



## Terms and Conditions of registration and attendance

2023/2024

### 1 - Enrolment / Matriculation:

#### a) Registration

Enrolment with a view to enrolling must be carried out within the annually stipulated deadlines and may be converted into enrolment under the terms of clause b);

#### b) Enrolment and Reenrolment

Enrolment becomes effective with communication from the Administrative Team or publication of the class lists and payment of the respective school insurance. This period is intended for verification of availability and documentary confirmation, and any missing document at the time of registration must be delivered to the School Admissions Team within 5 working days.

Reenrolment is carried out automatically and takes place in the school years subsequent to the first enrolment, until the completion of secondary education, unless otherwise indicated by the school or the respective guardian when there is a transfer of establishment or cycle transition and will be charged in the month of May.

The registration act and subsequent renewals correspond to a contract valid for one academic year.

### 2 - The Basic Provisions includes:

a) Teaching according to the Annual Curriculum Plan and supervision within the International School operating hours (academic timetable);

b) Pedagogical support in the primary and Secondary school.

c) Art, IT and Physical Education and other specialised subjects in accordance with the timetable, available at the start of each academic year.

- The basic provision does not include specialised support, which is not included in the educational programme, in the previous paragraph. Thus, all costs of these specialised services will be the responsibility of the respective Parents/Guardians.

### 3 – After-school care:

1. From 08:00am to when class starts (free).

2. After school care and co-curricular activities:

Students who do not participate in co-curricular activities and remain in the facilities after the International Curriculum timetable, will be considered in the After-school care regime, for which an hourly rate will be applied, according to the Price List available at the school reception.

Students in the After-school care regime maybe integrated into the Study Rooms, if available, or they will be supervised in a designated area.

#### 4 - Lunch and snacks:

- a) – Snacks will consist of milk, chocolate milk, juice, biscuits, yogurt or assorted sandwiches;
- b) Lunch will consist of:
- 1st Course - soup.
  - 2nd course - fish or meat.
  - 3rd Course - dessert (fruit or dessert).
- c) If your child/ren is on special diet and/or vegetarian, then this must be requested by the student or by the respective parent/guardian.
- d) The monthly price for food is calculated according to the school days and for simplicity are divided into 11 equal instalments, so the non-use of Catering Services, even during the period of holidays and mid-term breaks, does not qualify to any refund.
- e) EITV/ISTV has a bar/cafeteria service that can be used by all employees, parents, guardians and students. The bar/cafeteria service will open at 8:15 am to support the educational community but does not operate during the lunch period.
- f) All users of the bar service must use the magnetic card as a payment method. The respective loading must be carried out in advance at the Administrative Services.

#### 5 - Psychologist and School Counsellor:

- Is intended for the screening of adaptation and/or learning difficulties on referral basis;
- Operates in collaboration for the Individualised Pedagogical Support Plan for students with learning difficulties.
- Responsible for school and vocational guidance and support for the school's pedagogical activities.

#### 6 – Languages: English, English as Additional Language (EAL), Portuguese, and possibly Spanish, French and/or German:

- The medium of teaching instruction for all subjects is English and is included in the fees.
- Where the student level of English language does not meet the required standard for any given school year, the student then must attend EAL classes. There is additional cost involved and these costs are published in fees (on website and available on demand).
- Foreign languages are offered in accordance with the demand of our school community – with final decision always at the discretion of the school management.



## 7 - Educational Facilities and Resources:

- Facilities comprises the following areas: Exhibition Gallery, Auditorium, Amphitheatres, LED- Laboratory of Digital Era, Media Library and Computer Laboratory, Multimedia Production Room.

- These facilities can be used by all students in accordance with the regulations in force.

## 8 – Clothing / Uniform:

8.1 - All students must use the school's exclusive uniform and specified footwear. Wearing boots, baseball caps and trainers (sneakers) are prohibited (except trainers for sporting activities). The use of blue sneakers or boots is only permitted upon prescription from an orthopaedic doctor.

8.2 - Equipment for sports and other activities:

For all activities, standardised equipment must be used in accordance with the existing list in the store and secretariat, namely:

- Physical Education – Tracksuit, Shorts and T-Shirt (ISTV/EITV models), socks and white, black or blue trainers (sneakers).

- Karate – Kimono.

- Dance/Ballet – Ballet outfit, skirt, tights, hair ribbon and pink ballet shoes, with ribbons or elastics (knit jacket during the winter period).

8.3 - The provisions of 8.1 does not apply to Year 12 and Year 13 students, with the exception of Study Visits, Presentations and Activities on behalf of the school.

## 9 - Books and School Supplies:

- Mandatory purchase of textbooks and access to the respective digital media will be provided by the School on the first week of the academic year.

- Parents who do not wish to purchase the books through the school, must communicate this intention to the school by March 5<sup>th</sup>, ahead of the academic year. After this date, the books and/or the respective access licenses to the digital support will be ordered for all enrolled students, then added to September and/or October invoices.

## 10 - Material and Equipment for Collective Use:

- This item does not only refer to materials consumed (test sheets and photocopies to support teaching), but also to licenses for digital access, amortisation, and replacement of equipment for collective use used in the classroom (Furniture, Computer, Projector Videos, Equipment, Etc...)

- This is an annual amount that, for ease of payment, will be invoiced to all enrolled students, in three instalments, in the months of September, January and April.

- As an indicative measure for the cost of these items for each academic year is estimated at an annual



value of €249- each instalment being €83.

### 11 - Lockers:

- All Primary Key Stage 1 students have a “Box” where they can store a change of clothes or other belongings.
- All other students in other Key Stages have access to a locker where they can store their belongings. In case of loss of the respective key, the amount of €10 will be charged.

### 12 – Holidays, mid-term breaks and public holidays:

- There will be school closure during Mid-term breaks, Christmas, Carnival, and Easter, according to the academic calendar published on our website. There may be Summer Camp (if there is demand and we have volunteer teachers for these) for students who wish to attend.
- The school is closed on national and municipal holidays and other special dates, according to the annual academic calendar.
- The Board and the Authorities reserve the right to close the school in the event of exceptional situations, namely exams, epidemics, persistent lack of water, electricity, fuel, riots and other similar situations.

### 13 - Payment of Annuities:

- a) The school requires payment of the annual fee in eleven full instalments, corresponding to approximately 180 days of the school Year.
- b) Payment of the first instalment must be made in July and the remaining instalments from September to June.
- c) Annual or termly payment plans can be arranged in the Administrative Services;
- d) In the case of annuities, whose payment is made in instalments, it follows that periods of interruption of academic activities do not entitle to any refunds or reductions.
- e) Payments will be due irrelevant of holidays, school breaks, and interruption of teaching activities.
- f) Payment of instalments is made within 10 calendar days of the date of issue of the respective invoices.
- g) Payment after this date will be subject to a 10% monthly surcharge.
- h) Failure to pay three consecutive instalments, will result in the suspension of the respective enrolment and, consequently, of all activities and supplies requested by the parent/guardian (food, transport, activities, stationery, and uniform).
- i) The price lists adopted may be changed during the school year, in case of changes in costs, namely those resulting from unexpected events, increases in fees or taxes, changes in transport prices or others. Any change will be communicated in advance to Parents/Guardians.
- j) All Parents/Guardians wishing to make advance payments must request the respective proposal at the



secretariat and make the corresponding payment on or before 20<sup>st</sup> of July, and must be paid by bank transfer, check or cash, and benefit from:

Annual tuition fees paid in full: 3% discount.

k) Invoicing may be paid by check (drawn to the account of the International School of Torres Vedras or simply EITV), by bank transfer to the CAIXA GENERAL DE DEPÓSITOS account:

**CGD – Caixa Geral de Depósitos - PT50 0035 0403 0000 5033 5307 7**

- Or through any Multibanco (MB)

- Cash payments can only be made directly and exclusively at the School Treasury.

- For payments made directly to the treasury, the respective receipt must be requested and delivered immediately, or sent by email.

- To avoid difficulties in identifying both the check and the bank transfer, we request that you send the respective invoice number to the treasury, identifying the student with the indication of the registration number; the year they are in; and whenever possible the first and last name.

- The “loading” (credit) of the student card can only be carried out at the School's store or office.

#### **14 - School Transport:**

a) The use of the school transport service is based on the school academic terms, requires prior registration, and will be limited to the number of available seats. It is also on “*first come first served*” basis.

b) Routes and stops will be defined at the beginning of the school year, according to the specific table.

c) The monthly Transport fess are calculated according to the school days and, to simplify billing, it is divided into 10 equal instalments, so the non-use of Transport, even during the period of interruption of school activities, does not entitle to any refund.

d) While waiting or being transported on buses, students must behave in accordance with the rules of appropriate school behaviour policies.

e) For security reasons, the security guard cannot leave the bus to pick up or deliver students to Parents. At the scheduled time, the student must wait for the bus to arrive at the designated stop. Their absence implies their non-collection, so it does not jeopardize the timely collection of other students.

f) If the student is unable to attend the following day, this must be communicated to the School Secretary by 3:00 pm, in order to make the necessary changes. After 16:30h you can do it directly with the driver/guard responsible for the transport, in person or via the respective mobile phone.

g) The withdrawal of the transport service does not entitle to any refund and will have to be communicated, in writing, on or before the 15th of the month prior to the beginning of the respective school term, without which it will not be considered.



h) Given that the monthly transport costs are calculated according to the school days and divided into 10 instalments, late registration does not imply any deduction from the cost of the quarter.

i) The use of transport services during the month of July (Summer Camp) and during periods when school activity is interrupted, requires confirmation and additional payment.

j) During the last week of July and during the month of August there will be no transport services.

### 15 – Co-Curricular Activities (CCA´s)

a) Students who are not participating in an organised activity, cannot stay at the school, after class dismissal.

b) CCA´s are based on the school terms and they are aimed to offer students with activities that meet their interests and needs.

c) Parents and students will be informed of the activities available before the start of each school term, with the respective registration being carried out using a specific form and requiring a minimum/maximum number of participants. On occasions, School may decide not to offer certain activity, at its discretion.

d) The annual fees of the CCA´s are calculated according to the respective calendar and, to simplify billing, they are divided into 10 equal instalments, and if they are not carried out during the period of interruption of school activities, namely in the weeks of Christmas, Carnival and Easter, does not entitle to any refund.

e) CCA´s are delivered by school approved personnel. At times, if the delivery of the chosen CCA is not possible (due to staff change/holidays/sickness), where possible, these will be replaced by another activity.

f) For each activity there may be specific rules and information.

g) The Study Room provides the student with a space and pedagogical support for the study of curricular activities and can be contracted in conjunction with other activities.

h) If there is availability, students can join the study room at any time of the school year, bearing in mind that the number of participating students should allow for an effective study environment and support capacity on the part of the teacher/supervisor.

i) CCA´s are based on the school terms, so late enrolments or withdrawal are not entitled to deductions or refunds from the quarterly cost.

j) Withdrawal from the CCA´s does not entitle to any refund and will have to be communicated in writing by the 15th of the month prior to the start of the respective school term, failing which the request will not be considered.

## 16 – Fieldtrips

a) Fieldtrips are scheduled and approved by the Teaching staff and School Management and are part of the Annual Plan of Activities and their cost is not included in tuition fees. Parents/guardians will be informed through an school medium of communication platforms of the date, time, price and objectives of the fieldtrip, with the student's participation depending on written authorisation from the parent/guardian. The withdrawal or non-attendance of a given student, in the fieldtrip, does not entitle to reimbursement.

b) Students must behave appropriately and present themselves in proper uniform in accordance with the instructions received and carry the mandatory school equipment. In all fieldtrip, students will be accompanied by their educators/teachers.

c) Students who do not show up in correct uniform, under the terms of the previous paragraph, will be kept at school, and will not be participating in the scheduled activity.

## 17 - Travel and participation in Sports or Other Activities:

All students must participate in activities that the Academic Staff deem appropriate. The respective expense will be subject to prior communication, with the student's participation subject to written authorisation from the parent/guardian.

Presentations, Christmas and end of year parties, tournaments and sports competitions are assumed to be part of the school's educational project and are considered as if they were classes.

## 18 - Changes to Attendance Conditions:

a) All changes to the student's attendance conditions must be communicated to the Admissions Team by the 15th of the previous month in the preceding term, and will not be accepted at a later date. If the 15th is not a business day, changes must be communicated by the preceding business day.

b) Any requests that do not comply with the above stipulated will not be accepted.

c) Re-enrolments after withdrawal are subject to availability and the new sets of payment as if it is a new student enrolment, will apply.

## 19 - Withdrawals:

a) In case of withdrawal of (a) student/s, the parent/guardian must notify the School Admissions of this decision, by the 15th of the previous month in the preceding term, in order to facilitate the timely organisation of the respective transfer process.

b) In the event of withdrawal, there is no refunds on any charges, these include tuition and all other fees/charges.

## 20 – Parent-Teacher Meetings (PTMs):

a) There might be as many as four PTMs throughout the school academic year, the first might be before the start of the school year and the rest, one in each school term.

- PTMs will be held at the end of each term. In these meetings, parents/guardians will have the opportunity to discuss with the respective homeroom / subject teacher/s any assessments obtained by the student, their behaviour, strategies and any additional educational support there might be in place.

b) With the exception of the opening meeting of the school year, all meetings with parents/guardians will be scheduled and timely communicated.

## 21 - Responsibilities:

a) The school will collect all items found and will provide a place to keep them until the end of each term, after which they will be considered abandoned.

b) In the event of an accident or illness, the school will take the measures it deems most appropriate to the circumstances, informing the family of the occurrence as soon as possible;

c) Damage caused by students at the school, on buses, on field trips and/or objects that belong to their colleagues, teachers and other employees, will be replaced at their expense, individually or collectively, as the case may be;

d) The school is not responsible for objects or valuables whose custody is not expressly entrusted to it;

e) ISTV/EITV has entered into an insurance contract with Companhia de Seguros Tranquilidade, S.A., which is governed by the General, Special and Particular Conditions contained in Policy No. /or Indemnity Limits and Deductibles:

- Treatment Expenses: Capital - € 2.500.00
- Permanent Disability: Capital - € 25.000.00
- Death: Capital €5.000.00
- Students civil liability: Capital - € 5.000.00
- School Liability: Capital - € 10.000.00

Parents/guardians may wish to contract other supplementary conditions.

## 22 - General Restrictions:

a) During the daily school period, no student may be absent from the school without authorisation.

b) The use of mobile/cell phones within the school premises will be decided, in consultation with parents, for each Key Stage.





- c) The use and display of game consoles and other gaming devices within classrooms are prohibited.
- d) When non-compliance occurs, the mobile phone / electronic device will be retained, being returned only to the student at the end of the day.
- e) It is expressly forbidden to eat, drink or play outside the spaces reserved for this purpose.
- f) Smoking, consumption of alcohol or narcotic substances is not allowed. Failing to comply, may will result to student's expulsion.

### 23 - Hygiene and Health:

- a) Parents/guardians must ensure that their child/ren complies with the determinations of the applicable General Directorate of Health, as well as keep their child/ren's vaccinations up to date. The presentation of the respective vaccinations record is mandatory, as and when requested by school.
- b) If the student is absent due to illness, the parents/guardians must inform the school and, in justifiable cases, also communicate the medical diagnosis. In order to avoid the possible spread of the disease, the student must submit a medical certificate, proving that they meet the health conditions to attend the school.
- c) In the case of an infectious disease, the student will not be able to stay at the school and will only be able to return accompanied by a medical report that allows it.
- d) The school will not administer any medication without completing the authorisation form, from the Parents/Guardians, and a photocopy of the medical prescription. Medications to be administered must be identified with the student's name, amount to be administered, time of intake and duration of treatment.

### 24 – Image rights:

- a) Respect for the individuality of each person restricts any unauthorised audio and/or visual recording. Disrespect will be considered, in the subsequent disciplinary evaluation, as a very serious procedure.
- b) The completion of the registration presupposes the agreement of the respective parent/guardian that the ISTV/EITV can directly or indirectly proceed with the collection and use of the image of its student, for security reasons, for educational purposes, promotion and information in publications, or other forms of communication, namely using photography, film, video or others, as well as their production and marketing on paper, analogue or digital media.
- c) If you do not want your child to be photographed or filmed for promotion and information purposes in school publications, or other forms of communication, please register with the Secretariat.

### 25 - Pedagogical Guidance:

- a) In conjunction with the Administration, the Pedagogical Directorate is assisted by other specialists and technicians who, in line with the Psychology and Guidance Office and Quality Directorate, aim to provide each student with educational excellence, that is, to provide students with the opportunity and the conditions to transform themselves into literate, multilingual and multicultural citizens, competent,
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educated, sensitive to artistic expressions, multifaceted, well informed, capable of critical thinking, of identifying and managing problems as a condition for the advancement of knowledge, and sufficiently agile to face the transforming challenges of a complex, interdependent and pluralistic world.

b) Students who intend to join the school may be asked to carry out an interview. At the same time, an interview will be carried out with the Education/Admission Officer to find out about the student's school career and psychological situation.

c) In the event that there is an obvious gap between the student and the group (Class-Year) that he/she intends to attend, the Pedagogical Directorate may invite the parent/guardian to look for another educational path.

## 26 - Other Regulatory Documents:

In addition to these General Attendance Conditions, the school has, in accordance with the legislation in force, an Educational Project, School Curriculum Plan and Internal Regulations. This documentation is available at the secretariat and on the website, [www.eitv.pt](http://www.eitv.pt) and must be known to all Parents and/or Guardians, therefore the effective enrolments presuppose their knowledge and acceptance.

Head of International Curriculum,

Torres Vedras, April 12th, 2023