



AGRUPAMENTO DE ESCOLAS DE S. TEOTÓNIO

Bem-vindo
Welcome



Bienvenue

Willkommen

Bun venit

स्वागत छ

ਸੁਆਗਤ ਹੈ

Добре дошъл

желанный

ласкаво просимо

Your child is starting a new school year!

Therefore...

... there are going to be some changes...

... there are new school subjects...

... study habits are important...

... parenting cooperation is essential. We ask you to work along with us.

FORM TEACHER'S ROLE

. An important role

. Students/parents/school link

. He/She helps / advises / informs

THE STUDENTS' SCHEDULE / TIMETABLE

- . Classes may be 50, 75 or 100 minutes long.
- . School breaks are 25 minutes long.
- . If the teacher is not by the classroom door, students must wait for instructions (do not go away immediately).
- . Students mustn't shout in the hallway.
- . Students mustn't leave the classroom during classes. Please use the school breaks to have a snack or to use the toilet facilities.

WHAT IS "OC" (OFERTA COMPLEMENTAR)

- . Wednesdays, at 14:10.
- . Taught by the form teacher once a month (first Wednesday): "Formação Cívica" (Civics) (to solve problems, deliver important documents...)
- . Replaced by a club during the rest of the month (Sports club, drawing club, drama club...)

WHAT IS "CIDADANIA E DESENVOLVIMENTO" (Citizenship Education)

- . A new school subject replacing Civics.

. Aiming to create responsible, autonomous, helping people, who know their rights and duties, respect others, value the human rights and have critical and creative thinking.

SCHOOL SUBJECTS

P - Português = Portuguese

PLNM – Português Língua Não Materna = for students who don't speak Portuguese

M – Matemática = Maths

I – Inglês = English

F – Francês = French

CN – Ciências Naturais - Science

HGP - História e Geografia de Portugal = Portuguese History and Geography

EV – Educação Visual = Arts

EM – Educação Musical = Music

EF - Educação Física = Physical Education

ET - Educação Tecnológica = Technological Education

FQ – Físico-Química = Physics and Chemistry

OA – Oficina de Artes = Arts

H – História = History

G – Geografia = Geography

Glossário – For foreign students who can't speak Portuguese well. It replaces some subjects, such as History, Geography, Science and Chemistry. Teachers pay a special attention to each student, sometimes with more than one teacher in the classroom. Each student can have his/her own and specific timetable.

TRANSITION RULES

The levels range from 1 to 5.

According to the Portuguese law, students must achieve at least level 3. They can only have level 1 or 2 at two school subjects. If the subjects include Portuguese (or PLNM) and Maths students can only have one level 1 or 2 at one of these subjects and level 1 or 2 at one other subject.

STUDENT CARD

. The use of the student's card is compulsory to:

- enter/ leave school;
 - Purchase - lunch in the school canteen;
 - snacks in school snack bar;
 - school material in the school stationery;
 - photocopies.

. To make payments one must “*carregar o cartão*”. This means that parents/students go to the school stationery and pay the amount of money they wish to “charge” the student card with.

. Students do not use cash.

. Use the PC screen in the hallway to buy lunch tickets and to check the remaining amount of money.

LUNCH TICKET/RESERVATION

“Senha”

- . Lunch tickets are bought/booked in advance, until the previous afternoon for:
 - 1.46€;
 - Half the price – for students benefiting “escalão B”;

- Free of charge – for students benefiting “escalão A”.
(Please read page about “Subsídio” for details.)

. Extra 0.30€ are required when buying/booking lunch afterwards and only until 10 o'clock.

. The school provides a vegetarian menu. It must be bought/booked with one week in advance.

. If, for some unforeseen reason, the students are not going to use the lunch ticket they paid for/booked, they can reschedule it for another day (only until 10 o'clock of the reservation day). Money cannot be returned.

. When the students know they are not going to have lunch at school on a specific day, especially those who have been given a social allowance, “subsídio A/B”, they must not reserve a lunch ticket.

GIAE WEB PAGE

. To check

- the student's grades by the end of each school term.
 - The student's absences.
 - The weekly menu.

. To purchase/book the “senha”.

. Each student is given a user name and an online password (at the school office).

CADERNETA (SCHOOLBOOK)

. To communicate with the form teacher and the teachers.

. Bought at the school stationary.

. Its use is compulsory.

TO JUSTIFY AN ABSENCE TO SCHOOL

If the students' absence doesn't exceed 3 days the "Caderneta" can be used to write down the justification.

Otherwise a proper justification is needed (medical doctor, court...).

Absence to tests must be avoided and adequately justified.

"FALTA"

. "Faltas" resulting from misbehaviour or lack of material cannot be justified.

. **The student can fail the year in result of exceeding the unjustified "faltas".**

SOCIAL ALLOWANCE

The list of students who benefit is in the hallway.

. Students can benefit from books, school material and lunch according to their social allowance.

. Books must be returned by the end of the school year. Therefore, students mustn't write on them.

OTHER IMPORTANT ISSUES

. Students are allowed to leave school at lunch time with the parents' permission only. Otherwise they will only be allowed to leave by the end of the school day.

. For emergency situations students can contact one of the workers and ask to call their parents.

- . Personal use of mobiles, mp3 is not allowed in the classroom and can be punished.
- . The school cannot be found responsible for the damage or theft of these items.

PLEASE BEAR IN MIND

- . Behaviour is in order.
- . Work hard /study (use some of the free time in the afternoon to study and do the homework).
 - . Bring all the necessary school material:
 - *The school book = caderneta*
 - *a folder/ notebook for each of the following school subjects: PLN, M, I, EM;*
 - *a sketchbook, coloured pencils, felt tip pens for EV or OA;*
 - *a tracksuit and a specific pair of trainers to use in the school gymnasium during EF;*
 - *blue/black pen, pencil, eraser, pencil sharpener;*
 - . *Other specific supplies can be required during the school year.*
 - . Students must arrive on time to each class.
- . Parents must be aware of their children's performance at school. Therefore, they should sign marked tests and the students show the signature to the teacher afterwards.
- . A school calendar will be provided (to write down the date of each test and the projects' deadline).

- For further information please visit

<http://www.agrupamentosateotonio.net/>