



E.S.C.O.L.A.
ENGLISH SCHOOL COMMUNITY OF LUANDA ANGOLA

HANDBOOK FOR PARENTS AND STUDENTS

LEARNERS FOR LIFE

School Year 2020/2021

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



ANEP
ASSOCIAÇÃO NACIONAL
DO ENSINO PARTICULAR



ISASA
Independent Schools' Association of Southern Africa

ME
Ministério da
Educação



ecis

Introduction

The School

Mission Statement

Aims and Objectives

Alphabetic Reference

Absences

Accidents

Assemblies

Assessment and Reporting

Birthdays

Charities

Communication

Development Days

Dining Room

Discipline

Dress Code

Electronic Devices

Educational Resources

Excursions/Outings

Extra Tuition

Governance

Homework

Hours

Library

Lost Property & Money

Meals

Delivery of Meals for Students Bringing Home Lunch

Parent Participation

Religion

Safety and Security

Senior Prize-Giving

Special Needs

Toys

Transport

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



ANEP
ASSOCIAÇÃO NACIONAL
DO ENSINO PARTICULAR



ISASA
Independent Schools' Association of Southern Africa

**Ministério da
Educação**



INTRODUCTION

This handbook serves as a guide to parents, to assist you in understanding the procedures and requirements pertaining to E.S.C.O.L.A.

In it may be found the functioning rules of this institution, from administrative to educational services, as well as the mission statement and the rights and responsibilities of all concerned within our School community.

General aspects of operation are also included.

THE SCHOOL

The English School Community of Luanda, Angola, (**E.S.C.O.L.A.**) is an interdenominational, independent school catering to students through the medium of English.

The formal curriculum, is the South African CAPS (Curriculum and Assessment Policy Statement), adapted to an international context and is offered from Pre-Primary to Grade 8.

E.S.C.O.L.A. is operated by the same administration as 'Colégio Português' and the students benefit from the cross-cultural exposure.

E.S.C.O.L.A. is a member of the Independent Schools Association of Southern Africa (ISASA) and will follow the curriculum recommendations of that Association.

E.S.C.O.L.A. is accredited by the European Council of International Schools (ECIS) which is a collaborative network, promoting the ideals and best practice of international education.

E.S.C.O.L.A. is a member of the Angolan private school's association, Associação Nacional do Ensino Particular (ANEP).

MISSION STATEMENT

The Mission of The English School Community of Luanda, Angola (E.S.C.O.L.A.) is to provide, through the medium of English, a student-centred education of the highest calibre that is holistically relevant in the Southern African and International context.

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

AIMS AND OBJECTIVES

E.S.C.O.L.A. is committed to:

- provide a holistic education of the highest calibre;
- promote the growth of the complete person in body, mind and spirit;
- develop the unique individuality of all students to their maximum potential in any given sphere;
- encourage effective communication and respect amongst the students;
- develop and maintain effective communication and respect between and amongst the school administration, the students, the teachers, the parents and the wider school community;
- nurture and develop the students' self-esteem, self-worth, self-control, self-discipline, self-motivation and self-respect;
- encourage and develop self-directed and experiential learning skills;
- encourage and develop lifelong learning patterns;
- foster critical and creative thinking, problem solving, risk taking, and decision-making;
- provide a firm base for the students to become caring, principled, open-minded and well-balanced citizens of the world;
- develop self-motivated, successful and knowledgeable students who will freely gain admission to other international educational institutions at all appropriate levels;
- respect and honor the historical and cultural background of Angola and recognize the importance of its heritage and public holidays;
- encourage and foster communication with the citizens of Angola to learn more about the host country;
- ensure that the members of the academic and support staff are of the highest caliber;
- promote professional development of staff;
- ensure all staff are committed to providing a happy and vibrant educational environment conducive to purposeful learning.

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



ANEP
ASSOCIAÇÃO NACIONAL
DO ENSINO PARTICULAR



ISASA
Independent Schools Association of Southern Africa

ME
Ministério da
Educação



ABSENCES

For any absence, a written note of excuse is required which, should be emailed directly to the Phase coordinator or Director. A doctor's certificate must be provided if the student is away for more than three days. Advance written notice must be given if you are going to be away from school for an extended period. Students will not be given work to take away with them, but they will be expected to catch up what they have missed, when they return.

Teachers are expected to teach their full programme both at the beginning and end of terms.

Parents are strongly advised to minimize absenteeism so that academic progress is not hampered.

ACCIDENTS

If students are injured in any way, the teacher will attend to them while a member of staff, trained in First Aid, will be called. If it is deemed necessary to transport the student to hospital the Parents will accordingly be called. Should both Parents be unavailable an ambulance will be called for and the student accompanied to hospital by a member of staff. It is imperative that, during the course of the academic year, any change in a student's medical insurance particulars be brought to the attention of the school office.

ASSEMBLIES

Regular assemblies will be held during each term.

ASSESSMENT AND REPORTING

Assessment:

A student's progress is based on continuous assessment. The teachers will assess work done by the students as a diagnostic exercise to pinpoint difficulties and to ensure understanding.

Assessment exercises will be given during the term, particularly when a section of work has been completed. The upper classes will also have formal assessment exercises towards the end of each term.

Reporting:

A formal report will be sent to Parents at the end of Term I and Term III. In Term II, Parent interviews will be held towards the end of term and a Student Led Conference will be held in Term III, which is student directed.

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.

CHARITIES

As part of the school's community service programme, students will participate in events to enable them to help a small number of worthwhile charities. Any fund-raising events to be held at the school must be referred to the Director of Education for authorisation.

COMMUNICATION

One of the toughest challenges facing any school is keeping students, parents and the community informed of exactly what and when things are happening in a school. E.S.C.O.L.A. pledges to do its uttermost to keep all parties informed.

There are several ways that will assist in achieving this:

- E.S.C.O.L.A. has an "open door" policy. Parents are welcome to contact the school staff regarding any matter in which they need advice or clarification as follows:
 - Administration or Finance: School Office.
 - Classroom matters and discipline: The Class Teacher and Phase Coordinator.
 - School educational policy and discipline: The Director of Education.
 - Similarly, the above persons will contact the parents, in their areas of responsibility, should the need arise.

Such contact should not interrupt class-teaching time.

- An annual calendar will be sent out well in advance to show the term dates of the academic year, vacation periods and public holidays.
- A term calendar will be sent to parents showing public holidays and school events.
- Phase Coordinators and Teachers have a school e-mail address which is used to communicate with Parents. These e-mail addresses will be given to Parents at the start of every academic year and Parents are encouraged to communicate with the Phase Coordinator via email, with a cc to the teacher.
- A Parents' orientation evening will be held early in the school year so that parents may meet the teachers and find out what will be expected of their children. A weekly (PP3 to Grade 3) and fortnightly (Grade 4 to 8) summary will be sent to the parents, by the Phase Coordinator, indicating the work to be covered in the classroom for that week or fortnight.
- Various educational, cultural or social events will take place during the school year to which the parents and students will be invited.
- An E.S.C.O.L.A. Facebook page provides reminders and news for parents.

DEVELOPMENT DAYS

Staff development days occur from time-to-time during the year and the dates of these will appear on the term calendar. The staff members of E.S.C.O.L.A. are committed to personal growth and an awareness of new trends in education.

Attendance of conferences and workshops will take place, in country and internationally whenever possible.

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

DINING ROOM

Dining Room Usage Rules

- All students should enter the dining room punctually, accompanied by the respective teacher.
- Entry into the dining room should be in an orderly and organised manner.
- Students should respect the dining room service staff and the instructions of teachers on duty.
- Students should eat the food served, therefore avoiding waste.
- During meals, all students should remain seated. The exit from the dining room, should be in an orderly and organised manner.
- No fizzy-drink or juice is permitted to be drunk during meals. The only allowed drink is water.
- During meals, conversation should be kept to a moderate tone, thus promoting a calm and harmonious ambience.

DISCIPLINE

There is **NO** corporal punishment at E.S.C.O.L.A. The code of discipline is encapsulated in the document “Expectation and Responsibilities”, a copy of which will be given to every student and discussed with them. It is important that the students, the parents and the school work closely together to develop acceptable patterns of behaviour and high levels of self-discipline within the students.

From Grade 4 to 8 a Merit/Demerit system is in place. Detention periods are held on Friday afternoons when a student has accumulated 5 demerits. This will be on the advice of the Phase Coordinator and at the discretion of the Director of Education. Instant detention will be awarded for serious misdemeanours.

Should a student repeatedly not comply with his/her responsibilities as detailed in “Expectations and Responsibilities”, the parents will be contacted and invited to discuss the situation to find a mutually acceptable solution.

DRESS CODE

The use of a school uniform is a requirement at **E.S.C.O.L.A.**

Uniform requirements are as follows:

- PP3 to Grade 0 – x2 Pinafores to be replaced each academic year
- PP3 to Grade 3 – Book Bags
- 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 to 4 – Flippers are a requirement.
- A school track-suit top is a requirement and is the only item that can be worn on cooler days.

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

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 and may not be worn indoors.

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

Make-up is not permitted.

Facial Hair: Boys must be clean shaven.

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.

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 AOA.

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.

ELECTRONIC DEVICES

The use of electronic devices (mobile phone, personal computer, iPods, iPhones, MP3, MP4, smart watches, etc...) on the school premises is only permitted when directed by a teacher. Should a student have an electronic device with them on the school premises they must be switched off and kept in their school bag.

No students in Grade 4 and below may bring electronic devices to school.

As is the school policy, all students from Grade 4 up are required to have their own personal Computer with **Windows 10** and Anti-Virus software already installed. We recommend a 7" screen with a minimum 1 GB of RAM.

All student computers must be set up in and have an English keyboard.

The school will not be held responsible for any damage or loss of equipment.

Non-compliance will lead to the following disciplinary measures being taken as laid down in the applicable Policy point 8:

- First offence – confiscation of equipment for a period of one month.
- Second and subsequent offences – a written warning, confiscation of the equipment for a period determined by the Director of Education.

EDUCATIONAL RESOURCES

- Each student is responsible for looking after their educational and sporting items as well as lunch boxes, in and outside the classroom.
- Students should respect their belongings, educational material and the physical environment of the institution.
- Students are responsible for bringing all necessary educational material issued and equipment required for their daily lessons.
- It is vital that all material and equipment is clearly marked.
- Text books remain the property of the school and will be issued to students at the beginning of the academic year. It is expected that each student will take care of his / her text book issued throughout the year, returning it at the end of the year in good conditions for re-use, without writing, underlining or scribbling. For books not returned or returned in poor condition a replacement fee will be charged.
- This applies only to text books. Any workbooks and / or exercise books are not subject to return.
- Readers and Library books remain the property of the school. A replacement fee will be charged if damaged or lost. Until such fee is paid Readers and Library books may not be taken home.
- Photocopying services are not available to students.

EXCURSIONS/OUTINGS

Where relevant to the curriculum, and depending on the availability of the venue, excursions will be arranged. Excursions are a learning situation that enhances the acquisition of knowledge in a practical way. These outings are arranged during school time and the students travel in the school bus, accompanied by the respective teacher, as well as the classroom assistant in the ECD and Foundation Phase classes, and a doorman.

We encourage parents to become involved in this aspect of education in various ways by:

- accompanying the staff to assist with the care of the students;
- providing additional transport.

EXTRA TUITION

Extra Tuition is offered to students who show a need to consolidate the acquisition of the contents taught. The class teacher will identify the students and their needs, as well as indicate the frequency of these classes. Support may be temporary and focus only on some content. The frequency of the extra tuition will depend on the student's attendance and will be stopped if there are more than two unexcused absences. Students with less appropriate behavior in the classroom, and whose poor performance is the result of the same, will not be proposed for extra tuition.

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

GOVERNANCE

The Advisory Board and Executive Committee, EXCO, are responsible for the overall running of the school and set policies. The day-to-day running of the school is entrusted to EXCO; this is made up of the Director of Education of E.S.C.O.L.A., the Directora Pedagógica of Colégio Português and the Administrative Director. The Director of Education and the Coordinators of each phase are the Management Team of this school.

HOMEWORK

Homework is set from Monday to Thursday to revise, consolidate and extend class work. It is also designed to develop a good work ethic, self-motivation and self-reliance.

The homework diary will inform parents as to what homework is to be done by the students. For Grade 5 to 8 a homework timetable is given allocating days and subjects. As a rough guide homework should take:

- PP3/PP4: Nil
- Grade 0: 15 minutes (Literacy related activities)
- Grade 1 and 2: 20 minutes
- Grade 3 and 4: 30 minutes
- Grade 5 and 6: 45 minutes
- Grade 7: 1 hour
- Grade 8: 1 hour, 15 minutes

Parents play an important role in the success of meaningful homework by:

- providing a supportive role;
- providing a quiet place with a chair and table of suitable height;
- providing stationery to complete homework assignments;
- ensuring there is suitable lighting;
- having a set time to do homework;
- listening to set reading;
- taking an interest in the content and the neatness of presentation in written work;
- in general, giving praise and encouragement.

Remember it is the students' responsibility to do their homework, not the parents'. However, parents are required to check the homework and sign the diary on a daily basis.



HOURS

MONDAY TO THURSDAY

Early Childhood Development Phase	08H50 for 09H00 to 15H30
In the first month, the longer school day for PP3 and the school day without a rest period for PP4, is gradually introduced.	
Grade 1 and Grade 2	08H50 for 09H00 to 15H30
Grade 3	08H20 for 08H30 to 15H30
Grade 4 to 8	08H20 for 08H30 to 16H00

FRIDAY: EARLY CLOSING

PP3 to Grade 2	08H50 for 09H00 to 13H00
Grade 3 to Grade 8	08H20 for 08H30 to 13H00

- Staff professional development and the ongoing, dynamic curricula developmental discussions will take up Friday afternoons.
- Physical Education, various sports skills, swimming, and cultural activities will be integrated into the daily timetable.
- Lessons will start promptly at 09H00 for PP3 to Grade 2 and students are expected to be at school by 08H50 to ensure that they are ready to start on time.
- Lessons will start promptly at 08H30 for Grade 3 to Grade 8 and students are expected to be at school by 08H20 to ensure that they are ready to start on 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.
- Recess periods are for students to socialise and play. PP3 to Grade 3 students eat their snack in the classroom, while Grade 4 to 8 students do so during the recess period.
- During recess students are not allowed in the classroom without special permission.
- At the end of recess students must line up and walk to their classrooms in an orderly and calm manner accompanied by their teachers.

Students must be collected promptly at the end of school each day.

LIBRARY

The Library is a place of work; thus, students should keep silent, or in extraordinary situations, speak very softly. Eating or drinking in the Library is not allowed. A period will be timetabled for students to exchange books.

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



ANEP
ASSOCIAÇÃO NACIONAL
DO ENSINO PARTICULAR



ISASA
Independent Schools Association of Southern Africa

Ministério da
Educação



LOST PROPERTY & MONEY

Parents are requested to ensure that all items of clothing, shoes, sports equipment and other personal effects are clearly marked with the student's name.

All items left lying around will be taken to outside the Director's office and may be claimed during lunch break or after school. Students must be encouraged to take care of their possessions.

Students are responsible for their personal items and thus it is not advisable that valuable goods or money be brought to school. Students should not bring money to school unless they are specifically requested, in writing, to do so. In this instance, the money should be sealed in an envelope and clearly marked with the student's name.

The school will not take the responsibility nor be liable for lost or damaged items.

MEALS

It is very important that the students bring a healthy, nutritious snack and a juice or water for the snack/recess period. Presuming that the students have had a meaningful breakfast, a light snack and a NON-FIZZY drink is all that is needed for this break.

Students availing themselves of the tuck shop to purchase their snack must ensure they have the respective ticket with credit for purchases to be made.

The students will be encouraged to drink large amounts of water during the day. Water for individual use should be brought from home in a water bottle. These can be filled up at the various drinking fountains throughout the school.

For students from PP3 to Grade 3 the tuck shop ticket is kept at school in the classroom and purchases made by the teacher assistant. Grade 4 to 8 students are responsible for keeping their own ticket and may not ask any school employee to purchase food, drink or any other items from the tuck shop or outlet off the premises.

Carbonated sweetened drinks, candy, sweet biscuits and chip-type foods are not allowed. These may only be consumed by students on 'special days' diarised by the school.

Chewing gum is not permissible under any circumstances.

DELIVERY OF MEALS FOR STUDENTS WHO BRING HOME LUNCH

- Snack for morning break/recess and Lunch, well-marked and placed in a mini zip-up cooler bag with a mini ice pack must be delivered no later than 30 minutes before individual recess and lunch times.
- RECESS: **09h15** - PP3, PP4 and Grade 0 students in the PP4/Grade 0 (recess being at 09h45)
 09h15 - Grade 0 to Grade 3 (recess being at 09h45)
 10h15 - Grade 4 to Grade 8 (recess being at 10h45)
- 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)
- 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.

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

PARENT PARTICIPATION

It is most important that the school and parents work together in harmony to ensure that the student derives the maximum, holistic benefit from all that E.S.C.O.L.A. provides.

There are many other ways in which parents can help the students (and the school) by:

- ensuring the students receive the necessary amount of sleep to ensure they are alert and rested for the school day.
- helping to make the students responsible for their own actions;
- helping them to take responsibility for doing their homework;
- encouraging them to care of their possessions;
- taking an interest in their schoolwork and activities;
- supporting the school's ethos, expectations and responsibilities as shown in the code of conduct;
- helping with transport and supervision on outings;
- attending all educational and social parent evenings and meetings;
- assisting the students in making responsible and appropriate choices regarding electronic usage and screen time.

RELIGION

The ethos of the school is Christian-based, but E.S.C.O.L.A. recognises all religions. All students will have the right to their beliefs and forms of worship. However, the practice of a particular religion must not interfere with the classroom or school learning environment.

SAFETY AND SECURITY

During the school day, students must remain on the school campus. Should a student need to be collected for an appointment off the school premises an email must be sent to the Phase Coordinator or Director of Education so the necessary permission slip can be issued. In this instance the person responsible for collecting the student must report to the school office with the relevant security card for collection of the student.

When collecting the student at the end of the school day the person responsible must show the relevant security card to the doorman on duty, to gain access to the premises. Under no circumstances may a student be in possession of a student card to hand to the person collecting them.

Should no security card be presented a permission slip must be issued by the school office before the student may leave the school premises. This includes parents.

SENIOR PRIZE-GIVING

The Senior awards ceremony is to acknowledge senior students who, during their school year, have achieved and applied themselves with diligence to their academic pursuits, shown personal and social growth or demonstrated any other accomplishment of significant importance.

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

SPECIAL NEEDS

E.S.C.O.L.A. does not have a Special Needs Department. However, students who are experiencing difficulties will be accommodated through English Support Language (ESL) lessons and remediation activities.

When a student finds it difficult to cope with any part of the school's academic programme, the class teacher will discuss the issue with the parent to inform them. Various strategies to assist the student will be discussed.

Similarly, if parents feel that their child is experiencing difficulties, the teacher must be contacted immediately to discuss the issue.

The school will make every effort to work in an inclusive way, within the possibilities that its facilities, human resources and surrounding environment allow.

The school reserves the right to refuse admission to students whose educational and/or physical needs cannot be satisfactorily fulfilled by the school.

If while enrolled at E.S.C.O.L.A., a student is diagnosed with a learning disability requiring specific, and or an Individual Education Programme that we are unable to accommodate, alternative placement options will be suggested to the parents.

TOYS

Students may not bring personal toys to school unless requested by the teacher to do so for a "Show and Tell" lesson. These should be given to the class teacher for safekeeping. The school cannot take responsibility for the loss or damage of personal toys that are brought onto the premises.

TRANSPORT

It is the responsibility of the parents to transport their children to school punctually and to pick them up promptly at the end of the school day.

School transport will be provided to take the students on educational outings or to swimming and sporting venues. Parents will be asked, whenever necessary, to assist with transport on class or school outings.

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