



INTERNAL REGULATION

2024/2025

ARTICLE 1.

Object and scope

This Regulation sets out the structure and organisational rules arising from the implementation of Scholé's educational project and applies exclusively to Projeto Scholé (hereinafter referred to as Scholé). Any doubts regarding the provisions contained herein should be clarified in the light of the educational project.

ARTICLE 2

Objectives

1. The objectives of this Regulation are:
 - a) Ensure knowledge and understanding of Scholé's organisational structure;
 - b) Promote understanding and respect for the rules of operation, rights and duties of all Scholé members;
 - c) Promote the active participation of all Scholé members, as well as the surrounding community.

GENERAL CHARACTERISATION

ARTICLE 3

Purpose

From the Greek Scholé, "free time, leisure; that in which leisure is employed; learned discussion".

As explained in the school's educational project, Scholé was designed as a search for the wisdom of life (Goodale and Godbey, 1988). Aristotle said that work and leisure are both necessary, but that the principle of all (good) action is leisure. The Scholé is thus a place where people go to discover what they didn't even know they wanted to learn, a place of learning created from the child and their genuine and natural interest in exploration.

ARTICLE 4

Educational offer

1. Scholé offers a range of learning centres, including:
 - a) Pre-school, for children aged 3 and over;
 - b) Elementary school (also referred to as *Iniciação*), for children attending the 1st cycle of basic education;
 - c) During curriculum extension hours, it also allows the use of its facilities for the development of other complementary and leisure activities, participating with those interested in finding the necessary resources for the implementation.



ARTICLE 5

Pedagogical guidance

1. The educational orientation of the children who attend Scholé follows the curricular guidelines recommended by the Ministry of Education but is not limited to them.
2. Scholé's pedagogical approach is based on a Danish-inspired project methodology (Kaospilot), which is experimental and experiential, complemented by other approaches and methodologies (e.g. Playful Learning, Montessori, Reggio Emilia, among others), allowing each child to achieve the objectives set, feeling challenged, free and competent. The pedagogical approach is described in the school's educational project.
3. In the educational guidance of any of the school levels, free moments of Being, Playing and Doing are valued.

OPERATING RULES

ARTICLE 6

Timetable and annual calendar

1. Scholé is open 12 months a year, from Monday to Friday, from 7.30am to 7.30pm. For justifiable reasons, the school management reserves the right to make changes to the opening hours, with prior notice to the school community.
2. Curriculum time means activities aimed at promoting knowledge and developing skills, in line with the Ministry of Education's curriculum guidelines and including learning through artistic expressions, music, psychomotor skills, movement/sports, foreign language (English), Portuguese for foreigners, *playful learning* (board games), *feelings forward* (socio-emotional skills) and rugby.
3. Curriculum time is between 9.30 and 16.30. The rest of the time provided by Scholé is considered leisure time or complementary activities.
4. Participants must be at the school premises no later than 15 minutes before the start of curricular activities, otherwise they will not be able to take part in the activities taking place. Families must respect the school timetable and any changes to entry/exit times must be occasional or agreed in advance.
5. Scholé is closed on the following days:
 - a. National holidays;
 - b. Carnival Monday and Tuesday;
 - c. Easter Monday;
 - d. Regional holiday (S. João);
 - e. 24th, 26th and 31st December and 2nd January;
 - f. One week per semester for the exclusive work of the teaching team and cleaning/maintenance of the facilities (on dates to be defined annually in the school calendar);
 - g. On sporadic days, due to force majeure and/or prior communication to the Scholé community.

ARTICLE 7

Admission, enrolment and attendance

1. The application period for Scholé runs throughout the year.
2. The period for renewing enrolment is preferably between 1 January and 23 February and requires written



notification from the child's guardian.

3. To apply to attend Scholé, families will have to fill an application form and take part in a trial period (morning/afternoon), followed by an interview with the pedagogical team, the child and the family to assess the conditions of attendance and the fit between the needs and expectations of the family and the school. Once these assumptions have been validated, it is up to Scholé's management to decide whether to accept the enrolment within 30 consecutive days of the interview.
4. Priority selection criteria include:
 - a. Family members attending Scholé;
 - b. Children of Scholé employees;
 - c. Date of application.
5. The transition between levels (from Preschool to Elementary) is also dependent on the following conditions:
 - a. Individual assessment of the child's learning process by the Pedagogical Director;
 - b. Existence of vacancies.
6. Enrolment in any of the educational programmes is considered valid if families present:
 - a. Student enrolment form and biographical note;
 - b. The child's identity card;
 - c. Parent's ID card;
 - d. Photocopy of the vaccination card (in compliance with the Portuguese National Vaccination Plan) and medical report (in situations of chronic illness or whenever considered relevant);
 - e. 1 up-to-date photograph of the child (passport size);
 - f. Declaration of authorisation to save personal data to create the child's individual file;
 - g. Declaration of authorisation for digital recording (e.g. photography, video) of the child for individual portfolio purposes;
 - h. Declaration of authorisation for study visits (only applicable to trips within the community). All other trips will be subject to prior information and authorisation;
 - i. Proof of payment.
7. Attendance at Scholé implies:
 - a. Payment of an annual enrolment/renewal fee. The fee is not refundable in any case.
 - b. The payment of an annual tuition fee, which can be divided into 11 months;
 - c. The non-existence of unpaid amounts at the time of renewal.
8. The enrolment/renewal fee and the tuition fee include full time attendance (7.30am-7.30pm); curricular activities (including psychomotor/movement workshops, music, arts, English, Portuguese for foreigners, rugby, feelings forward and playful learning), uniform, school insurance, school supplies and food (morning snack, lunch and afternoon snack).
9. The enrolment/renewal fee is payable upon admission/renewal.
10. Tuition fees are payable annually during the month of September or, if families choose to pay monthly (11 months), on the 5th of each month, by bank transfer or educational tickets.
11. Failure to meet the payment deadlines will result in a 25 per cent increase in the tuition fee.
12. In the event of withdrawal, the following will be due:
 - a. 50% of the annual tuition fee, if the communication is made by the end of December;
 - b. The entire annual tuition fee, if the communication is made from January of the following calendar year.



13. In the situations referred to in the previous point, it is up to the school management to analyse any exceptional conditions.
14. If you reserve a place for admission and/or start attending in a month after the start of the academic year, you will be charged the equivalent of 75% of the tuition fee.
15. In situations where the child is absent from Scholé for a period of 10 consecutive days or more, the tuition fee will be reduced by the same amount as food for the same period. Except in the case of illness (duly proven by a medical certificate), prolonged absences must be notified (via email) at least 5 days in advance.
16. The price list (in a separate document) will be published annually and revised, if necessary, with prior notice to the date of enrolment or renewal of enrolment.

ARTICLE 8

Access and circulation

1. The adult accompanying the child when they arrive/leave the premises must respect the rules for using the school premises, namely ensuring that the door is locked and not allowing people from outside Scholé community to enter.
2. At the time of enrolment/registration, identification of the persons authorised to take the child from the premises is requested, so any changes must be communicated in writing in advance.
3. People going inside the premises must wear proper footwear, go barefoot or use shoe covers.

ARTICLE 9

Learning material

1. Upon enrolment/renewal of enrolment, each child is given a Scholé kit which includes an optional daily uniform. Uniform items must always be available at school (individual locker) for any outings during curriculum time (the use of the uniform is compulsory when going outside).
2. Enrolment/registration and tuition fees cover teaching materials and the cost of educational outings during curricular time and in the surrounding community.
3. Throughout the year, occasional activities may be scheduled and costs might not be initially foreseen or covered by the enrolment/renewal fee (e.g. unscheduled visits abroad and outside the surrounding community; leisure activities, among others). In this case, participation will always be at the discretion of the families, who must be informed in good time.
4. Children are allowed to use electronic devices provided by the school in the Scholé environment, as long as it is for educational purposes and under the supervision of the educational counsellors.
5. Children may use any available resources with guidance or autonomy, taking responsibility for their use, tidiness, cleanliness and state of repair.
6. Each child should bring:
 - a. Pillow, sheet and blanket (for napping children);
 - b. Diapers (if necessary);
 - c. Footwear for exclusive use inside the school (preferably sports shoes);



- d. A change of clothes according to the season;
- e. Hygiene bag with toothbrush and toothpaste
- f. Scholé kit (uniform).

ARTICLE 10

Food

1. Scholé provides meals (lunch) through an external catering service and two snacks prepared in the school's premises. The menus are drawn up by nutritionists and respect the needs of each stage of development and the guidelines issued by the competent organisations; they are made available weekly on the communication application used by the school. A diversified diet and fresh food will be favoured.
2. Families whose children have any food restrictions due to intolerance or allergy should inform the school in good time.
3. Children should not bring any food to school, unless previously agreed.

ARTICLE 11

Health and hygiene

1. Children showing symptoms of illness or poor hygiene will not be allowed to attend the school.
2. In the event of a serious or contagious illness, the child may only return to Scholé after presenting a medical declaration proving that there is no danger of contagion.
3. Children with symptoms of illness should not come to Scholé for general health reasons. When symptoms of illness are detected at school, parents will be contacted and asked to collect the child as soon as possible.
4. In occasional febrile situations, medication will only be administered with the prior authorisation of the parents or guardians.
5. If a child needs medication while at Scholé, families must present a doctor's prescription or sign a term of responsibility for the option administered, and the medication to be administered must be labelled with the child's name, dosage and the time it was taken.
6. In the event of an accident or sudden serious illness, families will be contacted immediately, and children will be taken to the local public health centre or hospital (unless the families expressly advise otherwise).

ARTICLE 12

Leaving the premises during curriculum time

1. Understanding that learning doesn't end in the Scholé building, there will be regular activities that require leaving the premises.
2. At the time of enrolment/renewal, parents will be asked to sign an annual authorisation for their child to take part in outings within the boundaries of the surrounding community.
3. In the case of visits involving transport logistics, prior notification will be given.
4. In exceptional cases, the intention and costs of leaving will be communicated to the parents in advance, and this participation will be left for consideration.



ARTICLE 13

Extended curricular time or complementary activities

1. After-school activities mean the time the child spends before and after the curriculum. Extended activities are voluntary and autonomous, with the possibility of using the material resources available in the space and do not require any additional payment.
2. Complementary activities during the extension period are optional. Each year, and taking into account the interests of children and families, Scholé presents a list of complementary activities that children can enrol in. These activities can only take place if there is a minimum number of people enrolled and they require payment for at least one semester's attendance.

ARTICLE 14

Rights, duties and behavioural procedures in spaces

1. The rights, duties and procedures for behaviour in the various spaces are defined jointly at the beginning of the school year and posted in the school.

ARTICLE 15

Organisation structure

1. Scholé's management structure is made up of a Management Board, an Executive Board and a Pedagogical Board.
2. Scholé comprises a team of employees who carry out the educational project, in a system of autonomy of action in accordance with the values advocated by the school.
3. Families who sign up to the educational project are committed to participating in its development.
4. The success of the project depends on the collaborative dynamic established between all the parties to the project. It is therefore the commitment of the parties:
 - a. Acting in harmony with the principles and procedures regulated by the educational project's guiding documents;
 - b. Facilitating daily dynamics through collaborative action between everyone;
 - c. Collaborate with the enrichment of educational proposals, with ideas, sharing and effective work;
 - d. Being receptive to other people's ideas;
 - e. Giving voice, time and space to the learning of the children involved; being firm in the principles and sensitive in the process of desired self-regulation.
5. The rights and duties of all those involved will be the subject of a specific document to be debated and approved annually at a general school meeting.

MONITORING AND EVALUATION

ARTICLE 16

Individual process

1. The child's individual file must be organised in its own folder and available for consultation by any member of the pedagogical team.

2. The child's individual portfolio must be organised in its own folder and available for consultation by any pedagogical staff member and the child's family:
 - a. This process is overseen by guidance counsellors;
 - b. In order to properly monitor each child's development process, the counsellor must:
 - i. Be the official vehicle for communicating with the respective families about the process of their mentees, in a system of consensus and co-responsibility;
 - ii. Be the families' preferred means of communication for any clarification, information or queries;
 - iii. Having first-hand access to information relevant to the child's process;
 - iv. Share relevant information with the pedagogical team.
3. The confidentiality of the elements and information contained in the child's individual file, of a personal or family nature, will be guaranteed.

ARTICLE 17

Evaluation

1. All educational agents - students, staff, families - actively participate in the process of continuous feedback on the various dimensions of the school (facilities, resources, equipment, environment, school culture, pedagogy). These moments of feedback are organised in general meetings and held at least quarterly.
2. Assessment of learning is seen as an integrated process in the teaching-learning cycle, including a set of procedures that, in addition to certification, are a strategy to support and promote learning and the holistic growth of the child. It is important that the pedagogical team, in close collaboration with the families, know how to observe, assess, monitor and follow up the different areas of the children's development, ensuring that the Scholé child's profile is pursued and that the school's educational project is operationalised.
3. The pedagogical design of each learning project includes the design and construction of assessment strategies and instruments appropriate to each project. This assessment includes moments and instruments for self-assessment and hetero-assessment, diagnostic, process and results assessment.
4. A global qualitative assessment report is issued for each pedagogical project, demonstrating the competences, attitudes, values and knowledge that have been put into practice and acquired.
5. A global development and qualitative assessment report is delivered to families every six months, covering multiple dimensions (cognitive, emotional and social).
6. The principles and procedures to be observed in the assessment of children enrolled in preschool are enshrined in the Curriculum Guidelines for Preschool Education. In the case of children attending Elementary school (1st cycle), the principles and procedures are defined by the Essential Learnings, the Profile of Pupils Leaving Compulsory Schooling, the National Strategy for Citizenship Education and other legal regulations in force.
7. Student assessment is governed by the legal regulations in force.



FINAL PROVISIONS

ARTICLE 18

Dissemination, entry into force and review

1. As a practical commitment, this regulation is co-created by the management structure and all the employees assigned to the project.
2. This regulation comes into force on 1 September 2024.
3. The official entry of a family or employee into this project presupposes their acceptance of all the points set out in the regulation.
4. In a process of improvement, the regulation is subject to annual review. Any changes will be communicated in good time prior to enrolment/renewal.

ARTICLE 21

Omissions

1. Any situation not covered by this regulation must be dealt with and coordinated by the Management Board in co-operation with the Executive Board and the Pedagogical Board, where applicable.