

Parent and Student Handbook 2023-2024

General Information



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Welcome from the Head of School

Welcome to United Lisbon

Our vision is to empower and inspire the young generation for a sustainable world. We are a diverse and culturally rich school that provides rigorous academic programmes, a strong focus on the skills and values our children will need to be successful in our transforming world. We strive to empower and inspire our learners to build a sustainable and equitable world.

We are proud to embark on a journey of offering education that matters tomorrow. We are a vibrant community of learners and educators who open students up to their passions through innovative learning and teaching and join with parents/ guardians to support all our learners. We look forward to meeting you throughout the year at our many events and sharing in the learning opportunities for both students and parents/ guardians.

On behalf of our talented and experienced staff, I welcome you and wish you a rewarding and challenging year ahead at United Lisbon International School.

José Azcue



ULIS Vision & Mission Statements

Vision Statement

To empower and inspire the young generation for a sustainable world.

Mission Statement

ULIS provides rigorous academic programmes, with a strong focus on the skills and values our children will need to be successful in tomorrow's world, the 21st century and beyond, as well as its commitment to the purpose of a sustainable and equitable world. Our modern pedagogy creates a student-centred learning environment that instils relevant skills through guided-enquiry, collaborative learning, and the seamless integration of technology, to strengthen and further personalise the learning experience of each individual student.

In an increasingly mobile and diverse world, blind adherence to traditional values and approaches to dealing with issues and challenges tends to limit the necessary collaboration to solve the problems facing mankind.

Recognizing this, ULIS seeks to help the next generations through action and attitudes become global citizens who:

- Understand that multiple belief systems have value and can contribute to more sustainable solutions to world issues.
- Are willing to listen, collaborate and cooperate with others and consider their viewpoints regardless of ethnic origin or nationality to find solutions.
- Feel comfortable in voicing their opinions and taking action.
- Demonstrate respect for others despite differences.
- Develop a habit of life-long learning, and the skills to explore new ideas.
- Think critically to solve problems and reflect on their own learning and decision making.
- Demonstrate confidence in approaching new and unique situations.
- Understand and express ideas clearly and confidently in a variety of modalities.
- Communicate in at least two languages.

ULIS graduates will demonstrate

Curiosity & Creativity

Develop a habit of lifelong learning and the skills to explore new ideas
Think critically and be creative in their problem solving whilst reflecting on their own learning and decision making
Demonstrate confidence in approaching new and unique situations

Effective Communication

Understand and express ideas clearly and confidently in a variety of modalities
Communicate in at least two languages
Listen, cooperate and collaborate with others

Compassion & Care

Respect themselves and others regardless of background, ethnicity, gender or religion
Take responsibility for and demonstrate integrity in their interactions with others
Actively serve the local and global community

A Sense of Community & Context

Understand and appreciate their own cultural background
Demonstrate global mindedness and their responsibility to the global community
Seek justice and fairness for others worldwide

Core Values

We succeed with...

Heart: We act with courage, care about purpose, people, and community

Vision: We think forward, we are curious and challenge the status quo

Integrity: We are guided by values, we have respect and feel responsible for society and the environment

Grit: We tackle each challenge as an opportunity to grow with positive perseverance and determination

We build on...

Knowledge: We know and understand cultures, languages, numbers, sciences and technology

Ingenuity: We solve new or existing problems with method, critical thinking and creativity

Collaboration: We reach our goals together; good communication is key

Students Rights

As a ULIS student, you have the right to

A clean safe and orderly environment

Respect as an individual

Caring and qualified teachers

Be a participant in making decisions that affect you

Know what is expected of parents/ guardians as a learner

Student Responsibilities

As a ULIS learner, you are expected to demonstrate responsible behaviour, which will

Develop and exhibit growth in the areas of personal responsibility for your learning, social relationships, character development, work habits, health, and safety

Channel your energies toward positive life-enhancing activities and relationships

Contribute to the positive learning environment of our international community

Master academic skills

Develop critical thinking skills, moral values, interpretive abilities, and creativity to the best of your ability

Recognise that student rights and responsibility go together

School Day Schedule - Classes & Break Times

The school day starts at 8:00 a.m. for all students from grade 1 and above, and at 9:00 a.m. for early childhood students. The school day ends at 3:30 p.m. Students can join an after-school activity from 3:40 p.m., advance registration is required.

Core classes have a duration of 50 minutes. Apart from shorter breaks to change classrooms, each student has two short breaks per day, as well as an additional 45 minute break for lunch. Please note that the school day may be extended until 4:30 p.m. if additional lessons are required. Parents will receive prior notification on scheduled arrangements.

Students who are not registered on school organised transport, after-school activity or childcare, should be picked up promptly at the end of the school day, 3:30 p.m.

Early Childhood (PK3 to Kindergarten)

9:00 a.m. - 3:30 p.m.

Supervised play is available from 8:00 a.m. for those who travel to school with their elder siblings.

Primary & Secondary (Grade 1 and above)

8:00 a.m. - 3:30 p.m.

Learners should be at the classroom by 8:00 a.m.

After-school activities

Clubs: 3:45 - 4:30 p.m. | The Academy: 3:45 - 4:40 and 4:45 - 5:40 p.m.

Exact start and duration times for activities are featured in the respective brochures.

Extended After-school Childcare

5:30 - 6:30 p.m.

Dress Code

The purpose of an educational dress code is to support and promote a positive learning environment. Students are asked to dress appropriately and respectfully. We want to emphasize that students will be encouraged to express their identities while adhering to the code.

The ULIS dress code is guided by the following criteria:

Safety: Loose jewelry, flip-flops, or overly baggy clothing that interferes with movement and poses safety hazards will be restricted.

Appropriateness: To maintain a respectful and inclusive environment, offensive language, images, or messages, and anything that promotes illegal activities, violence, or hate speech, is not considered appropriate.

Modesty: Clothing that is excessively revealing, provocative, or distracting is discouraged. This is intended to create a respectful and focused atmosphere conducive to learning. Shorts, skirts, and dresses should be long enough to extend past arms straight down to the side.

Cultural Sensitivity: It is important for dress codes to respect the diverse culture of students and staff. Headwear worn for religious purposes is authorised.

Please note that hats and sunglasses are not authorised inside the building.

If student attire is deemed inappropriate, the following actions will be taken:

1st occurrence: Teacher mediates by allowing students to find or borrow appropriate clothing or calling a parent.

2nd occurrence: Section Principal mediates with the student.

3rd occurrence: Conversation with Head of School and parents/ guardians regarding consequences.

Physical Education School Uniform

The Physical Education uniform is mandatory and must be worn during PE classes (all jewellery must be removed for PE class). The uniform must also be worn during field trips and some school events. Please consult our Enrolment and Tuition Fees Overview on related fees, [here](#).

Early Childhood

Our youngest learners explore and create throughout the day, we recommend sending them to school in clothes that are comfortable. Please provide a change of clothing in the backpack for use, if necessary.

Student Arrival, Drop Off & Collection Information

It is the parent/guardian's responsibility to ensure their child arrives safely and promptly to school each morning.

For student drop off and pick up, parents/ guardians and students can access the school via the garage entry. This back entrance is open from **7:30 to 9:30 a.m.** and **3:30 to 6:00 p.m.** Between those times it is closed. Students who arrive after 9:30 a.m. should go to the main building entrance and inform School Office reception of arrival.

Only early childhood parent/guardians are authorised entry into the school building during drop-off and dismissal. For child protection and safety, all early childhood parent/guardians must have their access cards. Students registered on school transport services will be signed in and out by the staff.

To ensure that everything runs as smoothly as possible, for your safety and that of others, we urge you follow the guidelines below:

By Car

Within the school grounds, from the school entrance via the main road to the garage and whilst inside the garage, the speed limit is 10km/hour (based on art. 24º - CE).

Parents/ guardians must enter the school's garage via the school parking lot entrance and park in the duly marked parking bay on the **-1 level** of the garage.

Parking in other areas of the garage, or in front of the school building, is not authorised. Cars are also not permitted to stop in front of the ULIS street access area whilst dropping off students, as it obstructs the entrance of other cars. We also urge you not to stop on the main road or bus lane and stress the importance of making use of the garage for your safety and that of others.

Family Access Cards open the entry and exit gates to the parking lot during student drop-off and pick-up times. Information on student and family access cards can be found [here](#).

Whilst ULIS has an automatic license plate reader it may not work with some international license plates, relying on the reader itself will cause delays, we therefore stress the importance of bringing and using your family access card for entry.

Taxi

Students coming to school by taxi should be dropped in front of the school building, in the designated area, and then use the safety walk to enter school through the garage. Please ensure the taxi driver is informed of the designated area.

On Foot

All parents/ guardians and students walking to school must use the safety walk and enter school through the garage. The garage lobby serves as the entrance and is accessed through the school garage. Students should refrain from running and overtaking others and should not go to the road. Please ensure that you talk to your children about these guidelines and the measures in place.

Walking to School Unaccompanied

As children grow and become more independent, parents/ guardians may feel they are ready to make their own way to and from school. When parents/ guardians decide that their child is capable of independently walking to school, they are

responsible for their child's safety on their journey to school, even if they are not physically present. Parents/ guardians must ensure that their child takes the safest route possible. For child safety reasons, parents/ guardians are required to inform the School Office via email and [fill in a form to confirm authorisation and arrangements](#).

School Organised Transport Services

ULIS organised transport is available to students who live within the greater Lisbon area. More information on school organised door to door pick up and drop off services can be found in the School Transportation Services section of this handbook, [here](#).

Student & Family Access Cards

Use of ULIS Issued Parent/Guardian ID

In the interest of child protection, to ensure the safety of all our students, ULIS Parent/ guardian ID access cards must be with parents/ guardians when on school premises. All students must also bring their own student cards.

All adults are required to bring their ULIS Parent/ guardian ID when at school during school hours as part of our child protection and safety measures. These cards will be necessary when dropping off and picking up students. Parent/Guardian ID may be obtained at the School Office reception.

If both parents and guardians are away (out of town or abroad) they must notify the school and an additional guardian should be appointed in the event of an emergency or illness. The school must be notified of the guardian's name and contact information.

If you authorise a family member or another person to bring your child to school, you may request an additional card. Please ensure the homeroom teacher and the School Office team are notified of arrangements in advance. A form will need to be filled in by parents/ guardians.

Anyone who enters the building is required to sign in and sign out at the School Office reception desk as part of our child protection and health and safety measures.

Extenuating Circumstances

9:30 a.m. - 3:30 p.m. Collection & drop off arrangements

When picking up children between 9:30 a.m. - 3:30 p.m., please use the main entrance and ensure that you use the garage for parking. All parents/ guardians coming to collect their children for medical appointments over the course of the school day must inform both the respective homeroom teacher [and](#) the School Office team by email beforehand.

Meetings with staff

All meetings with staff must be confirmed in advance. If you would like to meet with a member of staff please send a meeting request by email. If a meeting is confirmed, please go the main entrance to be received and ensure that you use the garage for parking.

Attendance

Learning time in the classroom is vital as the activities of each school day build for the next. It is difficult and sometimes impossible to make up for missed lessons. Parents/ guardians are asked to establish schedules that ensure continuity and maximum educational growth.

Tardiness

Late arrival disrupts the learning process for all students, that of those who arrive late and those who arrived on time. Students are expected to arrive to each class on time, there is no grace period.

Students who arrive after 9:30 a.m. should go the main building entrance inform the School Office team of arrival. Tardiness and absence is monitored. Parents/ guardians of students who are repeatedly late will be informed.

Parents/ guardians should notify both the homeroom teacher and the School Office team of absences or tardiness by email before 8 a.m. on the day in question. If handwritten, the notification must include the date, time, reason and the parent/guardian's signature.

Absence

Acceptable reasons for absences include illness, dental or medical appointments (these should be made outside of school hours, where possible), family emergencies, religious holidays, and, in some cases, educational opportunities, and other reasons agreed upon in advance and in writing by the teachers and parents/ guardians. Special arrangements can be made in the case of prolonged illness, contagious disease, or family emergency. Please inform the respective teacher, the homeroom and the School Office team.

Medical appointments during the school day

For medical related absences, please email the homeroom teacher and the School Office team. Please include the reason for the absence and provide an estimated return to school time.

All other absences

Absences due to family convenience, vacation travel, home leave, or non-school holidays are strongly discouraged due to their effect on school progress. Any requests for leave that are not medically related should be approved in advance.

Detailed lesson plans will not be prepared for extended leave, where possible, alternate assignments might be suggested. If this appears rigid, we hope it is understood that our enthusiasm and concern for the progress of each student is the basis for this request.

Please note that attendance rates below 85% may result in removal from trips and non-participation in graduation or repeating the year.

Classes missed because of a student's participation in a school-sponsored or school-approved event or programme are not considered absences.

Please note that students are not authorised to leave the campus unsupervised during the school day without prior agreement. Leaving school grounds without following ULIS school guidelines will result in serious disciplinary intervention.

After-school Activities

In the pursuit of creating balanced lifestyles, ULIS provides opportunities for students to participate in a range of activities after-school. Participation is voluntary. The school believes that sports, cultural and performing arts, community service and leadership opportunities form an integral part of the development of our students, whilst we encourage participation in these activities, there are no assessments/grades attached to participation.

After-school activities start from 3:40 p.m. We hope that all students will participate in ULIS organised experiences beyond the classroom, whether as part of the school Clubs or The Academy.

Once a student has signed up for an activity, commitment and regular attendance is expected.

Clubs

ULIS Clubs complement curricular based activities. Activities include arts and crafts, dance and sports, we also offer a homework club. Activities offered as part of Clubs will vary over the year.

The Academy

Activities include dance, music, languages and sports. More information on the full range of activities and partners involved can be found [here](#).

Please note that participation in school Clubs is covered by the tuition fees, whilst The Academy, is not.

Enrolment in After-school activities

In order to join an after-school activity (Clubs or the Academy) parents/ guardians must register their interest with the School Office team when information on the activities is released and booking places is made possible. Participation is subject to availability.

Please note that enrolment in any of The Academy activities requires a minimum commitment of one full semester. To withdraw from any activity run as part of The Academy, parents/guardians must notify the School Office team. Please consult our Enrolment and Tuition Fees Overview document for information on payment options, [here](#).

Information on activities offered as part of ULIS Clubs and The Academy will be made available in September.

Guidelines for after-school pick-up times

- Students who are not registered on school organised transport, after-school activities or childcare, should be picked up promptly at the end of the school day, 3:30 p.m.
- If a parent or guardian is running late and their child is not enrolled in any after-school activity, they must inform the School Office to make arrangements.

The provision for late pick-up arrangements helps accommodate situations where parents or guardians might face unexpected delays.

Adhering to these guidelines ensure that students are engaged in productive and supervised activities during the after-school hours, which is particularly important for their safety and development.

Extended After-school Childcare

Extended after-school childcare is available from 5:30 to 6:30 p.m. for all students. To schedule a one-off arrangement, requests must be emailed to the School Office at least 24 hours in advance.

There is no school organised transport service at 6:30 p.m. The parent/guardian is responsible for picking-up the student at this time.

Please note that there is an additional fee for this service. This fee will be invoiced on a monthly basis (invoiced by the 1st of each month).

To withdraw from extended after-school childcare, parents/guardians must notify the School Office by email, notification must be received at least one month in advance. Please note that there will be no refunds if parents/guardians fail to do so. Please consult our Enrolment and Tuition Fees Overview document for more information on related fees, [here](#).

School Materials: Textbooks, Stationary & Laptops

Essential materials for the start of the school year:

| PK3/4 and Kindergarten | Grade 1 | Grade 2 | Primary and Secondary |
|---|---|---|---|
| Backpack, water bottle, sunscreen, spare set of clothes, indoor shoes, markers, hat and insect repellent. | Backpack, water bottle, pencil case, pencils, erasers, fine line markers (assorted colours), coloured pencils, scissors, glue sticks. | Backpack, water bottle, pencil case, coloured pencils, HB pencils, eraser, scissors, glue sticks, coloured markers (felt tip pens), headphones. | Backpack and a personal supply of paper, pencils, markers, scissors, pens and water bottle. |

All teachers will provide a comprehensive list of items for personal use at school at the beginning of the academic year. Parents/ guardians must ensure that school supplies and materials requested by the teacher are provided. Please ensure that all items are labelled.

Textbook

ULIS supplies students with textbooks needed for classroom activities. All programme materials are on a review cycle to ensure they best meet the goals of our programme. Textbooks and other books are provided to students on a loan basis. Students are expected to take care of these books and return them at the end of the year.

Textbooks are supplied in good condition. If a textbook is damaged, defaced, or lost, students must pay the replacement charge or replace the book.

Tablets & Laptops - Student Access to Technology

Students in early childhood use shared tablets, while Grade 1 to Grade 5 students are provided with a laptop, which they use in the classroom for the duration of the year. All devices used in elementary school are provided by the school and are left at school every day.

Students in Grade 3 to 5 also regularly require access to a computer at home, for this reason they are allowed to take the tablets home as and when instructed by the teacher. All students engage in age-appropriate collaborative learning and homework tasks. Some homework is assigned, completed and submitted using online tools. Many of the online tools are accessed in the classroom at school and students then login to complete or extend their learning through homework.

Students in Grade 6 and up are part of the school's Bring Your Own Device (BYOD) programme.

Expectations:

- Students are limited to one laptop at a time, if they wish to change laptops, they need to let the school know so as to have it configured as per school security needs.
- To protect all devices and the performance of the school network, antivirus software provided by the school must be installed and kept running.
- Devices must arrive at school fully charged. Cords and connectors should be brought, just in case. We recommend buying two chargers when choosing a laptop.
- A padded bag or protective sleeve is recommended. Students will also need earphones with a mic to use with the device, as well as a keyboard to type with, in the case of hybrid models.
- Size and weight of the laptop should be considered as students move a lot with their laptops and books. We recommend less than 2 kg.
- All families will be asked to agree to the Responsible Use Agreement (RUA) during the first week of school.
- Damaged laptops are to be repaired in under two weeks. HDMI and USB ports should be in working condition.

Please review the following in the Primary and Secondary Handbook appendices:

Responsible Use Agreement (RUA), ULIS Password Policy, the BYOD programme guidelines and FAQ's, relating to these topics.

Technology Rights & Responsibilities

Students must follow the teacher's instructions concerning technology in the classroom. Electronic equipment, including mobile phones, is brought to school at the student's own risk. ULIS will not be held responsible for loss, theft, or damage of such items under any circumstances.

Students are permitted to carry a mobile phone to school, but they cannot be used in class without teacher approval. They are allowed to use their phones during recess and lunch breaks. Taking photographs or recording video via a mobile phone is prohibited, unless supervised by an adult as part of a school project.

Faculty members will confiscate electronic equipment that is not being used for educational purposes and leave it at the School Office reception to be collected by the parents/ guardians at the end of the school day. The consequences for repeated misuse of a mobile phone will result in it not being authorised at school for a period of time. If a student needs to make an urgent phone call during school day, they must go to the reception.

Communication & Information Sharing

We recognise that starting or changing schools is a big event for each family. We value your partnership and trust. The goal at ULIS is to maintain open, forthright, and direct communication.

Information sharing - Early Childhood, Primary and Secondary

Managebac

Parent/ guardian access to student information is facilitated through Managebac, our new platform for student information. Through this portal you will have real-time interaction to your child's progress.

The portal will allow you to access:

- Your child's information held by ULIS (date-of-birth, medical information)
- Your own parent information held by ULIS (address, phone number, email address)
- Your child's attendance
- Your child's report card

Our teachers will send you your unique login credentials and directions for using the platform shortly after the school year begins.

Seesaw

Through Seesaw, Early Childhood teachers will post regular updates in the form of blog posts and portfolios with photos of activities students are engaged in to share the learning and growth of all students. Parents/ guardians will be able to see what students are working on in the classroom.

Parent - Teacher Conferences & Student Progress Reports

Throughout the year parents/ guardians be invited to Parent - Teacher Conferences. Progress reports will also be shared each semester.

Teachers are available for conversations and to answer any questions you may have. Should you wish to discuss a matter with a teacher please set up a meeting, discussing your child at drop-off or pick-up is discouraged.

Addressing Concerns

Parent/Guardian & School Communication

As in any human enterprise, questions, concerns, and conflicts may arise from time to time. In order to best resolve issues which arise, the school requests that parents/ guardians follow these steps:

Should you have a problem concerning the learner's overall achievement, medical or at-home complications, friends, homework, social or adjustment problems that might affect performance, the homeroom teacher should always be the first point of contact. As faculty members are committed to students during the school day, please send an email and or call the School Office to ask that the teacher return your call, if you have sent an email and would like to follow up.

If your concern is related to a specific subject, you should contact that teacher directly.

If your concern deals with school policies and procedures, programme offerings, instruction methods please contact the respective staff member.

Often issues are resolved when there is direct communication between parents/ guardians and their child's homeroom teacher. In a situation where you are not satisfied with the outcome, you can ask to meet with the grade level coordinator. In cases where a problem is still unresolved, the parent can make an appointment to meet with the head of school and then, if necessary, the general manager.

Parents/ Guardians Are Partners

At ULIS we believe that students benefit most from our programme when parents/ guardians are involved in the educational process in meaningful ways. ULIS aims to establish a strong home/school relationship with every parent in the school community. We all want what is in the best interests of the individual child.

To do this, we hope that you will support your children by:

- Setting realistic goals for their performance in every area of school life
- Monitoring their progress closely and contacting the school if problems arise
- Encouraging interest and involvement in a wide variety of activities

Support the school by:

- Reading all communications sent home in order to learn as much as possible about the school
- Taking advantage of opportunities made available to and through parent groups, school events, and programmes
- Asking questions and offering suggestions for ways to improve the school

It is our pledge to:

- Keep you informed about your child's progress and about events and activities at the school
- Continue to work to make the home-school partnership as strong as possible
- Make use of your talents and ideas whenever possible

To ensure that our children are safe and well cared for, all employees of ULIS who work directly with students go through a police clearance and if applicable an international background check before they are employed. Parents/ guardians that plan to support an activity or accompany a fieldtrip will need to present their background check prior the event.

School Meals & Canteen

ULIS provides lunch and healthy morning and afternoon snacks as part of the **Meal Plan**. Meals are prepared in our kitchen using healthy products and are served in the school canteen for students from Grade 1 and above. Early childhood meals are delivered directly to the Early Childhood Creative Hub where children eat in a familiar environment with appropriate supervision. Please check student schedules for information on lunch times.

School lunch

Lunch is an important social moment for students and an opportunity to encourage healthy food habits. The daily menu options of hot service are meat, fish, salads or vegetarian lunch. If your child has a dietary requirement, please inform staff. Students from Grade 6 and above can also opt to bring food from home. Please note that we do not have microwave or refrigerators available for packed lunches, students must bring cold meals or pre-heated food.

For learners in Early Childhood (PK3 - Kindergarten), lunchtime is learning time. Teachers use this time to promote healthy nutritional habits, good table manners, independence, and social skills. Learners eat together and are supported and encouraged to feed themselves independently.

ULIS is also a nut free school. Food that contains nuts should not be brought into school due to health risks involved for students who have nut allergies. Students with any food allergies including nuts should notify the school nurse and classroom teachers specifically of these concerns and we will work closely with you to preserve a healthy, safe environment for each student. At ULIS we maintain a secure environment and pay special attention to life-threatening allergic conditions of students, especially exposure to traces of any kind of nuts, as reactions can range from a tingling sensation around the mouth and lips, to hives, and even death. Thus, the canteen has no food items with any kind of nuts. In order to reduce risks, hand washing before and after eating is expected. Students should be reminded not to share food.

Sweets, chocolate and fizzy drinks are not authorised on campus.

Please note that parents/ guardians are not permitted to go into the canteen during lunchtime.

Meal Plan

The Meal Plan is mandatory for all students from Early Childhood to Grade 5. Additional fees apply for this. The total cost covers the academic year, taking into consideration school breaks and holidays. Refunds for unused meals will not be issued when a student is absent, or if students who are on the Meal Plan subsequently choose to bring meals from home over the course of the same semester. Please consult our Enrolment and Tuition Fees Overview document for more information on related fees, payment instalments and options, [here](#).

If, for medical reasons, the child requires a special diet brought from home, a medical justification is required.

School Meal Reservation

Go! By Trivalor

To facilitate reservation of lunch options parents/ guardians can use the Go! By Trivalor software, where student meals on offer can be viewed and reserved. To access the meal reservation system in place, parents/guardians can either download the GO! By Trivalor application on their smartphone, login to the platform webpage on their computer or go the ULIS Kiosks at school.

Timeframes

The reservation of lunch works on the 24 hours in advance booking premise, applied to business days. As such, lunch reservation for Monday of the week ahead must be ordered by 8:00 a.m. of Friday the week before. We advise you to reserve student meals for the week ahead by Thursday of each week; or reserve lunches two weeks in advance. Please note that reservation of meals must be made with these considerations in mind to allow time for necessary arrangements to be in place. It is possible to reserve, change and cancel when within the timeframe.

Application and Web reservation Guidelines

App guidelines

The GO! by Trivalor app is compatible with all iPhone's versions and Android 5.0 version (2014 version).

To install the application please search for GO! by Trivalor, the full name of the app. After installing the App, you will need to create the login for the student, preferably using their school email.

Web reservations

Meals can be reserved through the web platform of the software on your computer: <https://ulis-reservas.trivalor.pt> Web reservation is a better option for families with more than one student, as it allows for reserving for each one in turn, logging in and out of the separate accounts when making respective reservations.

Use of email for login purposes

Please note that you will need to create the login for the student, preferably using their school email, which is usually set as follows: name.surname@student.unitedlisbon.school. If you have to register more than one student, you must register each one separately.

If you are unable to register with the student email because you do not have the credentials, you can use another email. We will then associate the email you have given us to the student profile. Please ensure that the email used is communicated to the School Office.

Kiosks

Meals can also be viewed, chosen and reserved at the school kiosks, where students can make their choices directly. The reservation timeframes referred to earlier also apply when using the kiosks. To use the kiosk only the student access card is necessary, it will recognise the student and allow for meals displayed on the calendar to be viewed, reserved and modified. We have two kiosks, one is located in our canteen, the other is in the lobby of the back entrance.

School Transportation Service

School transportation service is available to all students (PK3 - Grade 12). This is an exclusive pick-up and drop-off service from door to door (Home - ULIS - Home).

Routes and Service Provision

Routes are configured based on the addresses of families registered in the school transportation service. Service to/from areas not included in the current zones must be confirmed and is subject to availability. In some cases, a meeting point may be proposed to facilitate collection.

Our transportation service is provided by a private transport company, Voltinhas, founded in 2004, offering high standards of quality for child transportation services. Buses are IMT (Institute of Mobility and Transport) certified and fully insured according to national standards. All drivers are duly licensed for Child Collective Transportation - Transporte Coletivo de Crianças.

Parents/ guardians can follow the journeys in real time and get updates on proximity through an application, ensuring greater peace of mind for all.

Timetables

Routes are designed to minimize the duration of each trip, with routes up to 20 km having an average maximum time of one hour. Routes and pick-up/drop-off times may change, with the goal of always minimizing students' time on the bus.

Morning

Morning pick-up times vary based on zones, travel time, distance, and the number of students on the route.

Afternoon

There are **three** separate slots for transport departing from ULIS: **3:40, 4:40 or 5:40 p.m.**, to allow families to choose the time that best suits student needs, based on their activity schedule.

Students cannot change their departure times. Please note that in exceptional circumstances, where there is a strong reason for a change of time, we may be able to accommodate requests. For this, an email request must be sent to the School Office at least 48 hours in advance and is subject to confirmation, based on availability.

All students who have signed up for this service must adhere to these rules:

| | |
|---|--|
| Be on time | Keep the windows closed |
| Fasten seatbelt throughout the ride | Sit in assigned seats (if they are assigned) |
| Talk in a low tone of voice, in order not to disturb the driver | Listen to the driver or chaperone |
| No eating or drinking in the vehicle | Respect fellow passengers |

Please note that violation of these guidelines may result in the temporary suspension of use of these services and refunds for journeys scheduled during the suspension period will not be issued.

Service Quality

Typically, smaller vehicles, such as 9-seater vans are used to ensure that travel times are not too lengthy and there are fewer stops. The vehicles undergo regular biannual inspections, and hygiene and safety regulations are maintained.

Voltinhas also offers a more flexible and tailored family service – a private transportation service with a driver in a compact car. This service operates upon request, according to the residential area.

Registration, Commitment & Payment Options

If you would like more information on localities covered please contact the School Office team, information on fees can be found [here](#). Costs involved take into account the distance between the student's home and the school. The pricing listed in the Enrolment and Tuition Fee overview should be considered as a guide only and is subject to change, as it may not accurately reflect the exact route used by the transportation company. It is subject to specific routes established for each academic year based on students registered for the transportation service and their addresses.

Registration in the transportation service requires a minimum commitment of one full semester. Payment options: semester or monthly. We also offer a sibling discount: 10% discount for the second sibling and onwards. The discount is applied to the second child, if they use the same schedule/route. When sharing only one of the routes/schedules, a 5% discount is applied from the second sibling.

The annual transportation cost is divided into 10 instalments. The total transportation cost covers the academic period, including school breaks and holidays.

Please note that if your child is absent, unused trips will not be refunded.

Terms & Conditions

- Registration in the transportation service is for the entire academic year. Please note that in registering for the service, a minimum commitment of one full semester is entailed. In order to cancel the school transportation service, due to a change of address, or other strong reason, parents/ guardians must inform the school office at least one month in advance.
- If choosing monthly payment, transportation costs must be paid in advance by the 8th of each month in which the service is provided.
- The monthly fee is paid in full, regardless of school breaks, holidays, or the service start date.
- Prices are subject to change based on external circumstances. Families will be notified by email if this occurs.
- It is the responsibility of parents/ guardians to be punctual and adhere to agreed-upon schedules. The driver will not wait for more than 5 minutes. Note that external factors (e.g., traffic) might prevent the transport company from adhering to the agreed-upon schedule. It is the responsibility of the parents/ guardians to transport the student who, due to delay, does not appear at the established meeting point at home or at school.
- Parents/ guardians, or their representative (previously identified in the enrolment form), must receive the student at the usual address and at the scheduled time. If this doesn't occur, the student will complete the remaining route and return to ULIS, where they will stay until the family picks them up.
- Any change to the agreed-upon schedule must be communicated to the School Office with at least 48 hours' notice. For instance, as the transportation service is not related to field trips, appointments, or other occasional events, it cannot be changed or adapted to accommodate resulting schedule changes.
- After the established enrolment confirmation deadline, we cannot guarantee transportation service requests. Requests received after the deadline must align with existing routes. At the beginning of the transportation service, there may be some delays due to route adjustments and students' adaptation to the routine.
- Eating or drinking is not allowed on the cars/vans (including sweets or chewing gum). Vehicles must be respected, and actions that damage or compromise the vehicle's is not authorised.
- All students using the transportation service must treat all occupants with respect and always follow the driver's and/or monitors' instructions and requests.

Child Protection

In keeping with our core values and vision statements, ULIS has adopted a Child Protection Policy to guide our staff and families in matters related to the health, safety and care of children in attendance at our school. The ULIS Child Protection Policy is based on both international law and on the United Nations Convention on the Rights of the Child of which Portugal is a signatory, and Portuguese statutes.

At ULIS, we strive to work together with parents/ guardians to ensure our children are safe and are knowledgeable about their rights and responsibilities to themselves and to each other, so they can grow and learn free of fear in a safe, supportive and caring environment.

Faculty and staff receive annual training on how to interact and communicate with learners appropriately and recognise and report abuse and neglect issues. Learners at ULIS are provided with age-appropriate lessons to help them understand personal safety, their rights, and who to go to, to seek help when they feel such rights have been violated.

ULIS also provides parents/ guardians materials and information sessions to help better understand our policy.

When a staff member is aware of a concern, he/she will involve the appropriate people. Parents/ guardians may also follow up with the appropriate administrator. At the request of confidentiality, your concerns will not be shared with anyone else without your permission.

ULIS Lanyards and Identification

To ensure that our children are safe, school lanyards used with cards, are colour coded to facilitate identification at all times, as follows:

Students: Navy blue
Teachers: Red

Administrative Staff: Light blue
Therapists: Yellow

Visitors and externally contracted vetted workers are given other lanyards and are required to sign in and out of the premises.

Police clearance checks

All employees of ULIS who work directly with learners go through a police clearance. Additionally, if applicable, an international background check is conducted before ULIS employs them.

Images of the school, students & staff

Students and visiting adults are not authorised to take images of students or staff and or circulate or post images videos in the public domain (e.g., Facebook, YouTube, etc.). Students are also instructed that unless supervised by an adult as part of a school activity they are not permitted to photograph or video other students or staff.

ULIS works with photographers to capture campus life moments. Parents/ guardians who do not want their children to be photographed must fill in a form.

Student phone, laptop & website browsing

We request the support of parents/ guardians in ensuring that students are kept safe by supervising use of devices.

School visitors

In the interest of child protection and safety, visitors are not authorised unless meetings have been booked in advance. If you would like to meet with a member of staff please ensure that you book a meeting in advance.

On the day of the agreed visit, all visitors must sign in at the School Office reception desk when they arrive and sign out before leaving. During the visit they must be accompanied by a designated member of staff at all times whilst on the school premises.

Birthdays

Birthdays are special. Learners may celebrate their birthdays during school by bringing a simple healthy treat (cookie, cupcake, etc.) for their class. All food must be nut free and with a tag showing all the ingredients. Arrangements for these birthday celebrations need to be made in advance with the homeroom teacher.

Please check with the teacher for any possible allergies or dietary restrictions. Please note that presents, toys, decorations, and "treat bags" may not be brought to the classroom. Please note that we discourage candles and sparklers due to health and safety.

In the event of parties held outside of school, please do not distribute invitations at school unless the entire class is invited; it can cause hurt feelings for those being left out.

Toys

ULIS has educational toys that are mindfully selected for learner's academic and social growth. These are made available to learners during school hours. Once in a while, learners will be asked to bring a special toy for Show and Tell during topic work. Unless it requested for this purpose, please ensure that toys are not brought to school, as these often cause distraction and can upset learners.

Lost & Found

When a student loses an item or has found a lost item they should go to the School Office. Parents/ guardians/students should also check the lost and found area.

To help with the return of lost items to their rightful owners please note the following:

Label Belongings

Parents/ guardians/students are encouraged to label their personal belongings with their names and contact information. This can help School Office staff identify the rightful owners.

Claim Lost Items

To claim a lost item, students or parents/ guardians typically need to provide a description of the lost item, any identifying features, and proof of ownership (if applicable).

Designated Lost & Found Area

ULIS has a specific designated area for lost and found items in the lobby of the back entrance.

Handling Valuables

Valuable items like wallets, electronic devices, or jewellery may be stored securely. Additional verification may be required for claiming these items to prevent dishonest claims.

Time Limit for Retrieval

There is a time limit for retrieval. If items remain unclaimed within a specified period, items will be donated to charity or discarded. The time limit will vary (e.g. a few months, a semester) depending on the number of items for the space available in the lost and found area. Emails are sent out from the School Office with information on retrieval timeframes.

Items Lost During School Trips & Events

Items are often lost during events, school assemblies, field trips or and on journeys to and from school on the transport service. If found, these items will be returned to the ULIS School Office.

Community Involvement

ULIS asks for the support of the whole school community in efforts to reduce lost items by promoting responsible ownership and timely reporting of lost belongings.

Liability

ULIS disclaims responsibility for items that are lost and found. Ultimately, all students are responsible for their belongings. Items of value should be kept safe and/or not brought to school.

We reinforce the importance of having all belongings and clothing identified with the student's name.

Please email the School Office team if you need help locating a lost item.

Student Personal Accident Insurance

ULIS values the well-being of its students. All enrolled students have personal accident insurance while they are at school in the case of an eventuality. ULIS works with Tranquilidade Insurance company, the insurance policy number is: 205924084. This personal accident insurance covers hospital expenses, medications, surgeries, and other situations. Any expenses incurred will always be reported to the insurer who will issue an opinion on the amount to be reimbursed to the students' parents/ guardians.

Procedure

Parents/ guardians will have to pay expenses in the first instance, for the process to follow through to reimbursement. These are the legal procedures of any insurer.

The responsibility to report and monitor the process from the beginning to the end of the situation that occurred at the school rests on the school. Once the school has all the necessary elements, everything is sent to the insurer for analysis. Reimbursements are made to the IBAN provided.

In order to be able to log and process the claim when a school accident happens the School Office will need the following information from parents/ guardians:

- Full details of the accident
- Contact details for the person responsible (parent/guardian) for the student
- IBAN details of the person responsible (parent/guardian) with a Bank document certifying that the IBAN belongs to the person identified
- All related clinical reports from the hospital regarding treatments, exams, appointments, etc., and submission of all expenses incurred, in the form of receipts

Safety & Emergency Procedures

ULIS maintains an Emergency Procedures Plan that provides detailed instructions on actions to be taken in the event of any emergency that may result in risk to the safety of our students or staff members. These emergency plans are designed specifically for ULIS and include recommendations provided by leading safety agencies.

Emergency plan details are flexible and can be modified depending on the circumstances surrounding the emergency. In each case, the school has a response team designated to assess the situation and make decisions about what steps are to be taken, how to communicate actions to students, staff and parents/ guardians, and what outside agencies are to be contacted for assistance (i.e. local police, fire, or emergency officials). The actions taken during any type of emergency depend on the situation, flexibility is a key component.

ULIS buildings meet standard codes of safety. Practice drills are scheduled periodically throughout the school year.

Safety Drills

In case of a fire or other emergency, students and staff must be prepared to evacuate the school or lock into classrooms quietly and calmly and in the least possible time. To that end, periodic safety drills train everyone in procedures to be

followed. ULIS considers the safety of children in the school, getting them home if possible, and protecting students and staff in an emergency as one of its most serious responsibilities.

Fire drills and evacuation exercises are carried out regularly throughout the year. For each floor there is a designated safety evacuation staff member assigned with overseeing evacuation.

To help us keep all learners safe, parents/ guardians are requested to review the following points with students:

- Above all, it is of utmost importance that all students remain calm, listen for instructions and help others do the same by refraining from talking during the drills.
- Students must maintain a serious attitude whilst learning about dangers.
- Pay attention and listen carefully to guidelines shared during the regularly held fire and disaster drills.
- Students should follow building evacuation drill procedure directions posted in each room and exit in an orderly manner to the designated meeting point area.
- Students should be aware of the possible need for alternative routes. Evacuation routes are posted throughout the building.
- Students must remain with the same teacher and class throughout the drill.
- Students should walk whilst the drills is carried out. There should be no pushing, running, shouting or panic to ensure that further instructions and directions can be heard and followed and that the evacuation of buildings is as quick as possible.
- Students should stay away from the buildings until permitted to re-enter.

School Facilities On & Off Campus

Students must remember that their actions in and outside of school reflect on our community. This includes interactions with all ULIS community members, language, behaviour in school corridors and other school facilitated spaces. Irresponsible and unsafe behaviour outside of school (on school trips, at after-school activities off campus, etc.) will lead to a conversation between the staff and families. Students should maintain the composure and respect that is expected of them in class.

The ULIS community is fortunate to have access to a variety of facilities and spaces. Students should safely enjoy the facilities and spaces by:

- Remaining under direct adult supervision whilst on campus outside school lesson hours.
- Remaining in/near an event area as participants and spectators when an event is taking place.
- Not climbing on trees, gates, walls, towers, and roofs. This is prohibited.
- Remembering that pets are not allowed on campus.
- Seeking authorisation and prior approval for bicycles, roller blades, and skateboards (these are only permitted if approved in advance by an administrator).
- Ensuring safe and proper use of facilities and equipment.
- Keeping the campus clean. It is the responsibility of all ULIS community members.
- Remembering that smoking and alcoholic beverages are not permitted on campus.

Library

Our library is a welcoming, supportive, and stimulating learning ecosystem that supports the academic as well as the social emotional development of the whole ULIS learning community.

The library is a school and community resource. Along with classroom opportunities, library usage is always strongly encouraged. The library has a good collection including fiction, information books, periodicals, and online reference resources / databases. ULIS students and their parents/ guardians may check books out of the library.

Library Hours & Child Safety

The library is open to students, staff, and parents/ guardians during and after regular school hours. Most days, the library is open from 9:30 a.m. to 5:30 p.m. It is open to all students during recess breaks, and after school. Our library is intended to be a place to read, research, work on classroom assignments, attend after school activity sessions and study.

Staff strive to create a safe and welcoming space for you and your child. When visiting after school, you will be expected to enter the space together. We cannot be responsible for unsupervised children. If a child is found unattended, we will attempt to locate his or her guardian or caregiver. If caregivers cannot be located, we will send unattended children to the School Office, who will contact you to come and pick up your child.

You are also always expected to help us keep our students safe on the internet by watching your child's device use and supervising them. Impulse games are not part of our library culture as our library is an extension of the normal classroom learning environment. Children will be asked to only choose developmentally appropriate games, apps and content that involve creativity, problem solving and thinking skills.

Loan Period

The library offers a great selection of books and reference materials. ULIS students, their parents/ guardians, and staff may check books out of the library. The virtual library platform, Destiny Discover, can be accessed for online learning resources and to browse book availability. Books are due back two weeks after check-out and can be renewed if they are needed longer.

Overdue/Lost & Damaged Materials

The responsibility for a book rests with the last recorded name on the book's checkout list. All library users are expected to return library materials in a timely manner. The ULIS Librarian will advise library users of any outstanding items. Parents/ guardians may also be contacted regarding books and materials that are damaged or past due date. At the discretion of the ULIS Librarian, library users may be asked to pay for or replace the lost or damaged books. This applies to novel sets as well as textbooks. Please refer to the ULIS Library Policy for further information.

Book Donations

ULIS welcomes donations of new books or preloved books that are in nearly new condition that match the needs of our library. Books must be suitable for a school library (ages 3 to 18) and published within the last 10 years. Books in languages other than English are welcome, if they meet guidelines. The selection criteria outlined in the Principles of Selection section of the ULIS Library Policy is applied to all donations. Whatever is deemed to be inappropriate in terms of age, content, condition, etc. will be donated to a classroom, library, a service group initiative, or discarded, at the discretion of the librarian.

Wellbeing

Counselling

At ULIS, counselling programme is an integral part of all student experiences, providing proactive and responsive services to meet the personal, social, and emotional needs of the ULIS community.

Counselling is always available for students in need of behavioural, emotional, or social support. The school provides different stages of support for secondary students. Among them are the team of homeroom teachers, a class advisor, coordinator, and the school counsellor.

For general wellbeing issues, the homeroom teacher is the first contact for students and parents/ guardians. Our small classes and teacher to child ratios ensure that student development and welfare are carefully monitored. Parents/ guardians are key elements in this process and should inform the school of any social or emotional alterations that may be affecting their child.

It is well known that schools play an important role in shaping lifelong healthy eating habits by offering nutritious meals. Students are strongly encouraged to choose healthy meals from our canteen and to eat healthy snacks. Nutrition education is part of a comprehensive health education curriculum and is included in different classes.

Student support

Our goal is for students to become independent, lifelong learners. The school has a pedagogical team that provides different types of support arrangements for a broad international education. We provide support to students with a diversity of documented learning differences by providing mild and moderate levels of support. The inclusion-based programme incorporates teaching practices that sustain and promote student learning, regardless of student learning differences. The pedagogical staff provides specific academic intervention and works with teachers to implement strategies in the classroom that result in an optimal learning experience for every child.

Some students have known cognitive, social, emotional or behavioural difficulties and the pedagogic team develops appropriate strategies. If deemed necessary, parents/ guardians may be asked to take the child to a specialist. Student information will be treated in confidence and only shared, if necessary, with those directly involved with the student's school welfare. ULIS will evaluate each individual situation with the assessment provided in order to establish if the school can provide the support the student needs and deserves.

Mild levels of student learning-needs are predominantly met by co-teaching, flexible in-class support and small-group support. However, some students require an individualized learning plan with extra support to manage the demands of the curriculum with accommodations or modifications. Parental understanding and collaboration play a key role in this process. For special cases, assistance to the family can be provided in making arrangements for individualized external assistance during the school day.

Health Services

Parents/ guardians are required to inform the school of any treatment (medical or psychological) their child is undergoing, any allergies, and medication taken. No student is allowed to self-medicate and all medicines must be taken under the direction of school staff. Teachers are not authorised to give medication to students. If your child requires treatment, please ensure this is communicated to our school nurse. Please refrain from sending medications in your child's school bag, as it might be accidentally taken by other children. Help us keep your child and others safe.

Parents/ guardians must ensure that the school is given an up-to-date medical form as and when health conditions alter. Please ask the School Office or Admissions team for the medical form, if necessary. This form must be completed and signed by the doctor and bear the stamp of the clinic which oversees your child's health.

The school will not contact parents/ guardians when minor cuts, scrapes, bruises occur. In the event of illness or accident requiring further medical treatment, parents/ guardians will be notified. We will call the home, office and/or emergency telephone numbers listed in the student's file. Parents/ guardians will be asked to pick up their child at school and arrange for medical treatment. If the child is ill, they can only return to school when there is no longer a risk of infecting others and if they have not had fever for at least 24 hours. In the event of a serious accident requiring immediate life-saving measures, ambulance services will be summoned.

It is the parent's responsibility to ensure that their child's immunization record is up to date. The school requires a copy of each student's vaccination record. Parents/ guardians must ensure that the school is given an up-to-date copy of a student's vaccination record. Students are expected to have followed a routine and customary schedule of immunizations throughout their early childhood and later years.

Academic Counselling

The Academic Counselling programme focuses on guiding students through self-discovery so that they can make informed choices in the selection of the courses and career decisions. The school provides opportunities for the students to identify how their interests, ideals, and skills relate to different careers. The counsellor focuses on helping to identify those colleges and universities, in Portugal and abroad, that most closely match the individual student's interests, abilities, and potential. The counsellor is available to help students and parents/ guardians with every step of the application process.

Disciplinary Procedures

An orderly and safe place for learning that fosters a fair, secure, and stable environment for learning will be provided for all students. ULIS students are expected to accept certain responsibilities, such as modelling our core values in their interactions with one another. To further support responsibility and good citizenship, ULIS students are expected to adhere to specific rules. Students who violate ULIS core values will face disciplinary procedures. ULIS has a strict no tolerance approach on bullying, racism, illegal substances, insubordination, disrespect and academic dishonesty. Any behaviours of this nature will result in the enforcement of disciplinary measures.

Bullying Prevention

At ULIS, we define bullying as negative, repeated and persistent actions, which tend to intimidate, oppress, injure, distress or cause discomfort to another individual. As a part of creating a positive learning environment, bullying is not tolerated and will be dealt with accordingly. Bullying prevention and response to bullying is part of our guidance programme at every grade level. We work with students in age-appropriate ways to help them act and respond in positive and appropriate ways.

We work continuously throughout the year to ensure that all learners are included in sessions on respect and care for each other. We also work closely with parents/ guardians regarding all areas of development of their child.

If a learner is being bullied, the first step will be talking with them and helping them resolve the problem. If the conflict continues, the counsellor and teacher will intervene and invite the parents/ guardians to meet. Disciplinary measures will be enforced where bullying has occurred.

Racism

The entire ULIS community is expected to exhibit responsible personal and social behaviour that shows respect for self and others. Our community comes from many different cultural backgrounds, this provides many opportunities to learn about other perspectives. Racism consists of negative behaviours, attitudes and prejudices directed at others based on ethnic origin, nationality, or religion. Failure to accept and value others will not be tolerated at ULIS and racist behaviour will result in the enforcement of disciplinary measures.

Illegal Substances

Knowingly possessing, using, transmitting, facilitating, arranging, requesting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco or tobacco product, vaping or vape paraphernalia, or intoxicant of any kind; is not permitted. Engaging in these actions will result in suspension or expulsion.

If a student has been engaged in any of the above, the severity of the consequences will be determined by the Behaviour Committee and the Head of School. In the first instance, the student will immediately be sent home for the remainder of the day and will not be authorised to return to school until the committee has met and come to a decision on the matter. The committee will meet within one full school day of the offense being committed and the decision will be communicated thereafter.

Academic Dishonesty

ULIS aims to empower and inspire the young generation to use information ethically and value the work of others. Academic integrity means being trustworthy and responsible in all academic work, creating and expressing one's own ideas and acknowledging the intellectual contributions of others. Academic integrity is a fundamental aspect of our core values. The teacher has the responsibility and the authority to determine when, in his/her professional judgment, when a lack of academic integrity has occurred.

Lack of academic integrity, such as cheating or plagiarism, will be met with corrective measures to ensure that the student learns from their mistake. The consequences for academic dishonesty may entail the attribution of a mark of “zero” on the assignment, a meeting with the teacher and parents/ guardians. Repetitive instances will result in the attribution of a mark of “zero” on the assignment, meeting with the school coordinator, and the enforcement of disciplinary measures. Any instances of academic dishonesty beyond this can lead to longer suspension and potential removal from school.

Disrespect & Insubordination

Students are responsible for their own behaviour and must show respect towards themselves, others, and all ULIS staff members. Disrespect may include, but is not limited to: walking away, talking back, using profanity and/or abusive language, or threatening behaviour directed toward anyone.

All ULIS staff, including administrators, canteen assistants, teachers, substitute teachers, duty teachers, are responsible for student supervision during all activities. All students are expected to comply with directions given by all adults. Failure to do so will result in the enforcement of disciplinary measures.

ULIS staff will administer warnings to students if they fail to adhere to the above statements. Continued disrespect after warnings have been issued will result in the following levels of disciplinary action:

Level 1 - Lunch detention: Behaviour reflection sheet and apology letter to be formulated for 25 minutes during lunch with respective coordinator.

Level 2 - In-school suspension: The Behaviour Committee and Head of School will contact parents/ guardians and discuss the amount of time deemed appropriate for an in-school suspension.

Level 3 - Suspension: The Behaviour Committee and Head of School will contact parents/ guardians and discuss the number of days deemed appropriate for suspension at home.

Level 4 -s Expulsion: The Behaviour Committee and Head of School discuss expulsion.

School Calendar

September 2023

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| 28 | 29 | 30 | 31 | 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 | 1 |

December 2023

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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March 2024

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June 2024

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October 2023

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January 2024

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April 2024

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July 2024

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November 2023

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February 2024

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May 2024

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August 2024

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| 29 | 30 | 31 | 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 | 1 |

| | | | | |
|--------|---------------------|-----------------------|--|--------------------------------|
| LEGEND | School in Session | Beginning of Semester | First day of school - New students | Parents - Teachers Conferences |
| | Portuguese Holidays | School Holidays | First day of school - Returning students | |

Getting in Touch

We look forward to embarking on a wonderful journey with you and your child this school year, and our team eagerly awaits your arrival.

If you would like to talk to a member of staff or require some assistance, our teachers and administrative staff are here to help, feel free to contact us.

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Academic Team

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