



**Agrupamento de Escolas
Dra. Laura Ayres**

Orientation Guide

Students

Parents and Legal Guardians

September 2024

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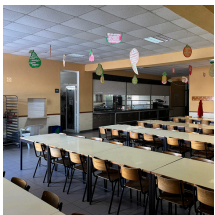
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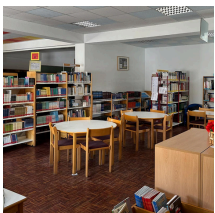
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1 WELCOME MESSAGE

Dear Students, Parents/Guardians,

The beginning of another school year is always a moment of renewal, new challenges, new expectations, and new paths filled with opportunities for both the students and all members of the educational community.

To our students, we would like to remind you that each day at school is a unique opportunity to grow, learn, build lasting friendships, and create memories for the future. Your individual and collective contributions are essential for us to create a kind and safe school environment for everyone, where values such as friendship, respect for others, and solidarity are prioritized. We will be here to support and guide you every step of the way because we believe that personal effort, dedication, persistence, and teamwork are fundamental for meaningful learning and the building of a successful future.

To the parents/guardians, we express our gratitude for the trust you have placed in us to guide your children's educational journey. We also want to emphasize that throughout this journey, it is essential that we establish and maintain open communication and positive cooperation. The doors of the school are always open for your participation, and we encourage you to get actively involved in your children's school life by maintaining regular contact with the class teachers, as well as participating in the activities and initiatives promoted by the school group. Your participation and involvement are crucial to your children's success.

We thus welcome all those who have chosen the *Agrupamento de Escolas Dr^a Laura Ayres* for their academic journey. May this year be marked by successes, achievements, and many unforgettable moments for all of us. We wish everyone a year of learning, growth, and happiness.

On behalf of myself and the entire management team, we wish you an excellent school year.

The Principal



2 THE DRA. LAURA AYRES SCHOOL GROUP

The Dra. Laura Ayres School Group was established in August 2010. Its headquarters are at Dra. Laura Ayres Secondary School, and it consists of eight educational institutions. The history of the group is deeply shaped by the multiculturalism of its population, the sea, and tourism.



This cultural richness is personified in our school patron, the investigator Laura Ayres whose fantastic work in the field of public health and scientific investigation gave her the recognition both nationally and internationally.



OUR MISSION

The mission of our school group is to provide excellent, inclusive, and innovative education that promotes the holistic development of students. We are committed to preparing autonomous and critical students, capable of facing 21st-century challenges by fostering academic, social, and emotional skills that empower them for a fulfilling life and the practice of active and responsible citizenship.



PRÉ ESCOLAR E 1º CICLO

Jardim de Infância nº3

Rua Padre Elísio Dias
Telefone: 289 373 740
GPS: 37°04'02.9"N 8°05'36.2"W (37.067469, -8.093384)

Jardim de Infância do Forte Novo

Telefone: 289 380 411
GPS: 37°06'54.7N, 8°09'00,7W

Escola Básica (EB1) nº2 de Quarteira

Rua Padre Elísio Dias
Telefone: 289 373 735
GPS: 37°04'07.6"N 8°05'43.6"W (37.068775, -8.095432)

Escola Básica/ Jardim de Infância da Abelheira

Rua da urbanização social da Abelheira
Telefone: 289 373 730
GPS: 37°04'17.1"N 8°05'24.9"W (37.071403, -8.090249)

Escola Básica/ Jardim de Infância da Fonte Santa

Fonte Santa
Telefone: 289 373 720
GPS: 37°04'29.4"N 8°04'42.4"W (37.074819, -8.078446)

Escola Básica da Fonte Santa nº2

Rua do Semino
Telefone: 289 373 725
GPS: 37° 07'30,8N 8° 07'83,6W

2º E 3º CICLOS

Escola EB 2,3 S. Pedro do Mar (do 5º ao 8º ano)

Rua da Abelheira – 8125-214 Quarteira
Telefone: 289 373 715
GPS: 37°04'09.8"N 8°05'45.1"W (37.069390, -8.095854)



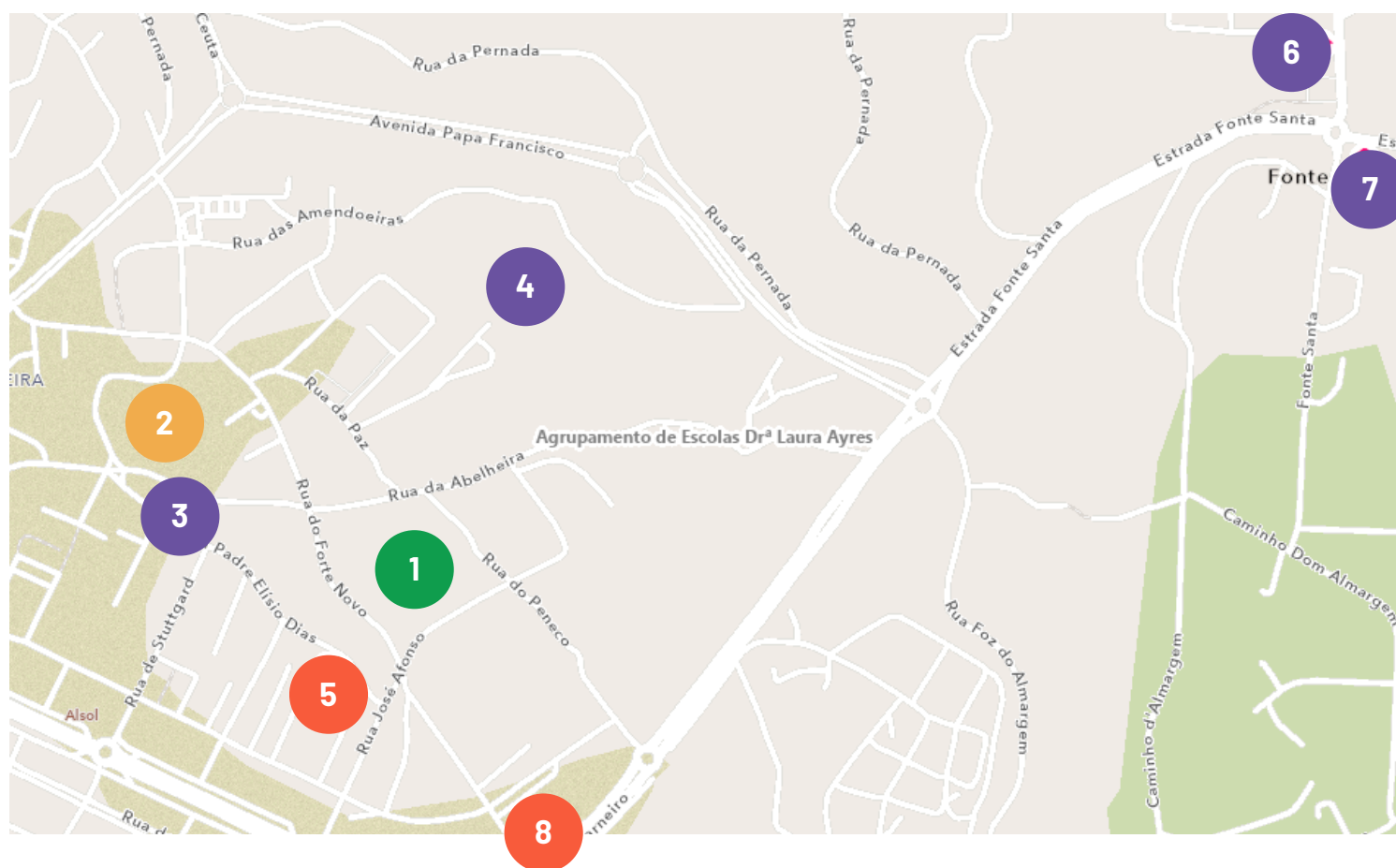
ESCOLA SECUNDÁRIA

Escola Secundária Dra. Laura Ayres - sede do Agrupamento

(dos 9º ao 12º ano dos cursos regulares, alunos de Cursos de Educação e Formação (CEF), de Cursos Profissionais, do Ensino Noturno para adultos e de Português Língua de Acolhimento (PLA))

Rua do Forte Novo, 8125-214 Quarteira
Telefone: **289 373 700 / 934 778 168**
GPS: 37°04'07.5"N 8°05'36.1"W (37.068751, -8.093352)

WHERE ARE WE?



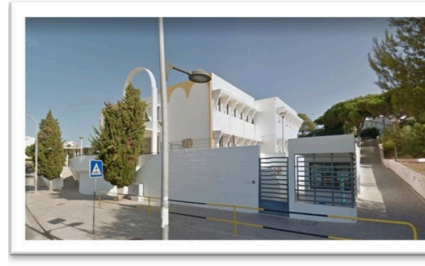
1 - Secundária Dra. Laura Ayres



2 - EB 2,3 S. Pedro do Mar



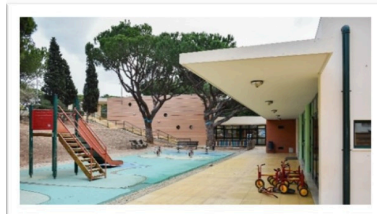
3 - EB1 de Quarteira n.º2



4 - EB1/JI da Abelheira



5 - Jardim de Infância n.º3



6 - EB1/JI da Fonte Santa



7 - EB1 da Fonte Santa n.º2



8 - Jardim de Infância do Forte Novo



School Group Management

Principal - Dalila Afonso

Deputy head - Lúcia Dias

Assistant - Graça Coelho

Assistant for Evening Education, PLA, Qualifying Offer - Maria do Nascimento Martins

Assistant for Early Years and Key Stage 1 - Telma Brás

Governing Council

Chair of the Governing Council - António Machado

School Coordinators

◆ *Escola Básica de 2º e 3º Ciclos de Quarteira :*

School Coordinator: Isolda Costa

Advisor: Cláudio Galego

◆ *Escola Básica de 1º Ciclo de Quarteira e Jardim de Infância n.º3 :*

School Coordinator: Márcio Guerra

◆ *Escola Básica de 1º Ciclo com Jardim de Infância da Abelheira:*

School Coordinator: Sónia André

◆ *Escola Básica de 1º Ciclo com Jardim de Infância da Fonte Santa*

School Coordinator: Aline Rodrigues

Leads of the Cluster Services

◆ **Counselling and Psychological Services** - Manuel Vera Cruz

◆ **Student and Family Support Centre** - Andreia Mateus (**Psychologist**)

Mónica Simões (**Social Worker**)

Susana Fernandes (**Educational Mediator**)

Ana Guerreiro (**Psychologist, PAPE**)

◆ **Administrative Services Technical Coordinator** - Margarida Paredes

◆ **Staff Supervisors** - Celeste Ribeiros (**General Manager**)

Celeste Augusto (**Laura Ayres**)

Emília Luz (**EB23**)

Isabel Rodrigues (**EB Abelheira**)

Tiago Costa (**EB da Fonte Santa**)

Maria Conceição Guerreiro (**EB1 de Quarteira**)

ADMINISTRATIVE SERVICES

AT THE MAIN SCHOOL - ESCOLA SECUNDÁRIA DRA. LAURA AYRES

The Administrative Services of the Cluster are located at **Dr. Laura Ayres Secondary School**. They are the point of contact for parents, students, and the general public to handle matters such as:

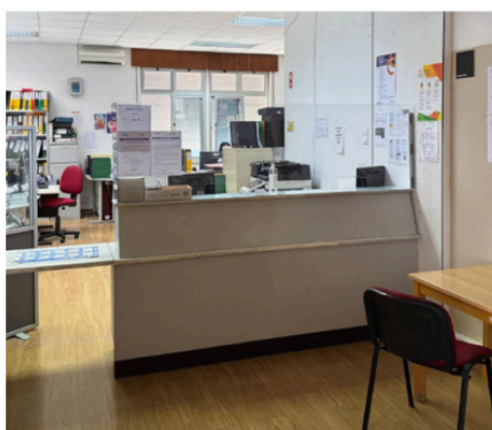
- **Requests for equivalency**
- **Certificates**
- **Merit scholarships, among others**

concerning:

- ✓ **Year 10, Year 11, and Year 12**
- ✓ Vocational training options – **CEF** (Vocational Education and Training)

and **professional courses**

- ✓ **PIEF** (Educational Integration Program for Young People)
- ✓ **Evening classes**
- ✓ **Enrolment in Portuguese as an Additional Language** (PLA) courses



Opening Hours and Contact Information

- **In Person, during the following weekly hours:**
Monday, Tuesday, and Thursday,
from 9:00 AM to 4:00 PM
Wednesday and Friday,
from 9:00 AM to 1:00 PM
- **By Phone:** 289 301 863
- **By Email:** secretaria@esla.edu.pt

ADMINISTRATIVE SERVICES

AT EB2,3 SCHOOL

FOR STUDENTS FROM EARLY YEARS TO YEAR 9

A branch of the Administrative Services operates at EB2,3 School. It is the point of contact for parents to handle matters such as:

- **Requests for equivalency**
- **Certificates**
- **Merit scholarships, among others**



Opening Hours and Contact Information

- **In Person, during the following weekly hours:**
Monday, Tuesday, and Thursday,
from 9:00 AM to 4:00 PM
Wednesday and Friday,
from 9:00 AM to 1:00 PM
- **By Phone:** 289 300 640
- **By Email:** secretaria@esla.edu.pt

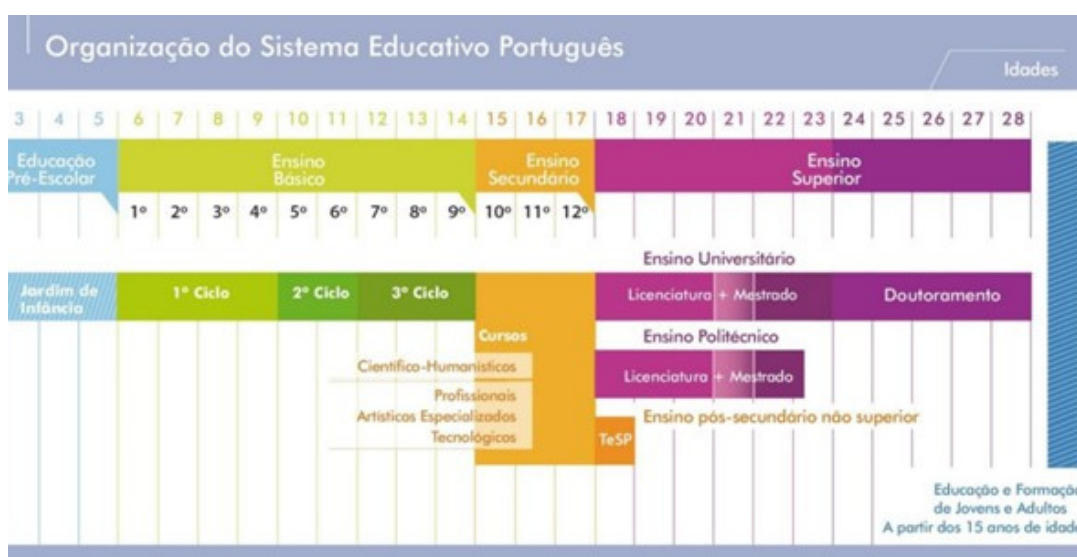
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I AM NEW AT THE SCHOOL; WHAT SHOULD I DO?

Organisation of the Portuguese Education System

The Portuguese Education System is divided into **three levels of education**:

- **Early Childhood Education**, which is an optional cycle from ages 3 to 6.
- **Basic Education**, which comprises three sequential cycles:
 - Cycle 1: a four-year cycle – Years 1, 2, 3, and 4
 - Cycle 2: a two-year cycle – Years 5 and 6
 - Cycle 3: a three-year cycle – Years 7, 8, and 9
- **Secondary Education**, which consists of a three-year cycle – Years 10, 11, and 12.



Training Offerings of AESLA

The **Dra. Laura Ayres Schools Group (ESLA)** is characterised by the diversity and scope of its educational offerings, which aim to achieve two goals:


- to contribute to the successful development of students
- to meet the needs of the local business community and job market

You can watch its educational offerings here:



Enrolment

The enrolment or re-enrolment request is submitted online via the Portal das Matrículas application:

 <https://www.portaldasmaticulas.edu.gov.pt/>




In case of any doubts, you may, **exceptionally**, contact the administrative offices at **EB2,3 School (Early Years to Year 9)** or at **Dr. Laura Ayres Secondary School (Years 10 to 12 of regular education, CEF, vocational courses, evening classes for adults, and PLA).**

Required Documents:

- Identification document for the student and their guardian (Citizen Card or Passport or Residence Visa, etc.)
- Updated health booklet
- Social Security details for the student and their guardian
- Tax Identification Number (NIF) for the student and their guardian
- Digital photograph of the student
- Proof of address (e.g., utility bill from EDP or water)

National or foreign students newly arrived in Portugal also need:

- Qualification Certificate

 The qualification certificate(s) must be translated and validated **either** by the embassy/consulate of the country of origin, the embassy/consulate of Portugal, **or** with the Hague Apostille.

For more information you can access to:

<https://www.acm.gov.pt/estudar/documentos/matriculas>



NOTE: Admission of a student is always subject to the availability of a place.

School Social Action



What is it?

School Social Support (ASE) is a measure designed to assist with some school expenses for students from low-income families who attend early years, basic, and secondary education. It is intended to cover costs such as school supplies, meals, study trips, and, in some cases, transportation subsidies.

Where to Apply?

The application should be submitted at the time of enrolment or during each re-enrolment.

Required Documents:

- Application form (should be asked at the administrative services)
- Social Security form in which it should be stated the level of the family allowance (online at the direct Social Security portal)
- Bank receipt with the student's IBAN, or the tutor/guardian's.

School books

In Portugal, **all students enrolled in compulsory education**, from Year 1 to Year 12, receive **free textbooks**. To benefit from this measure, parents or guardians must register on the MEGA (Free Textbooks) platform.

How to Access MEGA?

You should access MEGA at

<https://manuaiscolares.pt>



or via the smartphone app "Edu Rede Escolar."



When you first access the **MEGA platform**, the guardian must confirm their tax identification number. You will need your login details for the Tax Authority Portal to complete this validation. If you do not have these details, you should request them on the **Tax Authority Portal**.

On the platform, you will have access to vouchers for the textbooks, which should be printed or presented in digital format, as well as a list of bookstores where you can collect them.



KIT
INFORMÁTICO
ESCOLA DIGITAL

O KIT – DIGITAL SCHOOL

With the aim of achieving the goal of universalisation of Digital School' the Ministry of Education provides all students, as a loan, digital kits as well as connectivity kits, consisting of: backpack, laptop, headset, router and a SIM card.

They will be contacted by the class director or the teacher in charge of their class.

The KIT – Digital School

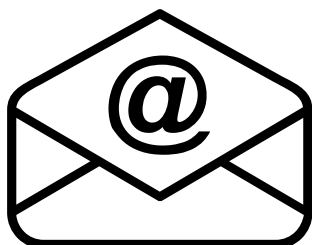
The student card is only issued to students at EB2,3 and the Secondary School.

- The first card issued is free of charge. In case of loss, a replacement card must be requested at the administrative office, with a cost of 3 euros.
- Students must always carry their card with them. They are required to present it at the school entrance to have access and use all services.
- The card functions as a means of payment at the stationery store, reprography services, cafeteria, and for reserving/purchasing meals in the canteen. It must be charged at the school's stationery store or online through Sige:

<https://www.esla.edu.pt/sige>



Institutional Email



All students, except those in early years, have an institutional account with the domain *esla.edu.pt*.

Through this account, students and their teachers can communicate in a secure environment and use associated applications, such as Classroom to enhance their learning.

The account is generated using **the student's process number**, for example, **a0000@esla.edu.pt**.

School Calendar - 2025/2026

CalendárioEscolar - Anoletivo2025/26																																					
	S	D	S	T	Q	Q	S	S	D	S	T	Q	Q	S	S	D	S	T	Q	Q	S	S	D	S	T	Q	Q	S	D	S	T	Q	Q	S	D		
Setembro			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Outubro						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Novembro	F	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Dezembro			F	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Janeiro							F	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Fevereiro		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Março		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Abril					1	2	F	4	P	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Mai							F	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Junho			1	2	3	F	5	6	7	8	9	F	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Julho					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
			Início			Término										Pausas letivas										Reporte Avaliativo					Feriado						
1º Semestre			11 de setembro			27 de janeiro										3 a 7 de novembro 22 de dezembro a 2 de janeiro 28 a 30 de janeiro										18 de novembro											
2º Semestre			2 de fevereiro			5 junho (9º, 11º e 12º) 12 junho (5º ao 8º e 10º) 30 junho (pré e 1º ciclo)										16 a 18 de fevereiro 1 a 10 de abril										21 de abril											

4 LIFE AT SCHOOL

✓ Rules and Regulations Students Must Follow

There is a set of student rights and responsibilities that can be consulted at [Link].

The use of mobile phones is strictly prohibited in areas where teaching activities are conducted.

✓ Canteen and Meals

All schools in the cluster have canteen services.

At the **secondary school**, there are **three options**: **Regular, Diet, and Vegetarian.**

In the other schools, there are two options: *Regular and Vegetarian.*

If a student wishes to have the "diet" or "vegetarian" meal, they must indicate this preference up to two days in advance. It is important to note that students or guardians requesting the vegetarian option must apply for this choice at the administrative office.

If your child has any food intolerances, you should inform the school with documented medical proof.



How to obtain lunch vouchers?

At **EB2,3** and the **secondary school**: meals can be purchased at the schools' stationary shops or online, via the *Sige* platform.

Each meal costs €1.46. Subsidised students in category A can get the meal for free. For students in category B, the meal costs €0.73.

Purchasing a voucher on the same day is only possible until 10:00 a.m. that day. Regardless of whether the student is subsidised or not, an additional fee of €0.30 will be applied.



Stationery Shop

There is only a stationery shop/printing service at the secondary school and at the EB2,3 school.



Cafeteria

There is only a cafeteria at the secondary school and the EB2,3 school. At the secondary school, there is also a vending machine with some products in the students' lounge.

Both cafeterias are closed at lunchtime (from 12:00 to 14:00).



Library

There is a library in each of the EB1 schools, as well as in the EB2,3 school and the secondary school. In these spaces, students can independently engage in recreational and educational activities during breaks and free time. They can also borrow books.

ESCOLAS	HORÁRIO	CONTACTO
EB1 DA ABELHEIRA	segunda a sexta 09:00 - 16:00	bibliotecas.1ciclo@esla.edu.pt
EB1 DA FONTE SANTA		
EB1 DA EB N.º 1 DE QUARTEIRA		
EB2,3 DE QUARTEIRA	segunda a quarta - 08:25 - 17:30 quinta - 09:15 - 17:30 sexta - 09:15 - 12:30 13:30 - 17:00	bibliotecaebquarteira@gmail.com
ESCOLA SECUNDÁRIA	segunda a sexta - 09:00 - 16:45	biblioteca@esla.edu.pt

How can I obtain information about my child's school progress?

you can do it in many ways:

➤ You can access **Inovar Consulta**. It is the portal where students and guardians can view information about school activities, assessments, tests, and other evaluation tools, among other things, using any internet-enabled device.

To access Inovar Consulta, click [here](#).



Enter the **username** (student's process number) and the **access password** (number of the Citizen Card or the identification document of the student that is in their file)

It is possible to change the language.

➤ You can **schedule a meeting** with your child's class teacher/tutor.

➤ You can also communicate with the class teacher/tutor through the student's planner. This will be provided at the beginning of the school year.

CLASSIFICATION NOMENCLATURE OF ASSESSMENT INSTRUMENTS

1º CICLO	ENSINO BÁSICO (2º e 3º ciclos)	ENSINO SECUNDÁRIO
0% - 49% - Insuficiente 50% - 69% - Suficiente 70% - 89% - Bom 90% - 100% - Muito Bom	0% - 19% - Fraco 20% - 49% - Insuficiente 50% - 69% - Suficiente 70% - 89% - Bom 90% - 100% - Muito Bom	0 - 4 points - Mau 5 - 9 points - Insuficiente 10 - 13 points - Suficiente 14 - 17 points - Bom 18 - 20 points - Muito Bom



6 STUDENT SUPPORT

1. Psychology and Guidance Service

The **Psychology and Guidance Service (SPO)** serves as a resource for the school to improve educational success, reduce early school dropout, and address the subsequent phenomena of inequality

contact information

Tel.: 289 301 863

Email: manuel.cruz @esla.edu.pt

2. Student and Family Support Office

The **Student and Family Support Office (GAAF)** is a multidisciplinary support structure for the school community. This office assists students and families who approach the GAAF or who are referred by teachers and the school community.

Escola Secundária Dr^a Laura Ayres - GABINET - Bloco A
Escola EB 2/3 - ESPAÇO JOVEM

3. Youth Office and Space

This project is part of the National School Health Program (PNSE) and develops various activities in partnership with internal and external entities, namely, the Health Centre, Family Planning Association (APF), Library, among others.

Contats:

Tel.: 934 778 249 / 289 301 863

Email: gaaf@esla.edu.pt

4. Other supports and services

There are also specific supports for various subjects, upon the proposal of the respective teachers.

You can also check the various clubs and activities on the [school's page](#).



ALLINCLUDED

01 What is it?

Allincluded is an action plan that promotes the inclusion of newly arrived foreign youth in our educational system. Recognizing the unique challenges faced by these students, the project aims to provide a welcoming and inclusive learning environment where all students have the opportunity to achieve academic and social success.

It follows a different working methodology to develop, on one hand, competencies in the Portuguese language and, on the other hand, the essential learnings of each subject, based on an initial assessment of the skills already acquired.

02 Who is it intended for?

It is intended for newly arrived foreign youth in our educational system who have no proficiency in the Portuguese language.

03 How does it work?

The student is placed in a class of the respective grade level - **Origin Class (OC)**, according to the assigned equivalences. During the necessary period, they will attend classes in Portuguese as a non-native language (PLNM) and subjects such as mathematics, English, geography, history, natural sciences, physics, and chemistry, among others, in the *Allincluded* class - **Welcome Class (WC)**. They may attend the remaining classes in the **Origin Class**. When the student demonstrates proficiency in the Portuguese language (level B1) and/or meets the necessary requirements to attend the **Origin Class** full-time, they will leave the *Allincluded* class.

Frequently Asked Questions (FAQs)

1. How can I enroll my child?

Enrollment must be done online at the Enrollment Portal (<https://www.portaldasmatriculas.edu.gov.pt/>). In case of doubt or difficulty, you may exceptionally submit the enrollment request in person at the secretary's office of the secondary school Dr. Laura Ayres (for secondary enrollments) or at the EB2,3 (preschool to 9th grade).

2. Can I change the legal guardian during the school year?

No. The legal guardian cannot be changed during the school year, except in exceptional cases that are duly justified and proven.

3. What is the Digital School Kit?

The Digital School Kit consists of a laptop, the corresponding charger, cables, headphones, a SIM card, a Hotspot, and a backpack.

4. Can my child access the Digital School Kit?

Yes. The Digital School Kit is intended for all students in basic and secondary education, regardless of their ASE level. Its distribution is subject to the conditions set forth in the Digital School program.

5. How do I access the Digital School Kit?

You will be contacted by your child's class teacher/tutor.

6. Does my child at EB2,3 / Secondary always have to carry their student card?

Yes. Students are required to scan their cards at the entrance of EB2,3 / Secondary to gain access to all services (stationery, cafeteria, and photocopying).

7. Can my child have a locker?

Yes, subject to availability. There are lockers available at EB2,3 and Secondary. You should wait for information from your child's class teacher/tutor.

8. Are there bells?

No.



9. Is there a tolerance for entering classes?

There is only tolerance period in the first period in the morning (8:25 AM). The other classes start at the scheduled time.

10. My child arrived late to a class; what should I do?

Lateness will be recorded in *INOVAR*.

11. Are there rules for my child leaving school during their schedule?

Yes, in the 1st cycle, the student may only leave with the legal guardian or with individuals authorized by the legal guardian and properly identified.

For students in EB2,3, departures from school outside their scheduled exit time must be authorized by the legal guardian by filling out a specific document at the beginning of the year.

12. Who should I communicate with at school first?

The main link between the school and the family is your child's class teacher/tutor. You should always communicate with them first.

13. Is there a designated time for the class teacher/tutor to meet with the legal guardian?

Yes. The day and time for meetings will be communicated by your child's class teacher/tutor. You should schedule it in advance whenever possible.

14. What is the purpose of the Institutional Account?

All students in the group have an institutional account in the domain *esla.edu.pt*, through which students and teachers can communicate.

15. I lost the password for the Institutional Account. What should I do?

You should inform the class teacher/tutor, who will contact the *PTE team* to resolve the issue.

16. My child lost their student card. What should I do?

The student card is mandatory. The first one is free. In case of loss, you must request the issuance of a new card from the administrative services. The issuance of a new card costs 3 euros.



17. How can I access Inovar?

You should access the link:

<https://inovar.esla.edu.pt/inovarconsulta/app/index.html#/login>

and enter the user (student's process number) and the access password (number of the Citizen Card or identification document of the student that is in their file).

18. How can I find out the dates of my child's assessment moments?

The dates of the assessment moments are registered by the teachers in Inovar.

19. How can I Justify my child's absences?

The justification for absence(s) must be communicated in three days, following the verification of the absence in writing, by the guardian or by the student when of legal age, to the head teacher/class director. To do so, the student must use the school agenda (1st, 2nd and 3rd cycles) or the appropriate form (secondary school), accompanied by proof of absence.

20. Can all the absences be justified?

In case of intermediate absences, there will only be accepted justifications issued by (medical certificates, legal documents, etc.).

Absences resulting from sancinatory measures are considered unjustified. Justifications submitted after the deadline are also considered unjustified.

21. My child missed an assessment test because he was sick. How should I proceed?

You must provide the class teacher the justification, as soon as possible.

Assessment moments may only be repeated under the presentation of a justification which must follow the current legislation.

22. Is it allowed to use technological equipments during classes?

No. Technological equipments must remain switched off or saved. However, teachers may allow their use during development of works. Unauthorized use may result in the application of sancionatory measures.

23. How do I access psychology and guidance services?

The reference to SPO services is made by the class leader/tutor or by the teachers that compose the group.



24. How Am I informed of field trips?

The class director or the teacher that is responsible for the activity will inform you about the activities via a specific document. You must fill in the document even if you do not authorize your child to participate in the activities.

25. Is it allowed to eat or drink in the classrooms?

It is not allowed to eat or drink (with the exception of water), it is forbidden chewing gums either inside the classrooms or in the library.

26. How can I get lunch tickets ?

Meals can be booked/bought through the plataforma SIGE or at EB2,3 and/or the secondary school stationaries.

27. How can I access the Plataforma SIGE?

Through a code that can be requested by email to teacher Graça Coelho (graca.coelho@esla.edu.pt).

28. The student has forgotten to buy the lunch ticket. Is it possible to get it on the same day?

Yes. The student can acquire the ticket on the same day until 10 a.m. as long as it is still available. Whether the student is subsidized or not, you must pay a fee of 0,30€.

29. Can the student have lunch at the buffet?

No. According to the current legislation, the buffet must be closed during lunch hours, that is, from 12pm to 2pm.

30. Can the student bring lunch from home?

Yes.

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