



**ESCOLA BÁSICA E SECUNDÁRIA PASSOS MANUEL**

# **Welcome Guide for International Students**

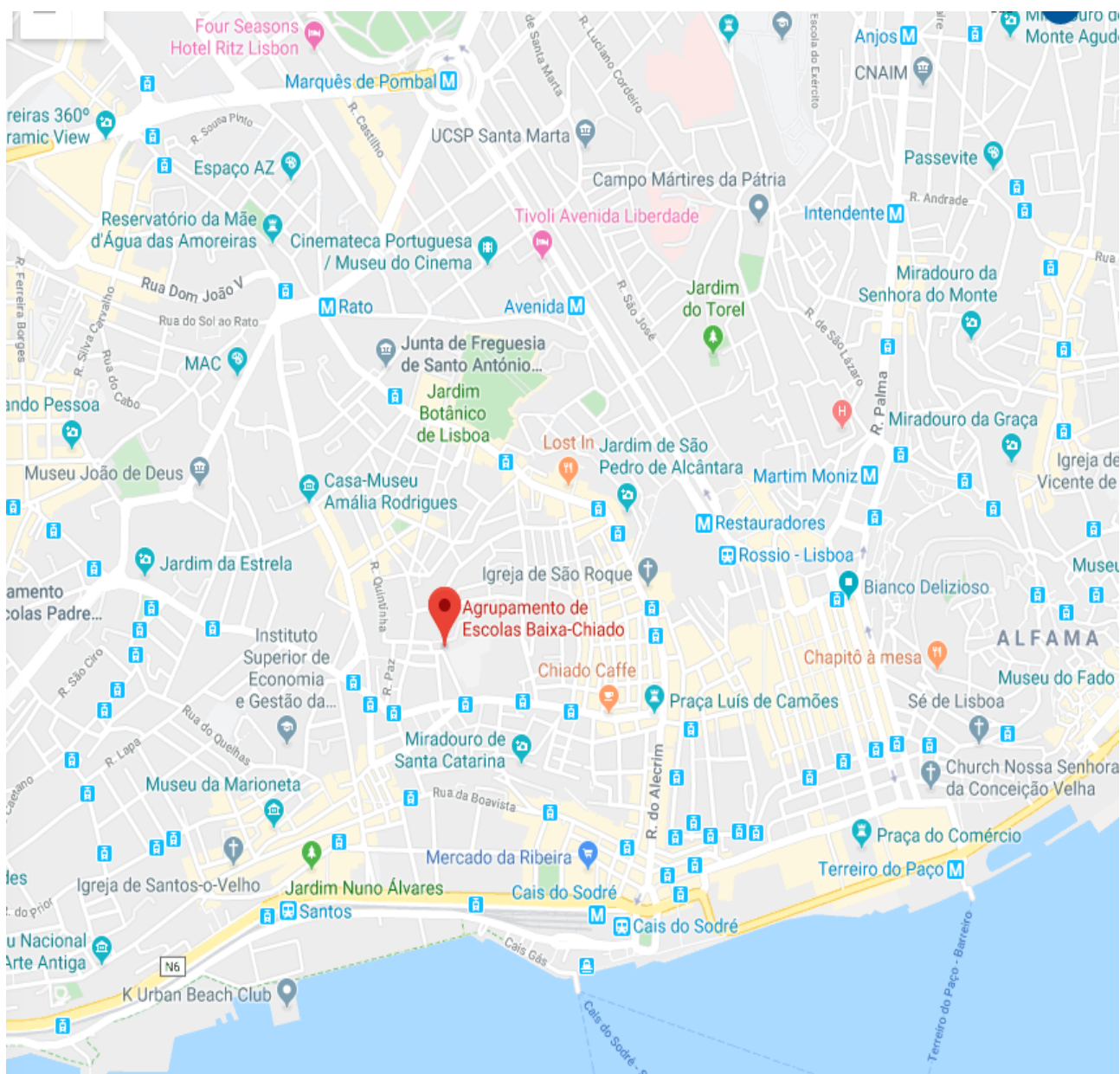
**AGRUPAMENTO DE ESCOLAS PASSOS MANUEL**

**VERSÃO EM INGLÊS**

**There are 6 schools which belong to the same school group:**

- **Escola Básica e Secundária Passos Manuel (Head School)**
- **Escola do 1º Ciclo e Jardins de Infância Gaivotas**
- **Escola do 1º Ciclo e Jardins de Infância Luísa Ducla Soares**
- **Escola do 1º Ciclo e Jardins de Infância Maria Barroso**
- **Escola do 1º Ciclo e Jardins de Infância Padre Abel Varzim**
- **Escola do 1º Ciclo e Jardins de Infância São José**

Find your school on the city map of Lisbon.



**The Escola Básica e Secundária Passos Manuel has around 800 students, 120 teachers and other staff who are always willing to help you.**

**Director**



**João Paulo Leonardo**

**Assistant Director**



**Isabel Borges**

**Write down the names of the people you consider most important at school**

PIEI Coordinator \_\_\_\_\_

Class Director (teacher) \_\_\_\_\_

Class Representative (student) \_\_\_\_\_

Class Vice Representative (student) \_\_\_\_\_

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# School Services

Our school has several

## GAAF



### Guidance and Help for Students and Families

Here, our psychologist and social services technicians will help you and your family with some difficulties and problems you may encounter.

Opening/closing hours

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## ASE



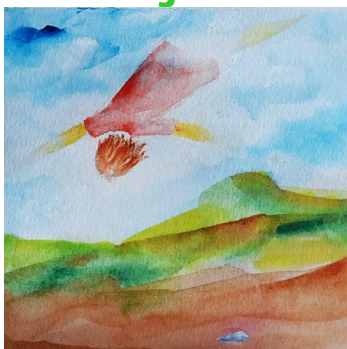
### Social Services Office

In this office, you can find financial support for school materials and meals

Opening/closing hours

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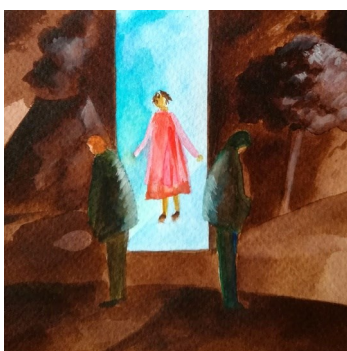
## Direção



### Director's Office

Here, the school's director, the vice-director and their assistants can help you deal with any important issues related to school life.

## GME



### School Mediation Office

Here, the School Mediation Team (psychologist, teachers and students) will help you deal with any conflicts you may have at school.

**support services which offer you daily guidance and assistance**

## **PBX**

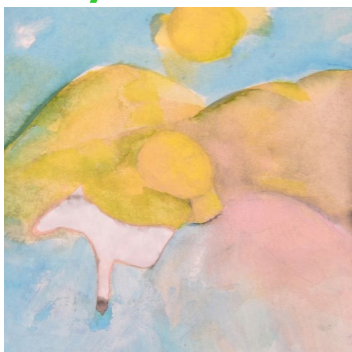


Here, you can obtain different types of information: the location of classrooms; timetables; teachers' contacts; and, in case of an emergency, the staff will be able to contact your parents or tutors.

Opening/closing hours

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## **BE/CRE**



### **School Library, Resource Centre**

You may use this facility to do some school assignments, use the computers, read and play. You may also use the printer and photocopier.

## **Papelaria**



### **Stationery and Printing Room**

Here, you can charge your Student Card with money, buy school supplies, see what is on the school menu, make a meal reservation and make photocopies.

Opening/closing hours

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## **Centro de Apoio à Aprendizagem**



### **Centre for Learning Support**

Here, students can find support for their learning difficulties.

## BAR



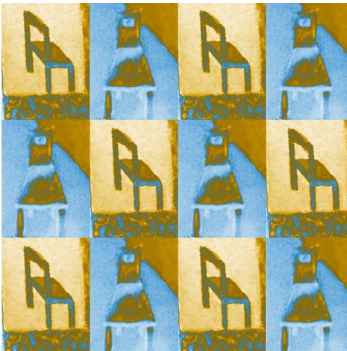
## Students' Lounge

Here, you can buy milk, sandwiches and other types of food but only during the breaks between lessons.

Opening/closing hours

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## Refeitório



## Canteen

This is the place where you can have lunch with your classmates and friends. You must make your lunch reservation the day before you have the meal.

Opening/closing hours

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## Sala Multiusos Multi-use Room



Here, you can study, play, and spend time with your classmates and friends.

## Secretaria



## School's Administrative Office

Here, our administrative staff can help you and your family deal with several administrative requirements (enrollment, exams, certifications, and many others).

Opening/closing hours

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# Atividades Extracurriculares Extracurricular activities

Our school offers you some extracurricular activities outside of class.

Clube da Horta Gardening Club



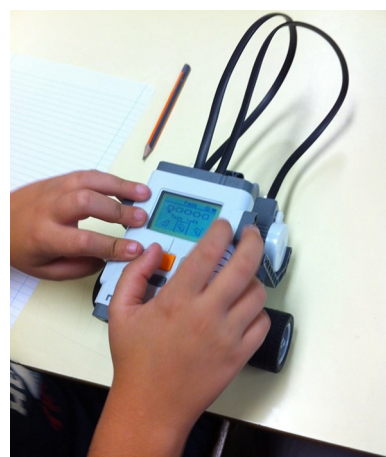
Clube da Ciência Science Club



Clube da Música Music Club



Clube da Robótica Robotics Club



Clube do Teatro Theatre Club

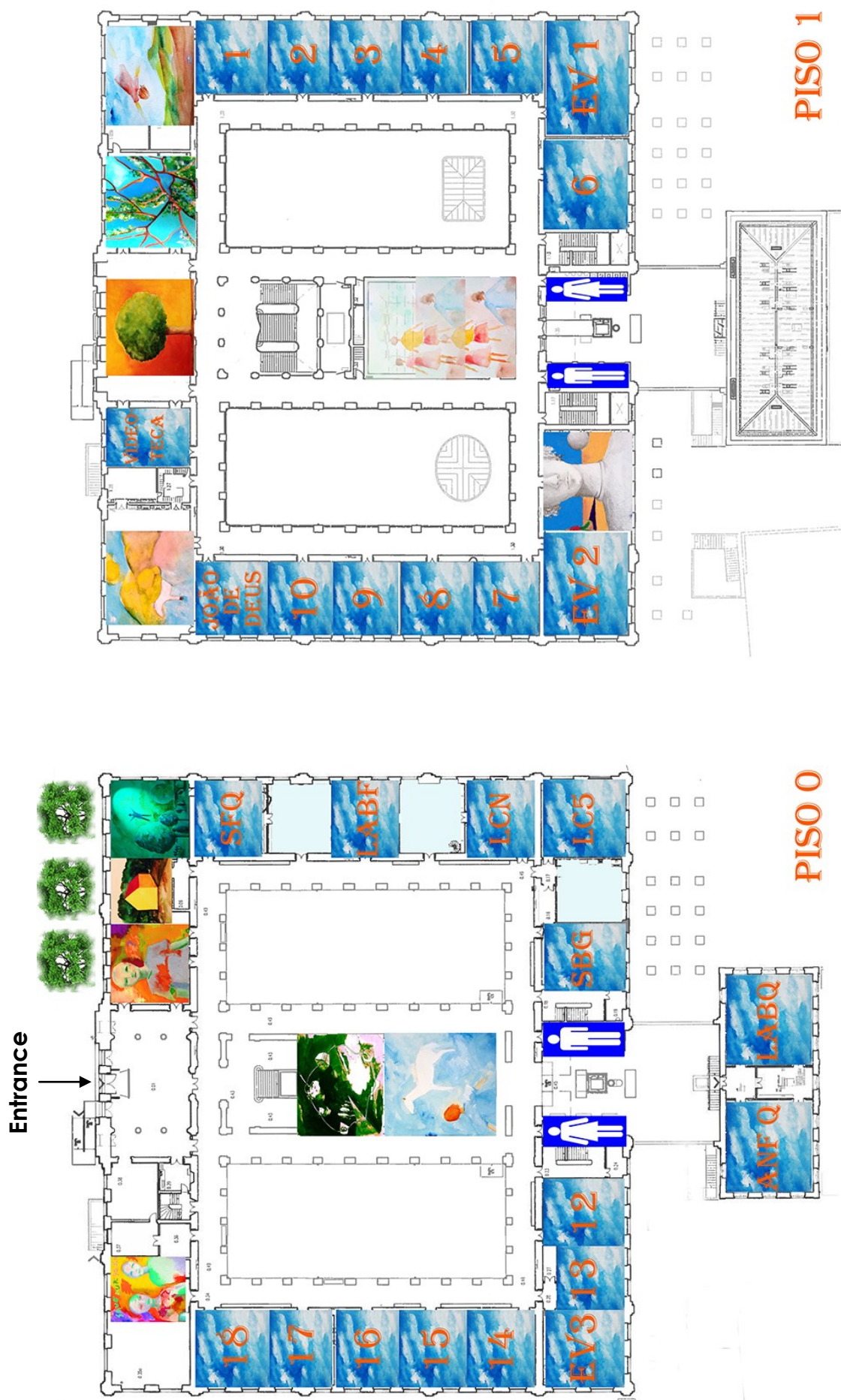


Desporto Escolar School Sports



There are other extracurricular activities. To join them, ask the Head Teacher for your class (Director/a de Turma) for further information.

Look for the location of all the above-mentioned spaces on the previous pages.







## Cartão de estudante

## Student Card



**At the beginning of the school year, your Class Head Teacher will provide you with your personal Student Card.**

You must not lose or damage it.

You must present it to school staff when entering or leaving school.

You must charge it with money at the School Supplies office in order to buy any items you need for school.



**Mural held in partnership with the Mais Cidadania Association**

# **Direitos e Deveres dos alunos**

## **Students' Rights and Responsibilities**

### **DIREITOS    RIGHTS**

**You have the right to...**

- Participate in all learning related activities, inside or outside the classroom.
- Benefit from learning support, according to your specific needs.
- Be respected by everyone at school (classmates, teachers, other staff).
- Be heard and be informed whenever you have doubts about any issue.

### **DEVERES    RESPONSIBILITIES**

**You must...**

- Always attend classes and other required school activities (if you cannot attend school for any reason, your parents or tutors must always properly justify your absence).
- Be on time.
- Respect everyone at school (classmates, teachers, other staff).
- Bring all the required materials for every class.
- Use the common spaces and any school equipments respectfully and carefully.
- Always bring your Student Card and your personal School Notebook.





**Our school is committed to ensuring  
you have a happy and  
successful school year.**

[www.aepassosmanuel.pt](http://www.aepassosmanuel.pt)

**Travessa do Convento de Jesus  
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