

SECUNDÁRIA
Marquês de Pombal

WELCOME GUIDE

MARQUÊS DE POMBAL
SECONDARY SCHOOL LISBON



Escola Secundária Marquês de Pombal

WHO WE ARE

Our school is 140 years old. It was founded on the 17th of November of 1884. This building dates back to the early sixties (1963) of the twentieth century and belongs to the public network of the Ministry of Education.

Our educational offer includes courses for young people and adults. For young people, and during the day, we have 3º ciclo do **Ensino Básico** (in the UK, Years 7th to 10th of Key Stages 3 and 4) and **Ensino Secundário** (in the UK, years 11th to 13th, Key Stage 4 and Further Education) with Vocational Courses and Humanistic Scientific courses.

For adults we have a Qualifica Center with Education and Training Courses (**EFA**), Portuguese Host Language (**PLA**) and RVCC process.

Our school currently has young students of 21 different nationalities and residents in various municipalities in Greater Lisbon.



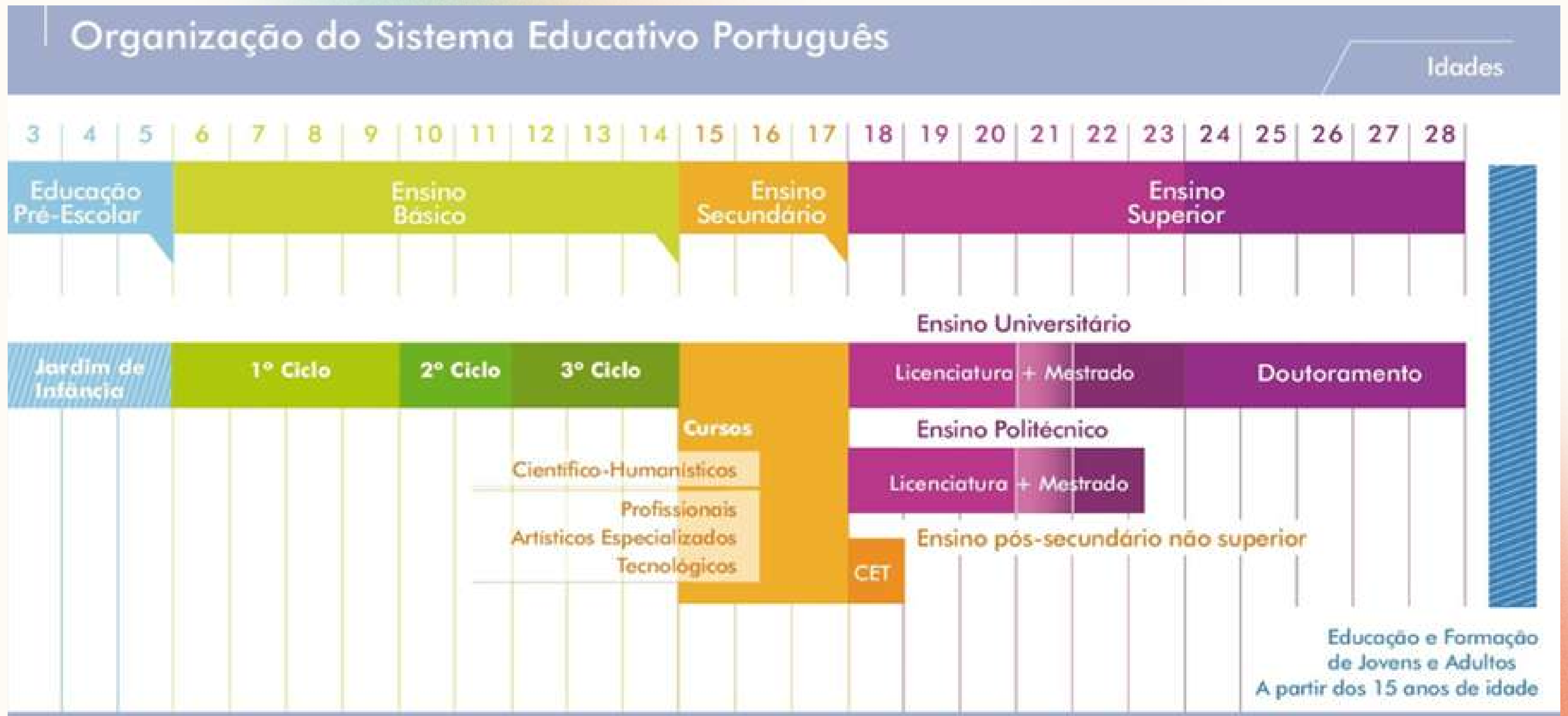
Portuguese law establishes that compulsory education lasts 12 years. Education is mandatory until the age of 18.

The academic year starts in September and ends in June/July.

Enrollment is always carried out through the **Portal das Matrículas** and is the responsibility of the parents or legal guardians. You can ask for help at any school in your area of residence. Registration is free for students under 18 years of age.

Parents or guardians must identify schools in the area of residence and choose according to the study cycle and age, as well as their preference (when possible) and training offer. This information can be consulted by District and Municipality on the **Portal da Oferta Formativa**.

EDUCATIONAL SYSTEM



Basic Education consists of 9 years of schooling (1º ciclo– 4 years; 2º ciclo – 2 years and 3º ciclo – 3 years). After this stage, young people enroll in one of the secondary education courses offered in public or private schools in their area of residence. Also at this stage, registration is always carried out through the Portal das Matrículas (online).

In Secondary Education, students will have to choose one of the courses on offer (consult the Portal da Oferta Formativa or a school) and check which schools the desired offers are open. In some cases, pre-registration may be advisable. Enrollment is also carried out through the Enrollment Portal. They can ask for help at a school, going to the Psychology and Guidance Services.

Equivalence of qualifications

The enrollment of foreign students must be preceded by a request for equivalence of qualifications obtained in the country of origin. This request requires the presentation of the following documents at a school (preferably in the area of residence):

- **Photocopy of student identification document**
- **Original qualifications certificate. The certificate must be authenticated by the consular services or embassies of Portugal in the country of origin or by the consular services or embassies of the countries of origin in Portugal and with the Hague Apostille (for countries adhering to the Hague Convention): It must also be translated into Portuguese and indicate the year of schooling successfully completed, completed cycle or course and the final classification obtained.**

For some countries there is legislation * that allows schools themselves to carry out the equivalence process upon request; others, however, will have to be sent by schools to the Ministry of Education services that evaluate and respond to them.

• Portaria No. 224/2006, of 08/03, and No. 699/2006, of 12/07. Consult.

Class director

Each class has a teacher who acts as Class Director. Liaises with the family, clarifies doubts, welcomes the Parent. You have 1 hour a week for meetings with the gardiens.

Meals

The school has a cafeteria and a bar. Students can also bring their own meals.

Any student can have lunch in the cafeteria and meal reservations can be made from home via the SIGA Portal (<http://sig.edubox.pt>) or at the kiosk in the school lobby.

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School textbooks and laptops

The text books are free and loanable, so at the end of the school year they will have to be returned to the school. Laptop computers are loaned for the study stage. All students have the right to text books and a personal computer.

There are rules. Find out about the services available

Curriculum and Assessment

The curriculum for basic education and Scientific Humanistic courses in secondary education is national and presents few differences between schools.

Vocational courses and artistic education may have a more specific, regional or local offer. The Portal da Oferta Formativa (Ministry of Education) allows you to consult the offer of each school by district and municipality.

Assessment is qualitative in all offers (with a descriptive assessment per subject and per student) and quantitative, with a scale of 1 to 5 points in basic education and from 0 to 20 points in secondary education. The year transition conditions, the existence of final tests or national exams, the recovery of learning, are foreseen in all stages and parents or guardians are informed during the registration process or at the beginning of the year.

Students in need of support

EMAEI – Multidisciplinary Support Team for Inclusive Education – at each school analyzes the processes of students flagged or identified as having a special need for support and seeks appropriate responses. There is usually a teacher who supports these students and who helps the Class Director and the family with this inclusion.

Absences and justification of absences

There is an absence regulation and a procedure so that the Parent, or the student if they are of legal age, can justify absences to the Class Director. There is also a limit of possible absences in each subject and this is stated in the school's Internal Regulations in addition to being in the educational law (see annex).

PLNM Portuguese For Foreigners

Students who have recently arrived in the Portuguese Education System are placed at proficiency level A1, A2, B1 or B2, according to the knowledge they possess (comprehension, writing and speaking). They will have the possibility to attend the PLNM subject in their own class and/or have learning reinforcement. Progressive integration into the curriculum is possible but the decision is made on a case-by-case basis.

School Social Action

Parents who already have the conditions with Social Security for the granting of family benefits must request a declaration. This declaration, once delivered to the school, allows access to meals and school supplies, as well as participation in study visits and other activities that involve additional expenses. Support varies depending on the level assigned by Social Security.

Our school has a social worker who can guide families on this matter.



Other important data

There is a computer program - **INOVAR** - that parents have access to, at home, or on their cell phones, to check absences and grades. Each Class Director will explain how to access and what can be consulted.

There is a **school page** (esmp.pt) where you can find information such as the Internal Regulations, the Student Statute and the disciplinary regime, the structures and services available, contacts, transport, assessment criteria and news.

The school has a **School Library** with study space that students can use freely or to find support in the subjects they need. There is a schedule every year with the teachers and the times when you can meet them.

There is **School Sports**, on Wednesdays, between 2pm and 4pm, in which students can sign up for Surfing, Basketball and it is free.

Each student will receive, through the Class Director, a **card** to access the school, booking meals and shopping at the Bar and Stationery.

Our school services that you can use

Direction

There is a Team, led by the Director, who receives parents, guardians and students and directs them according to their needs and/or problems.

Secretary

- Enrollment and Equivalences
- Issuance of various declarations
- Receipt of documents, for example, Social Security Declaration

Psychology and Guidance Services

Social and educational counseling. Support families with possible social and economic resources. Individual student analysis and advice regarding training opportunities and our educational system.
There is a social worker and a psychologist.

Stationery shop

- Loading student card with money
- Photocopy service
- Miscellaneous payments
- School supplies

Qualification Center

Support for referral of people over 16 years of age to Portuguese courses Host Language (PLA) or for adult training (people over 18 years of age)

ATTACHMENT

Absences and their justification

Attendance in classes is mandatory but there is the legal possibility of absence, with a limit per subject and academic year.

There are several valid reasons which include student illness, prophylactic isolation, consultations, bereavement, legal obligations and others.

It is up to the Education Guardian (parents or otherwise) to justify this to the Class Director. The student can submit to the CD the appropriate form, filled out and signed by the guardian, with the dates and classes missed.

Absences must be justified by the 3rd working day after the student's absence. The printed form is sold at the school stationery store. If the student misses more than 3 days, a Medical Certificate must be presented.

The Class Director may request documents proving the reasons mentioned by the guardians, or by the student if they are 18 years old or over.