



INTERNAL REGULATIONS

PRESCHOOL



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CHAPTER I

General Provisions

Rule 1

Scope of Application

The Sociedade de Educação Social de São João do Estoril, owner of **Externato Florinda Leal**, and hereinafter referred to as the Association, is a Private Institution of Social Solidarity (IPSS), in the form of a non-profit private law, governed by the legal provisions of the applicable law by its updated statutes approved at the General Meeting of June 20, 2024 and duly registered, the registration of which was drawn up by endorsement no. 4 to entry no. 42, at folios 194 of Book no. 6 and folios 146 of Book no. 18 of Social Solidarity Associations. 4 to entry no. 42, on pages 194 of Book no. 6 and pages 146 of Book no. 18 of Social Solidarity Associations, on October 22, 2024.

The Pre-school is operating under Permit no. 525, issued by the Ministry of Education on October 4, 1941, having been last updated on March 12, 1981, and is therefore covered by the objectives of the National Education System.

Rule 2

Objectives of the Association

The Association's main aim and objective is to develop support for children, young people and the elderly, promoting the integral development of children and young people and the social well-being of the elderly.

Secondarily, the Association aims to develop goals/objectives in the field of education.

Rule 3

Objectives of the Internal Regulations

These internal regulations aim to

1. Respect for the rights of its clients and other stakeholders;
2. Ensuring the dissemination of and compliance with the establishment's operating rules;
3. Promoting the active participation of clients or their legal representatives in the management of social services.

Rule 4

Applicable Legislation

Pre-school education at Externato Florinda Leal is governed by the Legal and Technical Framework Provisions, namely the Pre-school Framework Law (Law no. 5/97, of February 10), Decree-Law no. 147/97, of June 11, Joint Order no. 268/97, of August 21, Joint Order no. 300/97 (2nd series), September 9 and Law no. 65/2015, of May 3, as well as other current legislation. °300/97 (2nd series), of September 9 and Law nº 65/2015 of July 3, Normative Order 7-B/2015 of May 7 and other legislation in force, as well as the curricular guidelines for Pre-School, issued by the Ministry of Education and other legislation in force.



Rule 5

Recipients and Objectives of Pre-School

According to the Framework Law, pre-school education is the first stage of basic education in the process of lifelong education, complementing the educational action of the family, with which it must establish close cooperation, favoring the formation and balanced development of the child, with a view to his or her full integration into society as an autonomous, free and caring being.

1. Pre-school education refers to children from the age of 3 until they enter compulsory schooling and is taught in pre-school establishments.
2. Attendance at pre-school education is optional, recognizing the family's primary role in the upbringing of their children, but enshrining its universality for children who reach the age of 5.
3. At the basis of pre-school education are **development and learning** as inseparable strands, **the child as the subject of the educational process, the opportunity to respond to all children** and the **articulated construction of knowledge**.

These four pillars are organized on the basis of the Curriculum Guidelines for Pre-School Education (OCEP), whose content areas are:

- Personal and Social Development;
 - Expression and Communication (Physical Education; Art Education; Oral Language and Approach to Writing; Mathematics);
 - Knowledge of the World;
4. The objectives of pre-school education are:
 1. To promote the child's personal and social development based on experiences of democratic life, from a perspective of education for citizenship;
 2. To encourage the child's inclusion in diverse social groups, respecting the plurality of cultures, favouring a progressive awareness of their role as a member of society;
 3. To contribute to equal opportunities in access to school and to successful learning;
 4. To stimulate the global development of each child, respecting their individual characteristics, instilling behaviours that favour significant and diversified learning;
 5. To develop expression and communication through the use of multiple languages as a means of relating, providing information, raising aesthetic awareness and understanding the world;
 6. To awaken curiosity and critical thinking;
 7. To provide each child with conditions of well-being and safety, namely in terms of individual and collective health;
 8. Screening for inadequacies, deficiencies and precociousness, promoting the best guidance and referral for the child;
 9. Encouraging family participation in the educational process and establishing



- relationships of effective collaboration with the community;
10. From the 2025-2026 school year there will be the possibility of mixed classes in pre-school.

Adapted from Lei n.º 5/97, of 10 February (Framework Law on Pre-School Education)

CHAPTER II

Children's Admission Process

Rule 6

Admission Conditions

For the **pre-school** social response, applications will be accepted from both sexes, aged between 3 and the age at which they enter primary school.

1. São condições de admissão ao EFL, a existência de vaga para a idade a que se candidata;
2. Conhecer e aceitar todas as regras do presente Regulamento Interno, o qual está disponível para consulta, no site do Externato, em www.florindaleal.pt
3. Residência no Distrito de Lisboa.

Rule 7

Application

1. Applications are open throughout the school year and are made via the expression of interest form, available on the website www.florindaleal.pt, or by emailing the secretariat at secretaria@florindaleal.pt. If you don't have access to the online format, you can apply in person at the school office during opening hours.
2. In the event of urgent admission, the submission of an application and supporting documents may be waived, but the process of obtaining the missing data must be initiated immediately.
3. Once an application has been received, it will be prioritised according to the criteria established in accordance with the number of vacancies.
4. If the candidate has attended pre-school at another school, the responsibility for sending the records and technical-pedagogical reports falls to the student's school of origin. Externato Florinda Leal is responsible for requesting the student's file.

Rule 8

Priority Criteria for Admission

1. Children of employees;
2. Children of former students;
3. Particular cases or urgent situations;



4. Date of submission of the expression of interest (as a tie-breaking criterion).

Rule 9.

Admission and Renewal of Enrolment

1. The administrative services of the institution are responsible for organising the admission process.
2. **In the last week of February**, parents/guardians or those exercising parental responsibilities will be notified by "acceptance email" or "non-acceptance email" of the admission of their children.
3. If there is no vacancy, it is up to the parents to decide and inform the secretary whether or not they wish to join the waiting list;
4. In the event of cancellation of enrolment, **the amount paid will not be refunded.**

For admission purposes:

- a. Enrolment implies acceptance by the parents or guardians of the regulations in force at the school.
- b. The child's identity card;
- c. Declaration of responsibility for non-compliance with the National Vaccination Plan (if applicable);
- d. Photograph in digital format;
- e. Identification card of the parents/guardians or person exercising parental responsibilities;
- f. Proof of address (if applicable);
- g. Name and ID card number of the people authorised to take the child, up to a maximum of 4 people;
- h. Copy of the court agreement governing the exercise of parental responsibilities/paternal power (if applicable);
- i. Upon admission, the enrolment fee is due within a maximum of 8 working days.

For the purposes of renewing enrolment:

- a. The renewal of a student's enrolment implies acceptance by the parents or guardians of the regulations in force at the school.
- b. Enrolment renewals must be confirmed by **15th February**.
- c. It is the responsibility of the parent or guardian to confirm the validity of the documentation for renewing enrolment. The expiry of any document, be it the child's or the parent's or guardian's, will affect the renewal of enrolment.
- d. If enrolment is not renewed by the date stipulated by the institution, attendance is not guaranteed.
- e. Payment for the renewal of enrolment is phased: half of the **enrolment and insurance in the March monthly fee**, and the other **half in the April monthly fee**.
- f. If there are any outstanding amounts, the enrolment will not be renewed.



- g. Enrolment renewal is done via an online form.
- h. The documentation to be submitted is only that which is out of date, such as the child's ID card or that of the parent or guardian.
- i. The enrolment renewal process is considered complete once the renewal form has been filled in using the online form (on a link provided in advance by the services), with all the updated information, an up-to-date digital photograph and the document signed by the parent or guardian and the respective payment.

Rule 10.

Individual child file

1. The child's individual file is divided into an administrative file and a pedagogical file. The former is kept in the institution's secretariat and the latter is filed in a specific place that is easily accessible to the Kindergarten Teacher and Pedagogical Coordination. Confidentiality is always guaranteed for both files.
2. The administrative file contains the following elements:
 - a. Registration form with all the identification details of the child and their family and respective proofs;
3. The educational file contains the following elements:
 - a. Registration form with all the identification details of the child and his/her family essential to the pedagogical process;
 - b. Identification and contact details of the person to be contacted in case of need;
 - c. Identification of the attending doctor;
 - d. Medical declaration in the event of a pathology that determines the need for special care (diet, medication, allergies and others);
 - e. Identification of those responsible for the child's daily delivery and those authorized, in writing, to take the child out of pre-school;
 - f. Socio-family information;
 - g. The child's usual timetable at the pre-school;
 - h. A record of periods of absence, as well as the occurrence of anomalous situations and any others deemed necessary;
 - i. **Initial childcare programme and report;**
 - j. Records of training initiatives and evaluation of their effectiveness carried out with the children's families;
 - k. **The child's Individual Development Plan (IDP);**
 - l. Other reports;
 - m. Each individual file must be continually updated;
 - n. The Child's Individual File can, on request, be consulted - and, as far as personal data is concerned, rectified - by the parents or those exercising parental responsibilities.

Rule 11

Welcoming new pupils

1. The initial welcoming of children and the adaptation phase, which should not exceed



30 days, obeys the following rules and procedures:

- a. On the child's first day at the school, the teacher/educational assistant will be available to welcome each child
 - b. The process of welcoming a child who is attending EFL for the first time must be coordinated with the child's teacher.
2. If, during this period, the child does not adapt, an evaluation of the initial welcoming programme must be carried out, identifying the manifestations and factors that led to the child's failure to adapt; try to overcome them, establishing new intervention objectives. If maladaptation persists, both the institution and the family are given the opportunity to cancel the enrolment.

Rule 12. Waiting List

1. EFL applications are valid for one year only and, if vacancies arise during the calendar year, the institution will use a waiting list.
2. Once vacancies have been filled, children who have not been admitted remain on the waiting list until the end of the school year for which they applied. However, the waiting list cannot be carried over to the following school year.
3. The approved list is archived and a copy is made which will then act as a dynamic waiting list.
4. The ordered list is kept permanently updated by the administrative services until the end of the calendar year.

CHAPTER III

Rule 13

Tuition fees and payments

1. Student attendance corresponds to eleven months, which will be paid from September to July. The month of July will be paid in instalments throughout the year.
2. Tuition fees must be paid by **the tenth day of each month**. If the monthly fee is not paid within this period, it will be increased by **fifteen per cent** of the amount to be paid.
3. Monthly payments can be made by bank transfer, sending proof of payment to the school office email address – secretaria@florindaleal.pt, with the student's name, by MB, childhood ticket, Edenred/Coverflex ticket, or cash.
4. If the parent or guardian is eligible for **support under the Ministry of Education's Development Contract**, they cannot use ticket payments.

Rule 14

Tuition fee discounts

1. Siblings will receive a ten percent discount on the base monthly fee. The discount will apply to the second sibling and subsequent siblings.
2. There will only be a discount on meals after five consecutive absences (requiring medical justification).



3. There will be no discount on meals during the school break.
4. The annual fee includes a five per cent discount.
5. If the child does not attend the school due to parental holidays during the year, there will be no discount on tuition, meals or extracurricular activities.
6. In the event of prolonged absences, namely holidays or trips abroad during school time, no discounts will be granted.
7. If a student does not attend the school in July and notifies the office a fortnight in advance, they will not be charged for meals.

CHAPTER IV

Operation, Services Provided and Activities Developed

Ruler 15.

Educational Offer

1. The EFL programme includes a classroom for 3 year olds, a classroom for 4 year olds and a Pre-school classroom for 5 year olds.
2. Externato Florinda Leal's educational provision operates under a family **support development contract for pre-school pupils**, taking into account the differentiation of funding according to the economic condition of the household, in accordance with the criteria established by the Ministry of Education regarding the calculation formula and the respective contribution bracket and the funding limit imposed by each educational establishment.

Rule 16.

Mission and Values

The mission of the Sociedade de Educação Social de São João do Estoril, which owns Externato Florinda Leal, is to provide an integral education for its students, based on values such as responsibility, respect, solidarity and creativity.

Rule 17.

School Educational and Curriculum Project

EFL has an Educational Project and a Curriculum Project that can be consulted on the Growappy Platform.

Rule 18.

Activities and Services

The Florinda Leal Day School provides services aimed at child development, offering educational activities and family support activities;

- a. Care appropriate to the child's needs (food/hygiene and comfort);



- b. Development of an educational project, providing children with diverse experiences and learning opportunities;
- c. Participation in internal and external activities/events;
- d. Curricular Enrichment Activities

	Physical Education	Music Education	English	Computer Science
3 years	X	X	X	--
4 years	X	X	X	X
5 years	X	X	X	X

In preschool, the activities listed above begin in October and are included in the monthly tuition fee.

Rule 19.

Physical education

1. Pre-school children have Physical Education. Classes are compulsory.
2. For PE lessons, all children must wear white shorts, a white Externato T-shirt and gym shoes.
3. The equipment must be clean and presentable and kept in its own bag, labelled with the child's name and surname. There is an option to buy them in the shop where the uniforms are purchased.
4. In winter, or whenever the weather conditions require it, children wear the official Externato tracksuit.
5. No earrings, bracelets or necklaces may be worn. Long hair must be tied back with an elastic band.
6. If students do not have the necessary equipment, they will be prevented from taking part in lessons.
7. Outdoor classes: the first class of each month will be held in the nearest parks (Avenida do Lidador / Quinta da Carreira) or on Poça beach. If you are unable to attend the class, it will be rescheduled for the following class.
8. All students (pre-school) should always have two options available - trainers (indoor) and trainers (outdoor), to cater for unpredictable weather conditions.

Rule 20.

Extracurricular Activities

1. In addition to the pedagogical offer recommended in this Externato, there is still room for the implementation of extracurricular activities. In this case, the frequency of these items is optional and implies the payment of a monthly fee (variable according to the activity);
2. Activities take place from October to June, with the exception of school holidays;



3. Once the commitment to attend extracurricular activities has been made, it cannot be interrupted and/or cancelled. Except in the case of health situations, duly justified by a medical certificate;
4. Schedules and prices may be changed, and these changes will be communicated duly and in a timely manner to the Guardians or those who exercise parental responsibilities.
5. The opening of the various sports/times depends on a minimum number of enrolments;
6. The activity may be discontinued at the end of a quarter if there are too many drop-outs to guarantee its sustainability;
7. Each modality has a maximum number of participants, which may limit the entry of new students;
8. Registration must be made through the secretariat's email: secretaria@florindaleal.pt;
9. The monthly fee for attending extracurricular activities is made available at the beginning of each school year, either on the digital platform in use or in a physical document available at the Externato secretariat;
10. The monthly fee for attending the activities is included in the Externato's monthly fee and in some disciplines (such as Mini-tennis, The Inventors, Karate) may imply the payment of additional amounts to the monthly fee of the activity itself, namely: subscriptions to federations or associations and other amounts, which the Parents or Guardians will be informed of at the time of enrolment.

Rule 21.

School Calendar and Timetables

1. The calendar of school activities, which includes school breaks, is publicised via the digital platform in use at the Externato and is displayed in the window of the entrance hall.

The school calendar begins in September and ends at the end of June, according to the dates indicated each year in the Official School Calendar.

The school is open on weekdays from 07.30 to 19.00, closing:

- a. On Saturdays, Sundays and public holidays;
- b. On Carnival day;
- c. In the second fortnight of August;
- d. On the 1st and 2nd working days of September;
- e. The day before and the day after Christmas;
- f. On New Year's Eve (if it's a working day, otherwise it closes on the following New Year's Day).
- g. And on all religious and civil holidays, including 13th June (municipal holiday in Lisbon and Cascais).
- h. If the Externato needs to close for justified reasons, parents or those with parental responsibilities will be notified in advance.

The teaching component corresponds to 5 hours a day of teaching activities carried out by the kindergarten teacher, who carries out diversified activities with her group, providing them with meaningful learning.

Families are allowed on the school grounds during entry (07h30-09h15) and exit (16h00-19h00) times.



At the start of the school year, parents/guardians or those with parental responsibilities will be informed of the day and time when the educators will be available to meet them, by prior appointment.

Rule 22.

Students entering and leaving

1. **Pre-school children arriving after 9.15 a.m.** may only enter the classroom when it is appropriate to do so, so that teaching activities are not interrupted, and with the teacher's authorisation.
2. For the greater safety of the students, any departure with people not identified in the enrolment process, as well as any departure before the end of the school term, must be communicated by email to secretaria@florindaleal.pt, or via the digital platform in use at the Externato, or by telephone.

Rule 23.

Student assessment

3. According to Circular 4/DGIDC/DSDC/2011, we must inform you that in Pre-School Education, assessment is an integral and regulatory element of educational practice. It focuses on the learning process, where the child must have a prominent role, taking the lead in their learning.
1. This assessment must be based on the following principles:
 - a. be contextualised in terms of the child's development and learning process;
 - b. be in line with the Curriculum Guidelines for Pre-School Education (OCEPE);
 - c. use diversified observation and recording techniques and instruments;
 - d. be formative in nature;
 - e. value the child's progress;
 - f. promote principles of opportunity and equity.

Thus, the purpose of assessment is to:

- a. Contribute to the adequacy of practices, based on a systematic collection of information that allows the educator to regulate educational activity, make decisions and plan action;
- b. Reflect on the effects of educational action, based on the observation of each child and the group in order to establish the progression of learning;
- c. Collecting data to monitor the effectiveness of the educational measures defined in the Individual Plan;
- d. Promote and monitor learning processes, taking into account the reality of the group and each child, favouring the development of their skills and performance, in order to contribute to the development of each and every child;
- e. Involving the child in a process of analysis and joint construction that allows them, as the protagonists of their learning, to become aware of the progress



and difficulties they are having and how they are overcoming them.

- f. Knowing the child and their context from a holistic perspective, which implies developing processes of reflection, information sharing and assessment between the various players - parents, staff and other professionals - with a view to adapting the educational process.

Speakers:

- The first person responsible for assessing the child is the classroom teacher, who is responsible for defining the best assessment methodology, according to their pedagogical conceptions and the instruments chosen, managing to integrate the contents of the curriculum and the assessment procedures and strategies to be adopted in an articulated manner.

However, this assessment must be shared with the child themselves, since assessment is an educational activity that becomes an opportunity to observe their difficulties and consequently their evolution and growth.

- The rest of the educational team (classroom assistants, educators from other classrooms, pedagogical coordination, Curriculum Enrichment teachers), as well as the parents, are also involved in the assessment process.

Assessment moments:

In terms of timing, assessment in EFL pre-school education is organised as follows:

1. At the beginning of the school year, the educator provides support/attention for 1 month to the children who have returned/joined the school context, where the primary objective is for the educator to get to know each child, their adaptation to the group, as well as their needs and interests so that they can better build their Classroom Curriculum Project (PCS) and planning for the school year;
2. **At the beginning of September**, on a date to be announced, a general meeting is held to present the School Calendar, Internal Regulations (IR), Annual Activities Plan (AA), Extracurricular Activities, Equipment, timetables and to clarify any doubts.
3. **In October**, on a date to be announced, a general parents' meeting is held in each classroom with the respective educator, where the PCS is presented. Parental involvement in formal education, through participation in meetings and other activities proposed by the school, is crucial for children's success at school

Dimensions to be assessed:

Assessment is a continuous process in which the child's progress is recorded, using various instruments

4. Assessment procedures must take into account the age and developmental characteristics of the children.
5. The main areas that assessment should focus on are:
The content areas of the Curriculum Guidelines for Pre-School Education - OCEPE and their corresponding domains.
 1. Personal and social development
 2. Area of Expression and Communication



- a. Physical Education
 - b. Artistic Education
 - i. Visual Arts subdomain
 - ii. Drama/Theatre subdomain
 - iii. Music subdomain
 - iv. Dance subdomain
 - c. Oral Language and Approach to Writing
 - d. Maths
3. Knowledge of the World,
6. the areas developed according to the EFL educational project, the pedagogical project and the group curriculum project.

The teacher must also pay attention to:

- the organisation of space, materials and educational resources;
- - the diversity and quality of educational materials and resources;
- - the organisation of time;
- - the adult's interactions with the child and between children;
- - parental involvement;
- - the safety, supervision and well-being of the children.

Evaluation procedure

The group educator can choose from various observation and recording techniques and instruments, depending on the group they have and what they want to assess. In particular, observation of the group and the child in particular, interviews, photographs, audio and video recordings, self-assessment records.

Portfolios will be drawn up with the children and the participation of families. (At two points during the year, on a date to be defined)

Rule 24. Cafeteria

2. The EFL has a canteen service that operates on a monthly or daily basis for lunch and/or afternoon snack, the menu of which is displayed weekly on the digital platform in use at the Externato and in the window at the entrance.
3. In the case of single meals, these must be requested at the reception or via the digital platform in use by 9.30am.
4. The Institution will take into account the need for a special diet in situations justified by a medical declaration, provided that notice is given by 9.30 a.m. on the day the diet is to begin;
5. The breakfast meal is the responsibility of the family and must be provided before entering the school grounds.
6. Children may bring lunch from home in microwave-safe containers. The containers and the basket must be labelled.
7. Children who bring lunch from home will be charged a fee for using the canteen, according to the scale in force



8. Only children staying at the school after 8pm will be allowed to bring a second snack.

Rules to respect in the Cafeteria

Students must know and respect all the rules for using the canteen:

1. Know and respect their meal times;
2. Presenting themselves in the canteen properly dressed and clean, without any objects (balls, folders, books, etc.);
3. No running in the canteen;
4. Wait in line, in order of arrival, for their turn to collect the tray and everything they need for the meal;
5. Eating the whole meal (soup, plate and fruit) in a polite manner, making it a moment of open and pleasant social interaction, with respect for others, speaking in a moderate voice;
6. Eat the amount initially served and, if necessary, ask for a refill, avoiding any waste;
7. When the meal is over, place the utensils on the tray, put it in its proper place and leave without any food.
8. If misbehaviour occurs while using the canteen (such as defiling the facilities - whether on purpose or through negligence), the student(s) in question will collaborate in cleaning them up.
9. Meals take place at the following times:

Lunch and snack rooms

3 years	11h15	15h15
4 years	11h30	15h15
5 years	12h00	15h30

Rule 25.

Outings, visits and other external activities

1. Study visits are all curricular activities that take place within the school timetable, appropriate to the management of the program, constituting relevant and enlightening teaching strategies and learning experiences.
2. Field trips and study visits are optional and preceded by prior notice via the digital platform in use. Authorization for the student's participation is given by the Parent/Guardian, through validation on the digital platform in use. Parents are not allowed to accompany their children on outings. On arrival, students will only be handed over to their parents inside the school. Children who are not allowed to go on the excursion or who do not board the transport on time will remain at the school.
3. The departure times of the transport requested by the school for the visits will always be respected, unless there are logistical problems.
4. If a student arrives late for a visit, the responsibility falls on the parent or guardian and the cost of the visit will be charged.
5. Study visits have specific rules which will be duly communicated when applicable.
6. For study visits, excursions or other activities programmed by the Externato, the equipment in force at the Externato is compulsory.



Rule 26.

Other school activities outside the school

1. Other activities outside the school are understood to be all those that are not study visits and contribute to the management of the curricular program of the different sectors.

communicated when applicable. The Pedagogical Council is responsible for resolving any cases that do not apply.

Rule 27.

Health

1. For the purposes of attending the Pre-school Social Response, it is important to ensure that:
 1. Children who have a fever or any symptoms of infectious diseases (chickenpox, measles, scarlet fever, mononucleosis, etc.), viral diseases (diarrhea, vomiting) or signs of parasite infestation may not stay at the school.
2. The Institution must be informed of any occurrences, with implications for pre-school attendance, recorded by the child the day before, as well as any medication they are taking.
3. Children undergoing clinical treatment must be accompanied by the strictly necessary medicinal products, as well as all the treatment instructions given by the doctor (identification of the medicine, **dosage**, administration period, administration times, storage conditions). Medicinal products must be identified with the child's name and their administration requires completion of the medication administration request/medical prescription form;
4. When a child is feverish, vomiting or suffering from diarrhea, the parents or the person with parental responsibility will be notified so that they can pick up the child as soon as possible and take the necessary steps. If the Child's Individual File contains the authorization to administer ben-u-ron, signed by the parents or person exercising parental responsibility, after a telephone call with the person to contact in case of need, the Child will be administered the indicated dosage;
5. Whenever a child is absent for **5 consecutive days due to illness**, he/she must present **a medical certificate proving his/her recovery upon his/her return**;
6. Medicines will only be given to children after they have filled in the appropriate form, which is available at the concierge's office;
7. In the event of an accident or sudden illness, the school will provide immediate care and, depending on the seriousness of the situation, direct the child to the appropriate health unit (USF São João do Estoril or Cascais Hospital), immediately contacting the parent or guardian;
8. If parasitic agents are detected, parents or those exercising parental responsibilities will be alerted immediately to proceed with disinfection and children will not be allowed to attend the school until their heads are completely clean;
9. For public health reasons, there may be changes to the face-to-face teaching regime, as well as changes to the general operation of the different support structures and auxiliary



services.

Rule 28.

Absences

1. In pre-school education, the concept of absence applies when the child does not attend the whole day at the kindergarten or the activities planned for that day.
2. These absences are counted and appear on the periodic evaluation form, which is given to parents and/or guardians at the end of each term.
3. If absences continue for more than ten consecutive days, without justification being provided by the parent or guardian, the matter may be raised at a meeting of the teaching council and/or the pedagogical council.

By Regulatory Decree (no. 3/95, of January 27) the following are also school-avoidance diseases:

- Scarlet fever and other nasopharyngeal infections caused by group A hemolytic streptococcus;
 - Typhoid and paratyphoid fever;
 - Hepatitis A;
 - Hepatitis B;
 - Impetigo;
 - Meningococcal infections - meningitis and sepsis;
 - Epidemic parotitis;
 - Poliomyelitis;
 - Rubella;
 - Measles;
 - Tinea;
 - Whooping cough;
 - Pulmonary tuberculosis;
 - Varicella;
 - Covid-19.
4. For these illnesses, the return to routine must always be accompanied by a medical declaration attesting to the end of the impediment and the danger of contagion.

Rule 29.

Other general procedures

The management of the school and its employees are not responsible for any damage to or loss of personal belongings (glasses, uniforms, coats, extra clothes, dental appliances, toys, cell phones, etc.), as well as any pets or valuables that you bring with you to the school.

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CHAPTER V

School uniforms Rule 30.

Rules

5. It is compulsory to wear the official bib and panama of the school.
6. Parents/guardians or those with parental responsibilities must dress the child before he/she enters the classroom.
7. The official shop for uniforms is Yes, Lda. It is also possible to buy second-hand equipment through the Parents' Association (associacaopais.florindaleal@gmail.com).
8. Cleanliness and presentation (e.g. missing buttons) is the responsibility of parents/carers or those with parental responsibilities.
9. In Pre-School, children should have a change of clothes (packed in their own bag), which is kept on the Externato's clothes rack to be used if necessary. Children who take naps must use a mattress cover, which will be delivered on Friday and washed on Monday.
10. All clothes must be labelled with the child's name to prevent them from being changed.

CHAPTER VI

Rights and Duties

Rule 31

Children's and Family Rights

1. Have access to quality education that allows for:
 - a. the integral development of early childhood
 - b. the realisation of enriching learning;
 - c. foster each child's abilities;
 - d. develop habits of commitment, respect and autonomy.
2. To receive an education that ensures the full and balanced development of their personality and basic skills;
3. Participate in the activities organised by Externato Florinda Leal;
4. Attend extracurricular activities according to their individual motivations and abilities, as long as they are enrolled, with a view to their fulfilment and leisure time.
5. To be assessed according to their behaviour and academic achievement, with rigour and objectivity.
6. Use the services and equipment available at Externato Florinda Leal for the respective activity room and playground;
7. To be treated with respect and correction, in accordance with their integrity and personal dignity.
8. That Parents/Guardians or those exercising parental responsibilities are informed of all matters concerning them, such as:



- a. Internal Regulations;
 - b. Annual calendar of activities;
 - c. Rules for using the school's various spaces;
 - d. Rules for the use and safety of the materials and equipment with which they have to work/interact.
 - e. Taking part in study visits, festive dates, etc.
 - f. Consult your child's assessment process;
 - g. Request meetings with the Pedagogical Board and/or the Board whenever justified;
 - h. To be received by the Board, by appointment.
9. Having holiday days, favouring school breaks, guaranteeing quality family time and safeguarding rest.

Rule 32

Duties of Children and Family

1. Comply with and respect the instructions of educators and assistants;
2. Recognise, respect and appreciate the values of fundamental human rights;
3. To fulfil the payments due to them;
4. To be assiduous, punctual and responsible in complying with timetables, the school calendar, activities and projects in which they are involved;
5. Respect and take care of the Institution's facilities, furniture and other material. If any damage is caused, it must be replaced or repaired under the responsibility of the Parent or guardian;
6. Use the different areas in accordance with their duties and ensure their defence, conservation and cleanliness;
7. Maintain the standards of behaviour and attitudes required when participating in visits, outings or any other activity carried out outside;
8. Respect the rules defined regarding uniforms;
9. Comply with and enforce the Internal Regulations;
10. Parents/Guardians or those exercising parental responsibilities should avoid taking holidays during school time so as not to jeopardise school performance.

Rule 33

Rights of the Institution

1. To comply with the rules mentioned in these regulations, as well as any information notes that may be communicated;
2. Respect the places reserved for the activities;
3. To ensure that children's entry and exit times are respected;
4. To be aware of absences, delays, changes and withdrawals in good time.
5. Respect the dignity and duties of the management, staff and other collaborators.
6. Suspend attendance at the school whenever parents or those exercising parental



responsibilities seriously or repeatedly violate the rules contained in these regulations, particularly when they jeopardise or damage the good organisation of services, the conditions and environment necessary for their effective provision, or even relations with third parties and the image of the institution itself.

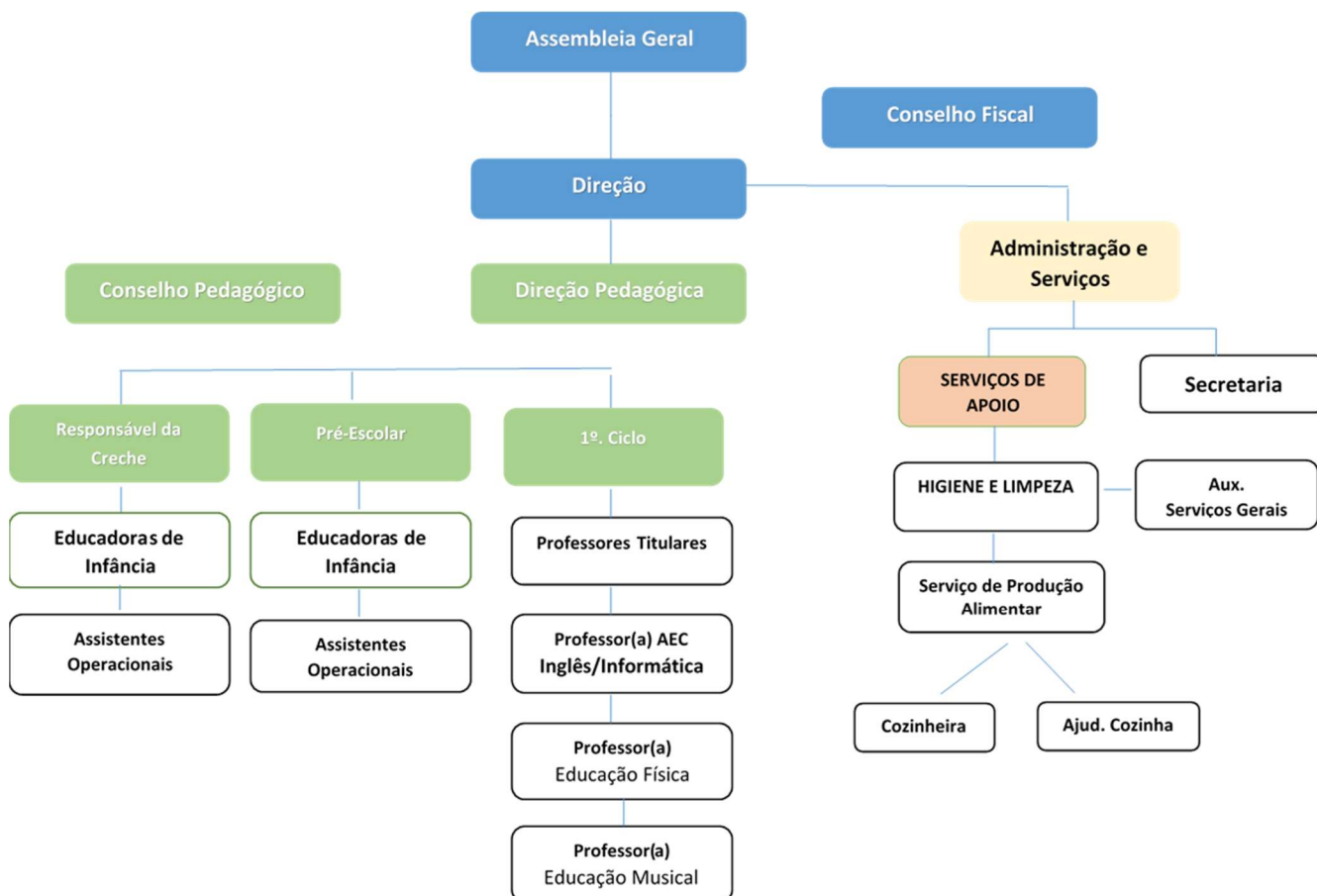
Rule 34

Duties of the Institution

1. Respect the individuality of children and parents or those exercising parental responsibilities by providing appropriate support in each and every circumstance;
2. Promote management that combines financial sustainability with the overall quality of the social response;
3. Ensure the proper functioning of equipment in order to guarantee the well-being and adequate care of children;
4. Maintain a human resources structure that is qualitatively and quantitatively adequate for the development of activities;
5. Take into account the instructions proposed by the competent services, complying with the legislation applicable to the services it provides.
6. Comply with and enforce the Internal Regulations.

CHAPTER VII

Educational, Pedagogical and Administrative Organisation Structure



Staff Rule 35

1. The staff list for the day school, as well as the Pedagogical Directorate, is posted in the lobby and in the office, containing the identification of human resources, professional categories, and respective schedules, defined in accordance with current legislation.

Management and Administration Bodies

Rule 36.

Management

1. The **Florinda Leal Day School** is run by its Board of Directors, elected at a General Meeting by all full members in good standing.
2. The Board of Directors may delegate the management of educational matters to one or more of its members.
3. The Board of Directors is assisted in these functions, namely, by a Pedagogical Board.



4. Externato Florinda Leal, being an integral part of Sociedade de Educação Social de S. João do Estoril, has as its management and administrative bodies an Administrative Board and a Pedagogical Board.

Rule 37.

Administrative Management

The Administrative Board is made up of the following members: President, Vice-President, Secretary, Treasurer and a member.

The Board of Directors is responsible for managing and representing the school, namely:

1. Ensuring that the rights of beneficiaries are realised;
2. Defining general guidelines within the educational community, representing the Externato in matters of an administrative nature;
3. Ensuring the necessary investments, both in terms of conservation and improvements and the acquisition of equipment.
4. Establishing the administrative organisation and operating conditions of the school;
5. Ensuring the recruitment and management of staff;
6. Providing the Ministry of Education with any information requested under the terms of the law regarding pedagogical matters, fulfilling and enforcing the obligations imposed by law.

Rule 38

Pedagogical Direction

1. The Pedagogical Department (PD) is responsible to the Board of Directors for the functioning of the Pedagogical Area and for the fulfilment of all directives issued by the supervisory bodies.
2. In addition to carrying out her duties as a teacher, the Pedagogical Director is responsible for directing and coordinating the educational activities of the school, namely:
 - a. Defining the educational action of the Externato, guiding the entire educational community;
 - b. Representing the school before the Ministry of Education in all matters of a pedagogical nature;
 - c. Drawing up and approving the Educational Project with the rest of the team;
 - d. Monitoring the fulfilment of the Educational Project's objectives, revising it if necessary;
 - e. Promoting compliance with study plans and programmes;
 - f. Safeguarding the quality of teaching;
 - g. Ensuring the education and discipline of students;
 - h. Hiring teachers and other teaching staff
 - i. Convening and chairing pedagogical events and school council meetings;



- j. sign the educational documents of the school.

Rule 39

Pedagogical Council

The Pedagogical Council is a collegiate body of schools whose main function is to coordinate, guide and supervise activities of a pedagogical, didactic and curricular nature, guaranteeing the quality of teaching and the coherence of educational practices. When defining the number of members of the pedagogical council, the school must take into account the need to make this body more effective in carrying out its competences, namely by ensuring curricular articulation through multidisciplinary representation.

The Pedagogical Council is made up of:

- a. The Pedagogical Directorate;
- b. Co-ordination of Nursery and Pre-School;
- c. Coordination of the 1st. Cycle;
- d. Educators and Teachers;
- e. Any other element called upon to do so.

The Pedagogical Council is responsible for:

- a. Drawing up the school project proposal;
- b. Submitting proposals for drawing up the annual activity plan and giving its opinion on the respective project;
- c. To express an opinion on the proposed internal regulations;
- d. To give its opinion on proposals to sign autonomy contracts;
- e. Drawing up the training and updating plan for teaching and non-teaching staff, in conjunction with the respective school association training centre, and monitoring its implementation;
- f. Defining general criteria in the areas of school and vocational information and guidance, pedagogical support and student assessment.
- g. Proposing to the competent bodies the creation of subject areas with regional and local content, as well as the respective programme structures.
- h. Defining general principles in the areas of curricular articulation and diversification, educational support and complements and special types of school education;
- i. Adopting school textbooks, in consultation with the curriculum departments and teachers' councils;
- j. Proposing the development of pedagogical innovation and training experiences within the school and in conjunction with institutions or higher education establishments dedicated to training and research;
- k. Encouraging and supporting training and cultural measures;
- l. Defining the general criteria to be followed when drawing up timetables;
- m. To intervene, under the terms of the law, in the process of assessing teacher



performance.

- n. Monitor and evaluate the implementation of its resolutions and recommendations.

The Pedagogical **Council** meets ordinarily once a month and extraordinarily whenever necessary.

CHAPTER VIII

Final Provisions

Rule 40

Information and Communications

1. 1. Any change of address, telephone contact, emergency contact or email address of the parent or guardian must be communicated to the administrative services in order to keep all data up to date.
2. During teaching, it is not permitted to contact teachers, either personally or by telephone, nor to remain near corridors or classroom doors. If necessary, any messages should be sent via the digital platform or, if you are unable to access it, you can contact the Externato's landline number (214682541).
3. 3. In July, the school operates an **ATL regime**, with guided activities and timetables for attendance. These timetables must be respected, otherwise the child will not be able to keep up with the group and will have to stay at school under the supervision of the assistants.
4. The activities on the July **ATL** programme are paid for separately and are not compulsory. These must be authorised within the stipulated period, otherwise the child will not be able to take part.
5. Once authorisation has been given to take part in the activities, they cannot be cancelled for reasons attributable to the parent or guardian, and there will be no refund.
6. The August **ATL** timetable is from 8.00 to 17.00. From 5pm to 6pm there is an extension according to the schedule in force.
7. Registration for the August ATL runs from April to 15th July. After the registration deadline, there is no refund.
8. The activities on the **ATL programme are open to external students**.

Rule 41.

Communication with Parents

1. Communication between the Institution and parents or those exercising parental responsibilities will preferably be carried out through the App, which can be installed by parents on their mobile phone, from which records of the children's daily activities, information on extracurricular or other activities, as well as any other information



relevant to the Institution's operation will be made available.

2. Upon admission, all information regarding access to the App will be made available.
3. Only the parent or person with parental responsibilities should have access to the App.
4. Entrances and exits from the Institution must be registered via the App, using a QR code, made available at the entrance and exit of the Institution.

Rule 42

Methodology for the Prevention of Situations of Neglect and Maltreatment

1. Regardless of whether any situations of neglect, abuse or mistreatment originate within or outside the establishment, the person in charge of the institution must:
 - a. Whenever necessary, call in community organisations and services with competence in children's issues to assess the situation;
 - b. Whenever justified, notify and report the matter to the competent authorities;
 - c. Carry out child promotion and protection measures in conjunction with the competent authorities.

Rule 43

Cancellation of Registration/Withdrawals

1. Registration may be suspended or cancelled, either by cancellation or withdrawal;
2. In any of these situations, once paid, there will be no reimbursement;
3. Enrolment will be suspended by decision of the Board when:
 - a. If there is culpable non-compliance with the provisions of these Regulations;
4. Registration will be cancelled by decision of the Board of Directors;
5. Enrolment will be cancelled by email at the request of the Parents or Guardians 30 days in advance;
6. When cancelled, the child loses all admission priorities, being subject to the waiting list, as if it were a case of first admission.
- 7.

Rule 44.

Management of Complaints/Comments and Suggestions

1. With the aim of contributing to the continuous improvement of EFL, the Parent or Guardian has the e-mail address directcao@florindaleal.pt where they can send their suggestions or proposals for improvement.
2. In addition, and under the terms of the legislation in force, the institution has a complaints book, which can be requested from the secretariat.



Rule 45. Complaints Book

Under the terms of the legislation in force, this establishment/service has a complaints book, which can be requested from the Secretariat.

Rule 46.

Sure

School Insurance - Lusitânia - Policy: 0316726 000001

Covers

Capitals:

Morte	500,00€
Permanent Invalidity	5.000,00€
Treatment weights	500,00€
Students' civil liability	500,00€

1. The institution has a school personal accident insurance policy that covers all pre-school clients;
2. This insurance is the responsibility of the parents or guardians and is paid for at the time of enrolment;
3. This insurance covers accidents that occur at the school, as well as outside during visits and outings organized by the school, but it does not cover personal belongings that students may bring with them, such as gadgets and gold objects. It also does not cover prostheses or glasses.

Rule 47. Amendments to the Regulation

1. These regulations will be revised whenever there are changes in the way the pre-school service operates, as a result of the general evaluation of the services provided, with the main aim of improving them;
2. Any changes to these regulations will be communicated to parents or those exercising parental responsibilities at least 30 days before they come into force, without prejudice to the parents' right to terminate the contract if they disagree with these changes;
3. A copy of the Internal Regulations will be sent via email to parents or those exercising parental responsibilities upon admission. They can also be consulted on the institution's website www.florindaleal.pt



Rule 48.

Final considerations

1. These Internal Regulations are available for consultation on the Institution's website (www.florindaleal.pt) and on display at the entrance and secretariat;
2. Each year, the Parent or guardian will be made aware of these Regulations and must undertake to comply with all the rules and exercise their rights.

Rule 49.

Gap integration

In the event of any gaps, these will be filled by the institution's management, taking into account the legislation in force on the matter.

Rule 50.

Entry into force

These Regulations were approved at the Board Meeting of January 25, 2025, and will begin on September 1, 2025.