



COLÉGIO
LUSO-SUÍÇO

Nursery, Pre-School and Primary

INTERNAL REGULATIONS 26/27

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This regulation will be reviewed whenever circumstances so require.

CHAPTER I - GUIDING PRINCIPLES

Article 1 - Preamble

The purpose of these Regulations is to promote harmonious coexistence among all members of the school community.

These Regulations guide the operating regime of the College, each of its management and administrative bodies, and set out the rights and duties of the members of the educational community. They complement other existing and approved College documents, namely the Educational Project and the College Annual Plans.

These Internal Regulations apply to the school community of Colégio Luso-Suíço and come into effect on 1 September 2026.

Its operating regime is based on the physical structure of the College, which involves the organisation of its space, time and available resources; the administrative structure of the College, which involves the management and administrative bodies, decision-making and the participation of the educational community; and the social structure of the College and its relationship with the community in which it operates, which implies the relationship between students, teachers and staff, and the responsibility and active participation of Parents and Guardians in school life.

The College is governed by the legislation applicable to its sector of activity in force at any given time, by its Statutes and by the provisions of these Internal Regulations.

In matters not expressly covered by these Internal Regulations, the principles governing the Student Statute and School Ethics shall also apply.

All legal provisions framing these Internal Regulations are automatically updated in accordance with any subsequent legislation.

Article 2 - Characterisation of the College

The College originated from the initiative of an educator deeply dedicated to the pedagogical mission, Nora Markus, who arrived in Portugal in the 1960s and founded an institution initially intended exclusively for boys. The pedagogical approach adopted was inspired by the principles of Friedrich Fröbel, the German pedagogue recognised as the founder of the concept of the kindergarten.

In a historical context marked by the dictatorial regime then in place, this educational approach stood out for its innovative and humanistic character. Following the metaphor advocated by Fröbel, who compared the child to a growing plant, tended by an attentive and dedicated gardener, the College adopted from its origins a vision of childhood centred on respect for the individual pace of development, the valorisation of sensory experience, and learning through experience.

The Fröbelian methodology, based on sensory perception, playful activity and guided exploration, assigns the educator a structuring role as a mediator of knowledge. The adult does not appear as a mere transmitter of content, but as an attentive guide who accompanies, stimulates and leads the child in the process of discovery, privileging toys and play as fundamental instruments of learning and integral development.

In 1964, the College opened its doors to girls as well, becoming one of the few co-educational establishments in the city of Lisbon, thus reinforcing its progressive and inclusive character.

In 1984, the College became available for acquisition, at which point the responsibility for its continuity and development was assumed by a new family-led management. Later, between 1997 and 1998, new family members joined the institution's team, reinforcing the continuity of the educational project and maintaining, to this day, an active commitment to its mission.

GENERAL OBJECTIVES

- Promote the balanced overall development of children
- Develop the ability to make decisions and solve problems
- Develop children's self-esteem and self-confidence
- Encourage healthy relationships based on respect, solidarity and cooperation, forming responsible, tolerant and autonomous citizens
- Stimulate curiosity, the desire to learn and the active participation of children in building their own knowledge
- Strengthen the knowledge and skills of the team to ensure the quality of the work carried out

CHAPTER II - OPERATING REGIME

Article 3 - Educational Offer

The College supports our students from:

- Nursery: 1 year old (turning 1 by 31 December of the current school year) to 3 years old
- Pre-school: from 3 to 6 years old
- Primary: from 1st to 4th year

Activities

Nursery: Music Education, Physical-Motor Expression

Pre-School: English, Music Education, Physical-Motor Expression

Primary: English, Music, Physical Education

Extracurricular Activities – The College offers students optional extracurricular activities that run from September to June:

| Activity | Age / Level |
|----------|-------------------------|
| Ballet | From 3 years to Primary |
| Judo | From 3 years to Primary |
| Piano | From 4 years to Primary |
| Guitar | From 4 years to Primary |
| Swimming | From 3 years to Primary |
| Mandarin | From 3 years to Primary |

Article 4 - Educational Community

The teaching staff comprises:

Primary Teachers; Early Childhood Educators; Language Teacher (English); Physical Education / Swimming Teacher.

The non-teaching staff comprises:

Teaching Assistants; Cook; Kitchen Assistant; Cleaning Assistant.

External Teachers:

Ballet Teacher; Music Teacher; Piano Teacher; Guitar Teacher; Judo Teacher.

Changes to the pedagogical and technical team may occur whenever justified.



Article 5 - Operating Hours

The College operates for Pre-school and Primary from 8:00 am to 6:00 pm.

For the Nursery: from 8:30 am to 5:30 pm.

Extended hours only for Pre-school and Primary – from 5:30 pm to 6:00 pm.

Teaching Hours

Nursery: 9:00 am to 4:00 pm

Pre-school: 9:00 am to 4:00 pm

Primary: 9:00 am to 4:00 pm

After 5:30 pm, only pupils enrolled in the extended hours provision may remain on the school premises. Otherwise, an ad hoc extended hours fee will be charged, in accordance with the rate set in the fee schedule for each academic year, per hour or part thereof.

The Management reserves the right to close its services whenever circumstances justify it, namely in cases of epidemics, natural disasters, or other situations that prevent the normal operation of the College, in order to safeguard the health and well-being of the children and staff.

Article 6 - School Calendar

The calendar will be communicated at the beginning of each academic year, and adjustments may be made throughout the year.

Article 7 - Field Trips

Monthly pedagogical activities are organised by the College within the scope of the curricular project of each level of education and are included by the Teacher in the respective planning. They are mandatory as they constitute enriching pedagogical strategies for curricular activities and contribute to the student's integral education.

These may take place off-site or at the College itself when the activity so requires.

Pre-School and Primary students undertake three visits/activities per school term.

If a visit/activity cannot take place, Guardians will be notified and an alternative date will be indicated.



At the beginning of each academic year, Guardians sign an authorisation for children to leave the College premises for field trips and to be authorised to go out in the surrounding area, which is valid for the entire academic year.

The following are not included in the field trips: the Christmas Theatre, End of Year Trip, Graduates' Trip and Zoo visit (which are charged separately).

Failure to attend field trips and activities charged separately (Christmas and end-of-year outings, etc.) still requires payment, except in cases communicated in advance where the child is unable to participate due to illness, duly justified with a medical certificate.

Article 8 - Closure Periods

The College is closed during the month of August, on public holidays and on all scheduled dates included in the school calendar sent at the beginning of each academic year.

Article 9 - Access and Presence on Premises

The College is open to parents and guardians during drop-off hours (until 9:00 am).

Entry of Parents during teaching hours is permitted without disrupting activities and always with prior knowledge of the responsible staff member, so that their presence is participatory and collaborative and does not interfere with or disturb the educational environment.

Students must check in and out using the digital platform for registering entry and exit.

The entire educational community must pay special attention to the entrance door to ensure it remains closed at all times.

The moment of dropping off the child should be calm but brief. Accompanying persons are not permitted to enter the classrooms after activities have begun.

At pick-up, the student will only be released to the guardian or to persons duly authorised and registered on file, or when previously indicated. Such indication should preferably be made in writing or, exceptionally, by telephone from the Guardian to the College Secretariat, always providing the name and identification document number, which will then be confirmed in person.

Students will not be released to persons whose behaviour (observed by two or more persons) indicates that they are noticeably intoxicated, agitated, showing signs of mental disturbance or under the influence of illicit substances. In such cases, other legal representatives will be contacted. If the situation cannot be resolved in this manner, other entities such as the GNR, CPCJ, etc., will be contacted as appropriate.

Whenever parents or guardians allow the student to be collected by a minor, they must complete a liability declaration which will be filed in the individual record.

Information about the day's care or other matters should be communicated through the communication platforms used between the pedagogical team and families, the Management email or via message in the application.



During festivities/celebrations, it is the responsibility of parents and/or guardians to ensure the appropriate behaviour of their children.

Time spent on the premises during peak periods, in parking and circulation (drop-off/pick-up of students at the College) should be strictly necessary.

Students or Guardians/Family members may only enter areas designated for Teaching Staff or other Staff and the Canteen/Kitchen with their express authorisation.

From the moment the Guardian or family member collects the student, the student is in their care and the Guardian is responsible for promoting appropriate behaviour.



Article 10 - Admission of New Students / Enrolment Renewal

- Enrolments for the following academic year are made in January; after that date, places are not guaranteed. Enrolment is made through the form on our website or by email;
- Payment of the enrolment fee must be made within 5 (five) days of the invoice being issued to secure the place; after this deadline, the place is not guaranteed;
- Applications are provisional; neither the College nor the Guardians are bound by what was established at the time of application;
- Any change that affects the admission requirements must be communicated immediately by the Guardian;
- Enrolments for Nursery and Pre-school are accepted throughout the year, subject to available places;
- Children who do not have a place are put on a waiting list;
- Classes only operate with a minimum of 12 students;
- Priority is given to children with siblings already attending the school;
- If two siblings attend the College, one is exempt from the enrolment fee;
- If three siblings attend the College, two are exempt from the enrolment fee and one receives a 20% discount on each monthly fee;
- New student registrations are processed on a first-come, first-served basis;
- All Guardians, by signing the registration form, declare that they have read, accepted and agree to respect the College's Internal Regulations;

The following documents are required for enrolment:

- Passport or Citizen's Card;
- Social Security Identification Number (NISS);
- Up-to-date vaccination record;
- Student's tax identification number (NIF);
- Photocopy of the court ruling regulating parental responsibility or guardianship, where applicable.



Article 11 - Monthly Fees, Payments and Other Charges

- Payment of monthly fees and other services is due by the 8th of each month. If not paid by that date, a 10% surcharge will be applied to the total outstanding invoice amount;
- If the monthly payment is overdue by more than 30 (thirty) days, the College may prevent the student from attending until payments are settled;
- The month of July is paid in 11 monthly non-refundable instalments;
- During holiday periods (Christmas, Carnival and Easter) the payment of mandatory and optional monthly services does not change;
- Withdrawal from enrolment/registration must be communicated to the Management at least 30 days in advance;
- The departure of a student, regardless of the reason, does not entitle a refund of any payment already made and does not exempt the payment of outstanding amounts;
- If the withdrawal is not communicated within the aforementioned period, monthly fees and other services will continue to accrue until the date of communication;
- Partial attendance by the child does not imply any reduction in the monthly fee;
- Absences of any nature do not result in a reduction of the annual value associated with the mandatory services defined in the fee schedule for each academic year;
- Suspension of the agreed payment plan does not imply termination of the contract. This only occurs when its termination is communicated in writing with 30 days' notice;
- The Extended Hours Service from 5:30 pm is subject to a monthly or daily charge, as per the fee schedule in force;
- Uniforms are charged together with the monthly fees.

COMPLEMENTARY PEDAGOGICAL ACTIVITIES

The College promotes extracurricular activities. Student participation in extracurricular activities promoted by the College will only occur with a minimum number of students established for each activity.

Participation in extracurricular activities depends on the respective registration and payment of the monthly fees established for each activity.

The fee for extracurricular activities will not be subject to adjustments or refunds.

Extracurricular activities are not subject to compensation if they fall on public holidays or school holidays.

Withdrawal from extracurricular activities must be communicated to the College with 30 days' notice before the intended effective date.

Registration in activities has a cost established in the fee schedule.

Withdrawal from an activity and later re-registration in the same activity requires a new registration payment.

Article 12 - Materials and Textbooks

The Primary materials list is sent to Guardians by email at the beginning of the academic year, with replenishment requests made whenever necessary.

Textbooks are the responsibility of the Guardians.

Article 13 - Naptime

Naptime is mandatory from the 1-year-old room to the 3-year-old room.

Article 14 - Uniform and School Equipment

- Wearing the uniform is mandatory.
- Wearing the uniform, inside or outside the College, represents acceptance of belonging to a particular community and implies an attitude of respect towards the College's principles.
- The uniform can be ordered at the school entrance by requesting an order sheet from a member of staff or by email to the Management.
- All objects/clothing brought from home must be properly labelled.
- We are not responsible for lost uniforms.
- If students are not properly dressed in the correct uniform, the College may prevent their entry.
- The uniform must be clean and in good condition (no tears, holes, stains, too small or too large).
- If a student arrives with a uniform in poor condition, the College reserves the right to provide a new uniform, which will be charged with the next monthly fee.
- Clothing worn under the uniform, such as tights, must be green or burgundy; leggings with cartoon characters or other patterns are not permitted.
- Not wearing the uniform is only permitted on specific days communicated by the pedagogical team.
- At the beginning of the academic year, new students' Guardians are provided with a starter kit containing:

Nursery (1 year): 1 tracksuit (trousers and jacket), 2 t-shirts, gym shorts and a Panama hat

Nursery (2 years): 1 tracksuit (trousers and jacket), 2 t-shirts, 1 pair of gym shorts, 1 smock and a Panama hat

Pre-school: 1 tracksuit (trousers and jacket), 2 t-shirts, 1 pair of gym shorts, smock and Panama hat

Primary: 1 tracksuit (trousers and jacket), 2 t-shirts, 1 pair of gym shorts. One complete female uniform and Panama hat / one complete male uniform and cap.

The kit will be billed in the first monthly payment.

CHAPTER III - FACILITIES AND SERVICES

The College comprises nursery, pre-school and primary classrooms, a gymnasium, toilets, a dining room with kitchenette, a kitchen and an outdoor area.

All rooms are equipped according to the intended age group, with appropriate educational materials.

The gymnasium is a space that supports all sporting activities, including gymnastics, ballet and judo classes.

The outdoor area is spacious with playground equipment including a slide, and has a covered area with an awning.

The dining room operates solely for the lunch and snack service provided by the College.

CHAPTER IV - HEALTH / ACCIDENTS

Periodic medical check-ups are the responsibility of the Guardians.

Attendance at the College is conditional upon presentation of a vaccination record showing that the national vaccination plan is up to date, except in cases of medical contraindication.

The College is obliged to safeguard the health of students and staff. Therefore, it does not accept the continued presence, and may refuse admission, of students:

- a) Carrying infectious-contagious diseases requiring prophylactic isolation, including but not limited to: viral and bacterial tonsillitis, adenoiditis, bronchiolitis, oral candidiasis, conjunctivitis, common cold, acute diarrhoea (viral – Rotavirus), diphtheria, scarlet fever, aphthous stomatitis, sudden exanthema, gastritis, flu, hepatitis, cold sores, impetigo, laryngitis, meningitis, skin fungal infections (ringworm), infectious mononucleosis, mumps, intestinal parasites, pneumonia, poliomyelitis, rhinitis, rubella, measles, sepsis, sinusitis, trachoma, whooping cough, pulmonary tuberculosis, chickenpox.
- b) Who are visibly ill and require special care, where their condition is likely to cause problems for other students;
- c) Carrying parasites; in the case of childhood pediculosis, a prior observation must be carried out by College staff assigned to each room, and the Guardian is expected to correctly administer the specific treatments;
- d) Who systematically demonstrate a lack of personal hygiene.
- e) In the event of leaving the College with a fever and no other associated symptoms, the child may return after 24 hours. If fever recurs, the child may only return with a medical declaration.

In the absence of a Medical Declaration, the person responsible for receiving the child may refuse their admission to the classroom.

MEDICATIONS:

- 1) Whenever a student is being medicated with prescription medication (e.g. antibiotics), the medication must be properly stored in its original packaging, within its expiry date, and must include the student's name, administration schedule, prescribed dosage, precise instructions on how it should be administered, storage conditions, as well as the start and end dates of the treatment. It must be handed to the room supervisor.
- 2) If the student is being medicated with non-prescription medication, the College may administer it at the express request of the Guardian, who must complete the appropriate form indicating the administration schedule, prescribed dosage, and the start and end dates of the treatment.
- 3) Medications administered to students at the College at the request of Guardians are their full responsibility. However, in case of doubt, duly communicated to the Guardians, the College reserves the right not to administer them.
- 4) Guardians are responsible for collecting medications from the College. If medications are not collected after the administration period has ended, they will be disposed of by the College after 8 working days.
- 5) In cases of justified need, an antipyretic/analgesic – paracetamol – may be administered to students who present with high fever or pain. At the time of registration/enrolment renewal, Guardians are asked whether they authorise this administration and must sign an appropriate form.

Before administering any of these medications, the Guardians will be contacted.

In Case of Accident:

If any significant change in the student's health is detected or in case of accident, the College, after assessing the severity of the situation, will take the necessary measures, adopting the following procedures:

- a) If the situation is apparently serious, the emergency system 112 will be activated, with accompaniment ensured, wherever possible, by the Guardian or family member, or by a College Staff member if the former are not immediately available;

c) In less serious situations, staff qualified with a Basic Life Support Course should provide first aid, and the situation should be referred to the Guardians to decide whether or not to seek specialised medical or nursing care.

Whenever, following a school accident, the student has to attend a hospital emergency or any health centre, the Guardian must present the invoice and medical report to the College so that it can be forwarded to the school insurance.

The College premises include a space designated for the recovery of students in cases of sudden illness.

The College will complete an incident report if situations of neglect, mistreatment or risk are detected in relation to students, and will notify the National Commission for the Protection of Children and Young People at Risk in cases of recurrence.

Article 15 - School Insurance

All students are covered by a civil liability insurance that covers accidents suffered by children on the College premises and during all school outings.

CHAPTER V - ADMINISTRATION, MANAGEMENT AND EDUCATIONAL GUIDANCE

Article 16 - Rights and Duties of Teaching and Non-Teaching Staff

The activity of teaching staff is carried out in accordance with the fundamental principles enshrined in the Constitution of the Portuguese Republic and within the framework of the general and specific principles set out in the Basic Law of the Educational System.

Teachers must, in the exercise of their profession, consider themselves in the service of Education and, as such, promote the integral education of all persons and provide educational assistance to students.

Rights

Teaching staff are guaranteed the rights established for employees, as well as the professional rights arising from the Teaching Career Statute:

- To be respected as a person and as a professional in educational action;
- To have access to the information necessary for the exercise of their teaching practice;
- To be consulted before being appointed to any position or specific task and to be heard in their reasoning;
- To have support in the exercise of their activity from the College's management bodies and from all those whose duty it is to help resolve educational problems;
- To submit proposals and suggestions to the College's management bodies directly or through established hierarchical structures;
- To have at their disposal the teaching resources and other equipment necessary for the performance of their duties, in conditions suitable for use;
- To have Internet access to support their activity;
- To use the spaces and other educational resources designated for the exercise of their duties on an equal basis;
- To benefit from and participate in training activities that contribute to their professional enrichment and career progression;
- To be promptly informed about all administrative and pedagogical matters related to their work or career.



Duties

Teaching staff are required to fulfil the duties established for employees and the professional duties arising from the Teaching Career Statute:

- Promote the teaching, education and personal and social development of their students, with respect for their abilities, interests and values;
- Stimulate the autonomy, responsibility, critical thinking, freedom of expression and orderly formulation of opinions of their students;
- Promote a pedagogical relationship with all students, supporting, monitoring and correcting with the utmost impartiality to avoid any form of discrimination;
- Exercise discretion in the performance of their professional duties, especially those involving personal information about students and the Institution, subject to confidentiality;
- Acquire and update the scientific and pedagogical skills necessary for teaching;
- Carry out educational action towards students with impartiality and pluralism;
- Exercise pedagogical assessment with fairness and equity, using clear and legitimate criteria;
- Inform students about all matters relating to their performance and attendance;
- Clarify curricular content, learning objectives and assessment conditions.

Non-Teaching Staff

Administrative, kitchen/cleaning staff play a relevant and important role within the overall educational process of students at the school.

A significant proportion of non-teaching staff accompany students in their daily life at the College for many hours and their performance must be duly safeguarded.

It is important to preserve their own identity and to affirm that their role contributes to improving the effectiveness of the services they provide.

It is therefore important to define the objectives to be achieved in terms of integrating these workers into the School Community, providing them with the conditions necessary for their performance.

Rights

- To participate in all activities involving the school community;
- To be respected professionally and personally;
- To participate in everything considered important for quality and effective performance;
- To be heard and listened to by the College management;
- To attend periodic training sessions, both at the workplace and at other institutions, contributing to better professional performance, improved service quality, personal development and the dignification of their status as workers in education;
- To have access to appropriate facilities where they can rest during break periods and store their personal belongings;
- To be familiar with these Internal Regulations.

Duties

- Act impartially with regard to particular interests and pressures of any kind, not deriving any advantages from the functions they perform;
- Be familiar with legal regulatory standards and instructions from their hierarchical superiors and improve their technical knowledge and working methods;
- Accept and comply with the orders of their legitimate hierarchical superiors;
- Perform their duties in subordination to the service objectives and in the pursuit of the public interest;
- Maintain professional secrecy regarding facts which are not intended for public knowledge;
- Treat colleagues and hierarchical superiors with respect and remain at the workplace properly identified;



- Attend work regularly and continuously;
- Arrive at work within the designated hours, complying with the schedule for their career, and not leave except under the terms authorised by the Management;
- Be familiar with these Internal Regulations.

Article 17 - General Provisions

LOST PROPERTY – The College is not responsible for objects not entrusted to its care. Students should not bring valuable or other unnecessary objects to the College.

Objects, materials and equipment that are College property must be cared for by students and the entire school community.

In addition to the smock or uniform, Guardians should ensure children are dressed in practical clothing, as this promotes the child's autonomy. They should also consider that some activities or routines may result in clothing deterioration.

The following are not permitted at the College: electronic games, mobile phones, cameras, skateboards and roller skates, or any other toy that endangers the physical integrity of children or disrupts school activities. The College is not responsible for objects of material or emotional value and cannot be held responsible for their conservation or disappearance.

CHAPTER VI - CATERING SERVICES

During the student's stay at the College, lunch and snack meals are served, and a food supplement (fruit/jelly) is also served mid-morning to all nursery and pre-school students. Primary students must bring a snack from home for the morning break.

The lunch break is defined in each room's schedule.

Menus are communicated through the previously mentioned communication channels.

Upon annual presentation of a medical declaration attesting to intolerance or allergy to a specific type of food prepared at the College, the student may be provided with a different meal. The same applies to special cases of medically prescribed diets or diets motivated by the student's religion, and Guardians must communicate this dietary need in advance.

If the student needs to consume a food that is not part of the School's dietary plan, it is the Parents' responsibility to provide it, duly labelled with the child's name.

Children should arrive in the morning having already had breakfast; eating in the classroom during the welcome period is not permitted.

Whenever, on a given day, the student is not present at the College at mealtime but is expected later, express instructions must be given to the room supervisor if the meal (lunch) should be kept.

Guardians are permitted to bring birthday cakes on the child's birthday, provided that they take into account the dietary restrictions of the classmates. The Guardian should coordinate this celebration with the class teacher.

Guardians are invited to participate in these initiatives.

CHAPTER VII - THE STUDENTS

Article 18 - General Principles

The student statute of Colégio Luso-Suíço confers, in addition to the rights and duties defined in general law, the following set of rights and duties.

Rights

- To be respected in their person, ideas and belongings by classmates, staff and teachers;
- To have a good school environment;
- To have their abilities and values recognised by the school community;
- To have the confidentiality of personal or family-related elements in their individual file respected;
- To receive adequate human, cultural and civic education;
- To be helped in resolving their school and personal problems;
- To use services and spaces under the regulated conditions;
- To receive medical assistance in case of accident or illness.

Duties

- Pursue a successful and responsible education;
- Respect classmates, teachers and staff;
- Be regular and punctual in attending school activities;
- Always bring the materials required for classes, as defined by the teacher;
- Respect the facilities, equipment and school materials, not soiling, scratching or damaging them;
- Repair any damage caused, regardless of any disciplinary sanction applied;
- Report any damage or anomaly to the teacher or staff member present;
- Respect the rules of operation of the services;
- Not disrupt the functioning of classes;
- Not remain in classrooms during breaks without the teacher, unless expressly authorised;
- Leave chairs, tables and other classroom materials tidy;
- Contribute to cleanliness by disposing of papers and waste in appropriate bins;
- Move calmly and in an orderly manner within the College premises;

- Respect the property of all members of the educational community;
- Comply with the Internal Regulations.

Article 19 - Student Records

Each student has an individual file that accompanies them throughout their entire school career.

Legal representatives may consult the individual file whenever they wish and will be provided with a photocopy whenever requested.

CHAPTER VIII - STUDENT ASSESSMENT

Article 20 - Assessment in Nursery and Pre-School

Assessment records for nursery and pre-school are completed on a semester basis by the teachers assigned to each room and by the teachers of curricular offerings.

It is the responsibility of teachers to observe, record and assess activities in accordance with the parameters of the Curriculum Guidelines for Pre-School Education (OCEPE) and the Pedagogical Guidelines for Nursery (OPC).

Article 21 - Assessment in Primary Education

1. Termly Assessment Records are based on the analysis of work carried out and the progress of students throughout each school term and are completed by teachers of curricular and optional curricular areas.
2. Termly Assessment Records are organised by class/year of schooling.
3. In Primary, these records are based on the Curricular Goals and the Programmes implemented across the different subject areas.
4. These records comprise two sections: one for an overall descriptive assessment of student performance and progress throughout each term, in each area; another containing the assessment parameters, by area and year of schooling, arranged in a grid, in which each teacher marks the degree to which they are being achieved.

5. Termly Assessment Records are discussed and completed by the Teachers at the beginning of each school break and communicated to the Guardians in the termly meetings, after the end of each term.

CHAPTER IX - ATTENDANCE REGIME

Article 22 - Attendance and Regularity

The regime of class attendance by students, as well as the consequences of lack of attendance, are regulated by law (Law 51/2012).

Article 23 - Justification of Absences

Absences must be justified by the Parents and Guardians to the teacher within seven calendar days of the student's return to the College.

The justification is presented in writing, indicating the day and school activity during which the absence occurred, and stating the reasons.

Article 24 - Unjustified Absences

Absences may or may not be considered justified, depending on the reasons that determined them.

The teacher is responsible for deciding on the acceptance of the justification.

The following are considered unjustified absences:

- When no justification has been submitted;
- When the justification was submitted outside the period established in the previous article;
- Unjustified absences may not exceed, in each academic year, double the number of days of the weekly timetable, in primary education.

Article 25 - Recovery and Integration Measures

1. Individualised Pedagogical Support: Offer individualised pedagogical support sessions for students who present difficulties in certain subjects, aiming to reinforce the specific content and skills where the student needs additional support.

2. **Psycho-pedagogical Support:** Suggest psycho-pedagogical support for students who present learning or behavioural difficulties. Professionals can work in collaboration with teachers to identify the specific needs of each student and develop personalised intervention strategies.
3. **Monitor the academic progress of each student,** identifying difficulties early and intervening proactively to prevent them from worsening, providing regular feedback to Guardians.
4. **Inclusion Programmes:** Promote the inclusion of students with special educational needs, offering curricular adaptations, individualised support and additional resources as necessary, so that all students have access to quality education, regardless of their individual differences.
5. **Family Partnerships:** Establish a strong partnership with students' families, involving parents/guardians in the educational process and providing them with resources and guidance to support their children's learning at home. Parental involvement is fundamental to the academic and social success of primary students.

By implementing these recovery and integration measures, the College can offer a more inclusive and effective educational environment, ensuring that all students have the opportunity to reach their full academic and personal potential.

CHAPTER X - FUNDAMENTAL RULES OF CONDUCT

The College is a space in which complex interactions take place, and it is therefore essential that all members of the educational community respect a set of values and norms that safeguard the quality of the space and dignified coexistence. These are the rules of conduct at the College.

CHAPTER XI - EDUCATIONAL DISCIPLINARY MEASURES

The College is governed by current legislation (Law 51/2012), which is based on the following:

- 1 – All corrective and sanctioning disciplinary measures pursue pedagogical, preventive, dissuasive and integrative purposes, aiming, in a sustained manner, at the fulfilment of student duties, respect for the authority of teachers in the exercise of their professional activity and other staff, as well as the safety of the entire educational community;

2 – Corrective and sanctioning disciplinary measures also aim to ensure the normal continuation of school activities, the correction of disruptive behaviour 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;

3 – Sanctioning disciplinary measures, taking into account the particular relevance of the duty violated and the seriousness of the offence committed, also pursue punitive purposes. 4 – Corrective measures and sanctioning disciplinary measures must be applied in coherence with the educational needs of the student and the objectives of their education and training, within the framework of the class work plan and the school's educational project, in accordance with the respective internal regulations.

It is important to remember that all disciplinary measures must be applied fairly, consistently and proportionally to the seriousness of the offence, taking into account the individual needs of the student and their social and emotional context. Furthermore, it is essential that students are involved in the process, understanding the reasons behind the disciplinary measures and having the opportunity to learn from their mistakes.

CHAPTER XII - INVOLVEMENT OF PARENTS / GUARDIANS

Article 26 - Rights and Duties

The role of guardian shall be held, individually or jointly, by the person who has parental responsibility for the minor. In the event of divorce or de facto separation, in the absence of agreement between the parents or a court decision, the role shall be performed by the person with whom the minor resides.

Guardians have the duty to guide the education of their children, promoting their full development in accordance with the College's principles. Their rights include:

- a) Right to participate in school activities;
- b) Right of access to the Management and teachers;
- c) Right to respectful and cordial treatment;
- d) Right to receive information about the performance and behaviour of their children;
- e) Guardians have the right to be involved in the assessment of their children.

Guardians have the following duties:

- a) Actively monitor their child's school life;
- b) Promote the coordination between family education and the College's teaching;
- c) Ensure that their child enjoys their rights and rigorously fulfils the duties established in the regulations;
- d) Ensure that their child attends school regularly and punctually;
- e) Treat all members of the school community with respect and courtesy, including teaching and non-teaching staff;
- f) Cooperate with teachers and other College workers or staff in the performance of their pedagogical mission, collaborating in the teaching process when requested;
- g) Recognise and respect the authority of teachers and other non-teaching staff, instilling in their children the duty of respect towards them and contributing to the preservation of discipline and harmony in the educational community;
- h) Fulfil their financial obligations to the College, including payment of enrolment fees and tuition, school insurance, food costs and other charges;
- i) Contribute to the correct determination of facts in disciplinary proceedings instituted against their child, participating in acts and procedures when notified;
- j) In the event of a disciplinary sanction being applied, ensure that it contributes to reinforcing civic education, balanced personality development, relationship skills, integration in the educational community and the child's sense of responsibility;
- k) Preserve the physical and psychological safety and integrity of all members of the educational community;
- l) Attend the College whenever necessary or when requested;
- m) Know, respect and enforce the College's rules and guidelines with their child, including the Management's directives;
- n) Be responsible for compensation of property damage caused by their child to the College;
- o) Justify their children's absences;
- p) Sign tests and assessment sheets and return them to the College;
- q) Keep their identification and contact details always up to date, including address, mobile number and email address, as well as their child's identification details.

CHAPTER XIII - FINAL PROVISIONS

- 1) In the year following its approval, the Management shall verify the Internal Regulations and the School's Educational Project for compliance, and may introduce amendments whenever necessary.
- 2) It is the responsibility of the Management, once compliance with the Law and the Internal Regulations has been verified, to proceed with its dissemination.
- 3) For the resolution of cases not covered by these Internal Regulations, the law shall prevail and, within the Internal Regulations themselves, the decision-making process shall fall to the Management, following analysis of the specific situations.
- 4) As the Internal Regulations are a central document in the life of the College, they are disseminated and made available for consultation to all members of the school community at the beginning of each academic year, through the institutional website and on the general information board at the College entrance.

Revised on 23 March 2026