

FOREWORD FROM THE C.E.O.

The conditions set out below, and in the re-enrolment/enrolment forms, come with much thought and deliberation. In the decisions recently made, the considerations of the Advisory Board, the Executive Committee and I, as C.E.O, as well as advice from financial consultants, has all been noted and pondered upon. I would like to share with you the expertise that this Board and our EXCO brings to our school and indeed helps make these very important decisions, always with your children in mind.

Peter Muggleton:	Advisory Board – Chairman – Teacher for 40 years and involved with the school for the past 22 years.
Florbela Lopes:	Advisory Board – Vice-Chair – Architecture/C.A.D. 14 years & Educational Administration for 24 years
Renee Caboz:	Advisory Board - Secretary – C.A.D. / I.T. Teacher for 36 years
Rosário Amaral:	Advisory Board - Member – Pre-school Teacher for 30 years
José Janeiro:	Advisory Board - Member – Civil Engineer in the field for 45 years
Fernando Gomes:	EXCO – Finances for 20 years
Gillian Davidson:	EXCO – Teacher and School Administration for 45 years
Bibiana Gonçalves:	EXCO – Teacher and School Administration for 16 years

We all live through hard times in present-day Angola, but realistic adjustments to fees are a survival necessity. Our fees since 2014, even with continued increases, due to the devaluation of the local currency, have halved in value while International teachers' salaries have not. In order to attract top-calibre teachers, we need to keep improving their salaries or at least keep them within world standards. We are at present carrying out further significant analysis in order to make teacher packages more attractive. This increase in fees will help us do so, but even so, we will need to keep on tightening our belts in other areas, where possible.



Another area which needed attention was our school premises. Since 2016, as the crisis continued, we put many projects on hold in order to survive. However, major construction – some already completed, and some on-going - could not be put off any longer. These are the following...

Outside companies (completed and ongoing):

- New Playground Flooring - ECD
- New Gutters Throughout
- Tiling of Dining Rooms – Floor to Ceiling
- Enhancement of Dining Room Serving Areas
- New swimming pool change rooms
- New Support Staff Bathrooms
- Extension/Refurbishing Laboratory
- Rearrangement and refurbishing of Student Bathrooms on Campus 1, 2 and 3
- Remodelling of Pool combination of white cement, white marble aggregate.

Our own internal maintenance during holidays:

- Maintenance moved out of Campus 9 (Jul/Aug 2019)
- Repairing exterior walls and repainting the school buildings (Jul/Aug 2019)
- Altering campus 7 to accommodate Stationery/Events/Maintenance/Staff dining Room (Jul 2019 until present day)
- Refurbishing house on Campus 6 for teachers (December 2019)
- New kitchen for teachers (Early September 2019)
- Fixed the pavement outside Campus 4 (Early September 2019)

The infrastructure costs are daunting! The value of fees as well, but please note, that all **compulsory** fees, added up and if split monthly, give an 88.750 akz adjustment.

On this note I leave you, hoping that I have imparted enough information to support our need to increase fees. We thank you as always for having chosen that your children are part of this great 'family' and we will continue to fulfil your needs and those of our students to the best of our ability.

SEINTERNACIONAL – SERVIÇOS PARA A EDUCAÇÃO INTERNACIONAL – SUCURSAL DE ANGOLA

Rua Cambambe, Nº 21-23, Bairro Patrice Lubumba • NIF: 5417314552

Tel: (+351) 216 022 206 • (+244) 935929501/938024964/912505945 • Mail: secretaria@colegiportugues.org

PUNCTUALITY FOR THE SCHOOL DAY

- Punctuality and adherence to regulations are important factors in the social development and academic progress of a student.
- Late arrival, besides disrupting teaching time, is disrespectful to both the teacher as well as students who arrived on time. Late students also miss out important classroom activities, information for the day and instructional time.
- A tolerance of 5 minutes will be given at the beginning of the school day and students who arrive late will have to wait until the end of the lesson before joining the class. The late arrival and absence from the class will be noted.
- Please be reminded it is important that students are collected promptly at the end of the school day, after a day full of diverse activities it is important that they have the necessary rest before the next day.

ARRIVAL FOR THE SCHOOL DAY

- Entrance to E.S.C.O.L.A. premises is not permitted before 08h00. Students arriving before this time must wait in their vehicles. At 08h00 they will be allowed on to Campus 5.
- An employee of E.S.C.O.L.A. will be on duty from 08h00 as well as a staff member from 08h15. At 08h30 all students will be escorted to their respective classrooms.

SECURITY CARDS

- It is the responsibility of the parent to ensure that the person collecting a student has the necessary security card.
- Should that person arrive without the necessary security card the parent will be contacted.
- Should the parent be the one collecting the child, without a security card, they must go to the office to collect an authorisation slip.
- Please bear in mind that this is for the student's safety and the staff member on collection duty may not know who the parent is.

PERSONAL BELONGINGS

- Please be reminded that the school cannot control or be held responsible for loss or misplacement of personal items that students bring to school.
- All belongings must be marked with the student's name.

UNIFORMS

Uniform requirements are as follows:

- PP3 to Grade 0 – x2 Pinafores to be replaced each academic year
- PP3 to Grade 3 – Book Bag
- PP3 to Grade 3 – School Golf Shirt and Gym Shorts are compulsory and to be worn daily.
- Grade 4 to Grade 8 – x2 School Golf Shirts and Denim Type Plain Mid-thigh Shorts or Skirts, Mid-calf Pants (no ragged, torn or cut jeans): in school colours, blue, black, white or grey.
- Mid-thigh means the student should place an arm straight down along the body, where the tip of the fingers touch being the adequate length.
- P.E. Kit composed of T-shirt and Gym Shorts and Swimming Kit, composed of swimming costume, cap, goggles and bag is required for all grades. Grade 3 and 4 – Flippers are a requirement.
- On the days that a student has P.E. or Swimming, besides the uniform they should bring the appropriate Kit to school, as well as extra clean underwear for changing after the said class.
- A school track-suit top is a requirement and is the only item that can be worn on cooler days.
- The uniform shop is now located in Rua de Benguela. Parents will be able to purchase uniforms directly from the shop using cash/card.
- All items that belong to a child must be labelled, thus avoiding mix-ups with other student's belongings. Iron on labels will be available at the uniform shop, these will be sold in batches of 20 at 3.000 kwanzas.
- The students are encouraged to dress in a manner befitting a student of a high calibre independent school. The students are expected to take pride in their appearance.

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Jewellery: Should be kept to a minimum, inexpensive and small in size.

Footwear: Shoes/track shoes/secure sandals, not flip-flops, boots or platform shoes;

Hair: Hair must be kept clean, neat and tidy. Long hair must be fully tied back during school time.

Hats: Hats/caps are necessary for outdoor activities but may not be worn indoors.

Nails: Nails are to be kept short and well-groomed with no nail varnish.

Make-up: Make-up may not be worn.

Facial Hair: Boys must be clean shaven.

The wearing of the school uniform is always a requirement while a student is at school.

WATER SUPPLY

- Water should be brought from home in a drinking bottle. These may only be refilled from the drinking fountains at school. Water may also be purchased by students from the tuck-shop.

ITEMS STUDENTS SHOULD ALWAYS BRING TO SCHOOL

- Tissues
- Wet Wipes
- Mosquito Repellent
- Uniforms

Students should always have with them all the necessary material needed for the various activities/subjects daily. Delivering of material such as text and exercise books, computers, uniform items etc. during the school day by drivers or parents will not be permitted.

AFTER SCHOOL SWIMMING

- Swimming team practice will continue to take place after school hours subject to invitation. The swimming coach will select students to attend in accordance with their dedication and performance during weekly lessons and if they show the willingness to participate in the mini league / festival galas.

DELIVERY OF MEALS FOR STUDENTS WHO BRING HOME LUNCH

- Snack for break/recess and Lunch, well-marked and placed in a mini zip-up cooler bag with a mini ice pack must be delivered 30min. before individual recess and lunch times.
- No deliveries by a commercial enterprise will be accepted.
- Students will be given and charged for school lunch should theirs have been forgotten or not delivered on time.
- Time limit for delivery of home lunch:
 - **11H45** - PP3, PP4 and Grade 0 students in the PP4/Grade 0 (lunch being at 12h15)
 - **12h30** - Grade 0 to Grade 3 (lunch being at 13h00)
 - **13h15** - Grade 4 to Grade 8 (lunch being at 13h45)

BIRTHDAYS

- Birthdays may be celebrated by bringing a birthday cake, enough for a maximum of 25 small slices, or 25 cupcakes to share with all classmates. Besides cake, a small juice and packet of chips or popcorn for each student may be sent into school.
- Parents should inform the Phase coordinator, with a cc to the class teacher, not later than 48h before the day. PP3 to Grade 3 will celebrate towards the end of the day and Grade 4 to 8 during first recess.
- **Party packs are not permitted**, and should they be brought to school, they will be returned by the teacher.
- Birthday invitations for parties taking place outside of school, may be handed out if the whole class, or all students of the same gender, are invited.

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FIRST SCHOOL DAY PROCEDURE

- On the first day of school parents must accompany their children to the registration desk on Campus 9. Instructions will be given as to how to proceed thereafter.
- Should a student begin school after the first day, the parent should first go to the school office where instructions will be given, before going to the classroom.
- Should fees be outstanding, or any other administrative matter require attention, your child's name will not be on the class list, and you will be redirected to the school office.

PRIVATE COACHING OF STUDENTS:

- The following guidelines should be adhered to when asking teachers to undertake extra coaching of students: -
- Teachers may not tutor students without prior written permission from a Director
- Teachers may not privately coach students in their own class for monetary gain.
- Lessons may not be given on school premises.
- The school shall in no way be responsible for any actions, problems or queries arising from such lessons.

APPOINTMENTS WITH EDUCATIONAL STAFF AND OFFICE HOURS:

- Please be aware that directors and teachers are not always available to answer your calls or queries as they are busy carrying out the daily functions of a school day. Please do also take into consideration that directors and Phase coordinators have a long day and calls after school hours should be avoided. Should you wish to speak to a teacher or director for any reason please make an appointment through the school office at least 24h hours before, who will get back to you with the persons available times. Further, please do understand that we cannot be a secretarial service for your child's extra-curricular / leisure activities and thus these requests should not occur.

SERVICES

- Admissions/Finance: Fátima Barbosa (Finance Manager);
- School Office/General Information: Jason Pestana (Administrative Assistant)
- Payments: Makiesse Mateus (Treasurer);
- Uniforms: Teresa Manuel (Uniform Shop)

OFFICE HOURS

- Monday to Thursday: 7h30 - 16h30
- Friday: 7h30 - 14h00

This is a summary of important procedures to follow but please refer to the school handbook and detailed information in other school documents

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