

CRIAR School

Attendance Rules

2025/2026

1. ENROLMENT

- 1.1. Enrolment must be made by Parents/Guardians through the school's Management Board, from 15th January 2025.
- 1.2. The placement of siblings of pupils who already attend the school shall be given priority.
- 1.3. Applications for pupils with unpaid tuition fees will be refused.
- 1.4. Enrolment is only considered to be completed on payment of the respective registration fee.
- 1.5. The tuition fee is not refundable in case of drop-out from school, even if such drop-out occurs before the beginning of the academic year.
- 1.6. In case of discontinuation of school attendance, the Parents/Guardians must communicate this fact to the Management Board, in writing, according to the Rules of Procedure.
- 1.7. Renewal of enrolment and the settlement of payment must be made by 15th March.

2. TIMETABLE

- 2.1. The school premises open at 8.00am and close at 6.00pm.
- 2.2. Primary and Secondary classes run from 9.00am to 4.45pm.
- 2.3. Kindergarten activities run from 9.00am to 4.00pm.

3. FEES

- 3.1. The enrolment fee is annual in the amount of €560.00 (five hundred and sixty euros).
- 3.2. The renewal of enrolment fee is annual in the amount of €560.00 (five hundred and sixty euros).
- 3.3. An annual base amount is due for each academic year, corresponding to 11 compulsory monthly instalments, from September to July, of €642.00 (six hundred and forty two euros) each.
- 3.4. Payment for the month of July is compulsory regardless of the student's attendance.
- 3.5. Fees for July are paid as follows:
 - For pupils re-applying for the following academic year, in July of the academic year to which it relates;
 - For pupils not re-applying for the following academic year, in three instalments in March, April and May.
- 3.6. Tuition fees may be paid by bank transfer to IBAN: PT50 0033 0000 45692010924 05 (Lápis Positivo, Lda), indicating the invoice number or the pupil's name. Proof of payment should be sent CRIAR School by email to info@escolacriar.pt.
- 3.7. Payments can also be made through the Ticket Educação and Coverflex systems, provided they are made electronically.
- 3.8. Failure to pay any monthly instalment by the deadline for payment will be subject to a single penalty of 10% of the unpaid amount, which shall be due immediately.
- 3.9. The annual cost of the compulsory insurance is €50.00 (fifty euros).
- 3.10. The semestral cost of school materials is €50.00 (fifty euros).
- 3.11. Discounts: Parents who have two or more children attending the School are given a discount, under the following conditions:
 - 3.11.1. Families with two children will be granted a 5% discount on the monthly fee of the eldest child;

3.11.2. Families with three or more children will be given a 5% discount for the eldest child and 10% discount for siblings, while the youngest sibling pays the monthly instalment in full.

3.12. Discounts: The payment of tuition fees in a single instalment at the beginning of the academic year (annual payment) carries a discount of 2%.

4. OTHER SERVICES

4.1. Canteen

4.1.1. The meals provided and cooked at the School are mostly organic, seasonal and free from processed and refined foods.

4.1.2. The menu prepared in conjunction with a nutritionist has a daily vegetarian and/or vegan option, 1 day egg, 1 day meat and 2 days fish.

4.1.3. It consists of a mid-morning snack, lunch (consisting of soup and main dish) and an afternoon snack.

4.1.4. The menus are posted weekly on e-Schooling.

4.2. Extension: Pupils who stay at the school after 6:00pm will be charged € 15.00 for every 15 minutes of delay.

4.3. Study Visits:

4.3.1. Variable cost, according to the nature of the activity. In the case of disability (with presentation of medical certificate), 50% of the cost of the study visit will be charged. This reduction is only possible if advance payment for the entrance fee at the site of the visit is not required. Otherwise, the study visit will have to be paid in full.

5. SCHOOL CALENDAR

5.1. Although the school is governed by the annual academic calendar set by the Ministry of Education and Science, classes usually begin in the first week of September.

5.2. The school calendar for the academic year 2025/2026 will be announced before the beginning of the academic year.

5.3. The school will be open in July and closes in August.

6. IMPORTANT NOTES

- 6.1. The responsibility for the cost of repairing damages caused, individually or collectively, whether on school premises, or on school transport or in the course of a study visit, falls on the pupil/guardian, regardless of whoever is found to be at fault.
- 6.2. To avoid pupils' clothes from being lost, parents/guardians must send them with identification labels.
- 6.3. All items of clothing left at school and not claimed at the end of each term will be given to a charity.

7. OTHER

- 7.1. The School has adopted a set of Rules of Procedure which is available for consultation. The act of enrolment presupposes the acceptance of the attendance conditions, and the fulfilment of the rules set out in the aforementioned document, with a declaration of acceptance, without which enrolment is not considered made.
- 7.2. Any questions, recommendations, complaints or suggestions regarding any aspect of the school's operation should be submitted to the Management Board (info@escolacriar.pt).
- 7.3. In the event of any conflict or doubt in interpretation between the versions, the Portuguese version shall prevail.

Headteacher