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## INFORMATION | LISBON | 2020-21

In this document you can find practical information about the 2020-21 school year.

Enrolling your children at PaRK International School reflects an important decision in their lives and future, as well as the recognition that the rules and values defended by the school are important and in line with the families who choose us to have a leading role in the education of their children - we rely on your help in complying with and standing up to PaRK IS guidelines and spirit!

Any questions, please feel free to contact us.

NB: The information in this document may be changed up to June 2020.

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### 1. MISSION

PaRK IS' mission is to guide and inspire students to be successful and happy in their adult lives.

### 2. GRADES OFFERED IN 2020-21

<b>ALFRAGIDE</b>	Early Learning School: 1 Year   2 Years   3 Years   4 Years   5 Years Junior School: Grade 1   Grade 2   Grade 3   Grade 4   Grade 5   Grade 6 Senior School: Grade 7   Grade 8   Grade 9   Grade 10   Grade 11   Grade 12 (2021-22)
<b>PRAÇA DE ESPANHA</b>	Early Learning School: 1 Year   2 Years   3 Years   4 Years   5 Years Junior School: Grade 1   Grade 2   Grade 3   Grade 4 (2021-22)
<b>RESTELO</b>	Early Learning School: 1 Year   2 Years   3 Years   4 Years   5 Years Junior School: Grade 1   Grade 2   Grade 3   Grade 4

### 3. SCHEDULE

Opening Hours	8 am to 7 pm*
School Schedule	8 am to 6 pm
Teaching Schedule	
- 1-2 Year Olds	9:30 am - 4:30 pm
- 3-5 Year Olds	9:00 am - 4:30 pm
- Grade 1	8:45 am - 4:30 pm
- Grades 2-4	8:30 am - 4:30 pm
- Grades 5-12	8:20 am - 4:00 pm

\* In August the opening hours are from 8:30 am to 6 pm

#### 4. CALENDAR

##### - BEGINNING AND END OF THE SCHOOL YEAR

	START	END
Early Learning School	Current Students: September 7, 2020 New Students: September 8 (G1) or 9 (G2), 2020	June 30, 2020
Junior School	September 7, 2020: Grade 1, Grade 3, Grade 5 September 8, 2020: Grades 2, Grade 4 , Grade 6	
Senior School	September 3, 2020	

##### - CLOSING DATES

PaRK International School is closed on public holidays, Lisbon's official holiday (June 13th) and the following days:

- October 29, 2020 (Junior and Senior School)
- October 30, 2020
- December 24 and 31, 2020
- February 15 and 16, 2020
- April 1, 2020
- Agosto 16 to September 3, 2020

Please find [HERE](#) the Portuguese calendar, with all national holidays.

##### - SCHOOL BREAKS

Half Term	Christmas	Carnival	Easter	Summer
26-10-2020 30-10-2020	21-12-2020 01-01-2021	15-02-2021 19-02-2021	29-03-2021 09-04-2021	01-07-2021 03-09-2021

June 11 will be non-academic: students attending school will have activities organised.

For Senior School students (Grades 7-12) the school is closed during school breaks (except for the official IGCSE exam dates for Grade 10).

## 5. FEES

For the 2020-21 school year the fees are:

2020-21 (Students from September 2019)	Enrolment (New Students)	Renovation (Current Students)	Payment Options		
			Monthly (x12)	Termly (x3)	Annually (x1)
Early Learning School (1-2)*	€661.00	€424.00	€542.83	€2,171.33	€6,514.00
Early Learning School (3-5)*	€726.00	€484.00	€606.42	€2,425.67	€7,277.00
Junior School (Grades 1-4)*	€1,030.00	€569.00	€796.92	€3,187.67	€9,563.00
Junior School (Grades 5 - 6)*	€1,470.00	€624.00	€821.58	€3,286.33	€9,859.00
Senior School (Grades 7 - 8)	€3,150.00	€750.00	€856.92	€3,427.67	€10,283.00
Senior School IGCSE (Grades 9 - 10) **	€4,000.00	€784.00	€1,055.33	€4,221.33	€12,664.00
Senior School IB (Grades 11 - 12) ***	€4,500.00	€902.00	€1,272.00	€5,088.00	€15,264.00

\* Meals Not Included

\*\* IGCSE Exams: €110 / subject

\*\*\* IB Exams: TBD

### - Notebooks, textbooks and guided reading books

All notebooks, manuals and school books will be provided by the school. At the end of the school year, students must return the manuals and school books in good condition, showing only the normal wear expected for a year. In the case of books being written, or they wear beyond the expected, its value will be charged to the student, at the end of the school year. If there is a need to replace a book due to damage or loss, it will be charged, but it will still be owned by PaRK IS.

### - Devices

PaRK IS has a Bring Your Own Device (BYOD) Programme starting in Grade 4: students from Grade 4 to Grade 8 must have a personal iPad; students from Grade 9 to Grade 12 must have a personal laptop.

### - Registration/Enrolment Renewal

New students' registration fee is due at the time of acceptance. Payment can be made by bank transfer, cheque or tickets.

Current student enrolment renewal fee is charged in February by direct debit.

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- Tuition and payment options

Registration/renewal implies the payment of the annual tuition.

The annual fee can be paid:

- Monthly, in 12 instalments (by direct debit and/or tickets)
- Per term, in September, January and April (by direct debit and/or tickets)
- In full, during September (by bank transfer and/or tickets)

- Sibling Discount

Families with three or more children enrolled benefit from a 10% discount on the annual tuition applicable to the third youngest child onwards.

- Extension Period

Parent/Guardian may opt for the extension period, until 7 pm. For 1 Year Olds to Grade 6 this period is supervised with a cost of 40€ per month. From Grade 7, the school offers spaces where students can stay during the extra time, unsupervised and without any cost.

Transport (Alfragide Campus only)

In order to facilitate the logistics of families, the school will have a partnership with a transport company, in the morning and in the afternoon. From September 2020 there will be three routes:

- A. Marquês de Pombal/Amoreiras/Alfragide
- B. Algés/Restelo/Alfragide
- C. Cascais/Alfragide

The service conditions are:

- Monthly cost of
  - Routes A and B: €80 (1x per day) or €110 (2x per day)
  - Route C: €100 (1x per day) or €140 (2x per day)
- Service available from September to June, except during the Christmas and Easter break - in these months the cost will have a 50% discount;
- Service assigned by order of registration (students who choose 2 trips per day have priority);
- Service subject to a minimum of:
  - Routes A and B: 40 students per bus
  - Route C: 20 students per bus
- This transport is not supervised by the school, but students will be accompanied by an adult of the transport company;
- This service comprises the week from Monday to Friday - it is not possible to sign up students to use this service only for a few days a week;
- This service can only be cancelled at the end of each term.

- Meals

The mid-morning snack, lunch and afternoon snack are included in the tuition for Early Learning School students (1-5 Year Olds) and Junior School students (Grades 1-6).

Senior School students may choose to have food supplied by:

- The school (mid-morning snack and lunch) - €95/month
- Home (lunch must be preheated in a thermos and cutlery provided)
- School Bar

The food options can be changed by informing the school by the 20th of the previous month.

- Other charges not included in the annual tuition

- Uniform (official, sports and everyday)
- Diapers
- Individual school supplies
- Field Trips (15€ each)
- Extension Period (6 pm - 7 pm)
- IGCSE Exams (Grade 10)
- Annual Photos (optional)
- School Trips (optional)
- Extracurricular activities (optional)

## 6. OTHER INFORMATION

- We may require both parents approval to accept the registration.
- We only accept pre-registration for the current and the next school year.
- The child's school year is determined by his/her birth date, the cut-off date being the month of September.
- The payment of the registration/renewal represents a commitment of frequency for the entire school year to which it relates and is non-refundable.
- In June the formal enrolment has to be done in person. By then parents must deliver the necessary documents for the student process, including the Rules of PaRK International School signed.

## 7. NEW STUDENTS ADMISSION PROCESS

1. Expression of interest to know the school/educational project

The information request can be done online or by email ([admissions@park-is.com](mailto:admissions@park-is.com)). We will need the child's name and date of birth.

2. Pre- Enrolment

If interested in enrolling your child, you may submit an application form using the link sent by the Admissions Office.

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Candidates are placed on the waiting list by date of application and is later scheduled to visit. Siblings of current and former students have priority in admission.

### 3. Application

Visits to the school are scheduled by the Admissions Office ([admissions@park-is.com](mailto:admissions@park-is.com)), after filling out the form with the child's data.

Applications are accepted from October of the preceding year of entrance and are only valid for the following school year.

Although students typically join PaRK International School at the beginning of the school year, admissions are accepted and welcomed throughout the year. In case of vacancy and the student being admitted, he/she can start school in the middle of the year, after following the normal process of enrolment.

### 4. Confirmation of Interest

If you are interested in continuing the process, a Candidate fee of 80€ is required (non-refundable).

### 5. Interview (Junior Schools onwards)

From Grade 1, an interview with the future student is part of the admission process and will be scheduled after the first visit of the Parent/Guardian to the school. It may still be necessary to have a specific assessment to some(s) discipline(s), if the Section Head deems important to have additional information. From Grade 5 students will be subjected to an online cognitive test (€15 value) and, if necessary, to an interview.

### 6. Acceptance

The child's admission is determined by the School Board with the advice of the Section Head. The decision is communicated by email to the parents along with the necessary steps to complete the enrollment.

If necessary, PaRK IS can request a "Clearance Letter" to the Parent/Guardian, which must be requested by them to the student's current school.

By enrolling a student in PaRK International School, Parent/Guardian agree to comply with the information stated in this document.

### 7. Formal Registration

The official registration takes place, in person, in June. At that time, the Parent/Guardian must deliver the necessary documents to the student's process, including PaRK International School Rules signed.

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**Thank you for considering PaRK International School for your child!**