of the Guardian:

I declare that I have been informed that during the execution of the educational services contract, Externato "O Cantinho" will collect personal data of my child regarding their educational performance and progress through its employees, and that this data will be processed and may be passed on to the Ministry of Education in compliance with the legal obligations of the educational establishment. I have also been informed that this personal data will be kept permanently and that I have the right to request access to it, request its 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 with restricted access to parents and guardians of students of Externato "O Cantinho".

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

Date ____/____/____

Student's Name _____
(full name)

Guardian's Name _____
(full name)

Signature of the Guardian _____

(To be returned to the school legibly and duly completed)



ACADEMIC YEAR 2026/2027

REGISTRATION FORM FOR EXTRACURRICULAR SERVICES AND ACTIVITIES:

I, "O Cantinho," inform you that I want the student _____ to attend the following classes/services:

SWIMMING	
SOLFEGE	
BALLET	
KARATE	
YOGA – Babies/Nursery	
DANCE	
AERIAL YOGA	
	Yes No
Study Room	
Extended Day	

Student's afternoon departure time: _____

The student is authorized to leave with: _____

OTHER SERVICES DESIRED:

LUNCH + SNACK	
MONTHLY LUNCH SERVICE CAFETERIA – LUNCH	
CAFETERIA SERVICE – SNACK	
ADDITIONAL SUPPLEMENT	
LUNCH + SNACK	

TRANSPORTATION:

ONCE (MORNING OR AFTERNOON)	
TWICE (MORNING AND AFTERNOON)	

Indicate the location: _____

Email address of the Parent/Guardian for sending information: _____

I declare that I have received the changes to the School's Internal Regulations for the 2026/2027 school year and have read and understood their content. I further declare that I accept the aforementioned changes and commit to complying with and respecting all the rules, regulations, and guidelines established therein.

The Parent/Guardian

(To be returned to the school legibly and duly completed)