

CRIAR School

Rules of Procedure

2024/2025

This document defines how CRIAR School operates, as well as the rights and duties of the various members of the educational community.

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INTRODUCTION

These Rules of Procedure (RPs) are based on the Student Statute and School Ethics Law (no. 51/2012, of 5th September) - so all expressions in italics correspond to transcriptions of this law - and covering the principles and rules of operation for *the fulfilment of the objectives of the educational project, the harmony of interpersonal relationships and social integration, the full physical, intellectual, civic and spiritual development of students, the preservation of their safety and that of the school's assets and other members of the educational community, as well as the professional and personal fulfilment of teachers and non-teaching staff.*

Membership of CRIAR School Community implies acceptance of the principles and organisation by which it is governed and a commitment to abide by the provisions set out in its School Education Mission, and this acceptance underlies the act of enrolment and any contractual action.

PRINCIPLES AND OPERATION

The Rules of Procedure are one of the instruments that regulate the educational process at CRIAR School. In addition to those that are covered by law, they set out the main rights and duties of the entire educational community, namely pupils, parents/guardians, staff and teachers.

By structuring this set of rights and duties appropriately, the Rules of Procedure are also intended to contribute to the development of a democratic, collaborative experience based on harmonious relationships and mutual support.

1. The general aims of these Rules of Procedure are:
 - a. To regulate the functioning of the educational process at CRIAR School;
 - b. To foster healthy and harmonious relationships between all members of the educational community;
 - c. To ensure that the operating rules of CRIAR School are publicised and complied with;
 - d. To encourage the creation of conditions for the development of relationships based on respect, co-operation and commitment between all those involved in the educational process;
 - e. To encourage responsible attitudes in the promotion and improvement of the quality of life at school;
 - f. To promote the active participation of all members of the school community in the educational process at CRIAR School;
 - g. To ensure the smooth running of the school and compliance with the rules on which it is based.

2. The Rules of Procedure are based on the following principles:
 - a. Co-operation between all employees, teaching and non-teaching staff, pupils attending this school and their families;
 - b. Participation of all those involved in the educational process;
 - c. Primacy of pedagogical and scientific criteria over administrative criteria;
 - d. Stability and efficiency of school management;
 - e. Transparency of administrative and management tasks.

TEAM

A. MANAGEMENT BOARD

1. The Management Board is the school's management body responsible for administrative and financial matters.

2. The Management Board's responsibilities comprise:
- a. Representing CRIAR School in and out of court;
 - b. Keeping the books, accounting records and supporting documents in order;
 - c. Hiring and managing the staff needed for the activities of CRIAR School;
 - d. Carrying out all acts in support of the interests of CRIAR School;
 - e. Defining the general guidelines for the school;
 - f. Ensuring the necessary investments for the normal running of the school;
 - g. Representing the school in all administrative and financial matters;
 - h. Setting out the school's administrative organisation and operating conditions;
 - i. Ensuring the recruitment and management of teaching and non-teaching staff;
 - j. Providing the Ministry of Education and Science with any information it may request under law;
 - k. Preserving the authenticity and security of pupils' school records;
 - l. Drawing up and adapting the school's Rules of Procedure, in conjunction with the Pedagogical Board;
 - m. Ensuring the good management of the school;
 - n. Appointing the members of the Pedagogical Board;
 - o. Establishing protocols and signing cooperation or association agreements with other schools and institutions, organisations and other entities;
 - p. Ensuring the fulfilment of the rights and duties of all members of the educational community;
 - q. Carrying out any other duties not included in the competences of the other bodies and performing any acts necessary for safeguarding and protecting the professional, moral and property interests of CRIAR School;
 - r. Exercising disciplinary powers and the other competences attributed to them by law and these Rules of Procedure;
 - s. Fulfilling any other obligations imposed by law.

B. PEDAGOGICAL BOARD

1. The Pedagogical Board is the school's educational coordination and guidance body, particularly in the pedagogical-didactic fields, as well as in the areas of guidance and assistance to pupils and the initial and continuous training of teaching and non-teaching staff.
2. The Pedagogical Board is made up of one or more members appointed by the Management Board.
3. The Pedagogical Board is responsible for guiding the school's educational activities and, in particular:
 - a. Representing CRIAR School before the Ministry of Education and Science in all matters of an academic nature;
 - b. Reviewing and amending the Educational Mission;
 - c. Approving teacher training and refresher programmes;
 - d. Managing the setting-up of classes and the drawing up of timetables;
 - e. Planning and overseeing curricular and cultural activities;
 - f. Ensuring compliance with study plans and programmes;
 - g. Ensuring the quality of teaching;
 - h. Ensuring the education of pupils.

C. TEACHING STAFF

1. The teaching staff of CRIAR School encompasses all the teachers who work there.
2. Teaching posts are fulfilled by employment contract in accordance with current legislation, which presupposes the teachers' prior acceptance of CRIAR School's Educational Mission.
3. Teachers are accountable to the Management Board and the Pedagogical Board.

D. STAFF TEAM

1. The members of staff are as follows:
 - a. Years (3 classes)
 - i. 4 teachers;
 - ii. 2 teaching assistants;
 - iii. 1 English teacher;
 - iv. 1 teacher of Portuguese as a non-native language;
 - v. 1 assistant.
 - b. Pre-school (2 classes):
 - i. 3 teachers;
 - ii. 4 teaching assistants;
 - iii. 1 English teacher.
 - c. Support staff:
 - i. 1 cook + 1 kitchen assistant
 - ii. 1 cleaner;
 - iii. 1 secretary.
 - d. The following staff also work with CRIAR School on a weekly basis:
 - i. Music, physical education and arts teachers;
 - ii. Workshop teachers: dramatic expression, vegetable gardening, cookery, woodwork.
2. The school has a multidisciplinary team to support inclusive education made up of the following members:
 - a. Psychologist;
 - b. Educational psychologist;
 - c. Speech therapist;
 - d. Occupational therapist.

RIGHTS AND DUTIES OF MEMBERS OF THE SCHOOL COMMUNITY

PUPILS

A. PUPILS' RIGHTS

Pupils have the right:

- a. To be treated with respect and correctness by any member of the educational community, and under no circumstances be discriminated against on the grounds of ethnic origin, health, sex, sexual orientation, age, gender identity, economic, cultural or social condition or political, ideological, philosophical or religious beliefs;
- b. To enjoy quality education in accordance with the law, in terms of effective equal opportunities for access;
- c. To choose and enjoy, under the applicable legal framework, by themselves or, when a minor, through their parents/guardians, an Educational Project that provides them with the conditions for their full physical, intellectual, moral, cultural and civic development and for the formation of their personality;
- d. To have their merit, dedication, attendance and effort in their work and school performance recognised and valued, and to be encouraged in this regard;
- e. To be recognised for their commitment to valuable work, namely volunteering for the community in which they live or for society in general, carried out at school or outside it, and to be encouraged to do so;
- f. To enjoy a school timetable appropriate to the year attended, as well as a balanced programme of curricular activities;
- g. To benefit from the guidance of the school's multidisciplinary/therapeutic team in the event of any needs in their development process;
- h. To have their safety at school safeguarded and their physical and moral integrity respected, benefiting in particular from the special protection enshrined in criminal law for members of the school community;
- i. To receive prompt and adequate assistance in the event of an accident or sudden illness, occurring or arising during school activities;

- j. To be guaranteed the confidentiality of the elements and information contained in their individual, personal or family file;
- k. To be informed about the school's Rules of Procedure and, in terms appropriate to their age and the year they are attending, about all matters that are justifiably of interest to them, namely the way the curriculum or course is organised, the syllabus and key aims of each subject or subject area and the assessment procedures and criteria, as well as about enrolment, the rules for the use and safety of materials, equipment and facilities, including the emergency plan, and, in general, about all activities and initiatives relating to the school's Educational Mission;
- l. To participate in all other school activities, under the law and these Rules of Procedure;
- m. To participate in the assessment process, through self- and hetero-evaluation mechanisms;
- n. To benefit from appropriate measures for catching up on missed work resulting from duly justified absence from school.

B. PUPILS' DUTIES

It is the duty of the pupil:

- a) To study, engaging in a manner appropriate to their age, educational needs and the year of schooling they are attending, with their education and all-round development;
- b) To be conscientious, punctual and committed to fulfilling all their school activity duties;
- c) To follow their teachers' instructions in respect of their learning process;
- d) To treat all members of the educational community with respect and correctness, and under no circumstances discriminate against them on the grounds of ethnic origin, health, sex, sexual orientation, age, gender identity, economic, cultural or social status, or political, ideological, philosophical or religious beliefs;
- e) To respect the instructions of both teaching and non-teaching staff;

- f) To contribute to the harmony of school life and the full integration of all pupils into the school;
- g) To participate in the educational or training activities undertaken at the school, as well as in other organisational activities that require the participation of pupils;
- h) To respect the physical and psychological integrity of all members of the educational community, and commit no acts, including violent ones, regardless of where or by what means, that jeopardise the physical, moral or property integrity of teachers, non-teaching staff, pupils, and parents/guardians;
- i) To keep the school's facilities, teaching materials, furniture and green spaces clean and in good order, making correct use of them, with respect for nature and environmental conservation;
- j) To respect the property of all members of the education community;
- k) To stay in the school during school hours;
- l) To be aware of and comply with the operating rules of the school's services and its Rules of Procedure;
- m) To refrain from bringing to school any materials, technological equipment, instruments or devices that could disrupt the normal functioning of teaching activities or cause physical or psychological harm to pupils or any other member of the education community;
- n) To refrain from using any technological equipment such as mobile phones, computer equipment, software or applications, in places where classes or other training activities or meetings are taking place, and from installing software or applications on the school's technological equipment, except when the use or installation of any of these media is directly related to the activities to be carried out and is expressly authorised by the teacher or the person responsible for directing or supervising the work or activities in progress;
- o) To refrain from recording sounds or images of teaching or non-teaching activities without prior authorisation from teachers, members of the Executive Board or supervisors of the work or activities in progress, and from purposely or unintentionally recording the image of any member of the school or education community;

- p) To refrain from disseminating sounds or images taken in or outside the school, whether via the Internet or any other means of communication, without authorisation from the Executive Board;
- q) To respect copyright and intellectual property rights;
- r) To repair any damage they may have caused to any member of the educational community or to school equipment or facilities or others where any activities related to school life take place and, if repair is not possible or sufficient, compensate the injured parties for the damage caused.

C. ATTENDANCE AND ABSENCES

1. The duty of attendance and punctuality implies that the pupil is present and punctual in the classroom and other places where school work is carried out, with the necessary teaching materials or equipment, in accordance with the teacher's instructions, and have an attitude of intellectual and behavioural commitment appropriate to the teaching process, depending on their age.
2. Absence is considered to be the absence of a pupil from a lesson or other compulsory or optional activity in which they are enrolled, lack of punctuality or attendance without the necessary teaching material or equipment for the lesson or activity.
3. It is compulsory to keep records of absence in primary school.
4. Participation in study visits is not considered an absence in relation to the subjects or disciplinary areas involved, and the lessons of those subjects scheduled for the day in question and stated in the class timetable are considered to have taken place.
5. Parents/guardians of pupils and the pupils themselves are all responsible for complying with the duties of attendance, conscientiousness and punctuality, as well as for ensuring that they attend with the necessary materials.
6. A pupil may be temporarily excused from physical education or school sports activities for health reasons, duly proven by a medical certificate, which shall clearly explain the contraindications to physical activity.

7. Subject to the provisions of the previous paragraph, the pupil shall always be present in the space where the physical education class is taking place.
8. Whenever, for duly substantiated reasons, the pupil is unable to be present in the space where the physical education class is taking place, they shall be taken to a space where they can receive pedagogical assistance.

D. JUSTIFICATION FOR ABSENCE

1. Absences for the following reasons are considered justified:
 - a. Illness of the pupil, which shall be notified in writing by the parent/guardian when it implies a period of absence of up to three working days, or by a doctor if an absence of more than three working days is expected; in the case of chronic or recurrent illness, the school may accept a single declaration valid for the entire school year or until the condition that determined it is resolved;
 - b. Prophylactic isolation, determined by an infectious disease of a person living with the pupil, proven by a declaration from the competent health authority;
 - c. Death of a family member, for the legal period of justification for absence due to the death of a family member provided for in the labour contract regime for workers in public service;
 - d. Birth of a sibling, for the day of the birth and the day immediately thereafter;
 - e. Outpatient treatment due to illness or disability that cannot be carried out outside of school hours;
 - f. Preparing for and participating in top-level sporting activities, under the applicable law;
 - g. Fulfilling legal obligations that cannot be carried out outside of school hours;
 - h. Any other fact that prevents attendance at school or any school activity, provided that it is not attributable to the pupil and is considered acceptable by the class teacher;
 - i. Participation in study visits provided for in the school's activity plan, in relation to subjects or subject areas that are not part of the visit.

2. Absences shall be justified by the parents/guardians to the class teacher in writing, stating the day and school activity of the absence and the reasons for it.
3. Justification for the absence shall be submitted no later than 24 hours before it occurs, if it is foreseeable, or, in other cases, no later than the 3rd working day after it occurs.
4. The class teacher can ask the parents/guardians for any additional evidence they deem necessary to justify the absence.
5. Taking into account the nature of the justification and the evidence provided, the class teacher shall decide whether or not the absence is considered justified, within eight days of receipt of the justification for the absence or, where appropriate, receipt of the additional evidence requested.
6. The parents/guardians may also submit the matter to the Pedagogical Board within five days of learning of the decision, which will decide whether or not the absence is justified within eight days.
7. In situations of justified absence from school activities, the pupil has the right to benefit from appropriate measures to recover the missing learning, to be defined by the teachers responsible and/or the school.
8. Other situations previously communicated and agreed with the school.

E. UNJUSTIFIED ABSENCES

1. Absences are considered unjustified when:
 - a. They are not based on the reasons indicated in the previous Article;
 - b. No justification has been provided, in accordance with the procedure defined in the previous point, namely within the time limits indicated therein;
 - c. The justification has not been accepted.
2. In the situation referred to in point c), the non-acceptance of the justification shall be briefly given.
3. Unjustified absences shall be communicated to parents/guardians in writing within a maximum of three working days.

4. Unjustified absences may not exceed 10 consecutive or interpolated days in any school year at primary or secondary levels.
5. When half of the absence limit has been reached, the parents/guardians will be summoned to the school by the most expedient means, in order to alert them to the consequences of violating the absence limit and seek a solution to guarantee effective fulfilment of the duty of attendance.
6. If, for reasons not attributable to the school, it is not possible to comply with the provisions of the previous paragraph, and the seriousness of the situation so justifies, the school shall inform the relevant Commission for the Protection of Children and Young People of the pupil's excessive absences, as well as of the procedures and steps taken so far by the school and the parents/guardians, jointly seeking solutions to overcome their lack of attendance.
7. Exceeding the limits of unjustified absences constitutes a breach of the duties of attendance and obliges the pupil to comply with remedial measures.

TEACHING STAFF

A. RIGHTS OF THE TEACHING STAFF

Teachers at CRIAR School have the following rights:

- a) To participate in the educational process and in pedagogical decisions, under the law and these rules;
- b) To receive training and information for carrying out their educational duties;
- c) To receive the technical, material and documentary support necessary to carry out their activity;
- d) To conduct their professional activity safely;
- e) To be informed about school life, decisions taken and other matters of interest;
- f) To be treated with respect;
- g) Any other rights provided for by law, in the collective regulations applicable to them, in these rules and in their employment contract.

B. DUTIES OF THE TEACHING STAFF

1. The general duties of teachers at CRIAR School are:
 - a. To respect and treat pupils, non-teaching staff and other members of the educational community with civility;
 - b. To maintain the confidentiality of any facts that come to their knowledge as a result of carrying out their duties and which should not be in the public domain;
 - c. To attend classes regularly and punctually;
 - d. To attend and participate in all meetings to which they are called;
 - e. Any other duties provided for by law, in the collective regulations applicable to them, in these rules and in their employment contract.
2. In addition to others provided for by law, in the collective regulations applicable to them, in these rules and in their employment contract, the following specific duties apply to the teaching staff in the classroom:
 - a. To contribute to the broad education and fulfilment of pupils, promoting the development of their abilities, stimulating autonomy and creativity, encouraging the formation of citizens who are civically responsible and democratically engaged in the life of the community;
 - b. To collaborate with all those involved in the educational process, encouraging the creation and development of mutually respectful relationships, especially between teachers, pupils, parents/guardians and non-teaching staff;
 - c. To participate in the organisation of educational activities and ensure that they are carried out with a view to quality teaching through study, reflection, discussion and criticism;
 - d. To manage the teaching and learning process within the curriculum defined by the school;
 - e. To develop a relationship with all pupils that is favourable to creating an environment conducive to the transmission of knowledge and the acquisition of attitudes and values.

NON-TEACHING STAFF

A. RIGHTS OF NON-TEACHING STAFF

Non-Teaching staff have the following rights:

- a. To be treated properly by the entire educational community;
- b. To be informed of all legislation concerning their professional activity;
- c. To be informed in good time of the tasks to be performed;
- d. To offer suggestions and to receive support and clarification by the relevant bodies on any matter or issue relating to their professional life;
- e. To participate in all training initiatives, without prejudice to the work assigned to them;
- f. Any other rights provided for by law, in the collective regulations applicable to them, in these rules and in their employment contract.

B. DUTIES OF NON-TEACHING STAFF

The duties of the non-teaching staff include:

- a. To be polite to pupils, teachers and other members of the school community;
- b. To comply with the law and the Rules of Procedure;
- c. To maintain the confidentiality of any facts that come to their knowledge as a result of carrying out their duties and which should not be in the public domain;
- d. To be conscientious and punctual;
- e. To update and improve their knowledge, skills and competences with a view to personal and professional development;
- f. To attend and participate in all meetings to which they are called;
- g. To respect and breed respect from all members of the school community;
- h. To commit to and take responsibility for fulfilling the tasks assigned to them;
- i. To intervene to resolve problems when they witness inappropriate behaviour by pupils in school spaces, such as violent play or damage to people or equipment;

- j. To contribute to the general education, fulfilment, well-being and safety of pupils, guiding them with correctness, firmness and serenity;
- k. To co-operate with others involved in the educational process in identifying any situations of need or requiring urgent intervention;
- l. Any other duties provided for by law, in the collective regulations applicable to them, in these rules and in their employment contract.

PARENTS/GUARDIANS

A. GENERAL ROLE OF PARENTS/GUARDIANS

Taking into account the Educational Mission of CRIAR School, parents/guardians form a fundamental part of the entire educational process of pupils, in constant coordination with the school based on the right and duty to participate in the life of CRIAR School.

B. PERFORMING THE DUTIES OF GUARDIAN

1. Anyone who has minors living with them or entrusted to their care may fulfil the role of guardian in the following situations:
 - a. By exercising parental responsibilities;
 - b. By court decision;
 - c. By exercising executive functions in the management of institutions that have minors under their responsibility in any capacity.
2. If the pupil lives with both parents, the parent or guardian will be the one indicated as such by agreement between the two parents.
3. In the event of de facto separation or divorce between the parents, the parent who is designated as the guardian by agreement between the two parents will be considered the guardian.
4. In the absence of an agreement, the parent with whom the pupil resides or, in the event that the pupil alternates between two places of residence, the one who is assigned this role by decision of the court will be considered the guardian.

5. If for any reason the parents have not indicated to the school which of them will fulfil the role of guardian, it will be presumed, until further notice, that the parent who is in fact carrying out this role is doing so with the agreement of the other.
6. Parents/guardians shall provide their identification and contact details at the time of enrolment or renewal of enrolment.
7. The parent/guardian cannot be changed during the school year except in duly justified and proven exceptional cases.
8. Regardless of the above, all formal communications will be made to both parents.

C. RIGHTS AND DUTIES OF PARENTS/GUARDIANS

1. Parents/guardians are responsible for exercising the rights and fulfilling the duties of their children before the school and the entire educational community.
2. Parents/guardians of children have the following rights and duties, in addition to others provided for by law:
 - a. To contribute to the promotion of a healthy school environment of respect and co-operation between all members of the educational community;
 - b. To accept the principles and organisation of CRIAR School in terms of curriculum, discipline, rules, timetables, prices, class attendance and participation in activities;
 - c. To accept and fully comply with these Rules of Procedure;
 - d. To inform themselves, to be informed and to inform the educational community about all matters relevant to the educational process of their children and to turn up at school on their own initiative and whenever requested to do so, namely for meetings organised by the teaching staff and/or the Management Board or the Pedagogical Board;
 - e. To collaborate with teachers in the teaching-learning process of their children, whenever deemed necessary by the former, namely in projects and activities promoted by CRIAR School;
 - f. To co-operate with all members of the educational community in developing a culture of citizenship;
 - g. To take responsibility for the attendance and punctuality of their children;

- h. To be aware of the Educational Mission and to know and comply with the Attendance Rules at CRIAR School;
- i. To encourage their children to participate in the projects and activities of CRIAR School and collaborate in these projects and activities;
- j. To create an environment conducive to the all-round personal and social development of their children;
- k. To pay their children's tuition fees and other expenses on time;
- l. To provide the necessary materials requested in advance by the educational teams;
- m. To participate and collaborate with the multidisciplinary team, as a variable element;
- n. To consult their children's individual file;
- o. To have access to suitable clear information about their children.

D. FAILURE BY PARENTS/GUARDIANS TO FULFIL THEIR DUTIES

1. Failure by parents/guardians to fulfil their duties towards their underage children in a conscious and regular manner implies that they will be held responsible under the law and these Rules of Procedure.
2. The following are particularly reprehensible breaches of duty on the part of parents/guardians:
 - a. Failure to fulfil the duties of enrolment, payment of tuition fees, attendance, attendance and punctuality by their children, and the absence of justification for such failure;
 - b. Failure to turn up at school whenever their child reaches half the limit of unjustified absences;
 - c. Systematic, unjustified failure to turn up at meetings organised by the school;
 - d. Failure to fulfil the duties of respect and civility towards any other members of the school community or school bodies, which could jeopardise institutional stability.

3. Repeated failure by parents/guardians to fulfil their duties means that CRIAR School is obliged to notify the relevant Commission for the Protection of Children and Young People or the Public Prosecutor's Office.

PUPIL ADMISSION PROCEDURE

A. ATTENDANCE, ENROLMENT AND RENEWAL OF ENROLMENT

1. Attendance at CRIAR School implies performing one of the following acts:
 - a. Enrolment;
 - b. Renewal of enrolment.
2. Enrolment is the formal act of admission:
 - a. For the first time in pre-school education;
 - b. For the first time in primary or secondary education;
 - c. In any year of pre-school, primary or secondary education, when this is the first year of attendance at CRIAR School.
3. Renewal of enrolment is the formal act of admission in the school years following those of enrolment in pre-school education or primary education.
4. Parents/guardians are responsible for enrolment or renewal of enrolment.
5. Enrolment, renewal of enrolment and attendance at CRIAR School imply acceptance of the principles and rules by which it is governed, namely with regard to curriculum, discipline, conduct, timetables, pricing, class attendance, participation in activities and all other matters covered by these Rules.

B. APPLICATIONS FOR ENROLMENT OR RENEWAL OF ENROLMENT

1. The enrolment or renewal of enrolment procedures begin with the submission of an application for enrolment or renewal of enrolment at the school office or by email to the Management Board by the parents/guardians of the child applying.
2. Applications for enrolment or renewal of enrolment may be submitted at any time during the school year prior to that for which the child is applying.

3. The application for enrolment can be made during the school year for which the child is applying, even if the school year has already started, provided that there are unfilled vacancies.
4. The conditions for admission of applications for enrolment or renewal of enrolment are:
 - a. The child applying shall be at least 3 years old by 15th September of the school year for which they are applying;
 - b. The application shall be for attendance at the educational programmes offered by CRIAR School;
 - c. Approval of the application, following a meeting with the School's Management Board and Pedagogical Board.

C. PRIORITIES FOR ENROLMENT OR RENEWAL OF ENROLMENT

1. Once applications for enrolment or renewal of enrolment have been accepted, the vacancies will be filled sequentially by the following groups of children, moving on to the next when there are no more children to be admitted from the previous group:
 - a. Children attending CRIAR School in the school year in which the application for renewal of enrolment is accepted;
 - b. Siblings of children attending CRIAR School in the school year in which the application for enrolment or renewal of enrolment is accepted;
 - c. Children of employees of CRIAR School during the school year in which the application for enrolment or renewal of enrolment is accepted;
 - d. Other applicants.
2. If there are not enough vacancies to admit all the children from some of the groups referred to in paragraph 1, the admission will be made according to the earliest date of application for enrolment or renewal of enrolment.
3. If there are children whose application for enrolment or renewal of enrolment was submitted on the same date, the place will be allocated to the youngest child.
4. In the case of the group referred to in paragraph 1(d), a waiting list will be drawn up in accordance with the criteria referred to in paragraphs 2 and 3.

5. The lists of placed children will be drawn up by 30th March each year.
6. Once the lists of placed children have been drawn up, CRIAR School will contact their parents/guardians by telephone or email to inform them that they should proceed with the enrolment procedure.
7. Once the placement of the child has been confirmed, the parents/guardians shall enrol the child within three working days from the date of the contact referred to in the previous paragraph.
8. In the case of pupils who already attend CRIAR School, parents/guardians shall express their intention to renew their enrolment until 15th of March, by completing the renewal procedure.

D. ACT OF ENROLMENT

1. When enrolling, parents/guardians shall complete an online enrolment form, filling in all the necessary details.
2. At the time of enrolment, CRIAR School collects the name, address, tax identification number, telephone and email contact details of parents/guardians and their commitment to comply with these Rules of Procedure and other documents containing rules applicable to them, including those relating to fees.
3. Enrolment is only considered to have taken place when the respective fee has been paid.
4. The enrolment fee is non-refundable in the event of withdrawal from CRIAR School, even if this occurs before the start of the school year or during the school year.
5. Parents have a duty to keep their details up to date.

E. ACT OF RENEWAL OF ENROLMENT

1. When renewing enrolment, parents/guardians shall complete an online enrolment form, filling in all the necessary details.
2. Parents/guardians shall also check that their own data and that of the child on the child's form are correct and report any changes.

3. When renewing enrolment, CRIAR School collects a commitment from parents/guardians to comply with these Rules of Procedure and other documents containing rules applicable to them, including those relating to fees.
4. Renewal of enrolment is only considered to have taken place when the respective tuition fee and any outstanding amounts for the previous school year have been paid.
5. The enrolment renewal fee is non-refundable in the event of withdrawal from CRIAR School, even if this occurs before the start of the school year or during the school year.

EDUCATIONAL OFFER, SCHOOL OPERATION AND TUITION FEES

A. EDUCATIONAL OFFER

1. CRIAR School is an educational establishment that offers kindergarten (pre-school), primary and secondary education.
2. CRIAR School also provides its pupils, at no extra cost, with other services aimed at promoting values and implementing foundational practices for everyday life:
 - a. Class and school councils;
 - b. Physical Education/Movement classes;
 - c. Music lessons;
 - d. Art classes;
 - e. Sound workshop (pre-school);
 - f. Emotions workshop (pre-school);
 - g. Moments for meditation;
 - h. Vegetable garden and cookery workshops;
 - i. Dramatic Expression Workshops (Primary and Secondary);
 - j. Carpentry Workshops (Primary and Secondary);
 - k. English classes from kindergarten to 6th grade.
3. All these classes are led by teachers with specialised training.

4. CRIAR School also has the support of a therapeutic team made up of: a psychologist, a speech therapist, an occupational therapist and an educational psychologist.
 - a. The therapists are allocated time in the classroom to share with the teachers;
 - b. If a pupil is deemed to need individual support, the parents will be contacted (the individual sessions will be the responsibility of the parents/guardians).
5. Kindergarten classrooms are staffed by a teacher and a teaching assistant.
6. The primary education classes are staffed by a class teacher and a teaching assistant.
7. Secondary education classes are staffed by two teachers.

There is also a cross-disciplinary assistant who supports the different classes.

B. SCHOOL ORGANISATION

1. The academic year begins in the first week of September and ends in the last week of June of the following year.
2. The academic year corresponds to the period within the year in which school activities are carried out.
3. The school calendar is defined by order of the member of the Government responsible for education and the calendar of school activities and breaks is published annually by the Pedagogical Board of CRIAR School. National and municipal holidays are compulsory.
4. CRIAR School is open in July and closed in August.
5. When a child joins the school, there is an anamnesis meeting with the team in charge of the class. In the case of kindergarten, this takes place before the child joins. In the case of primary and secondary education, it takes place around 1 month after the child has joined.
6. Class meetings: about a month after the start of the school year, meetings are held for each class to present the developmental and curricular objectives, as well as the classroom routine and its purposes.

C. GENERAL SCHOOL TIMETABLE

1. CRIAR School premises open at 8.00am and close at 6.00pm.
2. Meetings between parents/guardians and the Management Board, the Pedagogical Board and the Teaching Staff are subject to prior appointment, to be defined according to the availability of all parties concerned.

D. CONTACTS

1. The email contacts for CRIAR School are as follows
 - a. **info@escolacriar.pt** (matters related to the Management Board);
 - b. sofia@escolacriar.pt (matters related to the Pedagogical Board).
2. The telephone numbers for CRIAR School are as follows
 - a. Teresa Noéme – 918993464
 - b. Mariana Garcia – 918 571 950
 - c. Secretary – 215981368
 - d. Sofia Borges – 918142948

E. ACTIVITY TIMETABLES AND TEACHING LEVELS

1. Kindergarten, Primary and Secondary activities start at 9.00am.
2. Kindergarten activities end at 4.00pm.
3. Primary and Secondary activities end at 4.45pm, according to the timetable provided at the beginning of each academic year.
4. From 6.00pm onwards, a service fee will be charged for extended stay at the school at €15.00 for every 15 minutes of delay.
5. The fees due for the extended stay service will be charged in the month to which they relate, together with the attendance fee, and shall be paid by the same deadlines as the latter.

F. LEAVING AND ENTERING CRIAR SCHOOL

1. Parents/guardians are always welcome at CRIAR School, as long as they do not interfere with the normal running of school activities.
2. From 9.15am, pupils are handed over to a member of staff who will take them to their classroom. If parents/guardians come to collect their child before the end of school hours, a member of staff will collect them from the classroom and hand them over to the adult.
3. During school hours, no pupil is allowed to leave the school unless accompanied by a parent or guardian or someone they designate in writing.
4. Pupils will only be handed over to their parents/guardians or to adults designated by them in writing.
5. If necessary, parents/guardians can send an email with the full name and ID card number of the adult who will collect the pupil to info@escolacriar.pt or to the teacher in charge of the class, after which the adult shall present their ID card to the person in charge.
6. The handover of pupils may be refused if there is any doubt as to the identity of the person collecting them or if there is any behaviour that could compromise the best interests of the pupils.
7. Whenever a pupil leaves CRIAR School after 6.00pm, the adult collecting them shall sign the register indicating the time of departure.
8. Once they have been handed over, the pupils remain under the responsibility of the adult who collected them, even if they remain on the premises of CRIAR School, and it is the responsibility of this adult to ensure the safety and well-being of these pupils.

G. TUITION FEES

1. An enrolment or renewal fee is payable for the enrolment or renewal of enrolment of each pupil for the new academic year, to be defined and published annually in the Attendance Rules of CRIAR School before the start of the enrolment period.

2. The annual tuition fee due for the services provided by CRIAR School is defined prior to the enrolment and enrolment renewal period.
3. The annual tuition fee may be updated during the academic year if the salary scales provided for in the collective labour agreement regulating the private and cooperative education sector are updated, with the fee being updated on the basis of the average percentage increase in the minimum salaries of all salary levels provided for in that scale, to be applied to the monthly fee corresponding to the month in which the new salary scale is applied and to subsequent monthly fees.
4. Tuition fees shall 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 to CRIAR School by email to info@escolacriar.pt.
5. Payments can also be made through the Ticket Educação and Coverflex systems, provided they are made electronically.
6. While it is possible to make payments in a single sum or in advance, the tuition fee shall be paid by the following deadlines:
 - a. **1st monthly instalment** - for the month of September, school insurance and semester materials;
 - b. **2nd monthly instalment** - for October;
 - c. **3rd monthly instalment** - for November;
 - d. **4th monthly instalment** - for December;
 - e. **5th monthly instalment** - for January;
 - f. **6th monthly instalment** - for February and semester materials;
 - g. **7th monthly instalment** - for March and enrolment for the following year;
 - h. **8th monthly instalment** - for April;
 - i. **9th monthly instalment** - for May;
 - j. **10th monthly instalment** - for June;
 - k. **11th monthly instalment** - for July for pupils renewing their enrolment for the following academic year. If the pupil does not renew their enrolment, the monthly fee for July shall be spread evenly over the months of March, April and May.
7. Tuition fees for the months of July and August are payable regardless of whether or not the pupil attends CRIAR School during that period.

8. The tuition fee for July will be increased by the amount for extra activities (communicated to parents by the end of May) that will be available at CRIAR School in connection with the summer camp.
9. The tuition fee includes:
 - a. Regular activities as described in the timetable;
 - b. Observation by a therapeutic team;
 - c. English;
 - d. School insurance;
 - e. Wear materials.
10. The tuition fee does not include:
 - a. Extracurricular activities;
 - b. Stay extension after 6.00pm;
 - c. Transport for study visits;
 - d. Entrance to museums, exhibitions or shows paid for pupils;
 - e. Shows performed by visiting professional artists in the school;
 - f. Uniforms;
 - g. Summer camp activities taking place in July.
11. Failure to pay any monthly instalment by the respective deadline will result in a one-time fine of 10% of the unpaid amount, which will fall immediately due.
12. Late payment of any tuition fee instalment by more than 30 (thirty) days entitles the school to suspend the pupil's attendance, by notifying their parents/guardians in writing.
13. Absences by the pupil, whether justified or not, do not qualify for any discount or reduction in the tuition fee.
14. Withdrawal from the school during the school year does not entitle the pupil to a refund of any sums already paid, nor does it release them from the obligation to pay any outstanding instalments, except for substantiated reasons to be assessed and accepted by CRIAR School Management Board:
 - a. Withdrawal before December of the current academic year will result in the obligation to pay tuition fees and other activities requested for December (4th monthly instalment);

- b. Withdrawal after December of the current academic year will result in the obligation to pay tuition fees and other activities until the end of the academic year (11th monthly instalment).
15. Withdrawal from attendance during the school year shall be notified in writing to the Management Board of CRIAR School, 30 days before the pupil's last day of attendance at the school.

H. NON-COMPLIANCE

1. Failure to pay any of the instalments on time will cause all the remaining instalments to fall due, and the total amount shall be paid within 15 working days of CRIAR School notifying the parents/guardians to pay.
2. If the parents/guardians do not pay within the period referred to in the previous paragraph, the total amount owed shall begin to accrue interest and the School's Sponsoring Body may consider the contract for the provision of educational services to have been terminated for just cause.
3. In the case provided for in the previous paragraph, the parents/guardians will not be able to renew their child's enrolment at CRIAR School for the following school year.

I. CHANGES TO THE TEACHING TIME OR METHOD

1. If, after enrolment or renewal of enrolment, the public authorities impose periods of suspension of face-to-face activities or change the way in which educational establishments provide the educational service, it will be understood that this does not justify any change to the attendance fee already set.
2. Subject to the provisions of the previous paragraph, CRIAR School Management Board may, depending on the impact of the impositions referred to in the previous paragraph and on the financial resources of the school, grant some reduction in the attendance fee or other benefit to families.

J. CANTEEN, MENUS AND MEALS

1. The meals provided and cooked at CRIAR School are mostly organic, seasonal and free from processed and refined foods.
2. They comprise:
 - a. Mid-morning snack: fruit and plain bread or corn or rice biscuits;
 - b. Lunch, consisting of soup and main course:
 - i. meat dish (once per week),
 - ii. fish dish (twice per week), and
 - iii. vegetarian dish (twice per week).
 - c. Afternoon snack: which varies between fruit, bread with jam or peanut butter, toast with olive oil and oregano, natural yoghurt, granola, vegetable drink, porridge oats.
3. The menus are posted weekly on E-Schooling.
4. Parents/guardians shall inform CRIAR School if their child is allergic to any type of food. Whenever they become aware of any allergic alterations, they should immediately inform the Management Board.
5. CRIAR School has a vegetarian (on meat and fish days) or vegan menu as an alternative to the general menu.
6. A special diet menu is available which, if the child needs it, shall be requested in the morning of the day in question.

K. STORAGE AND SAFEKEEPING OF PUPILS' VALUABLES

1. Parents/guardians shall provide their children with the school materials (duly labelled with the pupil's name) that will be requested by email at the beginning of each school year.
2. CRIAR School is not responsible for exchanged, forgotten or lost valuables or unidentified objects.
3. Pupils should come dressed in comfortable clothes on movement/physical education class days.
4. To prevent pupil's clothes from being lost, parents/guardians should label them with the name of the pupil.

5. All items of clothing left at school and unclaimed at the end of each term will be given to a charity.
6. Pupils are not allowed to use mobile phones or play electronic games on the premises of CRIAR School.
 - a. Exceptions may be made, as long as they are agreed in advance between the parent/guardian and the teacher, when there is a need for the pupil to have a mobile phone after school hours.
 - b. In this case, during the pupil's time at school, the mobile phone shall be kept in the pupil's bag, always with the knowledge of the teacher.
7. Primary and secondary level pupils may bring their own laptop or tablet for exclusive use during lessons, in accordance with the usage policy to be defined with the class teachers.
8. CRIAR School is not responsible for the loss or damage of toys, mobile phones, laptops or other miscellaneous items brought from home.

L. UNIFORMS

1. The wearing of a uniform is not mandatory.
2. However, CRIAR School will make a uniform available should parents wish to purchase one.
3. Parents can ask the Management Board by email for the items that the school offers and their prices.
4. We recommend that pupils wear their uniform for study visits and outings, so that they can be identified more easily.

M. STUDY VISITS

1. Study visits are curricular activities that are intentionally and pedagogically planned by teachers and aimed at the acquisition, development or consolidation of learning, carried out outside the school environment.
2. Study visits are planned and organised by teachers.
3. When planning and organising study visits, the following rules shall be observed:

- a. Prior authorisation shall be obtained from the Pedagogical Board;
 - b. The rules contained in Law No. 13/2006, of 17 April, in its current wording, which establishes the regulatory framework for public and school transport of pupils shall be respected.
- 4. CRIAR School will inform parents/guardians of all visits that take place.
 - 5. When filling in the enrolment/registration form, parents/guardians will be asked to authorise their children to take part in any study visits.

N. HEALTH AND SAFETY PREVENTION

- 1. The medical supervision of pupils is the responsibility of parents/guardians, who shall inform CRIAR School of all aspects they consider relevant for better monitoring of pupils, and this information may be subject to confidentiality.
- 2. Staff with first aid certification are available at CRIAR School.
- 3. The school has a first aid kit sufficient to respond to first aid needs and minor injuries.
- 4. CRIAR School will notify parents/guardians of any issue or situation that it considers relevant to the health and development of pupils.
- 5. Parents/guardians shall inform CRIAR School whenever their child has contracted a contagious disease and whenever they detect changes in their child's state of health.
- 6. Pupils and teaching and non-teaching staff affected by communicable diseases that lead to removal from school are temporarily prevented from attending school, in accordance with Regulatory Decree No. 3/95 of 27th January.
- 7. The time periods for temporary removal from school and other activities carried out at CRIAR School are those indicated in above Regulatory Decree.
- 8. In addition to the provisions of the previous paragraph, pupils, teaching and non-teaching staff who have conjunctivitis, moniliasis, diarrhoea, fever and vomiting or other illnesses not provided for in the aforementioned Regulatory Decree, which make them unable to attend or participate in school activities or are

transmissible to other members of the school community, will also be unable to attend CRIAR School.

9. If a pupil has been absent due to illness not requiring removal, no certificate needs to be submitted if the absence times clinically recommended by the family doctor or the doctor who assisted the pupil have been clearly met.
10. If a pupil contracts an infectious disease, the parents/guardians shall inform CRIAR School of the nature of the illness contracted, so that the necessary and appropriate measures can be taken.
11. Medicines that parents/guardians wish to be administered at school shall always be accompanied by a medical prescription and handed over by the parents/guardians to the teachers.
12. If a pupil is found to have a fever of 38 degrees centigrade or more, CRIAR School shall immediately inform the parents/guardians by telephone and may administer an antipyretic if the parents/guardians authorise it by email or SMS or other written communication.
13. Parents/guardians may sign a document authorising the administration of antipyretics at enrolment.
14. In the event of an accident or sudden illness of a pupil, first aid will be given immediately and the pupil will be taken to the nearest hospital (Cascais Hospital) or, if necessary, an ambulance will be called, and parents/guardians will be notified as soon as these procedures have been carried out.
15. In the case provided for in the previous paragraph, a parent/guardian shall go as quickly as possible to the place where the pupil is, who shall be accompanied by a member of CRIAR School team until they arrive.
16. All sweets that easily pass from mouth to mouth are forbidden at school, such as boiled sweets, chewing gum and jelly beans. Balloons are also forbidden.
17. To avoid concerns about food allergies, cakes will be baked at CRIAR School by the pupils themselves on their birthdays.
18. Parents/guardians shall report any changes to their child's daily routine in writing, and shall pass this on to the relevant teachers.
19. Pupils brush their teeth after lunch, so the list of school supplies includes a toothbrush, cup and toothpaste that shall be inspected and replaced periodically.

O. INSURANCE

1. All pupils are covered by Personal Accident and Civil Liability insurance, which covers any accidents suffered by the pupil or caused by the pupil within the grounds of CRIAR School.
2. School insurance will only cover the amounts listed in the respective policy, which is available for consultation at CRIAR School. The Management Board will not be required to pay any compensation in excess of that defined in the policy or that is not covered by the policy.
3. Accident victims are therefore covered up to the limits of the policy, with Civil Liability cover totalling twenty-five thousand euros (€25,000) and one thousand euros (€1,000) for treatment costs, under the insurance in force.

ASSESSMENT

A. INTERNAL ASSESSMENT

1. The internal assessment of learning comprises, depending on the purpose for which the information is collected, the formative and summative methods, and is the responsibility of teachers and the Pedagogical Board.
2. In pre-school education, assessment is a descriptive process that places the pupil at the centre of its own development. It is an element of strategic support to the development/regulation of educational action, allowing, on the one hand, the course taken in its entirety to be analysed and, on the other hand, to plan for the future.
3. Pupils are involved in the internal assessment of learning in primary education, with priority given to a process of self-regulation of their learning.
4. The external assessment of learning in secondary education is the responsibility of the services or agencies of the Ministry of Education, while only standardised tests take place at the CRIAR School.
5. The specific procedures to be observed in the development of external assessment of learning in primary and secondary education are subject to specific regulation,

to be approved by order of the member of the government responsible for education.

6. It is the responsibility of the Pedagogical Board to define procedures that ensure complementarity between the information obtained through external and internal assessment of learning, in accordance with the objectives defined in the law establishing the principles of assessment of teaching and learning.
7. The specific rules and procedures for the performance of standardised tests and external assessment, as well as their identification and duration, are subject to regulations to be approved by order of the member of the Government responsible for education.
9. The tests identified in the previous paragraph are carried out on the dates set by order of the Ministry responsible for education that determines the schedule of tests and examinations.

B. ASSESSMENT CRITERIA

1. The Pedagogical Board of the school, as a regulatory body for the assessment process of learning, defines the assessment criteria, which are included in the Educational Mission of the School, according to the priorities and curricular options, taking into account, inter alia:
 - a. The Profile of Pupils at the End of Compulsory Education;
 - b. The Essential Learning;
 - c. Other curricular documents, depending on the choices made at the level of consolidation, deepening and enrichment of the Essential Learning.
2. The Pedagogical Board shall ensure the dissemination of assessment criteria to the various stakeholders.
3. In general, the assessment process is continuous, based on the on-going observation of the pupil's development and with a formative and constructive character.
4. In pre-school education:

- a. The assessment has a mostly formative dimension and is an instrument of support for an educational intervention appropriate to the interests and needs of pupils, as a group and individually.
 - b. The assessment is done continuously, based on the key indicators of development and the Curricular Guidelines for Pre-School Education, as well as daily observation of each pupil. The teachers, classroom assistants and the school's therapeutic team are all involved in this process.
5. At primary and secondary levels:
- a. In order to ensure that the measurement of learning is done consistently and in a diversified way, different instruments are used to assess pupils' development: daily observation, engagement, performance in the classroom, work performed, self-assessment, hetero-assessment, checklists, oral evaluations, project work and project presentation. The pupil's evolution is also recorded in the different transversal competences: initiative, autonomy, sense of responsibility, planning, method and organisation, quality of the products produced, capacity for cooperative/group work, interpersonal relationship ability, self-assessment and reflection capacity, oral expression in public:
 - b. A portfolio is maintained throughout the year with evidence of learning achieved.
6. At the end of each term, the teachers write an individual report that reflects the overall learning and development process of the pupil. This report is sent to parents by email.

FINAL PROVISIONS

A. CONSULTATION OF THE RULES OF PROCEDURE

1. The disclosure of the School's Rules of Procedure is mandatory to all members of the school community and they are therefore permanently available for consultation on the website and at CRIAR School.
2. The Rules will be sent by email to Parents/Guardians at the beginning of the school year.
3. Whenever the Rules are updated, they will be replaced on the school's website and sent to parents and teachers by email.
4. On enrolment or renewal of enrolment every year, Parents/Guardians shall state that they are aware of and accept the Rules of Procedure, which, simultaneously, makes both Pupils and Parents/Guardians responsible for compliance therewith.
5. When these Rules of Procedure are amended outside the periods of enrolment and/or renewal of enrolment, awareness and acceptance of them will be made at the next Parents/Guardians meeting.
6. In the event of any conflict or doubt in interpretation between the versions, the Portuguese version shall prevail.

B. OMISSIONS

1. With regard to any omission from these Rules of Procedure, the general law, any specific regulations on the matter and the decisions of the Management Board and the Pedagogical Board shall be observed.
2. Whenever it deems it necessary, the Management Board will update the Rules of Procedure in order to better adapt them to the functioning of the School and its common good.
3. Any change to the law shall supersede these rules.

C. REVISION OF THE RULES OF PROCEDURE

The Rules of Procedure may be revised at any time, upon submission of a proposal by the Management Board, after hearing the Pedagogical Board.

D. ENTRY INTO FORCE

These Rules of Procedure shall enter into force on 1st September 2025, the date on which the Rules of Procedure for 2024/2025 cease to apply.