

# Agrupamento de Escolas Professor Lindley Cintra



## STUDENTS' WELCOME GUIDE

**Here begins a new story,  
Made up of learning, challenges and shared dreams.**

## **Welcome Note**

The Students' Welcome Guide was designed as a resource to support the Student and his Family in the first contact with the School Cluster. It contains relevant information on the guiding principles, operating rules, organisational structures, available resources, as well as the essential procedures and paths for a complete integration into the schools of this Cluster.

The consultation of this Guide is an important starting point, which does not replace the careful reading of the other guiding documents or the knowledge of the current legislation. Likewise, direct contact with Educators, Class Teachers and Form Teacher is considered indispensable, as the first interlocutors of the educational community, as well as with the Schools' Coordinators and the Executive Team.

All guiding documents and the applicable legislation are available for consultation on the Cluster's website, in [www.aeplc.pt](http://www.aeplc.pt)

We wish you all an excellent new School Year, marked by the success, cooperation and the well-being of the entire educational community.

*Belandina Rocha Vaz*

## **1. Context and Description of the Schools of the Cluster**

### **1.1. Geographical location of the schools of the Cluster**

The Professor Lindley Cintra School Cluster includes six educational establishments (from Pre-school to Secondary Education), located in the councils of Lumiar and Santa Clara.

### **1.2. History of the Group**

By the end of the 2009/2010 school year, the Professor Lindley Cintra School Cluster included five educational establishments: a kindergarten; two elementary schools (1st cycle); a middle school (2nd and 3rd cycles) and the Multidisability Unit, in operation at Basic School No. 204, integrated in the Calouste Gulbenkian Rehabilitation and Cerebral Palsy Centre.

In August 2010, following the implementation of the Resolution of the Council of Ministers No. 44/2010, of 14 June, a new administrative unit was created, which maintained the name — *Professor Lindley Cintra School Cluster* (AEPLC) — and included an educational establishment which hadn't been part of the group: Lumiar Secondary School. From that moment on, this school became the Headquarters of the Group, where the executive boards and the administrative services are concentrated. On September 7, 2010, Lumiar Kindergarten was integrated into the Cluster, rising the total number of educational establishments to seven. In the 2017/2018 school year, Basic School No. 204, where the Multidisability Unit operated, was closed as a 1st cycle school, by decision of the Municipality, since the students who attended it had completed compulsory education.

### 1.3. AEPLC educational establishments' facilities

- Ameixoeira Kindergarten  
Azinhaga de Santa Susana, 1750-253 Lisbon  
Tel. 21 759 35 31  
Email address – coord\_jia@aelindleycintra.edu.pt
  
- Lumiar Kindergarten  
Rua Mário Sampaio Ribeiro, 1600 Lisboa  
Tel. 21 759 41 32  
Email address – coord\_jil@aelindleycintra.edu.pt
  
- Eurico Gonçalves Elementary School  
Azinhaga da Cidade, 1750-064 Lisboa  
Tel. 21 759 34 80  
Email address – coord\_eb\_eg@aelindleycintra.edu.pt
  
- Quinta dos Frades Elementary School  
Rua Luís de Freitas Branco, 1600-489 Lisboa  
Tel. 21 759 79 59  
Email address – coord\_eb\_qf@aelindleycintra.edu.pt
  
- Professor Lindley Cintra Middle School  
Rua Mário Sampaio Ribeiro, 1600-674 Lisboa  
Tel. 21 756 74 60  
Email address – coordbe@aelindleycintra.edu.pt



Lumiar Secondary School - School Cluster Headquarters

Rua Mário Sampaio Ribeiro, 1600-488 Lisboa

Tel. 21 754 07 47

Email address - [coord\\_eb23\\_lc@aelindleycintra.edu.pt](mailto:coord_eb23_lc@aelindleycintra.edu.pt)

## 2. Executive Team

PRINCIPAL	Belandina Vaz
DEPUTY PRINCIPAL	Salomé Neves
ASSISTANT	Pedro Nuno Silva
ASSISTANT	Sofia Marques
ASSISTANT	Carolina Ribeiro

## 3. Establishment Coordinators

Ameixoeira Kindergarten	Maria Helena Cruz
Lumiar Kindergarten	Maria Fernanda Esteves
Eurico Gonçalves Elementary School	Célia Martins
Quinta dos Frades Elementary School	Ana Paula Almeida
Professor Lindley Cintra Middle School	Marco Rodrigues

## 4. Lighthouse (Farol) – Student and Family Support

Coordinator Teresa Matos (Linguistic and Cultural Mediator)

## 5. Clubs, Workshops and Projects

CLUBS	COORDINATORS	DAY/TIME	LOCATION
Word Workshop	Teresinha Alves	Tuesday 14:15 – 16:00	ESL (Secondary School) – C6
CineLindley (film club)	José Costa	Thursday Once/Month	ESL – Auditorium
Sharing (Volunteering Club)	Albina Gomes	Wednesday 14:15 – 16:00	ESL – D12
Reading, but little!	Rosa Almeida	Thursday 12:30 – 13:15	ESL – L (Elo)
Green Garden Market Club (Organic Green Garden )	Rosa Almeida	Wednesday 11:45 – 13:15	Vegetable garden, greenhouse and open spaces
Science Club	Cláudia Dias	Monday 14:15 – 15:00 Tuesday – 14:15 – 15:45	EB PLC (Lindley Cintra School)– 1.14

		Wednesday 14:15 – 15:00 Thursday 14:15 – 15:45	
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<b>CLUBS</b>	<b>COORDINATORS</b>	<b>DAY/TIME</b>	<b>LOCATION</b>
Club/Workshop Lindley's Robocoders (Programming Club)	Andreia Barbosa	Wednesday – 16:00 – 16:45 Thursday – 16:00 – 16:45	ESL – C7
LindleySound Club (Radio club )	Rosa Almeida	Tuesday – 15:15 – 16:00	ESL – L (Elo)
Eco-Schools Project / Program	Paula Vieira	Tuesday – 11:45 – 13:15	ESL
Health Education Project (PES)	Paula Pires	flexible schedule	All School Cluster

Registration for clubs and projects is done by filling out the form available on the school's website [www.aeplc.pt](http://www.aeplc.pt)

## 6. School Sports

	<b>Coordinator</b>	<b>Daniel Ferreira</b>
→ Adapted Sport		Vera Sampaio
Opening hours:	Wednesdays	14:15 – 16:00
	Fridays	12:30 – 13:15
→ Active School (2nd Cycle)		Maria Cristina Correia
Opening hours:	Mondays	14:15 – 15:00
	Wednesdays	13:30 – 15:00
→ Active School (3rd Cycle)		Ana Margarida Saraiva
Opening hours:	Mondays	14:15 – 15:00
	Wednesdays	13:30 – 15:00
→ Junior Mixed Futsal		David Safara
Opening hours:	Mondays	13:30 – 15:00
→ Beginners Male Futsal		José Lopes
Opening hours:	Mondays	13:30 – 15:00
→ Skating		Daniel Ferreira
Opening hours:	Wednesdays	13:30 – 15:00
	Thursdays	15:15 – 16:00
→ Bicycle Riding		Daniel Ferreira
Opening hours:	Wednesdays	15:15 – 16:00
	Thursdays	13:30 – 15:00
→ Surfing		José Lopes
Opening hours:	Fridays	13:30 – 17:30
→ Table Tennis		João Gama

	Opening hours:	Mondays	13:30 – 14:15
		Wednesdays	13:30 – 14:15
→	Mixed Junior Volleyball		Ana Tarré
	Opening hours:	Tuesdays	13:30 – 15:00
		Wednesdays	13:30 – 15:00
		Thursdays	13:30 – 15:00

## 7. Psychology and Guidance Service (SPO)

### 7.1. What is the function of the Psychology and Guidance Service, a.k.a. SPO?

SPO's function is to improve and facilitate the teaching-learning process. It focuses on cognitive, emotional and behavioural aspects to promote students' mental health and to aid their learning process.

### 7.2. SPO Intervention Levels:

- Psychological support and follow-up
- Vocational guidance
- Strengthening bonds and establishing partnerships within the schools

### 7.3. How to make a SPO appointment?

The request for support can be made by the Form Teacher, the Student or the child's Parents/Guardians.

## 7.4. Technical team

Psychologist: David Magalhães (medical license no. 31102 )

[spo\\_lc@aelindleycintra.edu.pt](mailto:spo_lc@aelindleycintra.edu.pt)

Psychologist: Maria José Rebordão (medical license no. 10125)

[spo\\_esc@aelindleycintra.edu.pt](mailto:spo_esc@aelindleycintra.edu.pt)

## 8. Services

### 8.1. Library

The School Library is a multimedia space for students to:

- Read their own books or choose from those available at the library;
- Study and do schoolwork;
- Borrow books for school use or to take home;
- Use computers for research and work;
- Use their own computer ;
- Visit exhibitions and/or attend cultural activities.

Students are free to go to the School Library any time within opening hours.

To ensure a pleasant environment for all, it is not allowed to:

- Eat or drink;
- Make noises or speak loudly;
- Run around.

When entering the School Library, students must approach the Teacher / Operational Assistant to inform them of what they intend to do at the library.

→ Professor Lindley Cintra Elementary School

Librarian: Patrícia Sá

Opening hours:

Mondays, Tuesdays, Thursdays, Fridays	09:00 - 13:15	14:15 - 16:00
Wednesdays	09:00 - 13:15	

→ Lumiar Secondary School

Librarian: Nuno Almeida

Opening hours:

Mondays, Tuesdays, Thursdays, Fridays	09:00 - 13:15	14:15 - 16:00
Wednesdays	09:00 - 13:15	

## 8.2. School Office

Head of School Office Mr. António Santos

Students Area Ms. Isabel Borges; Beatriz Portelinha; Ana Gonçalves

School Social Action (ASE) Ms. Marina Carvalho

Opening hours: Morning

9:30 a.m - 12:30 p.m (Monday, Tuesday, Wednesday, Thursday and Friday)

Afternoon

2 p.m - 4 p.m (Monday, Tuesday, Wednesday, Thursday and Friday)

## 8.3. Reprography and Stationer's

Professor Lindley Cintra Elementary School – Adriana

Lumiar Secondary School – Paula Valadas

Opening hours:	Morning	8:00 a.m- 12p.m
	Afternoon	1 p.m - 4p.m

#### **8.4. Students' cafeteria**

Professor Lindley Cintra Elementary School

Opening hours: 9:00a.m – 3:30p.m

Lumiar Secondary School

Opening hours: Morning 9:00 a.m - 12 p.m  
Afternoon 13 p.m - 3:30 p.m

#### **8.5. Canteen**

Opening hours: 12:30 p.m– 2 p.m

Password acquisition, through the SIGA Platform – <https://siga.edubox.pt/auth>

## **9. School Calendar**

### **9.1. Academic terms**

1st September 11 and 15, 2025 – December 17, 2025

2nd January 5, 2026 – March 27, 2026

3rd April 13 – June 5, 2026 ( 9th, 11th and 12th grades)

June 12, 2026 (5th, 6th, 7th, 8th and 10th grades)

June 30, 2026 (pre-school and 1st; 2nd; 3rd and 4th grades)

## 9.2. Interruption of Educational and Teaching Activities

Interruptions	Home	Term
1st	December 16, 2025	January 2, 2026
2nd	February 16, 2026	February 18, 2026
3rd	March 30, 2026	April 10, 2026

## 10. Rehearsing -Tests, Assessment - Tests and Exams

### 10.1. Rehearsing tests

#### 1ST CYCLE

Portuguese – 41 (Português)

Mathematics and Environmental Studies – 42 (Matemática e Estudo do Meio)

Portuguese as a Non-Native Language – level A2 – 43 (Português Língua Não Materna)

Portuguese Second Language – 44 (Português Língua Segunda)

English – 45 (Inglês)

#### 2ND CYCLE

Portuguese – 61 (Português)

Portuguese Second Language – 62 (Português Língua Segunda)

Portuguese as a Non-Native Language – 63 (Português Língua Não Materna)

History and Geography of Portugal – 67 (História e Geografia de Portugal)

Mathematics and Natural Sciences – 68 (Matemática e Ciências Naturais)

### 3rd CYCLE

Portuguese – 91 (Português)

Mathematics – 92 (Matemática)

Portuguese as a Non-Native Language – 93 (Português Língua Não Materna)

Portuguese as a Non-Native Language – 94 (Português Língua Não Materna)

Portuguese Second Language – 95 (Português Língua Segunda)

## **10.2. BASIC EDUCATION ASSESSMENT TESTS**

### 1ST CYCLE

Portuguese and Environmental Studies – 25 (Português e Estudo do Meio)

Mathematics and Environmental Studies – 26 (Matemática e Estudo do Meio)

Art Education – 27 (Educação Artística)

Physical Education – 28 (Educação Física)

### 2ND CYCLE

Music Education – 54 (Educação Musical)

Mathematics and Natural Sciences – 58 (Matemática e Ciências Naturais)

### 3rd CYCLE

English – 81 (Inglês)

Portuguese Second Language – 82 (Português Língua Segunda)

Portuguese – 85 (Português)

### **10.3. FINAL EXAMS FOR SECONDARY EDUCATION – 3rd Cycle (School year 9)**

Portuguese – 91 (Português)

Mathematics – 92 (Matemática)

Portuguese as a Non-Native Language – 93 (Português Língua Não Materna)

Portuguese as a Non-Native Language – 94 (Português Língua Não Materna)

Portuguese Second Language – 95 (Português Língua Segunda)

### **10.4. NATIONAL FINAL EXAMINATIONS FOR SECONDARY EDUCATION – (School years 11-12)**

Portuguese Second Language – 138 (Português Língua Segunda)

German – 501 (Alemão)

French – 517 (Francês)

Spanish – 547 (Espanhol)

English – 550 (Inglês)

History A – 623 (História A)

Mathematics A – 635 (Matemática A)

Portuguese – 639 (Português)

Biology and Geology – 702 (Biologia e Geologia)

Drawing A – 706 (Desenho A)

Descriptive Geometry – 708 (Geometria Descritiva )

Economy A – 712 (Economia A)

Philosophy – 714 (Filosofia)

Physics and Chemistry A – 715 (Física e Química A)

Geography A – 719 (Geografia A)

History B – 723 (História B)

History of Culture and the Arts – 724 (História da Cultura e das Artes)

Latin A – 732 (Latim A)

Portuguese Literature – 734 (Literatura Portuguesa)

Mathematics B – 735 (Matemática B)

Mathematics Applied to Social Sciences – 835 (Matemática Aplicada às Ciências Sociais)

Portuguese as a Non-Native Language – 839 (Português Língua Não Materna)

Spanish – 847 (Espanhol)

Mandarin – 848 (Mandarim)

Italian – 849 (Italiano)

## **11. Student ID eCard**

For security reasons, when entering and leaving school, students must show/use their ID eCards at the main entrance.

School purchases (meals, stationery,...) must be paid exclusively with the ID eCard (pre-loaded with funds).

## **12. Loading the ID eCard**

The ID eCard is loaded at the school stationery.

## **13. School attendance and Absence**

Good attendance at school and being punctual for lessons and other school activities is essential, as well as an attitude of commitment and appropriate behaviour in the teaching and learning process. Parents/ guardians are responsible for school attendance.

In the 2nd and 3rd Cycles, Secondary Education and Professional Courses, each 45-minute lesson counts as an absence.

Unauthorised absence is recorded whenever the student:

- misses lessons or activities in which he/she is enrolled without a valid reason;
- arrives late (with a tolerance of 10 minutes only in the first half of the block of lessons);
- does not bring the necessary material or equipment according to the defined limit (after the 3rd time, or the 2nd time in Physical Education);
- is removed from the classroom for disciplinary reasons.

Absence resulting from disciplinary measures is always considered unauthorised.

Students excused from the practice of Physical Education with documentation from a medical professional must still be present and participate in class actively.

In Elementary Education years, unauthorised absence is recorded when the student misses daily activities, completes 5 hours of absence or accumulates 5 hours of lateness. Tardiness is reported to parents/carers.

In pre-school education, prolonged unauthorised absence may result in the loss of the school vacancy. School days run from 9:00 am, with tolerance until 9:30 am, to 3:00 pm for children not enrolled in the AAAF (Activities for Animation and Support of Families). Children may leave school earlier than the scheduled time for exceptional circumstances, usually requiring a written request.

## **14. Clothing**

The student must present himself with clothing that is appropriate, according to the age, the dignity of the space and the specificity of school activities, according to the rules established at school.

## **15. School Social Action - ASE**

School Social Action (ASE) is a socio-educational support structure aimed at compensating for socio-family, economic or cultural needs that compromise access to school and success in the educational process. The application for support is submitted by the Guardians, upon supporting documentation.

ASE acts in conjunction with teachers and form teachers, being responsible for the management of support services, the organization of processes and the issuance of technical opinions, operating at the Cluster's Headquarters School, in its own office.

## **16. Lockers**

School provides lockers, in limited numbers, where students can store some of their belongings and for which the School is not responsible. You should consult the Regulation on the use of lockers. The request for them is made at the stationer's. (Building A)

## 17. School Textbooks

Textbooks must be returned at the end of the school year, in good condition, and cannot have written notes, underlining or erasures.

Exceptions are the textbooks of the 1st Cycle and the textbooks of the subjects under national examination; they should be delivered only after the exams have been carried out.

Retained students do not return the textbooks.

Retained students who change courses must return the textbooks of the specific subjects of the previous course so that they can assign textbooks of the specific subjects that they will have in the new course.

## 18. Assignment and Use of the Digital Kit

The Digital Kits consist of a computer and a *router*, and are aimed at students from 1st to 12th grade.

There are three types of Kits:

1. 1st Cycle
2. 2nd and 3rd Cycles
3. Secondary Education and Professional Courses

Kits are awarded to students on loan. At the time of delivery, the Guardian must complete and sign the delivery report, to formalize the receipt of the equipment.

The responsibility for the proper use of the Digital Kit lies with the Guardian himself. Any malfunction or incident outside the warranty period must be reported and signed by the Guardian.

The allocation of the Kits follows the priorities defined by the Digital School Program and is conditioned to the logistical and material capacities of the School Cluster.

The Guardian is contacted by the school to collect the Digital Equipment. At this point, the equipment acceptance form or the refusal form must be filled.

In case of definitive departure from school, the Digital Kit must be returned without fail.

## **19. Classroom Platform**

The Classroom is the platform used for communication between teachers and students. The Form Teacher will explain how to access the platform and how it works.

## **20. Inovar Consulta Platform**

Through this platform, you can consult all the teaching activity – summaries, activities, absences, evaluations and specific documents.

## 21. School website

On the School website, [www.aeplc.pt](http://www.aeplc.pt), all important information is placed and, for this reason, you should consult it regularly.