



AGRUPAMENTO DE ESCOLAS
FRANCISCO DE HOLANDA

MIGRANTS STUDENT AND GUARDIAN
WELCOME GUIDE

Welcome Note

Dear Guardian and Student,

Welcome to the Agrupamento de Escolas Francisco de Holanda.

Your arrival is a unique opportunity to experience a rich cultural diversity and to get to know each other, guided by mutual respect between the different communities (local and migrant) present in our school group.

The Student and Guardian Welcome Guide for Migrants aims to ease the transition process, often marked by uncertainty, as well as to warmly welcome and integrate all migrant students and their guardians in the best possible way.

This document serves as a reference tool for parents, children, and young people, facilitating the understanding of the Portuguese Education System and the functioning of Agrupamento de Escolas Francisco de Holanda.

School Calendar

The school calendar in Portugal is defined by the Ministry of Education, Science, and Innovation, establishing the start and end dates of school terms, as well as holiday breaks. It is published in the Official Gazette and organizes the academic activities of public and private educational institutions for pre-school, primary, and secondary education.

Typically, the school year starts in mid-September and ends in June of the following calendar year. Each school year is divided into three academic terms.

Organization of the Portuguese Educational System

The Portuguese Educational System aims to ensure equal opportunities through policies that integrate all students, providing quality education focused on citizenship, personal development, and professional market integration.

It offers different academic and vocational pathways to accommodate students' interests and competencies. The system is regulated by the Ministry of Education, Science, and Innovation and is structured into three levels: primary, secondary, and higher education.

Mandatory education lasts 12 years, starting at the age of 6 and ending upon completing the 12th grade or reaching 18 years of age.

Preschool Education is the first stage of basic education, complementing the educational role of the family, with which it should establish close cooperation. It is intended for children from the age of 3 until they enter compulsory schooling. Although it is not mandatory, it is highly encouraged.

Basic Education is mandatory, divided into three cycles, and covers 9 years of schooling. It aims to provide a common general education for all students, ensuring the acquisition of fundamental knowledge that allows them to continue their studies.

After Basic Education, students can choose between different training paths, either to prepare for the job market or for higher education – Secondary Education, which is mandatory until completion or until the student reaches 18 years of age.

Students can choose from:






















- **Scientific-Humanistic Courses:** Preparation for university admission, with areas such as Science and Technology, Languages and Humanities, and Social Sciences.
- **Technological and Professional Courses:** Focused on technical and professional training, preparing students for the job market in fields such as Administration, Health, Tourism, Arts, among others.

Access to Higher Education is granted through the national entrance exam system, based on final secondary school exam grades (or specific exams for certain fields). It is the highest level of the education system, conducted in universities, faculties, polytechnic institutes, higher education schools, or other institutions that grant academic degrees or professional diplomas.

Our School Group

The Agrupamento de Escolas Francisco de Holanda provides education from pre-school to secondary level, including scientific-humanistic and vocational courses. It promotes a comprehensive and diverse education tailored to the community's needs. The group consists of the following schools:

- Francisco de Holanda Secondary School – Headquarters
- Egas Moniz Basic School (2nd and 3rd cycles)
- Santa Luzia primary school and kindergarten
- Primary School of Pegada

 <p>ES Francisco de Holanda Alameda Dr. Alfredo Pimenta 4814-528 Guimarães</p> <p> E-mail geral@esfh.pt  Telefone 253 540 130  Fax 253 540 132  Google Maps</p>	 <p>EB2,3 Egas Moniz Rua Comandante José Luís de Pina 4814-529 Guimarães</p> <p> E-mail geral@esfh.pt  Telefone 253 439 260  Fax 253 439 269  Google Maps  Coordenadora Dominique Silva dominiquesilva.em@esfh.pt</p>	 <p>EB1/JI de Santa Luzia Rua Teixeira Pascoais, Quintã 4800-073 Guimarães</p> <p> E-mail geral@esfh.pt  Telefone 253 517 452  Google Maps  Coordenadora Ana Leite analeite.em@esfh.pt</p>	 <p>EB1 da Pegada Rua da Pegada, Azurém 4800-058 Guimarães</p> <p> E-mail geral@esfh.pt  Telefone 253 517 449  Google Maps  Coordenadora Paula Marinho paulamarinho.em@esfh.pt</p>
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Our Groups / Clubs

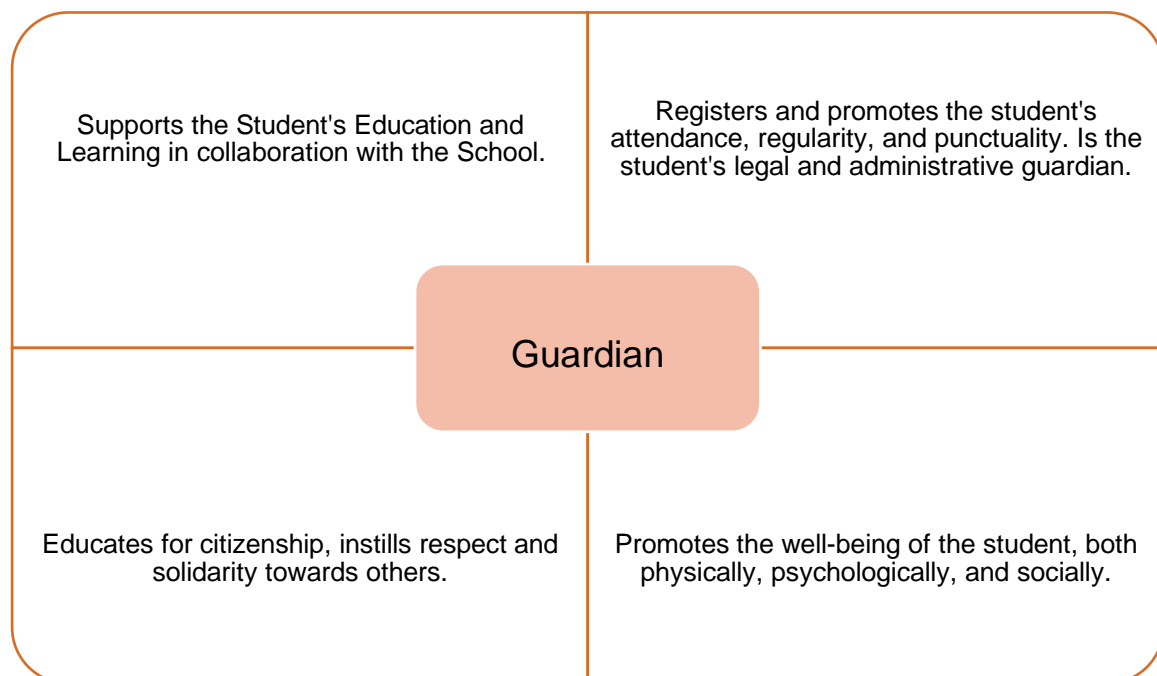
- Photography Club
- Engraving Club
- German Club
- Erasmus+ Club
- Communication Club: Newspaper “Encontro” and School Radio
- “Living Science” Club (2.º e 3.º cycles)
- Numbers and Company Club (2.º e 3.º cycles)
- Letters and Company Club (2.º e 3.º cycles)
- “School Sport” Club

The Role of the Guardian

The guardian plays a fundamental role in the student's educational success and well-being.

A guardian is legally responsible for a child or young person's education, ensuring their rights and duties are met. Usually, this role is held by a parent but may also be assumed by a legal guardian when necessary.

Guardians are responsible for ensuring school attendance, supporting learning, instilling respect and solidarity, and promoting the student's physical, psychological, and social well-being.

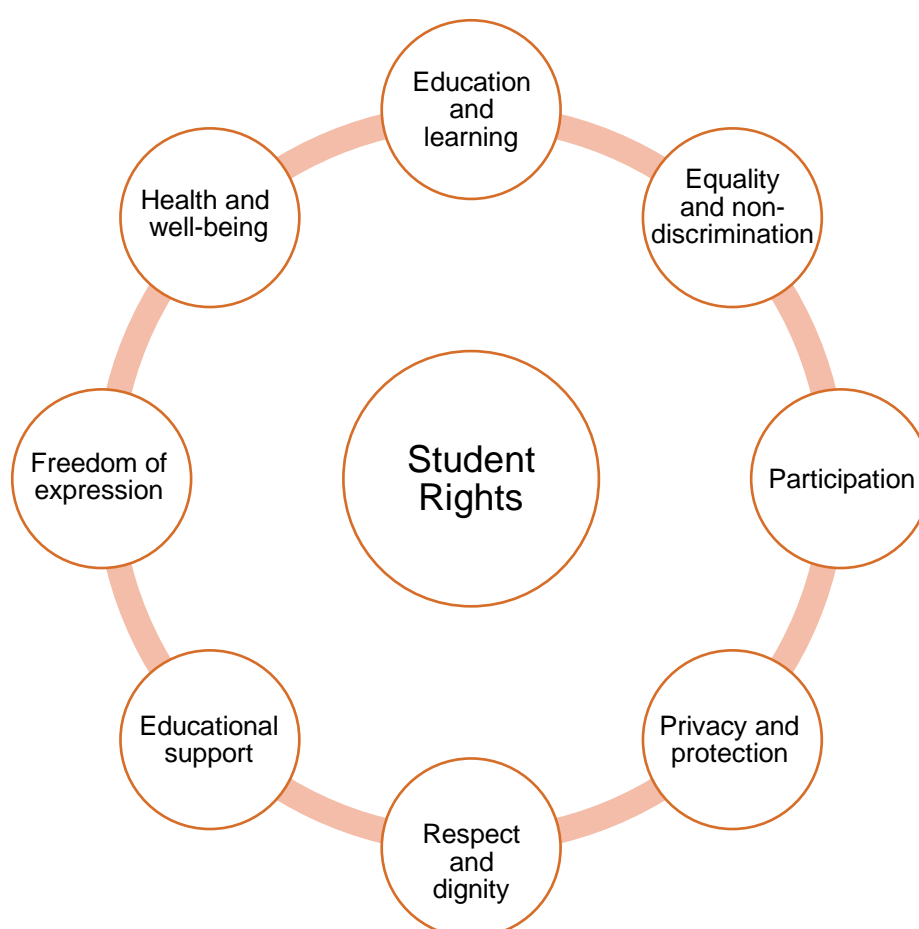


Student Rights

All students have the right to access education regardless of their origin, economic status, or cultural background.

Students have the right to a quality education (which promotes their all-round development - cognitive, emotional and social), to equal opportunities, and to respect for their dignity and integrity. As well as to a school curriculum that is appropriate to their level of learning, based on national curriculum guidelines.

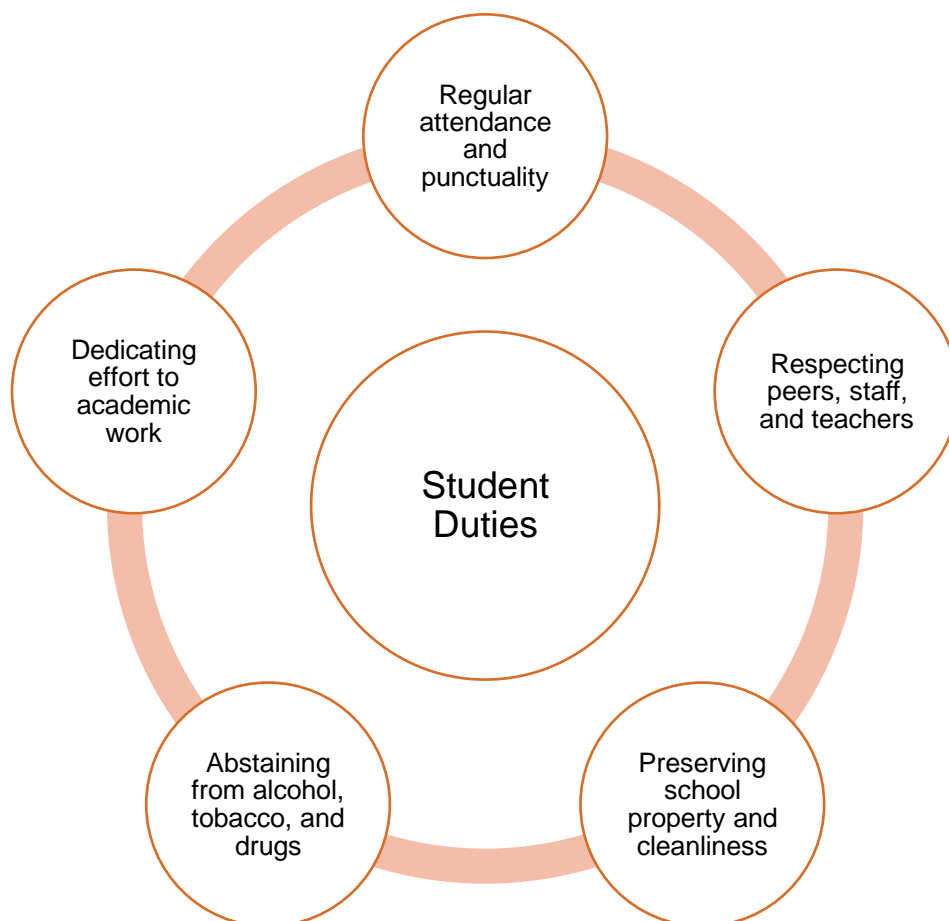
No student may be discriminated against on the grounds of gender, race, ethnic origin, religion, disability, sexual orientation, or any other personal condition.



Pupils' Rights aims to ensure that everyone has an educational experience that is fair, balanced and adapted to their needs.

Student Duties

Students are responsible, in terms appropriate to their age and capacity for discernment, for fulfilling their duties under the school's Internal Regulations, the Student Statute and Portuguese law.



Students' disciplinary responsibility implies full respect for the Student Statute, the School's Internal Regulations, the School's property, other students, staff and, in particular, teachers.

No student may jeopardize the right to education of others.

Attendance and Punctuality

In addition to the duty to attend mandatory school, students are responsible for complying with the duties of attendance and punctuality.

Parents or guardians of underage students are jointly responsible for complying with the duty of attendance and punctuality.

The duty of attendance and punctuality implies that the student is present and punctual in the classroom and other places where school work is carried out, equipped with the necessary teaching materials or equipment, in accordance with the teacher's instructions, as well as an attitude of intellectual and behavioral commitment appropriate to the teaching process, depending on their age.

Monitoring student attendance is mandatory! Absences are recorded by the teacher.

Justified Absences

Justification of absences requires a written request submitted by the parents or guardians or, if the student is of legal age, by the student him/herself, to the teacher in charge of the class or to the head teacher, indicating the day and the school activity on which the absence occurred, mentioning the reasons for the absence in the school booklet, in the case of primary school students, or on a separate form, in the case of secondary school students.

Unjustified Absences

Whenever the appropriate excuse has not been submitted, or has been submitted within the stipulated time limit.

When the absence is the result of an order to leave class or a disciplinary sanction

Serious Excess Absences

In each school year, unjustified absences may not exceed:

- 10 days, consecutive or interpolated, in the 1st cycle of basic education;
- twice the number of teaching hours per week per subject in the other cycles of education, without prejudice to the above.

When half of the limits for absences have been reached, parents, guardians or students of legal age are summoned to the school to warn them of the consequences of violating the limit for absences and to find a solution to guarantee effective fulfilment of the duty of attendance.

Whenever it is not possible to guarantee the student's attendance, for reasons not attributable to the school, and whenever the seriousness of the situation justifies it, the head teacher has the duty to notify the Commission for the Protection of Children and Young People at Risk of the underage student's excessive absences, as well as all the procedures and steps taken by the school to overcome the lack of attendance.

Exceeding the Absence Limit

Exceeding the limit of unjustified absences obliges the offending student to comply with specific remedial or corrective measures and may lead to the application of disciplinary measures.

All measures must be communicated to the parents, guardian or student, when of legal age, to the class director and recorded in the student's individual file.

Individual Student File

The student's individual file accompanies him throughout his school career and is returned to the parents or guardian or to the student of legal age at the end of mandatory schooling.

Relevant information about the student's educational path is recorded in the student's individual file, namely information about meritorious behavior and disciplinary measures applied and their effects.

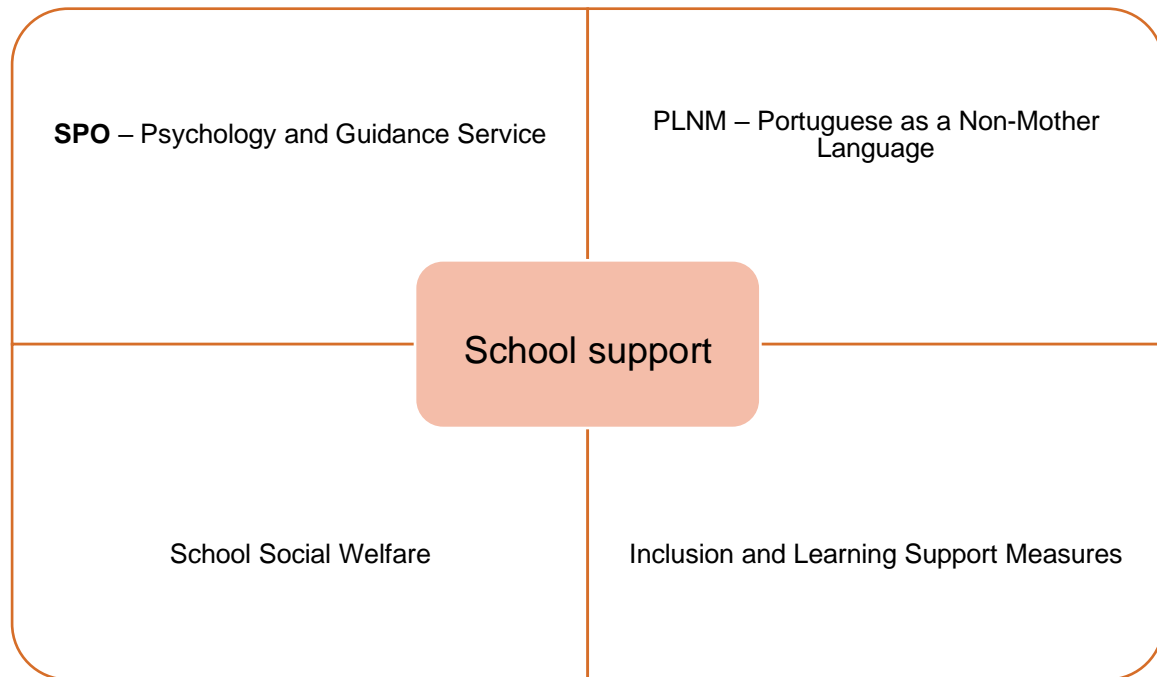
The information contained in the student's individual file relating to disciplinary matters and personal and family matters is strictly confidential, and all members of the educational community who have access to it are bound by the duty of secrecy.

The student's individual file can be consulted by the student, the parents or guardian if the student is a minor, the class teacher or head teacher and the student management and school social action services.

School support

School is not just the place where students learn the content taught, learning also involves socializing, living together and respecting everyone and each other.

To facilitate this learning, students have the following support at their disposal:



“Tools”

There are some ‘tools’ that can help with the integration of both students and their families:

- **Local Migrant Support Center (CLAIM) Guimarães Municipality**

Phone: 253 421 200 | e-mail: claim@cmguimaraes.pt

Support with legalization, family reunification, employment and rights

- **General emergency number**

Phone: 112

- **Agency for Integration, Migration and Asylum (AIMA)**

Phone: 217 115 000

Support with legalization, residence permits and migrant integration

- **Citizen Service Center (Loja do Cidadão) – Guimarães**

Phone: 300 502 502

Access to social benefits, child allowances, subsidies and other benefits

- **Public Security Police (PSP) – Guimarães**

Phone: 253 422 570

- **National Republican Guard (GNR) – Guimarães**

Phone: 253 422 570