



**SANTO
ANTÓNIO**
INTERNATIONAL SCHOOL

SAIS CODE OF CONDUCT

**PROCEDURES AND REGULATIONS
2021 | 2022**

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1.0 RULES AND REGULATIONS

At Santo António International School (SAIS) we expect pupils and adults to behave in a way that will lead to a productive educational atmosphere. We aim to give our pupils the opportunity to take full advantage of their educational process, in a well-disciplined environment with clear expectations.

We intend to be a value driven school rather than a rule driven community.

Pupils are expected to show consideration towards others, respecting:

- ✓ All school staff;
- ✓ Diversity of all school members regardless of their race, culture, ethnicity, religion, gender, age and ability.

Pupils are expected to show consideration towards others, respecting:

- ✓ Honesty;
- ✓ Show good Sportsmanship;
- ✓ School premises, equipment and environment.

At SAIS we also value:

- ✓ Creative and inventive thinking and the ability to approach problems from different angles;
- ✓ Human relationships which foster learning;
- ✓ Parent concern, involvement and contribution to school life;
- ✓ The development of character integrity in each of our pupils.

A school community depends on everyone's willingness to respect and act in accordance with certain basic principles of conduct and community rights. We would like all our pupils to:

- ✓ Remember that their conduct in the local community reflects on themselves and on their school;
- ✓ Help keep the school and the local community clean and tidy;
- ✓ Give of their time readily and freely when service to school and the local community is needed and required. (Voluntary Work - SAIS Community Service)

Grounds, Environment and Building

Pupils should:

- ✓ Not damage or tamper with equipment or the building;
- ✓ Not interfere with any work, notices or posters on school walls;
- ✓ Throw litter only in the bins provided for that effect;
- ✓ Make sure the noise they cause does not disturb others.

Leaving School Premises

Pupils may only leave school premises under the following circumstances:

- ✓ Accompanied by their parents/guardians;
- ✓ Accompanied by people who have written permission from the pupils' parents/guardians (presentation of ID is mandatory);
- ✓ Only with a signed permission (Tutor/Coordinator/Head of School);
- ✓ Upper End (A5 | A8) after school day is concluded;
- ✓ By themselves: only with signed permission after school is over;
- ✓ A6's twice a week are allowed out during their lunchtime with signed permission from both tutors and parents/guardians. This privilege will be withdrawn if other rules (eg. homework submission or incorrect uniform) have not been kept.
- ✓ A7's and A8's are allowed out during lunchtimes with signed permission from both tutors and parents/guardians. This privilege will be withdrawn if other rules (eg. homework submission or incorrect uniform) have not been kept.

SAIS Meal Service - Morning, Lunch & Afternoon Snacks *(included in the SAIS School Fee)*

All pupils are entitled to a morning and afternoon snack, as well as a lunch snack comprised of daily soup & fruit as part of the SAIS Meal Service. Pupils may bring their own snacks/lunch if they wish to – **if so, no discount will be applied to the SAIS School Fee.**

School Lunch

School lunch **is not included** in the SAIS School Fee and is recommended upon termly order.

Field Trips

We tend to have at least one field trip per term. Parents must ensure they acknowledge permission for their children to their respective Form Tutor at least 48h in advance. If for any reason a pupil is unable to attend the trip, the same 48h notice should be applied. The school reserves the right to charge the field trip if these measures are not met. No classes will be ensured for year groups attending the field trips.

Summer School

During July, several Cultural/Musical/Sport/Leisure/Art and Academic activities will take place. This is a non-compulsory service which is not included in the school fee.

Academic Standards

Academic work is a priority. Pupils should aim to do more than merely satisfy formal academic requirements. In this light, all SAIS pupils should acknowledge that:

- ✓ Punctuality is a must (consistent late comers will be sanctioned);
- ✓ Pupils must abide by their school timetables (Arrival 08:00 / Tutor Period 08:15);
- ✓ Failure to attend at least 5/6 of the lessons for the academic year for any unjustified reason, will lead to failing the school year;
- ✓ A commitment to school attendance from both parents and pupils is an essential component of a high-quality learning experience;
- ✓ The school office and form tutors should be notified of absences ahead of time whenever possible;
- ✓ All pupils are responsible for the catching up of any missed work during an absence, regardless of the reason for that absence;
- ✓ Pupils are not allowed to leave the school premises before the end of the school day. Written permission from parents/guardians needs to be cleared in order to enable pupils to leave school unattended at the end of the school day;
- ✓ Homework is an extension of the learning started within the classroom; all pupils are expected to do homework and class preparation thoroughly;
- ✓ Failure to complete homework will be sanctioned;
- ✓ Pupils should use their planners to plan time efficiently.

Uniform

School uniform is compulsory and needs to be worn correctly. Shirts should be worn tucked inside trousers/skirts. Pullovers should only be tied around the waist during break times. Ties must be worn during the winter and the spring terms and on any special occasions. All pieces must be tagged (**name/form**), properly cleaned, ironed and checked for any ripped clothing.

All non-claimed items (Kept in the Lost and Found) at the end of each term will be donated to charity.

PRIMARY	
<ul style="list-style-type: none">✓ White Polo with SAIS logo (S)✓ Blue Colour V-neck jersey with SAIS logo (S/W)✓ Long sleeved white shirt with SAIS logo (W)✓ SAIS blue and yellow striped tie (W)✓ Dark blue fleece with SAIS logo✓ P2-P3 (Optional P4 & P5) – Summer Dress✓ Grey shorts or Grey kilt (S/W)✓ Blue/Black/Brown leather Shoes✓ Grey socks	<p>Physical Education</p> <ul style="list-style-type: none">✓ SAIS gym T-shirt✓ Navy blue track-suit trousers / shorts✓ Navy blue sweat shirt with SAIS logo✓ White or blue socks✓ White or blue trainers✓ Tennis shoes <p>Pupils must attend school, dressed in PE Kit, on PE days.</p>

MIDDLE & SENIOR SCHOOL

Boys	Girls
<ul style="list-style-type: none"> ✓ SAIS blue and yellow striped tie (W) ✓ Long sleeved white shirt with SAIS logo (W) ✓ Camel Colour V-necked jersey with SAIS logo (S/W) ✓ Grey trousers ✓ Blue/Black/Brown leather shoes ✓ Grey socks ✓ White Polo with SAIS logo (S) ✓ Dark blue fleece Hoodie with SAIS logo <p>Physical Education</p> <ul style="list-style-type: none"> ✓ SAIS gym T-shirt ✓ Navy blue track-suit trousers / shorts ✓ SAIS "track suit top" ✓ White or blue socks ✓ White or blue trainers ✓ Tennis shoes 	<ul style="list-style-type: none"> ✓ SAIS blue and yellow striped tie (W) ✓ Long sleeved white shirt with SAIS logo (W) ✓ Camel Colour V-neck jersey with SAIS logo (S/W) ✓ Grey kilt - no shorter than <u>2cm</u> above the knee ✓ Blue/Black/Brown leather shoes ✓ Grey socks / Grey tights (W) ✓ White Polo with SAIS logo; (S) ✓ Dark blue fleece Hoodie with SAIS logo <p>Physical Education</p> <ul style="list-style-type: none"> ✓ SAIS gym T-shirt ✓ Navy blue track-suit trousers /leggings/shorts ✓ SAIS "track suit top" ✓ White or blue socks ✓ White or blue trainers ✓ Tennis shoes

(S) Summer | (W) Winter | (S/W) Both Terms

The following items **will not be permitted**:

- ✓ Makeup;
- ✓ Nail varnish;
- ✓ Piercings;
- ✓ Girls **must** wear pony tails if they have long hair;
- ✓ Boys with long hair / pony tails;
- ✓ Boys not cleanly shaven;
- ✓ Chewing gum.

Health and Safety

- ✓ Should any medicine be brought into school previously, pupils must inform their Form Tutor and bring copy of the prescription;
- ✓ Smoking (any type), alcohol or banned substances will not be tolerated;
- ✓ Pupils should not come to school in possession of anything, which may cause a danger to themselves or to others;
- ✓ Pupils are highly discouraged from bringing expensive items or money to school. The school will not take any responsibility if items are stolen/lost.

Electronic Device Policy

- ✓ Cell phones are not allowed in school, and should be collected immediately into appropriate containers as pupils enter the school door way;
- ✓ All electronic devices (e.g. personal computers/laptops/iPad/kindles etc.) should be handed in at the school entrance and may be collected at the end of the school day at the school office;
- ✓ Electronic devices may be allowed, if requested by a specific subject teacher for a specific task. Nevertheless the school will not be held responsible for any of these items.

The breaking of any school rules by any pupil will be duly sanctioned, according to the ***SAIS Disciplinary Code of Action** that may lead to suspension for a certain period of time or eventually invited to leave the school.

School Sanctions Policy

- ✓ Break Detention;
- ✓ Lunch-time Detention;
- ✓ After School Detention;
- ✓ Suspension (this sanction is applicable only twice);
- ✓ Invited to Leave.

Lates, absenteeism, lack of equipment (calculator, stationery, Art & Design material, text books, note books ...), lack of correct uniform, including PE Kit, will lead to the application of SAIS Warnings*

2.0 SCHOOL OFFICE AND TIMETABLING

- ✓ SAIS will be closed on Saturdays, Sundays, Local and National Holidays.
- ✓ The school is open from 08h00 to 16h15 unless there are any extra-curricular activities taking place.
- ✓ Tolerance will be given until 16:45 for pupils to be collected | leave school premises; following this tolerance period the 'Over-time' fee will be charged accordingly;
- ✓ If enrolled in any extra-curriculum activities, pupils must be collected as soon as these are over.
- ✓ Any extension to the above stated, will be duly charged accordingly to Financial Procedures and Regulations.
- ✓ All A5 to A8 pupils may leave school premises as of 16:00.
- ✓ All A1 to A4 pupils may leave school premises as of 15:50.
- ✓ All P2 to P5 pupils may leave school premises as of 15:05 and no later than 16.15 unless enrolled in extra curricular activities.
- ✓ School front door closes at 16:45.
- ✓ Office is open from 09:00 – 17:00

Office Policy

Any personal arrangement between pupil and parents should be done at home. Children will **no longer** be allowed to phone parents haphazardly during school time. However, should there be an emergency, you will be contacted by the school office.

The school office will not cater for printing/photocopying pupil's work. Pupils must ensure they print their work off school premises (coursework, homework, photocopies, etc). Any pupil request for photocopies is dependant of the office's availability and will be charged according to the photocopying price list pinned up in the school office. This service must be paid upon request. Any outstanding debt will be billed accordingly parent invoices.

3.0 FINANCIAL PROCEDURES AND REGULATIONS

Tuition Fees are invoiced via email. Parents are requested to keep all school receipts for tax return purposes. These must be paid for no later than the 8th day of each month. Any outstanding value will be charged accordingly to the **Late Fees** (see ahead). For values please consult our website: www.sais-estoril.com/academic. Alternatively, you may also contact the School Office.

Registration Fees

The registration fee is a yearly mandatory fee for all pupils wanting to enrol at SAIS. If for any reason the pupil does **not attend**, the registration fee is **not refundable**. It is important to note that this registration fee does not automatically confer **the right to admission**.

Admissions at SAIS are based, amongst other things, on the interview and/or the pupils' academic history, as well as their results on the SAIS Appraisal Tests. The registration is payable every year in January, for all pupils who wish to enrol at SAIS for the following school year. Unless expressed otherwise, if this fee is not covered in the month of January, the pupil's vacancy will be made available for other incoming pupils.

Important Payment Dates			
	Pre-enrolment	Internet (throughout the year)	Free of Charge
	Enrolment Fee	January 2021	Once per Academic Year
	School Insurance	September 2021	150€
	School Deposit / Guarantee	September 2021	950€
	SAIS Meal Pack	Monthly	150€

School Deposit / Guarantee | *Caução*

Paid once upon pupil acceptance and entry into Santo António international School.

SAIS Text Book Policy

All the books issued to pupils at SAIS are school property. Pupils must preserve and return them in the last day of school year, in perfect conditions for reuse. If this does not occur, or the pupil does not return the books, these will be charged and parents must then subscribe for a full new set of books for the upcoming academic year. Upper End Pupils (A5 to A8) will be offered the opportunity to purchase their own books for note taking as these are examination years. *Please note there is a time limit of two weeks for any exceptions to the information above.*

Examinations

Cambridge Assessment International Examinations IGCSE and A Level (AICE) external exams will be charged in accordance with the CAIE examination Fees. All examination years (A6, A7 and A8) will be charged the **tuition for the month of June ahead of time**: one third during Term 1; the second third in Term 2 and the remaining amount in Term 3.

Personal Accident Insurance

School accident insurance is compulsory and is not included in the Registration fee. School insurance is due at the beginning of September. The insurance coverage oversees the period of September to June.

Payment Information

At SAIS annual and termly payment are expected. For security reasons, please ensure all payments are completed in Euros, in cash, bank transfer or account debit (*débito directo*). All payment slips should have the pupils first and last name.

Term 1 - Payment is expected between the 31st of August and 8th of September.

Term 2 - Payment is expected between the 31st of December and 8th of January.

Term 3 - Payment is expected between the 31st of March and 8th of April.

SAIS Fees are subject to being updated on a regular basis (at least every two years).

Discounts on yearly fees

5% discount reduction on yearly fees paid at the beginning of September.

5% discounts on the tuition fees granted for the second and subsequent pupils from the same family attending school at the same time.

These discounts are non-cumulative.

Late Fees (overdue payments)

Late fees will suffer a 15% increase (on payments received after the due date).

Any and all outstanding payment will immediately be redirected to the eldest outstanding debt.

SAIS will not accept any enrolment fee for a pupil with any financial debt.

If there are any outstanding fees from any previous term pupils **will not be allowed to return to school**.

In addition, their place at school can be re-allocated to pupils on the waiting list.

* *Please note that fees will be automatically upgraded to match current fees if financial debt persists.*

Early Withdrawal

If a pupil wishes to leave SAIS during the academic year a notice of withdrawal should be received by the school **in writing** with a full term's notice. If this is not formalized, parents will be charged accordingly.

Other Costs

Field Trips - Certain field trips may require an extra fee. Any field trip fees will be communicated to parents in advance.

Student Planner - At the beginning of the school year each pupil receives a Student Planner. Should it be lost or in bad condition and required to be replaced, it will be charged a fee for the new one.

After School/Overtime/Prolongamento - At the end of school day, pupils can **wait up to 30min** to be picked up. After this period parents will be charged (invoiced for half an hour periods for extra-time).

4.0 ADMISSIONS

At SAIS we welcome prospective parents to visit the school and meet with a member of the Admissions Department to obtain information about the school, provision on vacancies, fees and the admission process. The first step that needs to be completed for enrolment at SAIS is to fill in our Pre-enrolment Form available on our website www.sais-estoril.com. We will then welcome prospective parents to schedule a meeting with a member of our Academic Board.

Applications for admissions are acceptable throughout the academic year. No official decision on an application is shared until all the relevant documents have been submitted and pupils have undertaken an SAIS Appraisal Tests. Families seeking admission for their child/children are advised to apply as early as possible as certain classes fill up quickly. Admission into SAIS will be determined by the Head of the School with the advice from relevant academic staff. SAIS reserves the right to deny admissions should the applicant be deemed not to benefit from the available educational programs.

Criteria for Admission/Exclusion - Each candidate's application materials are carefully studied in order to assess suitability for admission. All pupils will be on Academic / Behavioural probation for a previously set period of time until they are accepted as a permanent member of the SAIS community. During this period of time SAIS will reserve the right to refuse/invite to leave any pupil that does not fulfil our Academic/Behaviour Standards.

We look for candidates:

- Who are motivated/determined;
- Whose academic performance is average to excellent;
- Whose conduct is good overall, and who are respectful to others;
- Who are internationally-minded;
- Who would benefit from the SAIS curriculum;
- Whose qualities would enrich the SAIS community and be a positive contribution to it.

Set documents to deliver

- Financial clearance letter
- Signed Code of Conduct
- Signed Probation letter

5.0 STATEMENT OF UNDERSTANDING

By enrolling a pupil at SAIS – Santo António International School, Parents/Guardians agree to comply with ALL the school policies, namely admissions, pupil code of conduct, fees and financial procedures and regulations.

The school reserves the right not to admit pupils.

The school reserves the right to dismiss a pupil whose conduct in or outside school indicates that she/he is not in accordance with the ideas/objectives/program of the school.

The school may wish to photograph, film or record pupils for certain events within the context of their school education. These images may be used in school brochures or other publications, on the website or around campus.

We may also use video footage or web camera recordings during interschool conferences or educational projects. From time to time our school may be visited by the media who could take photographs, film footage or make recordings. Pupils may appear in these images which may be issued in local, national and international newspapers and televised or broadcasted programmes.

Conditions of use of privileged data:

1. Personal details or full names (first name and surname) will not be disclosed on pictures or alongside a picture or recordings.
2. Personal details such as email addresses, postal addresses, and telephone or fax numbers will not be disclosed.
3. The school will only use pictures of appropriately dressed pupils.
4. The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the school.
5. The school will not sell images or recordings to third parties.
6. The school will not pay pupils for images or recordings. The authorisation from parents/legal guardians prior to the use of photographs or recording of pupils in this context is compulsory.
7. Data protection Act.

All collected data, is of confidential nature, and for the explicit use of the school procedures. When the pupil leaves SAIS for good all confidential data will be destroyed.

Parent/Guardians: _____ Date: _____

Pupil(s) Name(s) : _____

Pupil(s) is/are allowed to leave school premises with: _____