



# INTERNAL REGULATION 2020-2021



**Azóia, May 2020**

## Biography

Our school rose from an impulse of parents who had been previously involved in creating a Waldorf kindergarten for their children.

When those children were ready to take the new challenge of starting primary school, their parents started looking for other families interested in the Waldorf education, as well as a pedagogical group who would help to bring a soul into that movement.

Together with a teacher, and with the support of an anthroposophic community (a physician, an eurythmist, members of the anthroposophical society and of the teacher's Waldorf training course), Escola da Terra opened in 2008, with a group of 12 children, ranging from grades 1 to 3.

The Associação Waldorf de Sintra was also formed, giving both the school and also a Permaculture Design Course a legal body, which allowed to financially support the initial expenses. It was also thanks to the warmth of donations both in work and in money, that the school was able to develop.

The board of Associação Waldorf de Sintra is formed by representatives of teachers, parents and active members in Anthroposophy, and cares for the areas of interest and economic and legal development of the school, inspired by Rudolf Steiner's social threefolding principles.

Throughout the years, with the wonderful contribution of parents and educators holding hands, classrooms were built, as well as furniture, teaching materials, gardens and above all, a loving community focused on the children's whole and healthy development was born.

The Waldorf curriculum the school has to offer in the Portuguese language has become well established, thanks to the teachers' hard work and the children's live impulse.

Over the years and with the students' growth, the educational team formed by main class teachers and subject teachers, such as music, hand work, bothmer gymnastics, eurithmy, foreign languages, circus arts and theatre, also grew.

In 2014, Escola da Terra moved to the old Primary School's building in Azóia, Colares, where it continues to this day.

Escola da Terra is co founder of the APEPW - Associação Portuguesa de Escolas com Pedagogia Waldorf, which submitted to the Educational Ministry a document - Oferta Educativa Waldorf - done by all waldorf kindergartens and schools together, with the aim of having the curriculum from kindergarten to grade 12 totally accepted by the government, and establishing a common curriculum for all portuguese waldorf school, appropriate to our culture and time.

**SCHOOL BOARD:**

Pedro Valdoleiros – Representative of Associação Waldorf de Sintra and founder of Escola da Terra

Rita Seixas – Main Class Teacher and founder of Escola da Terra

Vera Mendonça – Main Class Teacher since 2008

Ana Estêvão - Main Class Teacher since 2014

One Representative of the Parents, a rotational position by the Board's invitation

**FACULTY:****Main Class Teachers:**

Rita Seixas – Class Teacher since 2008

Vera Mendonça - Class Teacher since 2008

Filipa Rosado - Class Teacher since 2011

Ana Estêvão - Class Teacher since 2014

Diogo Morgado - Class Teacher since 2016

Maria Seixas - Class Teacher since 2017

**Subject Teachers:**

Mariana Amorim – Hand Work

Fátima Mourinha - Music

Ana Estêvão - Theatre

Cindy van der Zanden- German

Daniela Melo - English

**1st Article****Scopes and Objectives**

The Internal Regulation of Escola da Terra was born from an agreement of co-existence between all members of the school community, in order to create a dynamic and disciplined functional structure, available to all.

Upon the completion of each school year there will be a reflection on behalf of the School Board from which regulatory changes may happen in case need be.

The general objectives of Escola da Terra are as follows:

- a) To be an alternative educational centre for the local community and share the Waldorf education curriculum to the members of the school community;
- b) To contribute to the development of a community where self-education works as a learning tool, contributing to the development of self-consciousness of such community and from which creative and world transforming human beings will bloom;
- c) To empower the children with their own natural disposition to learn, to find a mentor in the adult as a decent human being, acting from ethical and moral principles;

d) To provide an environmentally conscious surrounding, with respect for nature, promoting organic and healthy eating and using organic and recyclable materials as educational instruments;

e) To promote parents / guardians, teachers, collaborators and student participation in the school community, through meetings, celebrations and other specific tasks.

## **2nd Article**

### **Presentation**

The school is located in the old Azóia Primary School building, in Rua da Igreja, parish of Colares, Sintra, Portugal.

It ranges from 1st to 4th grade, with a maximum capacity of 45 children.

Escola da Terra is formed of: Board, Pedagogical Council, Faculty, Non-Teaching Staff and Volunteers.

## **3rd Article**

### **Board, Pedagogical Council and Faculty**

#### **Board**

The legal body representing Escola da Terra is Associação Waldorf de Sintra (AWS). However, the school has an autonomous board which is the deliberative organ in matters of finance and administration, formed by a parents' representative who is chosen every year, as well as representatives of the Pedagogical Council and the Sintra Waldorf Association administration.

The Board's competences are:

- To guide the anthroposophical integrity of the school;
- To elaborate the norms that regulate the school;
- To meet the needs of the school and its members;
- To be responsible for its facilities and their maintenance;
- The remuneration of those who render services to the institution;
- To make institutional contacts with the various entities;
- Administrative organization of the students' processes;
- Organization of events, seminars and conferences;
- Active cooperation between different schools, working groups and committees.

Parents can contact the management for clarification of any administrative matters.

## **Pedagogical Council**

The Pedagogical Council is formed by the main class teachers. Its function is to manage all pedagogical matters, to keep the Anthroposophy flame alive and to make the Waldorf Pedagogy available to other teachers and also parents.

The collective work of the pedagogical council happens in weekly meetings. This group deliberates and decides all pedagogical matters of the school. All members of the pedagogical council are main class teachers at the school and are trained in Waldorf Education.

Parents and students can contact this team to clarify any pedagogical matters.

## **Faculty**

The faculty is formed by the main class teachers, pedagogical assistants and subject teachers (specific subjects of the curriculum).

The teaching staff meets periodically, which facilitates the common pedagogical work, stimulates individual research and professional development of the teachers as well as the exchange of information and mutual support.

## **4<sup>th</sup> Article**

### **School Hours**

1- Escola da Terra is open Monday, Tuesday, Wednesday and Friday from 8:30 to 17:00, Thursday from 8:30 to 14:30. School hours are from 9:00 through 16:30 and 13:00 on Thursdays. A fine of 15€ will be charged for every 30 minutes after closing times (0,50€ each minute). Opening and closing times may change on festivity days, in which occasions there will be a previous notice.

2- Escola da Terra closes for holidays, according to the school year calendar sent in July.

3- The Board of Escola da Terra reserves the right to close down in the event of unforeseen situations that could affect the minimum conditions of logistics, health, hygiene and safety necessary to the school's operation.

4- In case of closure decreed by the authorities, and consequent need to carry on the school year with distance learning, the teachers are due to insure that the children have access to all subjects, and the parents that the children develop and hand out their assignments, according to the plan elaborated for that situation.

## **5<sup>th</sup> Article**

### **Registrations and Enrollment**

1- Registration is only considered valid and a spot reserved with payment of inscription or re-

inscription, along with the following documents:

- 2020/21 registration fully filled;
- Signed declaration of the internal regulation acceptance;
- Photocopy of the child's Portuguese ID card (cartão de cidadão) – in case you do not have one, then a photocopy of an official identification document as well as the taxpayer card;
- Photocopy of the parent's Portuguese ID card (cartão de cidadão) – in case you do not have one, then a photocopy of an official identification document as well as the taxpayer card;
- Photocopy of the vaccination booklet or a parent's declaration of no vaccinations.
- Two (2) current passport type photos of the child.

2- School inscriptions and enrollment renewal for the 2020-2021 school year occur from May 11th until May 30th, 2020.

3- Enrollment or its renewal has a charge of 200€ or 50€, respectively;

4- Enrollment or renewal costs are non-refundable;

5- With the payment of the enrollment or its renewal, the school accident insurance is taken out or renewed for the following school year.

## **6<sup>th</sup> Article**

### **Children's Admission**

1- Conditions to children's admissions are as follows:

- a) Age and maturity of the child for the correspondent grade is subject to the appreciation of the Pedagogical Council.
- b) Acceptance of the operating norms given to the parents or guardians at the time of enrollment or renewal.

2- The priorities for the admission of new students follow the following criteria:

- a) Children of employees
- b) Brothers of students of Escola da Terra
- c) Children for the 1st year
- d) Children from Waldorf schools
- e) Seniority on the waiting list

## 7<sup>th</sup> Article

### Annuity

1- Annuity fee is of 3500€ and can be paid monthly or yearly:

Monthly: 350€ (from September 2020 to June 2021)

Annually: 3325€ (until September 8<sup>th</sup>, 2020), with an optional 5% discount, except when the annuity is paid by an employer.

2- The monthly fee covers the school hours from Monday through Friday.

3- The monthly fee is due **until the 8<sup>th</sup>** of each month, in cash directly to the administrative school staff or through a bank transfer to the following IBAN:

IBAN PT50 0018 0008 0570 5370 0208 1 (Banco Santander)

BIC/SWIFT: TOTAPTPL

4- In case of failure to comply with the payment on time as per item 3 from 7<sup>th</sup> article, an increase of 10% will be added that month;

5- For organizational and security purposes, if payments are made through bank transfer, proof of transfer along with child's name should be sent to **escolaterracontas@gmail.com**;

6- Failure to pay the monthly fee, without justification, may jeopardize the child's permanence in the School.

7- There is an optional discount for families with two or more children attending the School except when the annuity is paid by an employer.

- 30% for the second child, monthly fee being 245€
- 50% for the third child, monthly fee being 175€

8- There is no refund if the child does not attend school.

9- There is a scholarship, assigned annually and on a rotating basis, to a family who is experiencing financial difficulties and decides to apply. It is mandatory that the child has been in Escola da Terra for at least one school year. The application takes place within the same period of the registration and is subject to an evaluation by the school board. To apply, the parents/guardians are to write an email to [escolaterracontas@gmail.com](mailto:escolaterracontas@gmail.com), presenting their situation and inserting last year's IRS declaration;

10- The monthly fees are reviewed annually and may be subject to an update.

## 8<sup>th</sup> Article

### School Material

1- The required school material belonging to each individual child is obtained through the School,

at the time of enrollment or renewal of the enrollment. The material fee for the next school year is 130€. This fee is reviewed annually and may be subject to an update.

2- The school material is understood by what is required by the School and its management and replacement is done by the main class teacher during the school year. Other items to be purchased, may be suggested and left to the discretion of each parent/ guardian.

3- The required school material will depend on the child's grade and include the following items:

- notebooks;
- material for writing and drawing (wax blocks, crayons, coloring pencils, pens);
- painting material (watercolor paper, watercolors and brushes);
- modeling material (beeswax, clay);
- handwork material (wool, knitting needles, felt, sewing material, etc);
- woodworking and carpentry materials (wood, pocket knives, sanding paper);
- wear material to use at school (paper, cardboard, glue, scissors).

4- Parents should buy the flute recorder recommended by the school:

- a. For 1st and 2nd grade: pentatonic recorder **CHOROI**
- b. From 3rd grade on: **Yamaha YRS 312 B III**

## 9<sup>th</sup> Article

### Withdrawals

1- Withdrawing from Escola da Terra during or before the school year will only become effective when communicated in written format and submitted to the school's management with a sixty (60) day notice. Otherwise, all school fees, registration and enrollment will not be cancelled and still need to be paid and respected;

2- Full settlement of the child's exit month is mandatory;

3- If that is the case, the parent/ guardian should transfer the child as soon as possible.

## 10<sup>th</sup> Article

### Attendance

1- Children should dress comfortably (without worries of dirtiness or damage).

2- The school does not take responsibility for the disappearance and damaging of personal belongings brought by the child.

3- Children cannot bring toys and other items such as portable mobile devices to the school, unless first authorized by the staff.

## 11<sup>th</sup> Article



## **Children reception and delivery**

- 1- Children are welcomed from 8:30 onwards and should be delivered to the responsible members of the staff;
- 2- After the beginning of classes, all parents/ guardians should leave the school facilities;
- 3- When children leave the school, the responsible staff members should be warned;
- 4- Children are only allowed to leave Escola da Terra with other people than those authorized ahead in the registration form, with written authorization from their parents/ guardians;
- 5- As soon as the children are delivered to their parents/ guardians they are at their responsibility, even if in the school facilities.
- 6- Children can only leave the school gate accompanied by their parents/ guardians or other responsible adults;
- 7- A child can only leave the school alone, upon signed and filled out authorization form by the parent/ guardian and previously delivered to the school.

## **12<sup>th</sup> Article**

### **Absences and Attendance**

Being on time allows the child to create a healthy daily rhythm, to integrate harmoniously into the group and to cultivate respect for the welcoming community.

- 1- An absence is when a student misses a class or another activity that is mandatory or optional.
- 2- Absences and delays should be notified to the main class teacher before the beginning of the class;
- 3- After 9 o'clock, there is a 10 minute tolerance after which the gate is closed. This tolerance should not be taken as a rule and should only be used in cases of exception. If children systematically arrive within tolerance hours, they will be marked as late. Therefore we ask families to care for punctuality.
- 4- If the arrival time is not met, the child will have to wait, accompanied by an adult, for the availability of a teacher or of another member of the school staff to open the gate. The gate will be open again during the morning break.
- 5- Whenever a child needs to leave prior to the end of the school activities, the responsible teacher should be notified in advance and the adult who is collecting the child should wait outside the building.

### **Absence Justification**

- Absences must always be justified by the parents/ guardians through a form found in each classroom and with any additional supporting evidence needed.
- The request for an absence justification must be submitted to the Class Teacher by the 3<sup>rd</sup> working day post verification of the absence.

### **Unexcused Absences**

- Unjustified Absences are those that were not accepted or not handed to the school on time.
- Unjustified absences cannot exceed ten (10) days, consecutive or not (Estatuto do Aluno – Lei nº51/2012, de 5 de setembro), and may jeopardize the conclusion of the

school year.

### **13<sup>th</sup> Article**

#### **Evaluation**

- 1- The evaluation of children is a continuous and dynamic process that takes place throughout the school year, through the observation made by the teachers in their daily life;
- 2- At the end of each semester, the main class teacher prepares, along with the subject teachers, the Individual Report of each child. This report will include the global observation of the children and of their learning process in the light of the Anthroposophical vision of the Human Being.

### **14<sup>th</sup> Article**

#### **Health**

- c) Children cannot attend school having pediculosis (lice), fever or other sickness symptoms;
- d) If the school staff notices a child is becoming ill, the parents / guardians will be promptly notified to pick their child as soon as possible.
- e) When children need medication during the school period, parents / guardians have to accompany the medication with the written prescription or, in case they don't have it, with a written schedule and dosage. The medicines should be identified with the children's names;
- f) School staff shall inform the parents / guardians of any physical changes observed in the children.
- g) In case the children contract an infectious-contagious disease (according to DL 229/94 of 13/09), they cannot attend Escola da Terra until they get a written approval from the doctor.
- h) If children are absent for over three (3) days due to illness, the parents/ guardians need to present the medical clarification as soon as their return is possible;
- i) In case of an accident, all arrangements will be made for the children to be immediately seen by a healthcare provider (Hospital or Health Center). The parents / guardians will be immediately notified and should take all the necessary steps to rush to the place where the children are being observed and taken care of.
- j) For children with chronic illnesses who need or may need medication during the school period, should the parent/guardian deliver all the necessary information at the time of registration, guarantee the validity of the medication and fill out the form provided by the school;
- k) Whenever pediculosis (lice) is detected, the school staff will notice the parents/guardians who are to collect the children as soon as possible to carry out the appropriate treatment.

### **15<sup>th</sup> Article**

#### **Meals**

1- Even though snacks and meals are the responsibility of the parents/ guardians, the principles of Escola da Terra should be respected: the food shall be ovo-lacto-vegetarian and no soft drinks or high sugar processed food are allowed.

2- On Birthday celebrations, the parents / guardians can agree with the main class teacher to bring a celebrative cake. To avoid food intoxications or allergies, it is advisable for cakes to be homemade.

## **16<sup>th</sup> Article**

### **Children's Rights**

1. Children have the right to:

a) Find, at Escola da Terra, the physical and human conditions to a harmonious development at physical, affective, mental and spiritual levels, according to their age and based on their individual needs;

b) Be welcomed in their own way, with comprehensive attention from all adults that are part of their life.

c) Enjoy the livable spaces where activities take place, without interferences from strangers.

d) Be treated with respect by any member of the educational community, without being discriminated on the grounds of ethnic origin, health, sex, sexual orientation, age, gender identity, economical, cultural or social condition or beliefs; or by political, ideological, philosophical or religious beliefs;

e) Take advantage of a quality education in accordance with the law, in conditions where equality and opportunity of access are achievable.

f) See the effort in attendance, dedication, work and school performance recognized, valued and encouraged;

g) See the recognition in the commitment of meritorious actions, namely volunteering in the community, society in general, or at school;

h) Enjoy a school schedule appropriate to the grade attended, as well as a balanced planning of the curricular and extracurricular activities, namely those that contribute to the cultural development of the community;

i) Benefit from a system of support to help overcome or compensate socio-family, economic or cultural deficiencies that hamper access to school or to the teaching process;

j) Be assured of their safety at school as well as the respect for their physical and moral integrity;

k) Be promptly and adequately assisted in the event of an accident or sudden illness during school activities;

l) Have the confidentiality of their school process data assured in what concerns family and personal information;

m) Present criticism and suggestions regarding the functioning of the school and be heard by school staff, pedagogical council and the school board in all matters that are justifiably of interest to them;

n) Participate in other school activities, in accordance with the law and its internal regulations;

o) Benefit from appropriate measures, defined by the school, for the recovery of learning in situations of duly justified absence from school activities.

## **17<sup>th</sup> Article**

### **Students' Duties**

1. Students have to:

a) Study, applying themselves according to their age, grade and educational needs;

b) Be assiduous, punctual and engaged in the fulfillment of all school activities;

c) Follow the teachers' instructions regarding their teaching process;

d) Treat with respect all members of the educational community, without being discriminatory on the grounds of ethnic origin, health, sex, sexual orientation, age, gender identity, economical, cultural or social condition or beliefs; or by political, ideological, philosophical or religious beliefs;

e) Respect authority and the instructions given by teachers and school staff;

f) Contribute to the school life harmony and full integration of all students;

g) Participate in the educational or formative activities developed at school, as well as in other organizational activities that require the participation of the students;

h) Respect the physical and psychological integrity of all members of the educational community, without practicing any acts, such as violent ones, regardless of the place or means used, that violate the physical, moral or patrimonial integrity of teachers, school staff and students;

i) Provide assistance to other members of the educational community in any danger situation that puts at risk their physical and psychological integrity;

j) Ensure the preservation, conservation and cleanliness of the school facilities, teaching materials, furniture and outdoor areas, using them in a correct manner;

- k) Respect the belongings of all educational community members;
- l) Remain at school during the school period, except with written authorization by the guardian / parent or by the school board;
- m) Not use technological devices, such as cell phones, apps, etc. throughout the whole school.
- n) Not capture sounds or images of classes or other school activities without prior authorization of teachers, staff and school board. Also, in any case, not capture sounds or images of other school community members, if their image may be captured without consent.
- o) Not broadcast in or out of school, more specifically via the Internet or other means of communication, sounds or images captured at school premises without previous authorization of the school board.
- p) Respect the copyright and intellectual property rights;
- q) Wear age and activity appropriate clothing, respecting the rules established by the school;
- r) Repair damages caused to any member of the educational community, school equipment or facilities.  
If items cannot be repaired, compensation for the damages needs to take place.

## **18<sup>th</sup> Article**

### **Rights and duties of Parents / Guardians**

We are a community of teachers and parents at the service of the children, thereby the articulation and joint work are essential. Working together we can provide warmth so that this project and the community can develop in a healthy and loving way. In this sense, we encourage participation in school life and the formation of work groups to respond to different needs that arise.

1- Parents' / Guardians' rights and duties are:

- a) To participate and collaborate actively and responsibly in the education of their children, along with the School's Educational Project, namely:
  - . Respecting the curriculum the school offers;
  - . Promoting respect and gratitude towards the teachers;
  - . Creating a harmonious rhythm, with schedules suitable to a healthy development of the

children and to their needs, ensuring a restful sleep;

- .Promoting a healthy feeding, suitable to the individual needs of the children;

- .Cultivating the principles of goodness, beauty (harmony) and truth in the life of the children;

- .Promoting respect and veneration for nature;

- .Avoiding the use of technological devices, namely TV, computer, tablets, mobile phones, video-games, specially during the week;

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b) To be informed if anything unusual happens to the children;

c) To participate in individual and class meetings to analyze the educational process of the children;

d) To participate in the election of the class representative, and in the case of being elected, to participate in meetings convened by the School Board or the Pedagogical Council;

e) To request individual meetings with the main teacher when need be;

f) To participate in general meetings to discuss operational issues, convened both by the pedagogical council and the school board;

g) To collaborate with Escola da Terra, at least once in a school year, in the implementation of:

- festive seasons celebrations throughout the year;

- .fund raising

- . lectures and conferences

- school maintenance and cleaning.

## **19<sup>th</sup> Article**

### **Rights and Duties of Teachers**

1- Teachers' rights and duties are:

a) Teachers are to be assiduous and punctual;

b) If a main class teacher needs to be absent, they should notify the pedagogical council as soon as possible so that the council takes the necessary measures to organise a substitute class or eventually cancels the classes, if there is no other option;

c) If a subject teacher needs to be absent, they should notify the council as soon as possible, so that the necessary measures are taken. The school is responsible for substitution activities;

d) When need be, the main class teacher will convene individual meetings with the parents/ guardians to discuss matters that they deems pertinent, with prior notice to the Pedagogical Council. When seen suitable, a member of the School Board can be present at those meetings.

e) Teachers have the right to participate in training, that the Pedagogical Council deems relevant to enrich their educational functions, in which case the school is responsible for substitution activities;

f) Both main class teachers and subject teachers should participate in weekly Pedagogical Council meetings;

g) Teachers' absences should be justified and the justification should be delivered to the school within a period of fifteen (15) days;

## **20<sup>th</sup> Article**

### **Final Dispositions**

1-The omitted cases in this regulation will be solved by the Board of Escola da Terra, whenever necessary.

2- Failure to comply with the provisions of this regulation by parents / guardians may cancel the child's enrollment.

3- This regulation will be reviewed annually by the School Board and the Pedagogical Council.

I declare that I have read the Internal Regulation of Escola da Terra for 2020/2021 school year.

Furthermore, I declare that I accept the norms contained therein.

Child's Name:

Date:

Signature of the Parent / Guardian: