

School rules

SCHOOL ENROLMENT

The school enrolment for the next school year takes place from January.

We accept enrolments during the whole school year, both in the nursery and in the pre-school. However, this depends on the school places available; you are always welcome to join the waiting list.

By signing the enrolment form, all guardians agree to accept and follow the school rules.

LEAVING THE SCHOOL

Notice must be given 30 days in advance at the school office when children are leaving the school.

This does not imply the return of the enrolment fee, nor of the previously due monthly fees. If notice is not given within the aforementioned deadline, the monthly fees and all the remaining services will have to be paid in full until notice is given.

MONTHLY FEES

The payment of monthly fees and remaining services must be made until the 8th every month. If payment does not take place until the set date, there is a 10% late payment penalty on the total invoice amount.

The month of July is paid in 10 non-refundable monthly instalments.

During the holidays (Christmas, Carnival and Easter), the payment of the mandatory and optional monthly services remains unchanged.

Any changes to the pupil's conditions for school attendance must be communicated 15 days before the beginning of each school term.

If two or more siblings attend the school, only one of them pays the enrolment fee.

If the monthly fees are paid annually, a 5% discount applies.

SCHOOL ABSENCE

No refunds will be made due to school absence. Whenever a child has to miss school, the school must be informed.

If a child was ill for a long period of time, s/he can only go to school with a medical certificate, except in the case of diseases that are not serious and do not require medical intervention.

UNIFORM

School uniform is compulsory and must be worn by all pupils.

Nursery and pre-school - Smock	Primary school - Skirt/shorts
- Hat	- Trousers (Winter)
	- Blouse/shirt
Physical education - T-shirt	- Sweater
- Shorts	- Socks
- Sneakers	- Tie
- Tracksuit	- Hat (if they use one)

If the pupils are not wearing their uniform, the school may prevent them from accessing the school premises.

The uniform should be ordered at the school office.

We are not responsible for uniforms that do not have a name tag.

SCHOOL HOURS

The school is open from 08:00 to 19:00.

Pupils should arrive from 08:00 to 09:00 to primary school and from 08:00 to 09:30 to pre-school. The pupils must leave until 17:30 if the child does not have an extension period or attend a study session.

Pupils must leave the school premises by 19:00. For each extra hour or part of an hour, a €30 fine will be charged. The nursery hours are between 08:30 and 17:30.

Rua Santo Amaro, 18 - 1200-803 LISBON - Phones 21 390 69 79 - 21 397 09 33 - Fax: 21 397 61 64

E-mail: geral@colegiulusosuico.com - www.colegiulusosuico.com

The school is closed in August and in the dates set in the school calendar.

TRANSPORTATION

The school has a partnership with a school transport company.

TOYS AND GAMES

The school is not responsible for toys and valuables that the children bring from home.

STUDY VISITS

The Christmas show, the end of year school trip and the trip to the zoo are not considered study visits.