



GIL VICENTE SCHOOL GROUP  
WELCOME GUIDE FOR  
FAMILIES





## Data sheet

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Partner entities involved:

Medida 1, Secundário para Tod@s Programme, coordinated by the Aga Khan Foundation

BIP/ZIP Escola para Tod@s, coordinated by the NIALP Association

The Welcome Guide for Families was created to facilitate and support the reception and school integration of students and their families at AEGV and in the community. It was developed as part of the welcoming actions that took place during the 2022/2023 school year and is the result of collaborative work between the school, the multidisciplinary team of Medida 1, of Secundário para Tod@s' Programme and the BIP/ZIP Escola para Tod@s. The image and editing were done in CANVA.





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# Gil Vicente School Group

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The Gil Vicente School Group (AEGP) has existed since March 8, 2008. It groups 3 schools located in the parishes of São Vicente and Santa Maria Maior.



EB1 + JI Castelo



EB1 + JI Santa Clara



Escola B/S Gil Vicente

It is our mission to provide an educational service of quality, in a school that calls for the desire to be more and better. Where answers are important and questions lead further. Where people are cared for and respected, embracing difference and fighting for equality.

## A SCHOOL OF ALL, WITH ALL AND FOR ALL

↑  
this is our motto

These are the values that guide us

- love of knowledge
- creativity
- critical spirit
- cooperation
- empathy

The Basic and Secondary School Gil Vicente, the head school, has existed for over 100 years. Its history began in 1914, when the S. Vicente Section of the Liceu Passos Manuel was created, in the building of the former Episcopal Palace of the S. Vicente de Fora Monastery.



## 2.1. School Community

In this academic year 2023/2024, AEGV has **1356 students**, aged between 3 and 20 years old and 60 classes:

- 136 students in Kindergarten
- 395 students in the 1st cycle
- 236 students in the 2nd cycle
- 362 students in the 3rd cycle
- 227 students in Secondary Education
- 2 classes with 37 students still operate at our school in Evening Education: Portuguese as the Reception Language.

This year the school group has students of **37 nationalities**: 923 of Portuguese nationality and 433 of foreign nationalities. In addition to these numbers, 61 nationalities are represented throughout the educational community.

Countries of origin of our community

Afghanistan, Albania, Angola, Argentina, Austria, Bangladesh, Belgium, Brazil, Canada, Cape Verde, D.R. of Congo, East Timor, Finland, France, Gambia, Germany, Ghana, Guinea-Bissau, Guinea-Conakry, Hong Kong, Hungary, India, Indonesia, Italy, Japan, Kazakhstan, Lebanon, Moldova, Morocco, Mozambique, Nepal, Nigeria, Pakistan, Philippines, Poland, Portugal, Romania, Russia, São Tomé and Príncipe, Senegal, South Africa, Spain, Sri Lanka, Syria, Switzerland, Thailand, Tunisia, Turkey, Ukraine, United Arab Emirates, United Kingdom, Uruguay, USA, Uzbekistan, Venezuela and Vietnam.



Working at the school group, we have 154 teachers and 46 non-teaching professionals.

- 30 operational assistants
- 11 technical assistants
- 1 SPO technician
- 2 psychologists
- 1 technical coordinator
- 1 operational manager

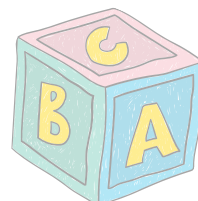
Our school community also includes partners, with whom we work together, to enrich the school lives of our students, their families, and guardians.



## 2.2. Educational offer

### EB1 + JI CASTELO AND EB1 + JI SANTA CLARA

- Pre-school education (9-3pm)
  - > Family Support and Entertainment Activities (AAAF) [8am-9am and 3:30pm-5:30pm]
- Primary school (9am-3:30pm)
  - > Curricular Enrichment Activities (AECs) [4pm-5pm]
  - > Artistic/dramatic expression
  - > Plastic/physical expression
  - > Family Support Component (CAF) [8am-9am and 5pm-7pm]
  - > Co-teaching in Physical Education and Music Education and in Mathematics in the 3rd and 4th class
  - > Complementary Offer in the 1st and 2nd class: TIC Workshop



### GIL VICENTE BASIC AND SECONDARY SCHOOL

- Primary education
  - > 2nd cycle of Primary Education: regular education with additional Artistic Education: Theatre Workshop
  - > 3rd cycle of Primary Education: regular education with Foreign Language II: French and Complement to Artistic Education: Music or Music Workshop
- Plastic Expression or Theatre Workshop.
- > Basic Theatre Course - Integrated Regime 5th, 6th and 7th year
- High school
  - > Scientific-Humanistic Courses:
    - > Sciences and Technologies (CT)
    - > Options: Foreign Language I - English; Biology and Geology and Physics and Chemistry A
  - Languages and Humanities (LH)
    - > Options: Foreign Language I - English; MACS and Geography A
  - > Professional Courses: (10th, 11th and 12th years)
- Performer / Actor / Actress
- Tourism Technician
- IT Systems Management and Programming Technician
- Option: Foreign Language I - English
- > Evening Teaching:
  - Portuguese Host Language (PLA)



## 2.3. Contact details and opening hours

The AEGV secretariat is the central point of contact to assist EE, families and the public with various issues such as enrollment, meal cards, merit scholarships, access to the navigation card, school support, among others.



### Secretariat opening hours and contact details:

- In person, at this weekly time:
  - > Mondays, Wednesdays and Fridays from 9am to 1pm
  - > Tuesdays and Thursdays from 2pm to 4pm
- By telephone, at +351 934 147 297, between 9am and 5:30pm
- By email: geral@aegv.pt



### OUR WEBSITE

[www.aegv.edu.pt](http://www.aegv.edu.pt)



### GENERAL CONTACTS

+351 218 860 041/42  
geral@aegv.pt  
direcao@aegv.pt

### CONTACTS AEGV DIRECTION

direcao@aegv.pt  
Adriana Guerreiro - Diretora  
diretoragilvicente@aegv.pt  
Catarina Pires - Subdiretora  
subdiretoragilvicente@aegv.pt

### ESCOLA DO CASTELO

+351 218 860 326  
Rua das Flores de Santa  
Cruz ao Castelo  
1100-245, Lisboa

### ESCOLA DE SANTA CLARA

+351 939 016 400/02  
Campo de Santa Clara  
1100-471, Lisboa

### ESCOLA B/S GIL VICENTE

+351 218 860 041/42  
Rua da Verónica n.º 37  
1170-384, Lisboa

## 2.4. Head School

The main school is organised on 3 floors.

On the 1st floor there are spaces for socialising, such as the cafeteria and the bar, and services such as the library, stationery, secretariat and the school board.

The school has several rooms, including a music room, theatre room, art room, gym and a teaching kitchen.

Circulation between floors is accessible in several ways. There is a ramp to access the lower floor and lifts to move between floors.

Open from Monday to Friday, from 9am to 1pm and from 2pm to 5pm. Depending on availability, it also opens at lunch time.



canteen

Library



STATIONERY  
SHOP



MUSEUM

Open from Monday to Friday,  
from 9 a.m. to 4 p.m..



## 2.4. Head School

Escola Gil Vicente has several outdoor spaces, suitable for socialising and playing sports. Located at the top of the Graça neighbourhood, it has a privileged view of the Tagus River and the National Pantheon.



outdoor playground



spaces for table tennis



agroforestry

Developed within the scope of BIP/ZIP "Changing (H)Earth". Promoted by Associação Renovar a Mouraria, a partner entity of AEGV.



playground

## 3.1 General information

### What is school social action (ASE)?

This support covers the costs of food, books, school supplies, study visits/field trips, merit scholarships and transport. This support depends on the categories (A, B and C) and is determined according to the household's income.



### Who is entitled?

- Students living in Portugal, who attend compulsory education (up to 18 years of age) in a public school, whose household income is equal to or lower than the value established for the 3rd income bracket considered for the granting of family benefit.
- Students with Educational Needs, to whom the most favourable scale is applied (according to Order No. 8452-A/2015, of July 31).



### what is an aggregated family?

These are people who live together and in a family economy by sharing the same space.

### Is the ASE application made just once or annually?

The BASE application must be made every year, within the established deadlines. Deadlines can be consulted on the group's website ([www.aegv.site](http://www.aegv.site)).

## 3.1 General information

### How can I request ASE?

You must hand in at the school secretariat :

- declaration of family aggregation, acquired on the Finance Portal (<https://www.portaldasfinancas.gov.pt>), in All Services > Relevant Personal Data > Consult Family Household (document only necessary if there has been a family reunification or the family has recently arrived in Portugal);
- Fully completed and signed ASE form (see attached ASE document);
- Document proving the IBAN of the Education Officer/student;
- Declaration issued by Social Security, indicating the level of family benefit attributed to the student (date of the document must be in the month in which the application was submitted or in the previous month);\*

If the student belongs to the 2nd level of family benefit and one of the parents has been unemployed for 3 or more months, it is necessary to submit a declaration proving this, issued by the Employment Centre.



\*\*In the case of public servants, the declaration indicating the family benefit level is issued by the employer.

If you are waiting for the declaration to be issued, you can obtain the ASE scale if you are eligible, and you must hand in: the last 3 pay slips; proof of IRS from the previous year; proof of Social Security showing that Family Benefit was requested; remaining documents mentioned

# School Social Action

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## 3.1 General information

what are the amounts of support received

Type of expense	Tier	Participation ASE	Amount paid by the student
Lunch	A	100%	0 €
	B	50%	0,73 €
	C	-	1,43 €
School Material	A	16 €/year	-
	B	8 €/year	-
	C	-	-
Study visits/ Field Trips	A	20 €/year	-
	B	10 €/year	-
	C	-	-

For study visits/field trips, the amount will initially have to be disbursed by the students, who will be reimbursed up to the mentioned limit, as long as the study visits are approved by the General Directorate of School Establishments (DGEstE).



### How can I access school materials reimbursed by ASE?

School materials are purchased by the group and distributed to students in ASE A and B, as long as they have submitted their application to ASE.

\* Information subject to change if new legislation comes into force or new guidelines are issued.

## 3.2. Merit scholarships

### who gets the merit scholarships?

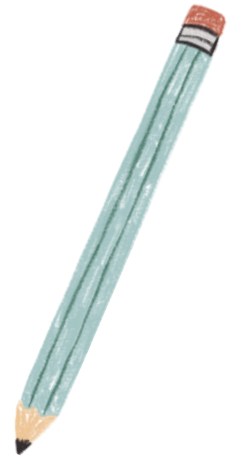
They are aimed at all students enrolled in secondary education, who have been assigned ASE Scale A or B and who have obtained, in the previous academic year, a classification /an assessment that reveals "merit".

### What is meant by "merit"?

Among other requirements, the student must obtain the following average annual classification, relative to the previous year of schooling, with approval in all subjects, or modules, of the curriculum:

9th year of schooling - classification equal to or greater than 3.5;

- 10th year or 11th year of schooling - classification equal to or greater than 13.5 points



### How can I apply for the Merit Scholarship?

The application period is normally from the first day of classes until September 30th of the academic year in question and must be made at the group's office. After this date no applications will be accepted.

To apply, you must submit the following documents:

- Application form (available at the secretariat from the beginning of September);
- Document proving the IBAN, stating the name of the person holding the account.
- If the student is enrolled in the 10th year of schooling and has come from another school, they will also have to submit the 9th year qualification certificate



## 3.2. Merit Scholarships

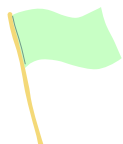
### What is the value of the Merit Scholarship?

The value of the Merit Scholarship is €1,108.00. This amount is paid in three installments, usually at the end of each academic term: 1st Installment: €443.20; 2nd Installment: €332.40; 3rd Installment: €332.40.

### How are the results of applications known?

After analysing all applications, lists will be issued with the names of the students and the merit scholarships awarded and not awarded.

These cans will be displayed in the secretariat's window during the last fortnight of October.



All information provided in this chapter is subject to change if new legislation comes into force or new guidelines are issued.

## 4.1. "Navegante Escola" Card

### What is the Navegante Escola Card?

It is a Navegante card that allows access to the public transport network in the 18 municipalities of the Lisbon Metropolitan Area (Alcochete, Almada, Amadora, Barreiro, Cascais, Lisbon, Loures, Mafra, Moita, Montijo, Odivelas, Oeiras, Pamela, Seixal, Sesimbra, Setúbal, Sintra and Vila Franca de Xira), for all children enrolled in a Basic or Secondary Education school in Lisbon (between 6 and 18 years old).

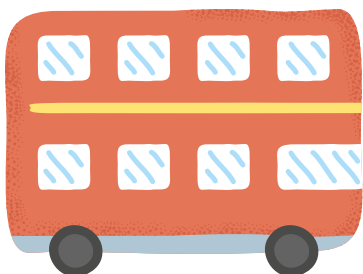
This access is free for children up to 13 years old. After this age, the card can be loaded with the most appropriate transport ticket, as follows:

- a) remains free for students who have tax domicile in the municipality of Lisbon;
- b) students not resident in Lisbon have a 25% discount on the monthly fee.



### How to obtain the Navegante Escola Card?

Requesting, at the school office, a "Declaration of Enrollment" for the purpose of accessing the Cartão Navegante Escola (via email or in person) and filling out a request for a navigation card, available from transport companies. To issue the card, both documents must be delivered to the transport companies' service counters..



The request can also be made online, through the CARTÃO NAVEGANTE ESCOLA application: here (<https://apps.cm-lisboa.pt/pacne/>).

At the beginning of the academic year of each teaching cycle, the request can be made automatically upon registration, via the registration portal.

## 4.1. “Navegante Escola” Card

To order online, it is necessary to attach a current passport photograph and the student’s enrollment declaration, completed and validated by the school.

### What other things should I know about the Navegante Escola Card?

- Gives free access to EGEAC (Equipment Management and Cultural Entertainment Company) monuments and museums in the municipality of Lisbon.
- At the beginning of each academic year, it is necessary to present a new declaration from the educational establishment to the transport operator.
- For minors under 16 years of age, the Card Request Template must be completed and signed by the respective holder of parental responsibilities or legal representative, and when submitting the request, the representative and holder’s identification documents must be presented.
- Children up to the age of 12 who are not enrolled in an educational establishment can benefit from the free NAVEGANTE 12 tariff.
- Higher Education students with tax domicile in the municipality of Lisbon can take advantage of the NAVEGANTE SUB\_23 modality. To obtain the tax domicile certificate, access the Tax Authority website (<https://www.portaldasfinancas.gov.pt/>) and Tax Services - Services - Documents - Request Certificate - Tax Domicile - Confirm - Obtain.
- Households can apply for the NAVEGANTE FAMÍLIA PASS, with a monthly cost of €80 for the entire metropolitan area and €60 within the same municipality. There is no limit to the number of people in the household. What is needed:
  - Have tax domicile in the Lisbon metropolitan area (AML);
  - Hold a valid Lisboa VIVA/ Navegante card.

Declaration of household composition (see chapter 3 on how to obtain)

more information:

- Página Cartão Navegante Escola: <https://www.lisboa.pt/cidade/mobilidade/cartao-navegante-escola>
- Guia de Preenchimento: <https://www.metrolisboa.pt/wp-content/uploads/2022/03/GuiadePreenchimento.pdf>
- Espaços Culturais | EGEAC: <https://egeac.pt/espacos-culturais/>
- Contactos: [naveganteescola@cm-lisboa.pt](mailto:naveganteescola@cm-lisboa.pt)



## 4.2. Adapted transport

**How can I have access to adapted transport and/or be accompanied if I benefit from measures within inclusive education?**

Transport for these students depends on the degree of their need, either an ambulance or another adapted transport.

The appliances to this support must include a declaration issued by EMAEI - Multidisciplinary Support Team to Inclusive Education - see further information on chapter 8.



**What is the value of this transport support?**

For students covered by measures under inclusive education who use public transport when travelling, support is 100%.

**How long does the support last?**

Support is allocated per academic year, according to the school calendar approved by the Ministry of Education.

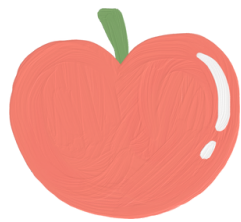
The school guarantees the provision of adapted transport to students covered by measures under inclusive education, in accordance with current legislation and after validation by the General Directorate of School Establishments (DGEstE).



## what meals can be eaten at school?

The school has a cafeteria and a bar where students can have lunch and a snack. Lunch corresponds to a hot meal (soup, main dish, bread and fruit/dessert) and a snack is a light meal (“snack”: milk, yogurt, fruit, sandwiches). Meals, breakfasts and/or snacks are the responsibility of Lisbon City Council.

Students can also bring lunch from home and heat it in the microwaves available in the school cafeteria. Students are advised to bring a snack to eat mid-morning and/or afternoon, if they do not opt for a school snack.



## Are meals reimbursed?

Meals are reimbursed only for ASE tiers A and B, according to the values shown in the table in chapter 3.

## Do I need to book school meals?

Yes. Appointments can be made through:

- Plataforma Siga (<https://siga.edubox.pt/auth>):  
Go to the «Bookings» tab, select the «Mark/unselect» option, selecting the days on which you want to have lunch, confirming the selection at the end.



Appointments must be made by 5pm the day before. On the same day, it is possible to book until 10am, but there will be an additional charge of €0.30, regardless of the ASE level.

It is also possible to cancel meals until 10am on the same day.

There are two options for the dish: a dish that varies between meat and fish and a vegetarian dish. The menu is available on Siga and, weekly, next to the cafeteria.

## How do I obtain credentials to book meals?

To obtain the credentials, you must access the SIGA main page and select "Recover access data". You will then be asked for the guardian's email address (the one registered at the school) and then, in your inbox, you will receive an email where you can recover the password for the guardian's and school's account. student account. The card can only be topped up through the guardian's account [user number format: LSB.EDxxxxxxx].



## Is it possible to request an alternative diet?

At the beginning of the year meeting, with the class directors, a document is made available for "Request for Alternative Diets", where dietary restrictions can be indicated, for medical, religious or other reasons. The paper must be filled out and delivered to the DTs. Appointments continue to be made on SIGA.

## I still have questions, what can I do?

If you have any further questions about Food, you can send them to the Lisbon City Council's School Food Quality Project Team:

[epqae@cm-lisboa.pt](mailto:epqae@cm-lisboa.pt)



## How can I accompany my son/daughter in their school life?

The Education Guardian (EE) is the reference adult (normally one of the parents), responsible for the student's education and training path.

To access information about the daily life of your son, daughter or student, you can do so through:

- internet page - Inovar Consulta  
<https://inovar.aegv.edu.pt/inovarestudantes/Inicial.wgx>
- Class Director (DT) - Teacher responsible for liaising between class teachers, students and families. Promotes communication between everyone, adapting work methods to the specificity and needs of each student. It has individual opening hours, by prior appointment and calls, for each period, a meeting with the EE.
- By email - DT provides your email for more direct communication..



# My child does not speak Portuguese

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## If my son/daughter doesn't speak Portuguese, how do they follow the subjects?

Upon arrival at school, information is collected about the student to define their language proficiency level, adapting the teaching, learning and assessment process to their age group.

Starting from this academic year 2023/2024, within the scope of the implementation of Order no. 2044/2022 of February 16, EB/S Gil Vicente will have the "Sou Gil" room operating as a welcoming and learning space designed for students. /newly arrived migrant students, who do not speak Portuguese. The objective is to try to guarantee equitable conditions of access to the curriculum and educational success.



Regardless of language proficiency, all students will be placed in a class, where they will follow some subjects. During the first months of entering the Portuguese educational system, these students will have part of the teaching component to be able to develop activities to reinforce their learning of the Portuguese language and other subjects with the support of a multidisciplinary team of teachers.

# Structures and services to support learning and well-being

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If your student is experiencing any type of difficulty in adapting and integrating into the school environment, or has difficulties in learning, the group has its own services and structures to respond to each situation and the needs of each student.

Some of these available services are:

- • Learning Support Center (CAA)
- • Multidisciplinary Support Team for Inclusive Education (EMAEI)
- • Psychology and Guidance Service (SPO)



There are 2 ways to access these services and support

- **Through the Class Director (DT):** As a rule, it is the student's DT who establishes the first contact with the SPO technicians or EMAEI, as he is the one who is in close coordination with the student, the teachers and those in charge of Education. You can speak to the DT so that he/she can refer you to the services.
- **By appointment:** You can ask to speak to a technician from these services, with a prior appointment required. You can use the AEGV general contact, available in the "Contacts and Opening Hours" section. Your call will then be redirected to the service you require.

# Structures and services to support learning and well-being

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## 8.1. CAA and EMAEI

The **Learning Support Centre (CAA)** and the **Multidisciplinary Inclusive Education Support Team (EMAEI)** are two school structures that work together to ensure the integration and inclusion of each student in the school context.



The **CAA** functions as a centre for aggregating the group's human and material resources, promotes the creation of environments favourable to learning in the school environment, provides support to teachers and classes, inside or outside the classroom, as well as providing support to complementary work in different educational contexts.

**EMAEI** acts whenever there is a need to mobilise complementary measures to support learning and inclusion for students and is made up of professionals from different areas (teachers from various disciplinary areas, special education teachers and technicians) .

Signs to watch out for who can benefit from the CAA action and EMAEI

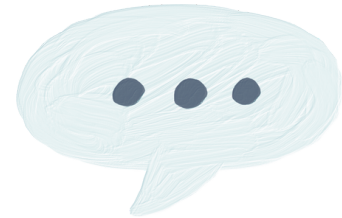
- Difficulties in reading, writing and/or mathematical reasoning;
- Difficulty understanding and following instructions;
- Difficulties in distinguishing sizes, shapes and colors;
- Difficulty understanding concepts related to time and space;
- Deficits in short-term memory or long-term memory;
- Visual-motor coordination disorders;
- Agitation/excessive motor activity;
- Impulsive behaviour;
- Difficulty concentrating;
- Confused or disorganised thinking;
- Low frustration tolerance;
- Sudden mood swings.

# Structures and services to support learning and well-being

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## 8.2. SPO

The SPO - Psychology and Guidance Service - is a structure that promotes the existence of conditions that ensure the well-being and full school integration of students, facilitating the development of their personal identity and the construction of their educational project. life.



The SPO develops its action in the areas of individual or collective counseling and monitoring, psychological, psychotherapeutic and psychopedagogical support, vocational and career development and support for community relationship networks, prioritizing the promotion of protective factors and prevention of risk factors, particularly in the case of clinically significant signs and psychological distress.

Sinais aos quais estar atento/a e que podem beneficiar da ação do SPO\*

- Agitated behavior;
- Weight loss or gain;
- Decreased academic performance and missing classes;
- Difficulties in concentrating;
- Long-lasting feelings of sadness;
- Intense and persistent anxiety and worry;
- Becoming easily irritated or angry for no apparent reason;
- Feeling very afraid for no apparent reason;
- Not showing concern for other people or what happens around them;
- Lack of motivation;
- Isolation (spending a lot of time alone) and lack of interest in interacting with others;
- Fatigue, loss of energy and lack of interest in usual activities;
- Low self-esteem;
- Difficulty falling asleep and sleeping well;
- Having frequent stomach aches or headaches with no physical explanation;
- Aggressiveness against oneself or others (for example, self-mutilation, getting involved in fights and fights, using weapons or having suicidal ideation);
- Sudden changes in mood or behaviour that last more than two weeks at a time;
- Dangerous behaviours such as abusive intake of alcohol or drugs.

\* Retirados da página [escolasaudavelmente.pt](http://escolasaudavelmente.pt)



# Family support and connection with the community

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Who is part of the school community?

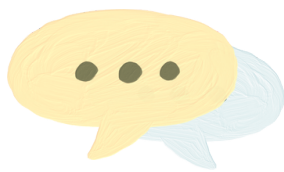
the parish councils...

JUNTA DE FREGUESIA  
SANTA MARIA MAIOR

Contactos Serviços Centrais:  
Rua da Madalena, 151  
1100-319 Lisboa  
+351 210 416 300  
atendimento@jfsantamariamaior.pt

JUNTA DE FREGUESIA  
SÃO VICENTE

Contactos Gerais:  
Rua Josefa de Óbidos, 5  
1170-196 Lisboa  
+351 218 863 191  
atendimento@jf-saovicente.pt



A associação de pais ...

APEEGIL

Página da Associação:  
<https://apeegilvicente.blogspot.com/>

the student association

RENOVAR A MOURARIA

Projeto “Changing  
(H)Earth”  
[https://renovaramouraria  
.pt/pt/](https://renovaramouraria.pt/pt/)

FUNDAÇÃO CIDADE DE  
LISBOA

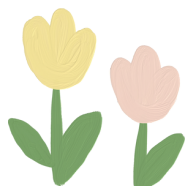
Grupos de Conversação  
Intercultural  
[https://www.fundacaocid  
adedelisboa.pt/pt/](https://www.fundacaocidadedelisboa.pt/pt/)

MEN TALKS

Projeto “Quem Conta  
és tu”  
[https://www.facebook.  
com/MenTalksLisboa/](https://www.facebook.com/MenTalksLisboa/)

ASSOCIAÇÃO NIALP

Projeto “Escola Aberta”  
<https://www.nialp.pt/>



## who is entitled to free textbooks?

All students enrolled in public schools have free access to textbooks.

## How can I purchase school manuals and card books?

To purchase school manuals and card books, you must access the platform <https://manuaiscolares.pt/> and register to print book vouchers.

If you are unable to do so, you can request the voucher at the school office. Books that have a QR code are those that must be purchased at a stationery/bookstore. The others are requested from the school office. Card books must also be requested from the school office.



So that the books can be reused, it is important that the EEs always return the books at the end of the year even if, for any reason, there is a change of school or country.

The support sheets for the school manuals are reimbursed by the Lisbon City Council, 100% of the invoices presented, with the name and NIF of the Gil Vicente School Group (600083608), for all students in the 1st, 2nd 3rd and 3rd cycles. The support sheets must correspond to the Manuals adopted in the respective academic year.



To request this contribution, you must obtain the “refund of tokens” form on the school website, in the “secretariat” tab. In addition to the completed form, you must also submit the original invoice. Normally the delivery deadline is the end of November, but it is important to pay attention to this information on the school website.

## What is the school card?

Document that identifies the student, mandatory to enter the school. Allows you to access services that require payment. The card is loaded in cash at the stationery store. The first card is free and its reissuance costs €5.

## what is school insurance?

It is free protection, given to all students so that, in the event of an accident, expenses are covered by the National Health System (SNS).



## What types of absences are there and how can I justify them?

- Absence of the student from a subject in which he/she is enrolled
- Lack of punctuality or showing up without the necessary material/equipment.
- Absences resulting from the application of the order to leave the classroom, or from sanctioning disciplinary measures (disciplinary misconduct), are considered unjustified absences.

The request for justification is presented in writing, by the education guardian, to the DT, indicating the day, time and activity in which the absence occurred, referencing the justifying reasons. You can also present a justification issued by the service where you were (Hospital, Court, Health Centre, etc.).

In case of prolonged absences (travel, illness, etc.) the person in charge of education must notify the DT in good time.

