



Barlavento International Primary School Parent Handbook



A Warm Welcome!



A very warm welcome to Barlavento International Primary School. Choosing a school for your child is one of the most important decisions you will make and we are delighted you have chosen to join our 'Barlavento Family'.

Through this handbook we hope to introduce you to everything our school has to offer to you and your children. Our overriding aim is for our children to grow into confident and empathetic young people who have the knowledge, skills and attitudes which are essential in order to become respectful and tolerant individuals and make effective contributions to their local and global communities.

We look forward to working in partnership with you in order to provide the best possible opportunities and outcomes for your child. We do this by engaging in frequent dialogue, listening carefully to your views and suggestions, and actively encouraging you, the parents and carers, to be involved in the day -to -day education and wellbeing of your child.

You can also find more information about our school, the learning environment and past events that have taken place on our website <https://barlavento-international.org/>

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How can I help my child make a successful start to school?

There are some practical ways that you can help us make the transition to school the best possible experience for your child.

- Talk to your child about what to expect.
- Encourage your child to be independent at mealtimes.
- Ensure that your child is familiar and confident with asking to visit the toilet.
- Encourage independence with dressing and undressing, tying shoe laces etc.
- Encourage your child to take turns when speaking and listening.
- Encourage your child to listen and follow instructions.
- Have everything ready the night before.
- Encourage your child to be organised with their school belongings
- Ensure all your child's clothes are clearly named.
- Be on time for school arrivals and departures (9.00-9.10 and 3.30pm, 4.30 for after school clubs)
- Your child may be tired in the first few weeks, so avoid planning lots of extra activities after school.
- Don't expect a detailed report every day from your child.

It is understandable that you may be anxious, but try not to transfer these anxieties to your child. Please talk to us if you have any concerns.

What are the visions and values of the school?

Our Vision

At Barlavento International Primary School our vision is to provide an environment where every child really matters and parents, school and the community can work together to:

- Provide an environment where children feel happy, safe and secure in order to enable them to learn and develop self-confidence and try new experiences
- Create a vibrant and inspiring learning culture where children are encouraged to become kind, respectful, independent and reflective learners and develop a positive attitude to lifelong learning.
- Provide a rich, creative, balanced and stimulating curriculum.
- Create a positive ethos, confidence and optimism.

- Promote our values within the school and beyond to enable students to become respectful, tolerant and fully integrated members of international society.
- Acknowledge that each child is unique and has different needs, and in so doing we will provide an inclusive setting where each child feels valued and everyone can participate and develop to their full potential.
- Promote a positive approach to behaviour where children are encouraged to take responsibility for themselves so that they can become independent, thoughtful and responsible and celebrate their achievements.
- Engage in effective partnerships between home, school and the wider community so that success and achievement can be shared and celebrated by everyone in the 'Barlavento family'.

Our Values

It is important that the children, staff and parents all support and understand our values. Our four school values are:

Respect

When we are respectful we:

- listen to others
- are polite and considerate
- treat everybody fairly

Resilience

In order to show resilience we:

- don't give up
- try our very best and welcome challenges
- are not afraid to make mistakes and we can 'bounce back!'
- learn from our mistakes

Kindness

We demonstrate kindness by:

- listening to others and working together
- showing kindness and compassion to our peers, teachers and community
- caring for ourselves, others and our environment
- showing forgiveness

Reflection

When we reflect we:

- stop and think
- use what we already know
- are mindful of our actions
- take responsibility for our behaviour and our learning
- learn to manage our behaviour and emotions

How is the school organised?

We are fortunate to have a highly experienced, enthusiastic and dedicated team from a wide range of countries offering a variety of specialities. We all care deeply about nurturing and encouraging your child to achieve their full potential.

➤ **Class structure and the Barlavento team**

Class Name	Year Group	Main class teacher
Pearl	Pre-reception and Reception	Patricia Galhardo
Coral	Year 1 and Year 2	Caroline Verlé
Moonstone	Year 3 and Year 4	Monica Gouveia
Amber	Year 5 and Year 6	Caroline Nutting

➤ **Meet the Barlavento team**

The Team	Role and subjects taught
Hannah Bergius	Headteacher, Key Stage 1 Lead and Teacher
Caroline Nutting	Deputy Headteacher, Key Stage 2 Lead and Teacher
Karen Whitten and Silvia Catarino	Directors
Caroline Verle	Key Stage 1 Teacher
Monica Gouveia	Key Stage 2 Teacher
Patricia Galhardo	Early Years Foundation Stage (EYFS) Teacher
Lurdes Silva	EYFS Teaching Assistant
Gemma Aldridge	EYFS Teaching Assistant
Karen Sunderland	Teaching Assistant
Susan Hatfield	Music Teacher and Teaching Assistant
Susie Mayes	Drama Teacher and Admissions Officer
Simone Kehrer	Agriculture and Gardening Art and Design and Technology Teacher
Jonathan Bergius	Mindfulness and Wellbeing Teacher
Marcus Nutting	IT Teacher, Learning Support Teacher and Media Technician
Andre Galhardo	PE and Science Teacher
Diogo Casimiro	Administration Officer
Ana Catarino	Administration Officer
Cristino Santos	Hygiene Assistant and Cleaner
Ines	Hygiene Assistant and Cleaner

Please view our website to gain further insight into our team's experience and interests.

What is the teaching and learning framework?

➤ **The Curriculum: Early Years Foundation Stage**

Our curriculum is based on the UK 'Early Years Foundation Stage' where children are given the opportunity to learn, through play based activities, both indoors and outdoors. The Foundation Stage Curriculum has seven key areas of learning. These are:

Prime areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific areas:

- Literacy (Phonics, reading and writing)
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our Vision is that all children are happy, thrive and succeed during their first years at school. A carefully planned curriculum, which is informed by the children's interests, ensures children are active participants in their learning and development. In planning and guiding the children's activities we incorporate the three characteristics of effective teaching and learning:

- Playing and exploring – children investigate and experience things and 'have a go'.
- Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

➤ **Curriculum: Primary Years Stage**

Our primary curriculum is based on the National Curriculum of England and is adapted to allow for the international community and our lives here in Portugal. We aim to enable children to think broadly and creatively, and to consider a wide variety of options available to them. The 'thematic' approach is used through topics, such as 'Our Wonderful World', 'The Amazing Egyptians' and 'Mission to Mars!' which will interlink our children's learning of History, Geography, Science, Art, Design and Technology, Music and Drama.

Alongside these topics, and often interlinked with them, are the core skills of Reading, Writing and Maths. We will also include lessons in Portuguese, Physical Education, PSHE, Agriculture, Mindfulness and Wellbeing.

➤ **Home Learning**

Whilst your child is at home, it's important that they continue to learn and grow. Educating a child is most successful when families and schools work together in the best interest of the child. We welcome your input and assistance in educating your child and we hope that you enjoy participating in the activities and research which your child will be encouraged to do at home. For instance, supporting your child with spellings, reading, maths, times tables and research and creative projects.

Helping your child read at home:

We place great emphasis on working towards a high level of reading competence and allocate substantial curriculum time to the acquisition and development of these skills.

Children will begin to follow a graded reading scheme at some point in the Reception year. This will help them practise their reading skills and they will also have access to a wide range of additional materials to develop their skills further and appreciate the joy of reading. Our library is also regularly used by the children to support their research skills.

We hope you will enjoy sharing in your child's reading development but we also recognise that for some parents it can be an area of concern. Teachers are only too pleased to give advice to parents as to the best ways in which to support their child with reading.

You can help your child by:

- Visiting and borrowing books from your local library
- Making your reading time a pleasurable time you both look forward to
- Enjoying the pictures
- Finding books that interest your child

Talk to your child's class teacher if you need any reassurance about your child's reading.

➤ Remote Learning

In the event of having to resume remote learning, we will continue to support your child from home via the platform Google Classrooms, which was used successfully during our recent remote learning period.

G Suite is a service by Google that allows us to deliver electronic resources to help children learn. Teachers can share work, videos and audio with children. We can create pupil discussion forums, set quizzes and give children access to some of the best web based software available. They can share their learning with their teacher either by using Google apps or by taking a photo of their work. Teachers will be able to see their learning and give feedback. Google Classroom will also be used to share any class news, such as Gem of the Week and our Diamond Awards.

G Suite can also be used anywhere there is an internet connection. This system is available in school, from home and from any other computer with internet access. It is also available on other devices, such as smartphones, iPads, etc.

➤ The Learning Environment

We are privileged that the school is set in the beautiful Algarvian countryside with extensive outdoor space including two large shaded play areas with a climbing frame and swings, a recreation orchard and an all-weather sports pitch for outdoor learning opportunities. The school grounds include areas for storytelling, forest schools, wildlife areas and fruit and vegetable gardens and we are committed to outdoor learning and using the environment as a stimulus for learning opportunities.

The four large, brightly coloured, well equipped classrooms are organised to accommodate Foundation Stage, Key Stage One and Key Stage Two children. We aim to have small class numbers to ensure we accommodate each child's individual needs. Each learning space has been carefully organised to display material to aid the children's learning, celebrate their work and create an inspiring and stimulating classroom culture. All classrooms are fully air conditioned and have been constructed to make learning comfortable in the heat of the summer and the

cooler winter months. There is also a library area, a large IT room, a huge sports hall, with a fully-equipped stage and a separate dining area for children and teachers. This fantastic learning environment will help foster the love of learning and provide the children with the opportunity to ask questions, explore and flourish within and beyond the classroom.

As part of our broad and balanced curriculum, we will regularly visit our rich and diverse local environment and will welcome visitors into our school to share their interests, expertise and talents. We regularly work with many local schools and take part, as well as host frequent sporting tournaments. We will also encourage communication with many of our link-schools which are located around the world, in order to develop our international global community.

➤ Positive Behaviour for Learning

We aim to promote a positive approach to behaviour where children are encouraged to take responsibility for themselves, so that they can become thoughtful and independent. We celebrate and recognise positive behaviour as we believe that this will motivate children to aim higher in their achievements and develop an ethic based on kindness, compassion and cooperation. We recognise each child as a unique individual and focus on nurturing and supporting them through emotional literacy and creating a positive classroom culture

Behaviour is communication therefore it is essential we communicate with the children and encourage them to reflect. We achieve this using our Barlavento Colour Pathway framework which uses mindfulness to support the children to reflect on their choices, communicate, express and regulate their emotions and cultivate resilience. We will use a range of positive behaviour support strategies such as ‘Proud Posts’, ‘Gem of the Week’, ‘Diamond Awards’, tokens in the jar and celebration assemblies, so that they can become independent, thoughtful and responsible children.

The charts below are the ‘Barlavento Colour Pathway’. The first is the more detailed version, and is for the older children in KS 2. The second version is for the younger children in KS 1 and EYFS.

Barlavento Colour Pathway				
Behaviour choice	Colour	Feeling	Consequences	I can...
You have made a poor choice and you are not responding to the adults who are trying to help you.	Red	Hot prickly feeling Very Angry Frustrated Anxious Can't focus	<ul style="list-style-type: none"> You have disrupted learning or spoiled play, other people may be hurt or upset. You may be moved away from your friends and may need time out or a place to calm down. You may lose golden time or playtime. A parent or carer may need to be told. 	Take deep breaths Drink water Get fresh air Talk to an adult or do a 'think sheet'
You have made a poor choice but you can reflect and listen to the adults trying to help you	Orange	Hot prickly feeling Angry Frustrated Nervous Upset Can't focus	<ul style="list-style-type: none"> You have disrupted your learning or spoiled play, other people may be upset. You may lose golden time or play time, or be moved away from your friends and other children. 	Take deep breaths Drink water Get fresh air Talk to an adult or do a 'think sheet'
You are beginning to make poor choices - think of a way to turn it around	Yellow	Hot prickly feeling	<ul style="list-style-type: none"> You are not learning and people might find you distracting. You might be upsetting someone. 	Take deep breaths Ask for help
		Warm Frustrated Nervous Upset Can't focus	<ul style="list-style-type: none"> You are learning, your friends and classmates are happy learning or playing with you. 	Get back on track
You are making good choices when it is challenging	Green	Warm Fuzzy feeling Happy Quite focused enjoying the challenge quite focused	<ul style="list-style-type: none"> You are learning even if it is tricky and trying your best. Your friends are happy to play and learn with you. You will get dojos, stickers and rewards for your super effort. 	Take deep breaths Ask for help if you need it
You are making good choices and following our school values	Purple	Warm Fuzzy feeling happy calm relaxed focused	<ul style="list-style-type: none"> You are learning and enjoying the task. You are playing well with your friends and they are happy. You will get dojos, stickers and rewards for your super effort. 	Continue to enjoy the task/game Help others

Barlavento Colour Pathway		
Behaviour choice	Colour	Feeling
You have made a poor choice and you are not responding to the adults who are trying to help you.	Red	
You have made a poor choice but you can reflect and listen to the adults trying to help you	Orange	
You are beginning to make poor choices - think of a way to turn it around	Yellow	
You are making good choices when it is challenging	Green	
You are making good choices and following our school values	Purple	

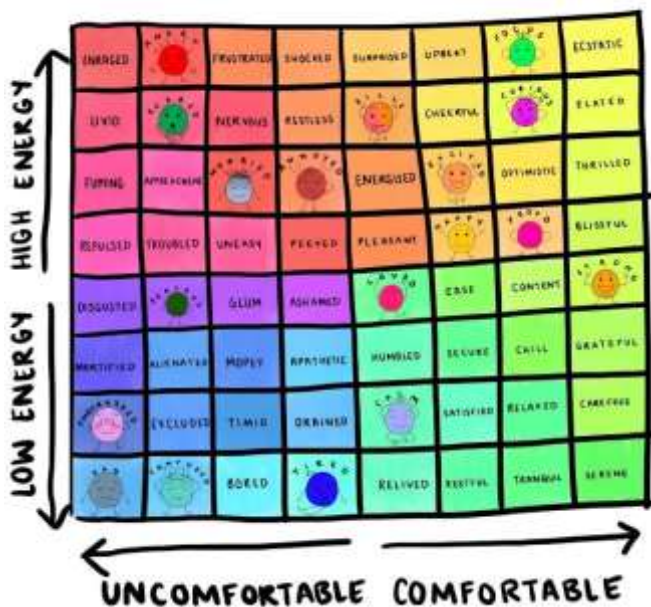
The Positive Pathways approach

Alongside our positive approach to behaviour at Barlavento, our staff are training in and implementing an exciting new approach to behaviour: 'The Positive Pathways'. This holistic research driven approach led by UK educator Jen Foster draws on positive psychology and makes explicit links between behaviour, emotions and learning. This approach:

- supports the well-being of our children through practical and effective strategies which provide proactive emotional support such as calm corners and emotion check-ins
- aims to cultivate emotional literacy through mindfulness and self-reflection
- is based on intrinsic motivation rather than extrinsic reward systems
- focuses on community and collaboration over competition
- recognises each child as a unique individual and recognises and celebrates their achievements
- uses the visual concept of a 'pathway' to create collaborative class destinations and explore the journey and obstacles that may arise
- further develops social awareness providing children with lifelong skills and tools



We check in with our children's wellbeing on a regular basis. These charts are an example of what we use to discuss their emotions.





Our teachers also use the CALM steps to respond rather than react to behaviour, developed by emotional intelligence (EQ) educator Ginette Lalieu.

How do we liaise between home and school?

➤ Pupil Reports

Working together with parents is crucial at Barlavento. We firmly believe that staff, children and parents should work together in a home-school triangle. If we do this, our children will make very good progress in every year group and leave us as well-rounded individuals and good citizens, who have the academic ability to confidently make their move into their next stage of development.

As a parent, it is very important that you understand how your child is progressing and also to be informed of their wellbeing and happiness in school. We have planned three occasions when you will receive reports regarding your child's progress, next steps and general development. These will come as electronic reports.

1. End of October:

A brief report will be shared about how well your child has settled in class and school. With a comment from your child.

2. End of January:

A 'Mid-Year Review' report will be shared about how your child is progressing in all their areas of learning and their social development.

3. End of June:

An 'End of Year Review' report will be shared about how your child has responded to the learning opportunities during the year and will highlight the key achievements your child has made during the year. A comment will also be written from your child about their achievements.

➤ **Communication with our parents and families**

We operate an 'open door' policy in school and are happy to discuss any issues and concerns you may have. We have put in place a number of ways in which you can communicate with the school and class teacher:

- **Parent consultations:** These 1:1 parent-teacher meetings will take place on two occasions in the year, at the end of Term 1 and Term 3. This is an opportunity to discuss how your child is progressing at school both socially and academically.
- **Class Dojo:** An online portal for sharing the children's work, sharing reminders and sharing events that have taken place in and out of school. This also has a messaging service so you can contact your child's teacher. Please note teachers 'out of office hours' and allow teachers time to respond. If you have an urgent message please phone the school.
- **KS 2 - Home learning diaries:** Can be used for parents and teachers to communicate written messages.
- **Face to face meetings:** To discuss any important matters, concerns or issues, a time should be arranged in advance with Ana at reception, Hannah or the Class Teacher.
- **Written reports:** To share your child's learning and progress
- **Newsletters:** To share important information, notices, events etc. on a monthly basis.

- **Email:** Please see below the email addresses of the main class teachers:
 - Hannah Bergius hannah.bergius@barlavento-international.net
 - Caroline Nutting caroline.nutting@barlavento-international.net
 - Monica Gouveia monica.gouveia@barlavento-international.net
 - **Caroline Verlé** caroline.verle@barlavento-international.net
 - Patricia Galhardo patricia.galhardo@barlavento-international.net
- **Phone:** For more urgent messages or to contact Ana in the office please phone Ana on +351 282 094 542 or Hannah on +351 915 290 719

The health, happiness and safety of our children is at the very foundation of our school; everything we do is centered on this.

What is a typical school day?

09.00 ~ School gates open

09.05 ~ School arrival

09.10 ~ Registration and Wellbeing check-in

09.15 ~ Lessons start

10.50 ~ Break & snack time

11.15 ~ Lessons

12.50 ~ Lunch break

13.55 ~ Lessons

15.30 ~ End of the day

➤ Arrival and departures during the school day

ARRIVAL:

- When entering the parking area please be mindful that the carpark can be a busy place. Foundation Stage and KS 1 parents can assist their children to the gate where a member of staff will be there to greet them. The Key Stage 2 pupils can walk to the school entrance on their own. There will be members of staff at both entrances to greet the children.
- Please park on the right hand side and then leave via the left hand side i.e. rotating anti clockwise in the parking area to allow for ease of drop off and collection of your child/ children. There will be a member of staff manning the car park.
- Parking can also take place outside of the school gate if need be.
- The school gates will open at 09:00 and close at 09:30
- Start times

Start times		Entrance
Amber Class (Year 5 and 6)	09:10	Main door
Moon stone Class (Year 3 and 4)	09:10	Main door
Coral Class (Year 1 and 2)	09:10	Side entrance at the front
Pearl Class (Pre-reception and Reception)	09:10	Side entrance at the front

DEPARTURE:

Please park on the right hand side and then leave via the left hand side i.e. rotating anti clockwise in the parking area to allow for ease of drop off and collection of your child/ children. There will be a member of staff manning the car park.

Finish times		Exit
Amber Class (Year 5 and 6)	15:30	Main door
Moon stone Class (Year 3 and 4)	15:30	Main door
Coral Class (Year 1 and 2)	15:30	Side entrance at the front
Pearl Class (Pre-reception and Reception)	15:20	Side entrance at the front

➤ Lunchtime clubs

We offer a range of lunch time clubs which the children can choose to sign up to each week. Below is an example of the clubs we may offer:

Day	Club / Activity	Age Group	Equipment needed
Monday	Yoga	KS2 and KS1 alternate each week	
Tuesday	Forest School	KS2 and KS1	
	Sports/ Football	KS2 and KS1	
	Use of KS2 playground	KS1	
Wednesday	Football	KS2 and 1 alternate each week	
	Skating	KS2	Skates, helmet and knee protectors
Thursday	Animal care	KS2 and KS1	
	Games	KS2	
	Use of KS2 playground	KS1	
Friday	Computer / IT	KS2	

	Gardening	KS2 and KS1 alternate each week	
	Music / singing	KS2 and possibly KS1	

What does your child need to bring to school?

Below is a list of equipment that your child will need ready to come into school in September. Children take home their belongings at the end of each school year so need to bring in these items each September. They need to keep this equipment in school at all times ready for daily use. Items should be **labelled** with your child's name and some items will need to be stocked up regularly e.g. pencils, glue, rubbers.

For Foundation Stage (Pearl class)



- A set of whiteboard markers
- A small whiteboard
- A3 art drawing pad
- A4 pad with coloured card
- A plastic homework folder (to fit A4 books, papers and reading books)
- A big t-shirt or apron for Art and DT
- An old t-shirt for Gardening
- Wellies or outdoor shoes for Gardening
- A reusable water bottle with water (to be brought to school every day)
- A healthy snack for the morning break
- A spare pair of clothes in a separate bag (including underwear and socks)
- A hat or cap for sun protection
- A waterproof wet bag for dirty clothes.

For Key Stage One (Coral class)

Please mark all items (including the uniform sweatshirt and hoodie) clearly with your child's name

- A pencil case with plenty of pencils (x10), rubbers and sharpener
- Colouring pencils (in a separate pencil case)
- Felt tip pens (in a separate pencil case)
- Pritt stick glues (x3)
- A set of whiteboard markers (in a separate pencil case)

- A small whiteboard
- An A4 exercise book with blank pages
- A thin plastic homework folder (to fit A4 homework book and reading book)
- A3 art drawing pad
- A4 pad with coloured card
- Child friendly scissors
- Basic watercolour set and brushes
- A big t-shirt or apron for Art and DT
- An old t-shirt for Gardening
- Wellies or outdoor shoes for Gardening
- A reusable water bottle with water (to be brought to school every day)
- A hat or cap for sun protection
- A spare pair of clothes in a separate bag (for younger children)
- A healthy snack for the morning break



For Key Stage Two (Moonstone and Amber classes)

Stationary checklist:

- A pencil case with plenty of pencils (x10), rubbers and sharpeners
- Colouring pencils and Felt tip pens (in a separate pencil case)
- Blue and black writing pens or handwriting pens
- 30cm long hard plastic ruler
- Pritt stick glues (x3)
- A set of whiteboard markers
- A small whiteboard
- Child friendly scissors
- Basic watercolour set and brushes
- A3 art drawing pad
- A4 sketch book



- A4 pad with coloured card
- Protractor
- Calculator

Other items:

- A plastic homework folder (to fit A4 books, papers and reading books)
- A big t-shirt or apron for Art and DT
- An old t-shirt for Gardening
- Wellies or outdoor shoes for Gardening
- A reusable water bottle with water (to be brought to school every day)
- A healthy snack for the morning break

➤ **School uniform**

The children at Barlavento look great in our school uniform which creates a sense of belonging and being part of our school family. All items are available to purchase from the school office.

All clothing items should be clearly labelled with your child's name.

Item	Cost(Euros)
Polo shirt (required)	13.00
Sweatshirt (required)	17.00
PE t-shirt (required)	7.00
Cap (optional)	5.00
Hoodie (optional)	18.00
Shorts, trousers, skirts, leggings in black, grey or dark blue. Please do not use other colours	Own choice
Sensible shoes with either Velcro or shoe laces Trainers for PE	Own choice

Wellies for gardening	
Coat for winter months (grey Barlavento hoodies are available)	Own choice



For health and safety reasons children are not allowed to wear jewellery to school. Children may wear studs although we strongly discourage it because of the potential risk of injury to the child and others, particularly during PE lessons and playtimes.

Children should not wear nail varnish, body transfers and colour their hair.

Long hair must be tied back during PE lessons for safety reasons.

What are the school meals?

Healthy and nutritious school lunches are available to purchase from the school office. We have opted for a European menu with a Portuguese influence from a local restaurant. There will be a balance between fish and meat dishes and every week we will also have a vegetarian day. If your child is vegetarian please let us know in advance as there will be a daily vegetarian option. School meals cost €25 for the week, and this includes a starter (soup) and a main course every day.

Here is an example of a weekly menu:

WEEK I Vegetarian meals

Monday Soup	Tuesday Soup	Wednesday Soup	Thursday Soup	Friday Soup
Vegetable soup	Carrot soup	Watercress Soup	Butter bean soup	Spinach soup
Main Meal	Main Meal	Main Meal	Main Meal	Main Meal
Vegetarian meatballs served with spaghetti and salad	3 bean rice served with broccoli, salad and yogurt with lemon dressing	Vegetarian lasagna (soy, carrots, courgette and spinach) and beetroot cubs	Vegetarian hamburger served with carrot rice and salad	Fried egg with rice (or Couscous) and salad (weekly dessert)

As an alternative, children can also bring a packed lunch, which they will eat outside, weather permitting, in our lovely playground areas. We also encourage children to bring a mid-morning healthy snack to school. Fresh fruit is available free of charge every day for each child, if they wish to have it. As a school we want to promote healthy eating so ask you to not bring sweets and chocolate as your child’s snack or lunch.

What happens if my child is ill or injured?

➤ Illnesses

If your child has two or more of these infections/illnesses please keep them at home for **48 hours**. Of course you need to distinguish between these and hay fever.

- Fever/high temperature – this means your child feels hot to touch on their chest or back
- Cough or a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if your child usually has a cough, it may be worse than usual)
- New loss of taste or smell - this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

An **Absence Notification form** needs to be completed if your child is absent for up to 3 days and a Justification of Absence form if your child is absent for 3 or more days. The latter form is a legal one from the Portuguese Education Authorities and has been translated into English. Both of these forms can be obtained from the school office.

Please inform the school office, either in person, by telephone or by e-mail if your child is off school due to illness so that the registers can be marked accordingly. You must inform the school office every day that your child is absent.

School Landline Phone Number

+351 282 094 542

We will do our best to deal with any illness or injury that occurs at school. We do have First Aid trained staff. If a child is injured in a manner that requires further medical attention or a child is too ill to continue at school, we will attempt to contact you immediately. For this reason, all parents are asked to provide two alternative emergency telephone contacts in case they cannot be contacted in person.

➤ Medicines

Schools are not obliged to accept responsibility for administering medicines to children. If a child requires regular medication, it should be given at home or a parent may attend school to administer it.

Please notify the school in writing of children suffering from asthma. Children with this condition may take their own medication. It is important that other medical conditions from which your child may suffer, such as nut allergies, epilepsy, diabetes etc. should be noted on the child's admissions form.

➤ Holidays and Absences

We would remind parents that we strongly discourage families from withdrawing their children from school for any purpose during term time because it causes considerable disruption to their learning. Not only do they miss the work from their time off from school, but also when these children return, they often have difficulty understanding their tasks because of the teaching they have missed whilst they were away. Children may also

find it difficult to settle in on their return. Staff are not obliged to provide work for children who are absent while on holiday during term time.

In cases of absolute necessity, authorisation for absence should be sought in advance from the Headteacher.

If your child has a medical appointment during school time, please inform the school office in person, by telephone or by e-mail in advance.

➤ **Contact details**

It is important that we have up-to-date contact information for all pupils and parents. Please inform the school office immediately of any changes to your address, e-mail address, landline or mobile telephone numbers. Please also inform us of any changes to your child's medical history or dietary requirements, so that we can keep our records up-to-date.

How will the community be involved?

A successful and happy school depends on all of us working together. Parents make an extremely important contribution to children's achievements at school, and we want to develop the relationship between the school and parents for everyone's benefit. We welcome parent volunteers and have had parents help with reading and clubs over the years, as well as joining us for one off talks or presentations and help with organising fundraising events. So please do get in contact if you would like to volunteer or support the school in any way. We welcome parents into school for various traditional events that have been in the school calendar for many years such as the Science Fair, Bonfire Night and Christmas celebrations and we are of course heavily involved with our secondary school and carry out joint events visiting their wonderful rural campus near Aljezur. We also link with local charities and environmental organisations and are now part of the Blue School Project. Sustainability is at the heart of our philosophy and we are currently researching opportunities for our school family to take part in local, national and international projects.



What are the important dates of the school year?

School term time dates can be found on our school calendar on the website

<https://barlavento-international.org/calendar/>

A message to your child

We are very excited and can't wait to meet you and have you part of our 'Barlavento family'. We know you may have a mixture of feelings about starting a new school, but we are here to help you settle in quickly and make new friends and get stuck into the fun of learning.

We look forward to meeting you and your child in the near future. A strong partnership between parents and school is vital in enabling children to achieve success, so we ask for your full support of our school values and policies, and for your proactive involvement in your child's education.

Please don't hesitate to get in touch if you have any inquiries, by emailing:

Hannah Bergius, Headteacher: hannah.bergius@barlavento-international.net

Caroline Nutting, Deputy Headteacher: caroline.nutting@barlavento-international.net

Karen Whitten , Director: karen@aljezur-international.org

Silvia Catarino, Director: silvia@aljezur-international.org

Ana Catarino, Administration Officer: ana.catarino@barlavento-international.net

Susie Mayes, Admissions Officer: susie.mayes@barlavento-international.net.

Warmest regards,

Hannah Bergius and the Barlavento Team

August 2023