General Terms and Conditions of Attendance 2026/2027

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1) - Registration / Enrolment

a) Registration

Registration for enrolment must be completed online within the deadlines established annually and may be converted into enrolment under the terms set out in paragraph **b)**.

b) Enrolment

Enrolment becomes effective upon notification from the Administrative Services or publication of the class lists, and upon payment of the corresponding school insurance fee. This period is intended for vacancy verification and document confirmation. Any missing documents at the time of registration must be submitted to the School Office within 5 working days.

The registration fee will be refunded exclusively if no place is available.

c) Enrolment Renewal

Enrolment renewal takes place annually and applies in the school years following the initial enrolment, during the month of February, until the completion of secondary education, unless otherwise indicated by the school or by the parent/legal guardian, in cases of transfer to another educational institution or transition to a new educational cycle. The corresponding fee is charged in the instalment due between April and May.

The Enrolment and any subsequent renewals constitute a contract valid for one academic year. The School Management reserves the right of admission and may accept or reject any application in accordance with the Student Statute and School Ethics Code, the Internal Regulations, and all other applicable legislation in force.

2) - The Basic Fee includes:

a) Teaching in accordance with the Annual Curriculum Plan and supervision during normal school operating hours (8h30 to 16h30);
b) In the 2026/2027 academic year, we will provide one supervised study room for Grades/Years 1-6 and another for Grades/Years 7-12;
c) Implementation of the School's English Curriculum (from age 3), Class Assembly, Information Technology, Music, and Physical Education;
d) Spanish and French (Grades/Years 5 to 9), under the terms established by the school;
e) Spanish in Secondary Education, under the terms established by the school.

- The Basic Fee does not include specialised support services that are not part of the educational provision referred to in the previous section. Therefore, all costs associated with such services shall be the responsibility of the respective Parent(s)/Legal Guardian(s).

3) - Extended Hours:

a) 1st Period: from **8h00 to 9h00** (Free of charge);
b) 2nd Period: from **16h30 to 18h30** (subject to an additional fee, according to the specific service provided).

Students in the Nursery and Preschool who are not enrolled in the Discovery Clubs or Study Room and remain on the school premises after 16h30 will be under the Extended Hours Programme. An hourly fee will therefore be charged, in accordance with the Price List available from the School Office or in the **Registration section** of the Guardian's Portal.
For students from Grade 1 / Year 1 onwards, remaining on the school premises after 16h30 requires registration in either the Discovery Clubs or the Study Room programme.

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4) - Lunch and Snacks

a) Snacks will consist of milk, chocolate milk, juice, biscuits, yoghurt, a variety of sandwiches, cereal bars, and fruit;

b) Lunch will consist of:
First course: soup;
Main course: fish or meat, with a diet meal or vegetarian option available;
Dessert: fruit or a sweet dessert.

c) A diet meal must be requested by the student or the respective Parent/Legal Guardian at the beginning of the morning school session;

d) The vegetarian option must be selected at the beginning of each week, term, or academic year.

e) The monthly Meal Service fees have been calculated according to the number of school days and, for simplification purposes, have been divided into 11 equal instalments. Therefore, non-use of the Catering Services, including during periods of interruption of teaching activities, does not entitle the user to any refund or adjustment.

f) EITV provides a bar/cafeteria service that may be used by all staff members, Parents, Guardians and Students. The bar/cafeteria service will be open from 8h00 to 9h30 to support the educational community and does not operate during the lunch period.

g) The Parent/Guardian and/or student may top up the student card with cash at the school shop, accounts office, or by bank card at the bar/cafeteria.

h) Food brought from home must be aligned with the school's menus (fish/fish and meat/meat) and must also constitute complete meals. Should this not be the case, the school reserves the right to replace or supplement the meal, accordingly, charging the respective amount in accordance with the applicable fee schedule.

5) - School Psychology and Guidance Office:

- Intended for the identification of adaptation and/or learning difficulties and their referral;
- Collaborates in the preparation of the Individualised Pedagogical Support Plan for students with learning difficulties;
- Responsible for educational and vocational guidance and support for the school's pedagogical activities.

6) - Languages:

6.1) - English, French and Castilian Spanish:

- English will be taught to Pre-School students (3, 4 and 5 years old), as well as to students in the 1st and 2nd Years of Primary Education, as a language of the EITV curriculum, and to students in the 3rd and 4th Years of Primary Education as a compulsory subject, and is included in the basic fee;
- In the 5th and 6th Years of schooling (2nd Cycle of Basic Education), Castilian Spanish will be taught as a second foreign language and is included in the basic fee;
- In the 7th Year of schooling (3rd Cycle of Basic Education), Castilian Spanish will be taught as the second foreign language and French will be offered as a school subject, both being included in the basic fee;
- In Secondary Education, Castilian Spanish will be offered as a school subject and is included in the fee;
  - A student's enrolment or re-enrolment implies acceptance of the educational programme offered by the School for the following academic year.
  - Any decision to withdraw from the selected School Programme must be communicated in writing by the Parent/Guardian to both the Secretariat and the Head Teacher; and it must be submitted no later than the first day of the 2nd term of the current academic year.
  - Non-attendance at programme activities or a student's absence from school does not, in itself, constitute a formal withdrawal. If no written notice of withdrawal is received, the student will continue to be assessed and attendance records will continue to be maintained, including the recording of any absences.
- These, like all other subjects, will be taught by teachers qualified for their respective teaching areas;

- Students wishing to obtain double or triple language certification, in accordance with the Common European Framework of Reference for Languages (CEFR), through Cambridge English, DELE (*Diploma de Español como Lengua Extranjera*) and/or DELF (*Diplôme d'Études en Langue Française*) examinations, may, following preparation and internal assessment, apply to sit the respective external certification examinations.
- These examinations may be taken annually or every two years.

6.2) - Dual Diploma - Portuguese and American High School:

- With the aim of deepening and enhancing multilingualism through the school's curriculum, we have established an agreement with "Academica Corporation", through which our students in the 8th, 9th, 10th and 11th Grades **may, in addition to the National Curriculum, be enrolled at EITV and simultaneously at a High School in the USA,** attending both curricula at the same time.

7) - Educational Resources Centre:

- This Centre consists of the following units: Exhibition Gallery, Auditorium, Amphitheatres, LED - Digital Era Laboratory, Computer Laboratory and Library.
- The Educational Resources Centre may be used by all students in accordance with the regulations in force.

8) - Clothing:

8.1) - Mandatory Clothing:

- All students must wear the School's exclusive uniform and the specified footwear. The use of boots, caps with symbols and trainers is prohibited (except for sports activities). Students may alternatively wear navy blue trainers with white soles and white laces.
- In the case of educational visits, the use of the school uniform and formal school footwear is mandatory.
- However, teachers may recommend the use of trainers, depending on the situation.
- During formal school celebrations or on the school photograph day, all students must wear the formal school uniform and formal shoes.
- When students have Physical Education classes, they must come to school wearing the regular uniform and change into their Physical Education kit in the changing rooms (including changing into their Physical Education trainers) and change back into the regular uniform at the end of the lesson, except when Physical Education is the first class of the day; however, the footwear must still not be the same.
- Failure to comply with these rules will result in teachers recording a lack of required equipment.

8.2) - Sports and Other Activities Equipment:

- Standardised equipment must be used for all activities, in accordance with the list available in the school shop, school office and the Family Welcome Guide available on the **Guardian's Portal**, namely:
    - Physical Education - Tracksuit, Shorts and T-Shirt (EITV models), socks and white trainers.

8.3) - Secondary Education:

- The provisions set out in **8.1** do not apply to Secondary Education students, except for Educational Visits, Presentations and Activities carried out on behalf of the school

9) - Books and School Materials:

- Mandatory textbooks may be ordered through the school within the deadline indicated annually, or purchased directly by Parents/Guardians, in accordance with the list of adopted textbooks published on the school's website.

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10) Collective-Use Materials and Equipment:

- This item does not only refer to consumable materials (test papers and photocopies to support teaching), but also to licences for digital access, depreciation and replacement of collective-use equipment used in classrooms (furniture, computers, video projectors, equipment, etc.).
- This is an annual fee which, to facilitate payment, will be charged to all enrolled students in three instalments, in the months of September, January and April.

11) - Lockers:

- All Pre-School and Primary School students have access to a "Box" where they may keep a change of clothes or other belongings;
- All Lower Secondary, Upper Secondary and Secondary Education students have access to a locker where they may store their belongings;
- In the event of loss of the corresponding key, the amount established in the applicable price list will be charged;
- The locker key is provided to the student at the beginning of the school year. At the end of the school year, the student must remove all personal belongings and return the key to the Head of Class.

12) - Interruption of Teaching Activities:

- There will be interruptions to teaching activities/school breaks at various times throughout the academic year: October, December, Carnival and Easter, in accordance with the calendar established by the Ministry of Education at the time of the enrolment renewal.
- During these periods, the school will nevertheless remain open. Although there will be no school lessons, Holiday Programmes and recreational activities will be available, and parents may consult the programmes and complete the corresponding online registrations.
- Places on these programmes are limited and allocated on a first-come, first-served basis. Parents/Guardians must register online and await the confirmation email. If no place is available, they will be placed on a waiting list.
- The school will be closed on national and municipal public holidays and on other special dates, in accordance with the annual schedule.
- The Management and the Authorities reserve the right to close the school in the event of exceptional circumstances, including examinations, epidemics, prolonged interruptions to water, electricity or fuel supplies, civil unrest, and other similar situations.

13) - Payment of Annual Fees:

a) The school requires payment of the annual fee in **eleven full instalments**, corresponding to, approximately, 180 days of the academic year.
b) The first instalment must be paid in July, and the remaining instalments from September to June.
c) Other payment plans may be arranged through the Accounts Office.
d) As these are annual fees paid in instalments, periods of interruption of teaching activities do not entitle the payer to any deductions.
e) During holiday periods and interruptions of teaching activities, should the student attend a holiday programme, an additional payment will be charged according to the number of days of enrolment.
f) Instalment payments must be made within 10 calendar days of the date of issue of the corresponding invoice.
g) Payments made after that date will be subject to a monthly additional charge of 10%.
h) Failure to pay three instalments will result in the suspension of the student's enrolment and, consequently, of all activities and services requested by the Parent/Guardian (meals, transport, activities, stationery and clothing).

i) The adopted fee schedules may be amended during the academic year in the event of cost changes, namely those resulting from unforeseen events, increases in fees or taxes, changes in transport costs, or other factors. Any such changes will be communicated in advance to Parents and/or Guardians.

j) Any Parent/Guardian wishing to make advance payments must request the relevant proposal from the School Office and complete payment by 20 July. Payments must be made by bank transfer, cheque, voucher or cash, benefiting from the following discounts:

- **Yearly Payment - 3%**

k) Payment of invoices may be made by **cheque** (payable to *Escola Internacional de Torres Vedras* or simply *EITV*), or by bank transfer to the following **CAIXA GERAL DE DEPÓSITOS** account:

- **CGD - Caixa Geral de Depósitos - PT50 0035 0403 0000 5033 5307 7**

- Childcare and Education Vouchers and Student Cheques from eTicket, Edenred, Coverflex, White Check and Check Déjeuner;
- Or by payment at any ATM;
- Cash payments may only be made directly and exclusively at the School Accounts Office;
- To simplify procedures, cheques or proof of bank transfer may be sent in an envelope and handed to the assistant in the vehicle or to the person receiving your child at EITV. For payments made directly at the Accounts Office, a receipt should be requested, issued and delivered at the time of payment, or sent by email;
- To avoid difficulties in identifying either cheques or bank transfers, we request that proof of payment be provided to the Accounts Office, identifying the student by enrolment number, current year group, and, whenever possible, first and last name;
- The student card may only be topped up (credited) at the School Shop, Treasury, or the school bar/cafeteria.

14) - School Transport:

a) The use of the school transport service is provided for the duration of the academic year, requires prior registration and is subject to availability of places.

b) Routes and stops will be defined at the beginning of the academic year, in accordance with the specific schedule.

c) The monthly transport fees have been calculated according to the number of school days and, for invoicing convenience, have been divided into 10 equal instalments. Therefore, non-use of the transport service, including during periods of interruption of teaching activities, does not entitle the user to any refund or adjustment.

d) While waiting for or travelling on the buses, students must conduct themselves in accordance with the rules of good behaviour.

e) For safety reasons, the transport supervisor may not leave the bus to collect students from, or hand them over to, Parents/Guardians. At the scheduled time, the student must wait for the bus at the designated stop. Failure to do so will result in the student not being collected, so as not to delay the timely collection of other students.

f) If a student will not be attending on the following day, this must be communicated to the School Office by 15h00 so that the necessary arrangements can be made.

g) After 16h30, this communication may be made directly to the driver/transport supervisor responsible for the service, either in person or via the relevant mobile phone number.

h) Cancellation of the transport service does not entitle the user to any refund and must be communicated in writing by the 15th day of the month preceding the start of the relevant school term; otherwise, it will not be considered.

i) As the monthly transport fees have been calculated based on school days and divided into 10 instalments, late enrolment does not give rise to any reduction in the cost of the term.

j) Use of transport services during the month of July and during periods of interruption of teaching activities is subject to confirmation and additional payment.

k) There will be no transport services during the last week of July or throughout the month of August.

l) During periods of interruption to teaching activities, transport services adjusted to demand will be available.

Note: For further information, please consult the Transport Regulations.

15) - Extracurricular Activities (Discovery Clubs):

a) Students are not expected to remain on the school premises unless they are participating in an organised activity;
b) Extracurricular activities operate during the academic year and are intended to enhance the curriculum by providing students with activities that meet their interests and needs;
c) Parents/Guardians and students will be informed of the available activities before the start of each academic year. Registration must be completed through the relevant link available on the school website. Activities are subject to minimum and maximum participant numbers, and the school may decide not to commence an activity;
d) The annual fees for Activities have been calculated according to the respective calendar and, for invoicing convenience, have been divided into 10 equal instalments. Therefore, the non-delivery of activities during periods of interruption of teaching activities, namely during the Christmas, Carnival and Easter breaks, does not entitle participants to any refund or adjustment;
e) Extracurricular classes are delivered by qualified instructors and, whenever possible, any missed sessions will be rescheduled or made up;
f) Specific rules and information may apply to each activity;
g) Extracurricular activities operate during the academic year; therefore, late enrolment or withdrawal does not entitle participants to any reduction in the termly cost;
h) Withdrawal from Discovery Clubs does not entitle participants to any refund and must be communicated in writing by the 15th day of the month preceding the start of the relevant school term; otherwise, it will not be considered.

16) - Field Trips:

a) Field Trips are planned and approved by the Pedagogical Council and Head Teachers, form part of the Annual Activities Plan, and their cost is not included in the basic fee. Parents/Guardians will be informed through an Information Notice of the schedule, timetable, cost and objectives of the educational visit. Student participation is subject to written authorisation from the Parent/Guardian or, in the case of Pre-School students, through the Growappy application. Withdrawal from, or failure to attend, an educational visit does not entitle the participant to any refund.
b) Students must behave appropriately and **comply with the presentation standards regarding the use of the school uniform and be in possession of all compulsory school materials**. During all educational visits, students will be accompanied by their respective educators/teachers.
c) Students who do not present themselves in the formal school uniform for an off-site activity will remain at the school and will not participate in the scheduled activity.

17) - Educational Trips and Curriculum Enrichment Activities:

a) Presentations, the Christmas and End-of-Year celebrations, tournaments and sports competitions are regarded as taking part of the school's educational project and are considered equivalent to regular school lessons.

18) - Changes to Attendance Conditions:

a) Any changes to a student's attendance arrangements must be communicated to the School Office **by the 15th day of the preceding month**, and requests submitted after that date will not be accepted. If the 15th does not fall on a workday, changes must be communicated by the immediately preceding workday;
b) Any requests that do not comply with the above requirements will neither be accepted nor considered;
c) Re-enrolment following withdrawal is subject to the availability of places and payment of a re-enrolment fee corresponding to the amount of the applicable instalment.

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19) - Withdrawals:

a) In the event of a student's withdrawal, the Parent/Guardian must notify the School Management of this fact **by the 15th day of the preceding month**, to allow the timely organisation of the corresponding transfer process;
b) In the event of withdrawal, no refunds shall be due, whether in respect of the basic fees, the enrolment fee, or any other fees or charges.

20) - Meetings with Parents/Guardians:

a) The first meeting with Parents/Guardians will take place before the beginning of the academic year. Should Parents/Guardians wish to arrange meetings with the Form Tutor or Class Teacher during the school year, they may request an online meeting, subject to the availability of the Form Tutors, as previously communicated.

21) - Responsibilities:

a) The school will collect all lost property found and will provide a designated location for its storage until the end of the academic year, after which such items will be considered abandoned.
b) In the event of an accident or illness, the school will take the measures it deems most appropriate to the circumstances and will inform the family of the incident as soon as possible;
c) Any damage caused by students to school property, buses, during educational visits, and/or to items belonging to fellow students, teachers or other members of staff, shall be repaired at the students' expense, either individually or collectively, as appropriate.
d) The school accepts no responsibility for objects or valuables unless they have been expressly entrusted to its care;
e) EITV has established an insurance contract with **Tranquilidade, S.A.**, governed by the General, Special and Particular Conditions set out in Policy No. **0003334941**, under which the following coverages, insured amounts and/or indemnity limits and deductibles apply:

- Medical and Treatment Expenses: Insured Amount - €2,500.00
- Permanent Disability: Insured Amount - €25,000.00
- Death: Insured Amount - €5,000.00
- Student Third-Party Liability: Insured Amount - €5,000.00
- School Third-Party Liability: Insured Amount - €10,000.00

Parents/Guardians may, if they wish, arrange additional supplementary coverage.

22) - General Restrictions:

a) During the daily school period, no student may leave the school without authorisation;
b) The use and display of gaming consoles and similar devices inside classrooms are prohibited;
c) In the event of non-compliance, the mobile phone/electronic device will be confiscated and returned only to the Parent/Guardian;
d) Eating, drinking or playing games outside the designated areas is strictly prohibited;
e) Smoking, the consumption of alcohol or narcotic substances, and the use of chewing gum are not permitted on School premises;
f) Decree-Law No. 95/2025 of 14 August, which regulates Law No. 51/2012 of 5 September, approving the Student Statute and School Ethics Framework, restricts the use of mobile electronic communication devices with Internet access on school premises by students in the 1st and 2nd Cycles of Basic Education. Pursuant to paragraph (a) of Article 198(1) of the Constitution, the Government hereby decrees the following:
g) During the school's operating hours, including non-teaching periods, and throughout the entire school premises, students have the duty not to use electronic equipment or any other electronic devices.

h) In exceptional circumstances, where a student's continued presence is considered incompatible with the safety, well-being or normal operation of the School, where an especially serious incident has occurred, or where there has been a serious and irreparable breakdown in the relationship of trust necessary for the educational partnership between the school, the student and the family, the School Administrator may determine exceptional measures, including termination of the student's attendance at the school, in accordance with the applicable legislation, these Internal Regulations and the contractual conditions in force.

23) - Hygiene and Health:

a) Parents/Guardians must ensure that their child complies with all applicable requirements issued by the Directorate-General of Health and that the student's vaccinations are kept up to date. Presentation of the corresponding vaccination records is mandatory whenever requested.
b) If a student is absent due to illness, Parents/Guardians must inform the school and, where justified, also communicate the medical diagnosis. To prevent any possible spread of disease, the student must provide a medical certificate confirming that they are fit to attend School.
c) In the event of a contagious infectious disease, the student may not remain at School and may only return upon presentation of a medical report authorising their return.
d) The school will not administer any medication without a completed Parent/Guardian Authorisation Form and a copy of the relevant medical prescription. All medication to be administered must be clearly labelled with the student's name, dosage, administration time and duration of the treatment.

24) - Image Rights:

a) Respect for the individuality of each person prohibits any unauthorised audio and/or visual recording. Failure to comply with this requirement will be considered a very serious offence in any subsequent disciplinary proceedings.
b) By completing the enrolment process, the Parent/Guardian consents to EITV directly or indirectly collecting and using the image of their child for security purposes, educational purposes, and for promotional and informational use in publications or other forms of communication, including through photography, film, video or other media, as well as their production and distribution in paper, analogue or digital formats.
c) If you do not wish your child to be photographed or filmed for promotional and informational purposes in School publications or other forms of communication, please register this request with the School Office.

25) - Pedagogical Guidance:

a) The Pedagogical Direction, appointed by the Management, is responsible for the leadership and pedagogical supervision of the school, working in close collaboration with specialists and professionals from various fields. In cooperation with the Psychology and Guidance Office and the Quality Department, the Pedagogical Direction promotes an education of excellence focused on the holistic development of each student. Within this framework, efforts are made to ensure opportunities and conditions that enable students to develop the knowledge, skills and values that are essential for the 21st century, shaping educated, multilingual and multicultural citizens with ethical awareness, critical thinking and autonomy. The school also seeks to equip students to understand, analyse and solve problems creatively and responsibly, valuing artistic expression, diversity and lifelong learning, while preparing them to face with confidence the challenges of an ever-changing, increasingly complex, interconnected and global world;
b) Students wishing to enrol at the school may be required to attend an interview. At the same time, an interview will be conducted with the Parent/Guardian to gain an understanding of the student's educational background and psychological situation;
c) In cases where there is a significant mismatch between the student's level and that of the group (Year/Class) they intend to join, the Pedagogical Directorate may advise the Parent/Guardian to seek an alternative educational pathway.

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26) - Other Governing Documents

In addition to these General Terms and Conditions of Attendance, the school maintains, in accordance with the applicable legislation, an Educational Project, a School Curriculum Plan, and the Internal Rules and Regulations documents. These documents are available on our **Guardian's Portal** and should be familiar to all Guardians and/or Legal Guardians. Accordingly, the completion of enrolment implies acknowledgment and acceptance of their contents.

Torres Vedras, September 30th, 2026

President of de Pedagogical Direction

Filomena Maria de Sousa Aguiar Martins

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