



AGRUPAMENTO DE ESCOLAS GIL VICENTE

WELCOME GUIDE FOR FAMILIES





Credits

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Partner organisations involved:

- Measure 1 of 'Secondary Education for All', coordinated by the Aga Khan Foundation
- BIP/ZIP 'School for All', coordinated by the NIALP Association

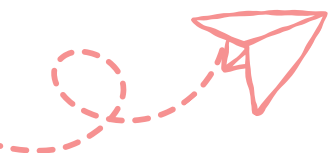
The Family Welcome Guide has been produced to facilitate and support the welcome and integration of students and their families into the AEGV and the wider community. It was developed as part of the welcome initiatives carried out during the 2022/2023 school year and is the result of collaborative work between the school, the multidisciplinary team from Measure 1 of the 'Secondary Education for All' Programme, and the team from the BIP/ZIP 'School for All' initiative. The design and layout were created using CANVA.





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Welcome message

1

The Gil Vicente School Group is a state school that fully embraces this mission. It has a multicultural student body and is situated in one of Lisbon's most working-class – and now tourist-oriented – areas: between Alfama and the Castle, in the parishes of São Vicente and Santa Maria Maior.

To begin a new chapter at a new school – and, in so many cases, in a different country – we need to welcome others, and to be welcomed and integrated ourselves. We welcome you with open arms and are delighted to have you here and to share what we know with you. The management, teaching staff and support staff warmly welcome all students, parents and guardians, and their families.

We are embarking on a journey along the long and essential path of schooling, and we are here to support you. We will walk this path together from start to finish with great commitment and enthusiasm. Make the most of everything the school has to offer and learn as much as you can. May it be everything you have always dreamed of: an inclusive and supportive space of peace, safety, respect, freedom and joy.

School is a place to learn, grow, develop, discover oneself, nurture friendships, build values and become a responsible citizen. We count on your invaluable contribution, an asset that will enrich us and make the school even better.

We want a school of everyone, with everyone and for everyone, just as set out in our Educational Project.

Welcome everyone!!!



The Gil Vicente School Group

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The Gil Vicente School Group (AEGV) has been in existence since 8 March 2008. It comprises three schools located in the parishes of São Vicente and Santa Maria Maior.



EB1 + JI of Castelo



EB1 + JI of Santa Clara



School B/S Gil Vicente

Our mission is to provide a high-quality educational service in a school that inspires the desire to achieve more and be better. A place where answers matter and questions take us further. A place where we care for and respect each individual, embracing diversity and striving for equality.

A school of, with and for everyone



This is our motto

These are the values that guide us

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

The Gil Vicente Primary and Secondary School, the lead school in the school cluster, has been in existence for over 100 years.

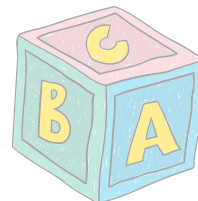
Its history began in 1914, when the S. Vicente branch of the Passos Manuel Secondary School was established in the building that formerly housed the Bishop's Palace of the Monastery of S. Vicente de Fora.



2.1. Educational Offer

EB1 + JI OF CASTELO E EB1 + JI OF SANTA CLARA

- Pre-school education(9-15h)
 - > Recreational Activities and Family Support (RAFS) [8h-9h and 15h30-17h30]
- 1.º primary education cycle (9h-15h30)
 - > Curriculum Enrichment Activities[16h-17h]
 - > Artistic/dramatic expression
 - > Artistic/physical expression
 - > Family Support Component (CAF) [8h-9h e 17h-19h]
 - > Assisting other teachers in Physical Education and Music, and assisting with Mathematics in Years 3rd and 4rd
 - > Additional Activity in Years 1º and 2º: ICT Workshop



GIL VICENTE PRIMARY AND SECONDARY SCHOOL

- Primary Education
 - > Second Cycle of Basic Education: mainstream education with a supplementary arts programme: Theatre Workshop
 - > 3rd Cycle of Basic Education: mainstream education with Foreign Language II
 - French and a Supplementary Art Subject: Music or a Visual Arts Workshop or a Drama Workshop.
 - > Basic Theatre Course – Integrated Programme: Years 5, 6 and 7
- Secondary Education
 - > Science and Humanities Courses
 - Science and Technology (ST)
 - 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
 - > Vocational Courses: (10.º, 11.º and 12.º year)
 - Performer / Actor / Actress
 - Tourism Technician
 - IT Systems Management and Programming Technician
 - Options: Foreign Language I - English
 - > Evening Classes:
 - Portuguese as a Welcoming Language (PLA)



2.2. Contact Details and Office Hours

The AEGV school office is the central point of contact for assisting students, families and the public with various matters such as enrolment, meal vouchers, merit-based grants, access to the travel card, educational support, and other matters

School Office opening hours and contact details

- In person, at the following weekly times:
 - > Monday, Wednesday and Friday from 9h to 13h
 - > Tuesday and Thursday from 14h to 16h
- By telephone, on +351 934 147 297, between 9.00 am and 5.30 pm
- By email: geral@aegv.pt



Our WEBISTE

www.aegv.edu.pt



General Contact Details

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

CONTACTS – AEGV SCHOOL MANAGEMENT

direcao@aegv.pt
Adriana Guerreiro - School Principal
diretoragilvicente@aegv.pt
Catarina Pires - Vice Principal
subdiretoragilvicente@aegv.pt

SCHOOL OF CASTELO

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

SCHOOL OF SANTA CLARA

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

SCHOOL B/S GIL VICENTE

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

2.3. The Main School

The main school building is spread over three floors.

On the first floor are communal areas, such as the **canteen** and the **café**, and facilities such as the **library**, the **stationery shop**, the **school office** and the **headteacher's office**.

The school has various rooms, including a music room, a drama room, an art room, a sports hall and a teaching kitchen.

There are various ways to move between the floors. There is an access ramp to the lower floor and lifts to move between the floors.

Open Monday to Friday, from 9 am to 1 pm and from 2 pm to 5 pm. Subject to availability, it is also open at lunchtime.



Canteen

Library



stationery shop



Museum

Open Monday to Friday, from 9 am to 4 pm.

The Gil Vicente School Group

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2.3. The Main School

Gil Vicente School has a number of outdoor areas, ideal for socialising and playing sport. Situated high up in the Graça neighbourhood, it enjoys a superb view of the River Tagus and the National Pantheon.



Outdoor playground



Table Tennis Areas



Agroforestry

Developed as part of the BIP/ZIP project 'Changing (H)Earth'. Organised by the Renovar a Mouraria Association, a partner organisation of AEGV.



Indoor sports ground

School Social Action

3

3.1. General Information

What is the School Social Action Programme (ASE)?

These grants help to cover the costs of food, books, school supplies, school trips, merit-based scholarships and transport. They are categorised into bands (A, B and C) and are determined on the basis of household income.



Who is entitled to it?

- Students resident in Portugal who are attending compulsory education (up to the age of 18) at a state school, and whose household income is equal to or less than the amount set for the third income bracket used for the allocation of child benefit.
- Students with Special Educational Needs, to whom the most favourable income bracket applies (in accordance with Order No. 8452-A/2015 of 31 July).



What is a household?

They are people who live in community and share household expenses whilst sharing the same living space.

Is the application to the ASE made just once or every year?

Applications to ASE must be submitted every year, within the specified deadlines. The deadlines can be found on the group's website (www.aegv.site).

3.1. General Information

How can I apply for ASE?

You must hand in the following at the school office:

- Household declaration, obtained from the Finance Portal (<https://www.portaldasfinancas.gov.pt>), under All Services > Relevant Personal Data > View Household (this document is only required if there has been a family reunion or if the family has recently arrived in Portugal);
- A fully completed and signed ASE form (see attached ASE document);
- Document confirming the IBAN of the parent/guardian or student;
- A statement issued by Social Security, indicating the level of child benefit allocated to the student (the date on the document must be from the month in which the application is submitted or the previous month);*
- If the student is in the second bracket for child benefit and one of their parents has been unemployed for three months or more, they must submit a statement issued by the Jobcentre confirming this.



*In the case of civil servants, the statement indicating the family allowance bracket is issued by the employer.

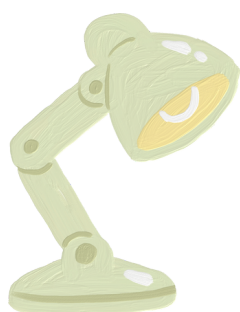
If you are awaiting the issue of this certificate, you may obtain your ASE bracket, provided you are eligible, by submitting: your last three payslips; proof of income tax (IRS) for the previous year; proof from Social Security that you have applied for the family allowance; and the other documents mentioned.

3.1. General Information

What are the amounts of the grants received?*

Tipo de despesa Type of assistance Tipo de despesa	Support level	ASE financial Support	Amount paid by the student
Almoço Lunch Almoço	A	100%	0 €
	B	50%	0,73 €
	C	-	1,43 €
School Supplies	A	16 €/year	-
	B	8 €/year	-
	C	-	-
Visitas de estudo	A	20 €/ano	-
	B	10 €/ano	-
	C	-	-

For school trips, students will need to pay the cost up front; they will be reimbursed up to the specified limit, provided that the school trips are approved by the Directorate-General for Educational Establishments (DGEstE).



How can I access the school supplies subsidised by ASE?

School supplies are purchased by the school group and distributed to students with ASE categories A and B, provided they have submitted their ASE application.

*This information is subject to change should new legislation come into force or new guidelines be issued.

3.2. Merit-based scholarship

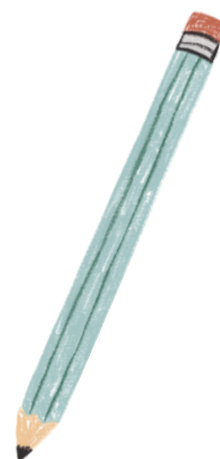
Who are the merit-based scholarships intended for?

These are intended for all students enrolled in secondary education who have been assigned ASE Tier A or B and who, in the previous academic year, achieved a grade indicating 'merit'.

What is meant by 'merit'?

Among other requirements, the student must have achieved the following average annual mark for the previous academic year, having passed all subjects or modules in the curriculum:

- 9^º year – a mark of 3.5 or above;
- 10^º or 11^º year – a mark of 13.5 or above.



How can I apply for the Merit Scholarship?

The application period is normally from the first day of term until 30 September of the academic year in question, and applications must be submitted to the school group's administrative office. Applications will not be accepted after this date.

To apply, you must submit the following documents:

- Application form (available from the school office from the beginning of September);
- A document confirming the IBAN, showing the name of the account holder.
- If the student is enrolled in 10^º year and has transferred from another school, they must also submit their Year 9 school report.



School Social Action

3

3.2. Merit-based scholarship

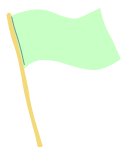
How much is the Merit Scholarship worth?

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

How are applicants notified of the results?

Once all applications have been assessed, lists will be published showing the names of the students and the merit scholarships that have and have not been awarded.

These lists will be displayed in the school office window during the last fortnight of October.



All the information provided in this chapter is subject to change should new legislation come into force or new guidelines be issued.

Transport

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4.1. Navegante School Transport Card

What is the Navegante School Transport Card?

It is a Navegante card that provides access to the public transport network across 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 at a primary or secondary school in Lisbon (aged between 6 and 18).

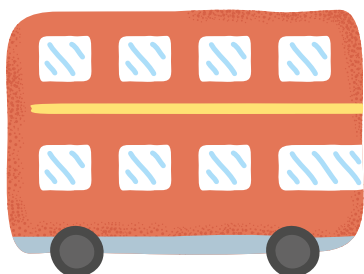
This service is **free** for children up to the age of 13. After that age, the card can be topped up with the most appropriate travel pass, whereby:

- a) it remains free for students whose tax residence is in the municipality of Lisbon;
- b) students who are not resident in Lisbon receive a 25 per cent discount on the monthly fare.



How can you get the Navegante School Card?

By requesting a “Certificate of Enrolment” from the school office (either by email or in person) for the purposes of obtaining a School Travel Card, and by completing a travel card application form, available from transport operators. To have the card issued, both documents must be submitted at the transport operators’ service desks.



Applications can also be made online via the CARTÃO NAVEGANTE ESCOLA app: [here \(https://apps.cm-lisboa.pt/pacne/\)](https://apps.cm-lisboa.pt/pacne/).

At the start of the school year for each stage of education, applications can be made automatically at the time of enrolment via the enrolment portal.

4.1. Navegante School Transport Card

To apply online, you must attach a recent passport-sized photograph and the student's enrolment certificate, completed and validated by the school.

What else should I know about the Navegante School Transport Card?

- It provides free access to the monuments and museums managed by EGEAC (Empresa de Gestão de Equipamentos e Animação Cultural) in the municipality of Lisbon.
- At the start of each academic year, a new certificate from the educational establishment must be presented to the transport operator.
- For children under 16, the Card Application Form must be completed and signed by the relevant person with parental responsibility or legal representative; when submitting the application, the identification documents of both the representative and the child must be presented.
- Children up to the age of 12 who are not enrolled at an educational establishment can benefit from the free NAVEGANTE 12 fare.
- Higher education students with their tax residence in the municipality of Lisbon are eligible for the NAVEGANTE SUB_23 fare. To obtain a tax residence certificate, visit the Tax Authority's website (<https://www.portaldasfinancas.gov.pt/>) and go to Tax Services – Services – Documents – Request Certificate – Tax Residence – Confirm – Obtain.
- Households may apply for the PASSE NAVEGANTE FAMÍLIA, at a monthly cost of €80 for the entire metropolitan area and €60 within the same municipality. There is no limit on the number of people in the household. Requirements:
 - Have a tax residence in the Lisbon Metropolitan Area (AML);
 - Hold a valid Lisboa VIVA/Navegante card.
 - Declaration of household composition (see Chapter 3 for how to obtain this).

Mais informações:

Navegante School Transport Card

<https://www.lisboa.pt/cidade/mobilidade/cartao-navegante-escola>

- Instructions for Completing the Form: <https://www.metrolisboa.pt/wp-content/uploads/2022/03/GuiaDePreenchimento.pdf>
- Cultural Spaces | EGEAC: <https://egeac.pt/espacos-culturais/>
- Contacts: naveganteescola@cm-lisboa.pt

4.2. Adapted Transport

How can I access adapted and/or accompanied transport for students covered by measures under inclusive education?

Transport for these students will depend on their level of need and may take the form of an ambulance or other adapted transport. Applications for this support must be accompanied by a statement issued by the Multidisciplinary Team for Inclusive Education (EMAEI – see Chapter 8 for further information).



How much is this transport allowance?

For students covered by measures under inclusive education who use public transport for their journeys, the subsidy is 100%.

How long does the support last?

The support is allocated per academic year, in accordance with the school calendar approved by the Ministry of Education.

The school ensures that adapted transport is provided to students covered by measures under inclusive education, in accordance with current legislation and following approval by the Directorate-General for Educational Establishments (DGEstE).



What meals can be eaten at school?

The school has a canteen and a café where students can have lunch and a snack. Lunch consists of a hot meal (soup, main course, bread and fruit/dessert) and the afternoon snack is a light meal (milk, yoghurt, fruit, sandwiches). Meals, breakfasts and/or snacks are provided by Lisbon City Council.

Students may also bring a packed lunch from home and heat it up in the microwaves provided in the school canteen. Students are advised to bring a snack to eat mid-morning and/or mid-afternoon if they do not opt for the school snack.



Are meals subsidised?

Meals are subsidised only for ASE categories A and B, in accordance with the amounts set out in the table in Chapter 3.

Do you need to book school meals?

Yes. Appointments can be made via:

- Siga Platform
(<https://siga.edubox.pt/auth>):
Go to the 'Bookings' tab,
select the 'Book/Cancel'
option, choose the days on
which you wish to have lunch,
and confirm your selection at
the end.



Bookings must be made by 5.00 pm the day before. On the day itself, bookings can be made until 10.00 am, but a charge of €0.30 applies, regardless of your ASE bracket.

Meals can also be cancelled until 10.00 am on the day itself.

There are two meal options: a main course that alternates between meat and fish, and a vegetarian option. The menu is available on Siga and, each week, next to the canteen.

How do I get the credentials to book meals?

To obtain your login details, you need to go to the SIGA homepage and select 'Recover login details'. You will then be asked for the parent or guardian's email address (the one registered with the school) and will subsequently receive an email in your inbox allowing you to reset the password for both the parent or guardian's account and the student's account. The card can only be topped up via the parent's account [user ID format: LSB.EDxxxxxxx].



Is it possible to request an alternative diet?

At the start-of-year meeting with the Class Tutor, a form entitled 'Request for Alternative Meals' is made available, on which students can indicate any dietary restrictions, whether for medical, religious or other reasons. The form must be completed and handed in to the Class Tutor. Bookings continue to be made via SIGA.

I still have some questions – what can I do?

If you have any further questions about school meals, please direct them to the School Meals Quality Project Team at Lisbon City Council:
epqae@cm-lisboa.pt



Student support throughout their school life

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

The Parent or Guardian (EE) is the adult of reference (usually a parent), responsible for the student's education and training. To access information about the day-to-day life of your son, daughter or pupil, you can do so via:

- Website - Inovar Consulta
<https://inovar.aegv.edu.pt/inovarestudantes/Inicial.wgx>
- Class Tutor (DT) - A teacher responsible for liaising between the class's teaching staff, students and families. They facilitate communication amongst all parties, adapting teaching methods to the specific circumstances and needs of each pupil. They hold individual consultation hours, by prior appointment, and convene a meeting with the parents or guardians for each term.
- By email - the DT provides their email address to facilitate more direct communication.



My student does not speak Portuguese

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If my son/daughter doesn't speak Portuguese, how will they keep up with the lessons?

On arrival at the school, information is gathered about the student to determine their level of language proficiency, so that the teaching, learning and assessment processes can be tailored to their age group

From the 2023/2024 academic year onwards, as part of the implementation of Order No. 2044/2022 of 16 February, EB/S Gil Vicente will be running the 'Sou Gil' room as a reception and learning space designed for newly arrived migrant students who do not speak Portuguese. The aim is to ensure equal access to the curriculum and educational success.



Regardless of their language proficiency, all students will be placed in a class where they will attend certain subjects. During their first few months in the Portuguese education system, these students will spend part of their teaching time on activities designed to reinforce their learning of the Portuguese language and other subjects, with the support of a multidisciplinary team of teachers.

Facilities and services to promote learning and wellbeing

8

If your child is finding it difficult to adapt to and settle into school life, or is experiencing learning difficulties, the school has its own services and support structures in place to address each situation and meet the needs of every student.

Some of the services available are:

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



There are 2 ways to access these services and support

- **Through the Class Tutor (DT):**

Usually, it is the student's Class Tutor who makes initial contact with SPO staff or EMAEI, as they are the ones in close contact with the student, the teachers and the parents or guardians. You can speak to the Class Tutor so that they can refer the student to the relevant services.

- **By appointment:**

You can ask to speak to a member of staff from these services, but you will need to book an appointment in advance. You can use the general AEGV contact details provided in the 'Contacts and Opening Hours' section. Your call will then be put through to the relevant service.

Facilities and services to promote learning and wellbeing

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8.1. CAA e EMAEI

The Learning Support Centre (CAA) and the Multidisciplinary Team for Inclusive Education (EMAEI) are two school-based bodies that work together to ensure the integration and inclusion of every student within the school environment.



The CAA acts as a hub for the school group's human and material resources, promotes the creation of learning-friendly environments within the school, provides support to teachers and classes, both inside and outside the classroom, and supports supplementary work in various educational contexts.

The EMAEI intervenes whenever there is a need to implement additional measures to support student learning and inclusion, and is made up of professionals from different fields (teachers from various subject areas, special educational needs teachers and support staff).

Signs to look out for, and which may benefit from the work of the CAA and the EMAEI

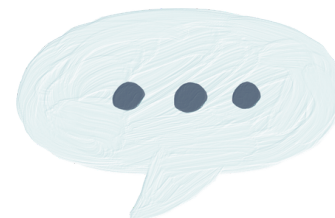
- Difficulties with reading, writing and/or mathematical reasoning;
- Difficulty understanding and following instructions;
- Difficulties distinguishing between sizes, shapes and colours;
- Difficulty understanding concepts relating to time and space;
- Deficits in short-term or long-term memory;
- Impaired visuomotor coordination;
- Restlessness/excessive motor activity;
- Impulsive behaviour;
- Difficulties concentrating;
- Confused or disorganised thinking;
- Low tolerance for frustration;
- Sudden mood swings.

Facilities and services to promote learning and wellbeing

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8.2. SPO

The SPO – Psychology and Guidance Service – is an organisation that works to create the conditions necessary to ensure students' wellbeing and full integration into school life, helping them to develop their personal identity and shape their future plans.



The SPO operates in the areas of counselling and support – whether individual or group-based – psychological, psychotherapeutic and psychopedagogical support, vocational and career development, and support for community networks, with a focus on promoting protective factors and preventing risk factors, particularly in cases of clinically significant symptoms and psychological distress.

Signs to look out for and which may benefit from the SPO's* support

- Restless behaviour;
- Weight loss or gain;
- A decline in academic performance and missing classes;
- Difficulty concentrating;
- Persistent 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;
- Showing no concern for other people or for what is happening around them;
- Lack of motivation;
- Isolation (spending a lot of time alone) and a lack of interest in interacting with others;
- Tiredness, loss of energy and a lack of interest in usual activities;
- Low self-esteem;
- Difficulty falling asleep and sleeping well;
- Frequent stomach aches or headaches with no physical explanation;
- Aggression towards oneself or others (for example, self-harm, getting into fights and brawls, using weapons or having suicidal thoughts);
- Sudden changes in mood or behaviour lasting for more than two consecutive weeks;
- Dangerous behaviours such as excessive alcohol or drug use.

* Taken from the escolasaudavelmente.pt website

Connection to the community

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Who is part of the school community?

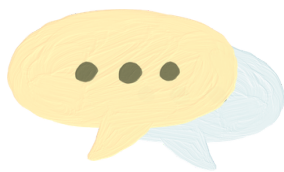
The parish councils ...

SANTA MARIA MAIOR PARISH COUNCIL

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

SÃO VICENTE PARISH COUNCIL

Head Office Contact Details:
Rua Josefa de Óbidos, 5
1170-196 Lisboa
+351 218 863 191
atendimento@jf-saovicente.pt



The parents' association ...

APEEGIL

Association's webpage:
<https://apeegilvicente.blogspot.com/>

The students' association

RENOVAR A MOURARIA

Project "Changing
(H)Earth"
<https://renovaramouraria.pt/pt/>

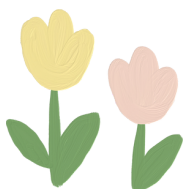
FUNDAÇÃO CIDADE DE LISBOA

Intercultural
Conversation Groups
<https://www.fundacaocidadedelisboa.pt/pt/>

MEN TALKS

"Quem Conta és tu"
(It's Up to You)
Project
<https://www.facebook.com/MenTalksLisboa/>

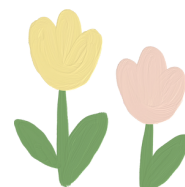
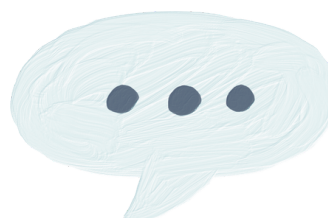
ASSOCIAÇÃO NIALP
"Escola Aberta" (Open
School) Project
<https://www.nialp.pt/>



Parish councils offer a range of support services to residents and/or students living within their boundaries; these are provided upon registration and subject to certain criteria.

The Santa Maria Maior Parish Council offers the following support to its residents and/or students:

- Mesa dos Afetos – a project run by the Santa Maria Maior Parish Council aimed at providing food support to identified individuals and households
- Social Shop – A shop at 25 Rua dos Surradores which, upon registration, provides users with household textiles, clothing, baby care items, small electrical appliances and other household goods, free of charge
- AMBIJOVEM – a centre offering academic support with homework and practice exercises, extracurricular activities and full-time supervision during school holidays.
- Health Support – The option, by appointment, to receive a home visit from a nurse and a clinical psychologist.
- Academic Merit Awards – These are awarded to students who achieve good academic results and whose parents or guardians are registered as residents of Santa Maria Maior, subject to registration.



The São Vicente Parish Council is running the 'Growing Up in São Vicente' (Crescer em São Vicente) project, which focuses on promoting psychosocial development and preventing risky behaviour among children and young people in the parish. The project offers personalised support in the following areas:

- Psychological counselling, psycho-educational support and speech therapy for children and adolescents.
- Parental counselling for parents, guardians and carers.
- Career development.

It also runs the following projects for primary school students:

- ASA (Social and Emotional Workshop) – A space for sharing that aims to help children in Years 1 to 3 develop the ability to recognise feelings and to understand and express their own emotions and those of others.
- Transitions – A programme designed to facilitate and support the internal and external changes that occur during the transition from Year 4 to Year 5 of primary education, seeking to transform the risks associated with this transition into opportunities for academic and personal success.

The parish also has the Health Centre (Espaço Saúde), which provides the most disadvantaged residents with consultations in nursing, dentistry, physiotherapy, physiatry, homeopathy, ophthalmology, osteopathy and acupuncture.

In addition to school sports – about which students should speak to their PE teachers – the parishes where the schools in the group are located also offer a range of sporting activities.

The Santa Maria Maior Parish Council offers:

- TENNIS SCHOOL
- CAPOEIRA SCHOOL
- MINI-BASKETBALL
- FITNESS

The Parish of Santa Maria Maior also runs a Youth Orchestra.

The São Vicente Parish Council offers:

- PILATES
- YOGA
- CYCLING
- CREATIVE DANCE
- AEROBICS
- FITNESS CLASSES
- FLEXIBILITY & STRETCHING
- PHYSICAL ASSESSMENTS
- CREATIVE DANCE
- KIDS' GYMNASTICS
- MUAY THAI
- ZUMBA

In addition to these opportunities, there are also several sports clubs in the parishes where the schools are located, offering a range of individual and team sports, which are excellent for promoting the children's physical wellbeing. These include:

- Clube Desportivo da Graça – Youth futsal
- Mirantense Futebol Clube – Youth football
- Operário Futebol Clube de Lisboa – Youth football
- Maria Pia Sport Clube – Boys' and Girls' youth basketball
- Clube Ferroviário de Portugal – Fitness, Athletics, Rowing, Kosho Ryu Kenpo Mitose, Football, Table Tennis
- Centro Cultura Popular de Santa Engrácia – Pilates and Jiu-Jitsu
- Academia Recreativa Leais Amigos – Marcha of São Vicente



Connection to the community

9

Some green spaces in the parishes where the school group is located and you can enjoy pleasant moments.



Graça Garden/Augusto Gil Garden



Campo Santa Clara/
Botto Machado Garden



Campo das Cebolas



Cerca da Graça Garden



Senhora do Monte Viewpoint Garden



Ribeira das Naus Garden

Who is entitled to free school textbooks?

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

How can I get the textbooks and workbooks?

To acquire textbooks and workbooks, please visit the platform

<https://manuaiscolares.pt/> and register to print the book vouchers.

If you are unable to do so, you can request the voucher from the school office. Books with a QR code are those that must be purchased from a stationery shop or bookshop. The others should be ordered from the school office. Workbooks should also be ordered from the school office.



To ensure that books can be reused, it is important that students always return their books at the end of the year, even if, for any reason, they change schools or move to another country.

The supplementary worksheets for school textbooks are subsidised by Lisbon City Council, covering 100 per cent of the invoices submitted, bearing the name and tax identification number (NIF) of the Gil Vicente School Group (600083608), for all students in the 1st, 2nd and 3rd cycles. The supplementary materials must correspond to the textbooks adopted for the respective academic year.



To apply for this reimbursement, you must download the 'reembolso das fichas' form from the school's website, under the 'school office' tab. In addition to the completed form, you must also submit the original invoice. The deadline is usually the end of November, but it is important to check the school's website for the latest information.

What is a student card?

A document that identifies the student; it is compulsory for entry to the school. It allows access to services that require payment. The card can be topped up with cash at the stationery shop. The first card is free of charge; a replacement costs €5.

What is school insurance?

It is a free form of cover provided to all students so that, in the event of an accident, the costs are covered by the National Health Service (SNS).



What types of absences are there, and how can I provide a valid reason for them?

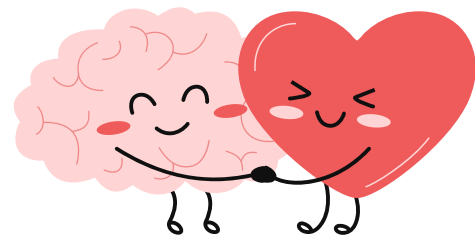
- A student's absence from a module in which they are enrolled.
- Failure to arrive on time or attending without the necessary materials or equipment.
- Absences resulting from being asked to leave the classroom, or from disciplinary measures (disciplinary absence), are considered unauthorised absences.

The request for an excuse must be submitted in writing by the parent or guardian to the Class Tutor, stating the date, time and activity during which the absence occurred, and setting out the reasons for the absence. A certificate issued by the relevant organisation (hospital, court, health centre, etc.) may also be submitted. In the event of prolonged absences (travel, illness, etc.), the parent or guardian must notify the Class Tutor in due time.



Other issues: Access to healthcare

10



Everyone in Portugal has the right to healthcare. Residents can register at a health centre by presenting their National Health Service (SNS) user number. You should give preference to the health centre in your area of residence.

If you do not have a user number, you can obtain one when you register at the health centre. SNS health centres provide consultations, family medicine, nursing care and community-based services.

Health centre for residents of the parish of São Vicente:
USF Mónicas – Sapadores and Graça Health Unit – Graça, Rua da Penha de França 70

Health Centre for residents of the parish of Santa Maria Maior: USF Baixa – Rua da Palma 43A

The only hospital situated in the parishes where the group's schools are located is São José Hospital, which offers consultations and specialist services on Rua José António Serrano.

In case of emergencies, you should go to Santa Maria Hospital on Avenida Prof. Egas Moniz.



Other issues: Access to healthcare

10

Minors in an irregular situation also have access to healthcare, just as they do to education, through the National Register of Minors (RME). The National Register of Minors issues a card that serves as an identity document enabling minors to exercise their rights to access education and healthcare.

To obtain the RME, you must provide the following documentation:

- Identification document of the minor's parent or guardian: (e.g. passport/residence permit/citizen's card);
- The minor's passport showing the visa photograph and/or entry stamp for Portugal or the EU to confirm their irregular status in Portugal;
- In the case of minors born in Portugal, a consular card must be presented (an official document showing the parents' names and the minor's nationality);
- Proof of parentage: birth certificate, or personal identification card or identity card from the country of origin;
- A recent photograph of the minor;
- If the minor is not in the care of their parents, the person responsible for the minor must present a court document indicating who holds parental responsibility or guardianship.



This document is obtained through the Social Intervention Unit (UIS) of the Agency for Integration, Migration and Asylum (AIMA)



स्वागत छ

WELCOME

HOŞ GELDİN

مرحباً

BEM VINDAS
BEM VINDOS

Chào mừng

WILLKOMMEN

স্বাগত

VELKOMMEN

欢迎

ÜDVÖZÖLTÜK

خوش آمدید

स्वागत

ЛАСКАВО
ПРОСИМО

POWITANIE

BIENVENU

BINE ATI VENIT

Maligayang
pagdating

BENVENUTO