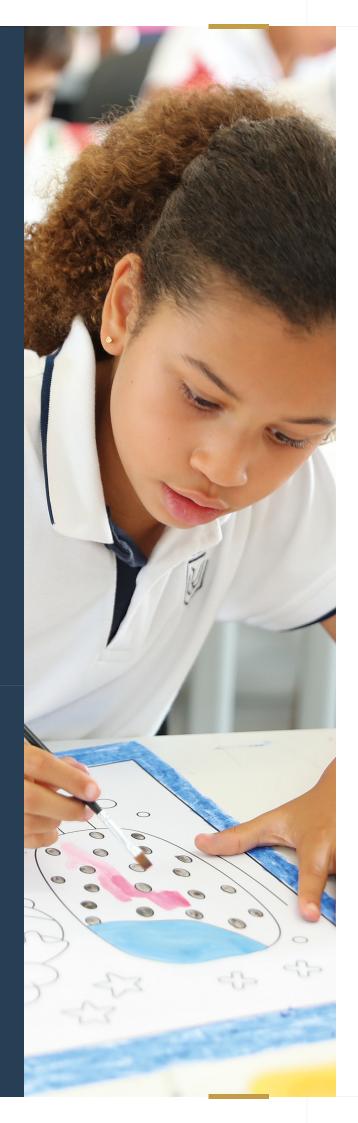




Nobel Algarve
BRITISH
INTERNATIONAL
SCHOOL

LAGOA

Welcome pack



Welcome to Nobel Algarve British International School.

I am delighted that you are joining us – welcome to our Nobel Algarve family.

Nobel Algarve British International School, Lagoa is a unique school with a very special ethos. It is our core aspiration that our students cultivate and explore their innate and developing interests and that they make a positive difference during their time with us, a difference to their own lives and the lives of others.

Our students and our outstanding staff are two of our most precious assets. Such is the calibre of our young people, from over 50 different nationalities, that we believe there is no limit to what they can achieve. Whilst we have high expectations and ambitions for our students, we know that for them to succeed, we need to provide a caring, supportive and challenging environment in which they can grow and flourish.

Education is about much more than academic success; it is about developing as a well-rounded learner, embracing opportunities, and learning how to deal with the various challenges that life inevitably brings.

We celebrate a musical solo as warmly as we celebrate an A*/9, a wonderful painting as happily as an Oxbridge university place. We stress to all of our young people that what really matters is not just gaining qualifications for their own sake, but learning from them, which always means being open to personal growth, having a mindset that welcomes and tackles problems, and being resilient when times get tough. We strive to ensure that our students leave the Nobel Algarve community with values and a perspective on life that leads them to success in today's rapidly evolving, competitive, global society.

Nobel Algarve Lagoa is an innovative and forward-thinking school. More importantly, it is a happy school with a great spirit and a sense that anything and everything is possible. Our prospectus provides you with a taster of the extraordinary number of opportunities here, both within our curriculum and beyond. Only by coming to visit us will you truly be able to grasp the positive and energetic learning community that we offer. I look forward to welcoming you and showing you our school in action.

Warm regards,

I. Temple

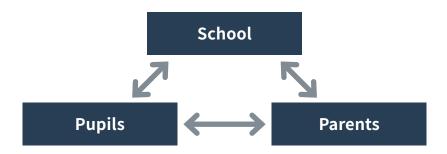
Ian Temple

Head of School

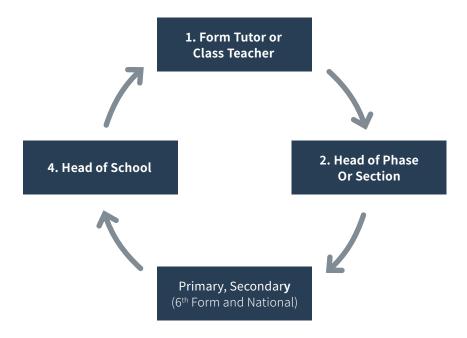


Communication between Home and School

It is very important to us that communication between school and home is effective. We know that the pupils thrive when the school, parents and pupils all work together.



What do I do if I need to contact the school?



In the first instance, you should contact your child's form tutor or class teacher in primary.

Your child's form tutor or class teacher has overall responsibility for the care, welfare and academic progress of all students in their form group or class.

You can contact your child's form tutor or class teacher via SEI.

You will find out your child's form tutor in September.



Why might you want to contact your child's form tutor or class teacher?

You may wish to contact your child's form tutor or class teacher if your child is going to be absent from school or you are concerned about your child's pastoral welfare or the academic progress of your child. They will pass your concern onto the subject teacher.

When will the form tutor get back to me?

The form tutor or class teacher will get back to you within 2 working days of receiving the communication (term time only), but please remember that they are teachers, and they cannot usually return communication during the day as they are teaching.

Who else can I contact?

Each section and phase have a leader who is responsible for the welfare, academic progress, and discipline of the students. They will deal with more serious matters. They all directly report to the Head of School.

Concerns and Complaints procedure

There is a difference between a concern and a complaint.

A concern may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought.'

A complaint may be defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action.'

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaint's procedure (see internal regulations). Nobel Algarve takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, your Head of Section will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, their Head of Section will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

Complaints and concerns should be shared through these channels not through WhatsApp.

Useful Contacts

Academic Leadership Group

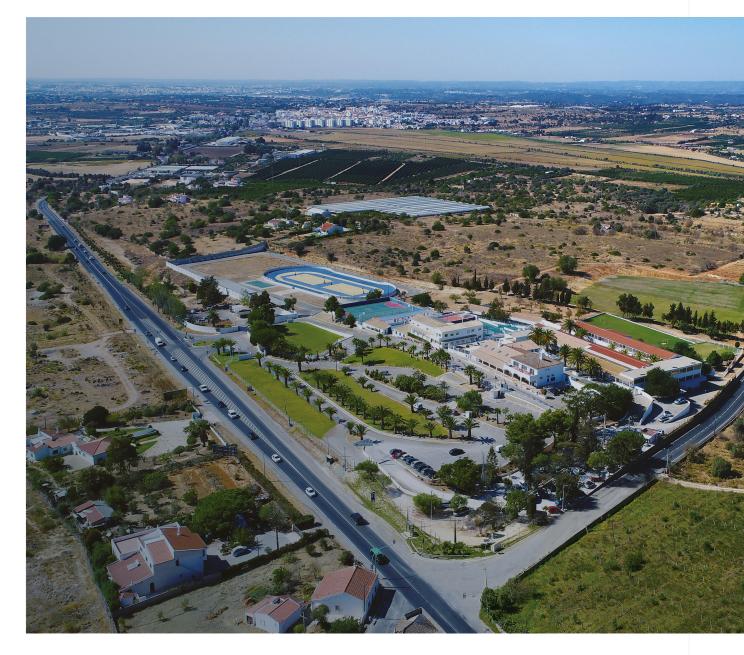
Role	Name	Email address	
Whole School			
Head of School	Ian Temple	ian.temple@nobelalgarve.com	
Head of Primary	Andrew Beavon	andrew.beavon@nobelalgarve.com	
Designated Safeguarding Officer	Nadia Cann	nadia.cann@nobelalgarve.com	
International Section			
Head of Sixth Form	David Green	david.green@nobelalgarve.com	
Head of Secondary (Y7-11))	Craig Neilson	craig.neilson@nobelalgarve.com	
KS2 Coordinator	Nadia Cann	nadia.cann@nobelalgarve.com	
KS1 Coordinator	Cait Ord	cait.ord@nobelalgarve.com	
Director of Pastoral Care	Tara Smith	tara.smith@nobelalgarve.com	
National Section			
Head of National Section	Francisco Claro	francisco.claro@nobelalgarve.com	
Deputy Head	Paula Lourenço	paula.lourenco@nobelalgarve.com	
Head of 1st & 2nd Cycle	Marisa Nunes	marisa.nunes@nobelalgarve.com	





Other support

Front Office	Paula Cristino	frontoffice@nobelalgarve.com +351 282 342 547
Uniform	Lucia Fonte	lucia.fonte@nobelalgarve.com
VivaHUB (After School Activities)	Filipa Magalhães	vivahub@nobelalgarve.com
IT support	Fernando Silva	helpdesk@nobelalgarve.com
Accounts	Front Office	frontoffice@nobelalgarve.com
Medical	Cláudia Rocha	claudia.rocha@nobelalgarve.com



Quick Guide

Your child's academic or pastoral support, homework etc.	\Rightarrow	Class Teacher or Form Tutor
Reporting Absence or providing specific information about my child	\Rightarrow	Class Teacher or Form Tutor
Purchasing uniform	\Rightarrow	Uniform Email
The bus service or accounts information	\Rightarrow	Front Office
Medical information or support	\rightarrow	The School Nurse
Feedback, concerns, suggestions	\rightarrow	Head of Section
Urgent or serious concern regarding safeguarding, child welfare or safety	\rightarrow	Designated Safeguarding Lead
Serious concern or advice	\Rightarrow	Head of School
Informal questions	\Rightarrow	Nobel Parent Class Reps Nobel Parents' Committee



Attendance and Punctuality

At Nobel Algarve, we recognise that excellent attendance and punctuality are essential to success and achievement at school.

Excellent attendance is vital if pupils are to become independent learners and develop the important time-management skills, which will help them to be successful in higher education and their chosen career pathway.

Guidance for Families/Carers:

All pupils are expected to attend school every day unless there is a genuine medical or other reason for absence.

The school day starts at 9.15am. After this time, students are late for school.

If your son/daughter is absent:

•If you child is going to be absent, please message your form tutor or class teacher on SEI before 9.15am on each day absence. Please also email details to **absence@nobelalgarve.com**.

Medical (including dentist) appointments should be made outside of school time if at all possible. Please let the school know if you have a medical appointment.

If a pupil is absent due to sickness for more than 3 days or more, a medical certificate is required.

Holidays in Term Time

Holidays should not be taken during term time. If this is required, a Leave of Absence Request Form is available from the Front Office and should be completed in advance of any leave. Permission is at the discretion of the Head of Phase.

Nobel Algarve believes that attendance is crucial for students to be able to gain their future dream jobs and become model citizens.

The school's minimum expected attendance is 97%. In the rare occasion that a student cannot attend school, parents or guardians should make contact for each day of non-attendance via email absence@nobelalgarve.com.

Every day of learning counts. Just 5 minutes late every day adds up to 3 lost school days a year.

Even a few days absence from school can damage the chance of success in life.

Wellbeing and Safeguarding

Nothing is more important to us than the pupils' well-being, their opinions and achievement. Pupils are recognised as individuals with a variety of personal and complex needs, and it is Nobel Algarve's commitment to ensure that every pupil has their needs met.

If you have a safeguarding concern about a child that needs to be reported, you should contact the following colleagues:

Designated Safeguarding Lead	Nadia Cann, Primary Teacher
Deputy Designated Safeguarding Lead	David Green, Head of Sixth Form
Deputy Designated Safeguarding Lead	Craig Neilson, Head of Secondary

A Rounded Education

A whole school priority is to encourage pupils to maximise their Physical, Emotional and Spiritual Wellbeing through a programme of Personal, Social, Health and Economic Education (PSHE).

A series of drop-down events occur throughout the academic year, with external providers to enhance that provision.

Anti-bullying

Pupils are not expected to tolerate bullying and are encouraged to be proactive about reporting incidents both inside and outside the school to a member of staff. There are many types of bullying which include the following:

- **Emotional** unfriendly, excluding, tormenting or taking property
- **Physical** pushing, kicking, punching or any form of violence
- Racial racial taunting, graffiti or gesturing
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** focusing on, or as a result of, sexuality
- Verbal name-calling, sarcasm, rumour-spreading and teasing
- **Cyber** activity online, videos, photos, phone or social media

For more information, you can read through our anti-bullying policy, on our website in the Institutional Documents section.

Definition of Bullying

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.



Pastoral Care

The Tutor System

Each phase of school has a designated team who oversee the pastoral care, support and guidance for children.

Your first port of call is your child's form tutor or class teacher. They will build a nurturing relationship, supporting and overseeing the academic progress of your child, whilst ensuring strong pastoral foundations underpin their success.



House and Rewards

The House system is a distinctly British feature of the school that encourages collegiality and healthy competition amongst students.

Our developing House system is used for:

Collaboration, through cross section and phase competitions;

Student Leadership, and Student Voice, as students are given the opportunity to shape our school community through our House Council;

Charity Work, our students learn to contribute to a fair and just world;

Rewards and Recognition, where students are celebrated for their effort, kindness, sporting endeavors or academic success. Helping students discover what success means to them.









Each House has a colour, an emblem, an attribute and a charity and these were designed by the students.

It is important for students to have the opportunity to play an active role and contribute to a community within their school, which allows them to develop skills and talents and acknowledges their successes in a wide range of ways.

We encourage students to play an active role in the success of their House. Individual and team efforts are rewarded, and students are expected to contribute to Inter-house competitions throughout the year.

Rewards and Recognition

At Nobel Algarve we reward students' endeavours and achievements creating a feeling of pride and achievement and this is done in several ways.

House Points are given in class when students achieve something exceptional, make considerable effort, use initiative, or master a skill.

This year we have brought in **Achievement Postcards** which are given out when a student has done something the school is proud of.

Achievement and Attainment Awards are given termly in assemblies.

Students are invited by the Head of School to **Achievement Teas** when they are a role model for other pupils.

The House Cup is awarded to the winning House and the **School Trophy** is awarded to the winning House at the end of the academic year.



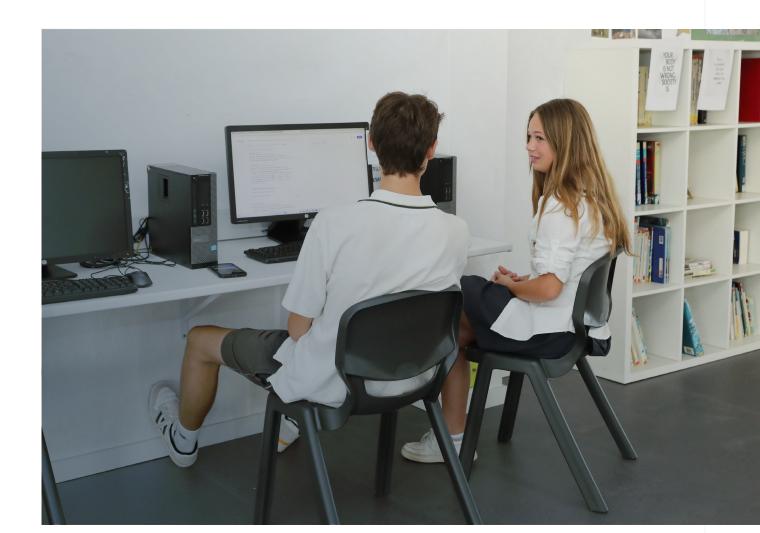
How to get a Health Number in Portugal

The following documents should be presented at the Health Centre

- Identification document (e.g. Passport/ID)
- Proof of Social Security Beneficiary
- Proof of Tax Identification No.
- S.E.F. document (Expression of interest until 31-12-2021 or Proof of Application for Authorization of Family Reunification)
- · Certificate of Residence (Parish Council)
- European Union Citizen Registration Certificate

Or, you can send the documentation by email to the address below.

- gabutente-ptm@arsalgarve.min-saude.pt with telephone contact information
- For more information, phone: 808 24 24 24 or this website:
 https://eportugal.gov.pt/en/servicos/pedir-o-numero-de-utente-do-sns



Uniform and Equipment

September 2024

Pupils at Nobel Algarve British International School are expected to wear the uniform to the school on all occasions. The school uniform is an important part of our collective identity and sense of community. It is important that pupils always present themselves as ambassadors of the school including when they are in public places or travelling to and from the school.

The Senior Leaders at the school expect all pupils to adhere to the Uniform Policy.

All pupils are expected to wear the uniform detailed below. This uniform will be checked daily. Parents will be informed if the uniform code is breached, and secondary pupils are not permitted into lessons until they are correctly dressed in full school uniform. A member of staff will take pupils to the school shop to purchase correct uniform and contact the parent or carer of any pupil who does not adhere to the policy.

Aims:

- To encourage self-respect and pride in the school.
- To promote a professional approach to learning.
- To help promote the academic ethos of the school as a well-ordered environment in which to learn.
- To ensure that pupils are well presented and smart.

This will be achieved by:

- Parents and carers all fully aware of the uniform requirements.
- Documentation for all new pupils to clearly state how the uniform can be obtained.

We are currently transitioning to the new school uniform and both types are acceptable until September 2025.







School Uniform

New Style

Item	Description
Hoodie	Navy school hooded top. No other jumpers, hoodies, sweatshirts, or waistcoats will be permitted.
Polo shirt	White polo shirt with school emblem.
Skirt	Blue school skirt
Trousers	Plain grey trousers or shorts with school logo.



School PE Kit

New PE Uniform

Please note, PE kit is worn on the days when the children have PE when they can remain in their kit all day.

Item	Description
Bottom	Blue school shorts or school tracksuit bottoms.
Тор	Navy school hooded top



Any uniform which has the older style logo is being sold at a discounted price and may be worn until the **end of the 2024/25 Academic Year.**

The school reserves the right to make a judgement on acceptability. Pupils not adhering to the uniform policy will either be taken to the school shop to purchase items, where the costs will be taken out of the school deposit, or sent home to change.

Roles and Responsibilities:		
Pupils will:	Wear the required uniform and be properly equipped at all times	
All staff will	 Monitor pupils ensuring rules are being observed Check compliance every morning as pupils are registered Invoke appropriate rewards/sanctions consistently in every case 	
Tutors will	 Contact parent/carers to resolve any recurring problems Inform Head of Section of those requiring an escalated sanction 	
Leaders	Support tutors in their roleCollate merits for prizes	
Parents/ carers will	 Support the school uniform policy Ensure that their child complies fully with the uniform rules 	





Further guidance:		
Jewellery, Hair and Make up	 Only discreet jewellery is to be worn. Hair must be a natural colour and tidy. In primary it should be tied back. Pupils are only allowed natural-coloured nails. No make-up is to be worn. 	
PE Footwear	Converse, Vans, and plimsolls are not suitable for PE.	
Socks	Socks must be worn below the knees.	
Belongings	 Substantial amounts of money and expensive personal effects must not be brought to the school. Nobel Algarve will not accept liability for any claim arising from theft, accidental loss or damage to personal effects, money, belongings, or clothing whilst on the school premises. 	
Phones	 Phones are not allowed in school under any circumstances. If a student needs to contact home, then they may call from the school office. Years 12 and 13 are able to use personal phones in designated areas for work related purposes. 	
Religious clothing:	 Hijabs must be plain black or blue. Female students may wish to wear long skirts, they must be plain black or navy. Beards should be well groomed. A small cross may be worn under school uniform. 	

Monitoring, Evaluation, and Review

The Head of School will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Breaches of this policy

Pupils in breach of this policy will be sanctioned appropriately which, in cases of non-compliance with reasonable demands, could lead to disciplinary procedures towards the pupil and even exclusion.

How to order

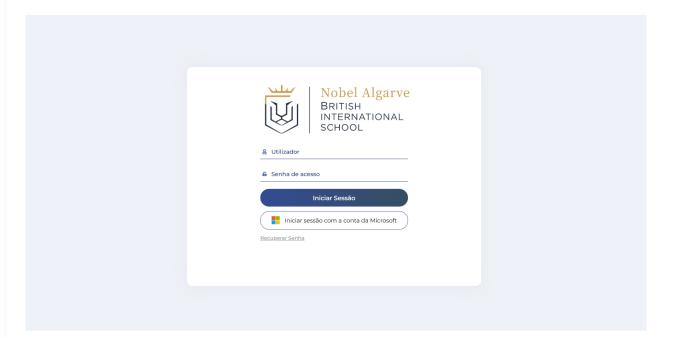
The school shop is open to the public from **9:00 am to 5:00 pm.** It has a lunch break from 2:00 pm to 3:00 pm.

SEI Platform

1.1.Click on Browser >> https://sei.edubox.pt/nobel.aspx

To access this platform you will need to use your **email given on school front office as the main contact.**

If you can not remember the email address provided to the front office, please contact **helpdesk@nobelalgarve.com**, who will be happy to assist you



1.2. Information Shared on SEI:

On the platform you will also receive important information regarding school, classes and lessons concerning your child during the Academic Year.

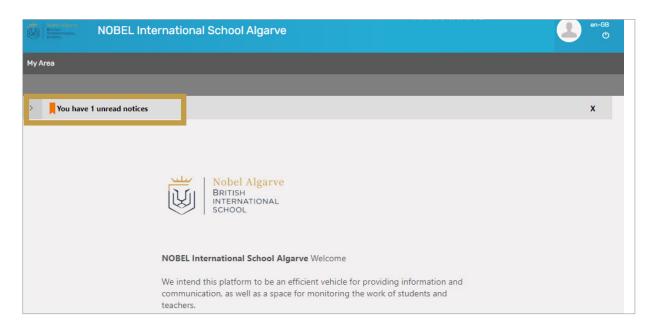




1.3 Emails sent with SEI:

From this platform you will also receive important information regarding school, class and subject information about your child during the academic year.

Please check all "Unread notices" on the platform.



1.4 Quick Guide

With the new legislation regarding the General Regulation for Data Protection, Edubox has provided an automatic recovery of your password, in order to keep data private and with the minimum possible digital footprint. In this way, we invite parents to follow the indications provided below, in order to have access to your student's account. Any questions you may have regarding the use of this platform, please access this link below:

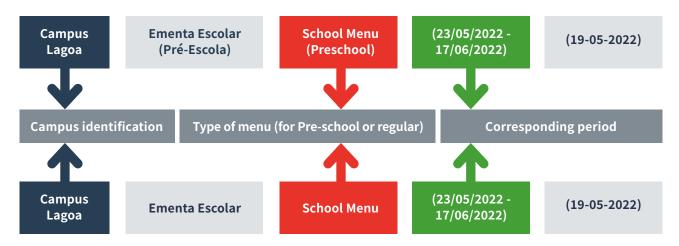
https://bit.ly/NobelLagoa_ManualSEI_Parents-EN

Download a School Menu (SEI)

2.1 Click on My Area >> Institutional Documentation:

Menu files are uploaded in the field "Ementas"

Files are identified with:



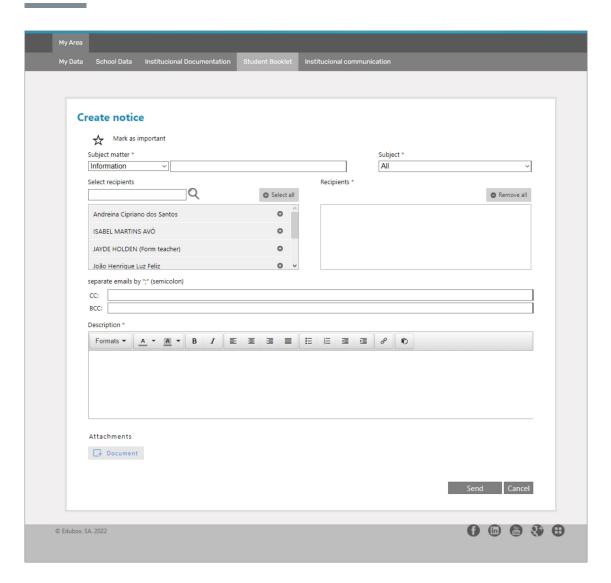
2.2 To download a menu file, click on file (see picture below)





Choose a meal option (vegetarian)

- **3.1** Click on My Area >> Student Booklet: The window "Create notice" will open.
- **3.2** Click on the student's form teacher e-mail address and type in the "CC" field, the e-mail address: **food.option@nobelalgarve.com**
- **3.3** In the "Description" field, write the menu option request indicating the student's identification (name and class), the type of option (vegetarian) and the date of the intended option.
- 3.4 Click on "Send".



Equipment List 2024/2025

To access the complete **equipment list**, please click on the click below:

https://bit.ly/NobelLagoa_EquipmentList_InternationalSection_24-25

You can order this equipment through the school shop.



Reader List 2024/2025

To access the **complete reader list**, please click on the click below:

https://bit.ly/NobelLagoa_ReaderList_InternationalSection_24-25



School Calendar 2024/2025

The full calendar for the upcoming academic here, can be found here:

International Section

https://bit.ly/SchoolCalendar_InternationalSection_24-25

Institutional Documents

On our website there are **different types of institutional documents available for consultation** throughout the year (Registration Documents & Conditions, School Policies, Curriculum and more)

Please click on the link below to consult the documents:

https://www.nobelalgarve.com/lagoa-campus/institutional-documents/



VivaHUB After School Activities

Nobel Algarve British International School, Lagoa is proud to announce its annual extracurricular programme, VivaHUB, designed to empower our students to discover their passion. VivaHUB isn't just a list of afterschool clubs; it is an exciting, vibrant programme in which children can continue exploring, learning and growing in various key areas.

VivaHUB is a wonderful opportunity for our children to find new hobbies and interests. The programme will open them up to new experiences, or hone their skills in an area they already have a passion for. We know that life can get busy and VivaHUB provides that additional care that can assist parents when managing their work-home balance.

The aim of VivaHUB is to unleash the potential within every individual child.

Clubs will begin in September, and you will receive more information before the start of the Autumn term.

Discover more about VivaHUB on our Webiste, Please click on the link below to consult the documents:

https://www.nobelalgarve.com/lagoa-campus/vivahub











CulturalHUB For cultural potential



InnovationHUB For innovative potential



WellbeingHUB For athletic potencial



Instrumental Programme

Instrumental lessons are available in school and students are often given the opportunity to perform in concerts and performances. An established team of peripatetic music teachers work with our students and offer a wide range of instruments as well as an orchestra, voice and rock band.

You can book your child's lessons via this link https://instrumentalprogramme.com/#home

or by phoning +351 910 142 664 (Grace Borgan) +351 912 750 763 (Susan Hammond)

Outdoor Learning

Roald Dahl once said, "The more risks you allow children to take, the better they learn to take care of themselves."

At Nobel Algarve we believe we can challenge ourselves, take risks and seek to discover more than we know; this is facilitated through the range of outdoor learning experiences we offer, both as part of the curriculum, and offered by Cheeky Monkey Adventurers.

The benefits of high-quality outdoor learning experiences quickly become apparent when the children are given the opportunity to take part in risk-assessed, but not risk-free activities.

The Journey of Discovery is for Year 10 students and is a seven-day, 100km hike designed to take students on a journey from childhood to adulthood.

The Duke of Edinburgh's International Award is offered in Bronze, Silver and Gold and is designed to provide a balanced programme of personal development and challenge.

Through developing transferable skills, increasing their fitness levels, cultivating a sense of adventure and volunteering in their community, the Award helps young people to find their purpose, passion, and place in the world.

Read more about **The Journey**, here:

https://bit.ly/NobelLagoa_TheJourneyBooklet

Bear Camps

In the primary phase, **Forest School** is part of the curriculum.

When children visit Forest School, they see the world around them, look up and appreciate a blue sky or a dark cloud. We live in a beautiful part of the world, and we make the most of all that has to offer. Children understand that learning occurs everywhere, inside and outside, and they learn to seize opportunities, be positive and seek out new challenges.

Forest School is augmented by **Bear Camp** which is offered by Peak Adventurers.

In September, you will be emailed a brochure and a separate calendar with forms to register for the activities.

Our New Pre-School

Opens in September 2024

We're delighted to introduce a dedicated pre-school within our new build. Our youngest learners will have a nurturing and stimulating environment that sets the foundation for a lifelong love of learning. We can't wait to see their imaginations soar and their potential unfold!

Please **click on the link below** to watch our pre-school video:

https://youtu.be/-ceMk3Qo4mg







New Building Update

Opens in September 2025

We're thrilled to share the most amazing news with all of you! After much anticipation, our long-awaited new build has finally received the necessary licensing and will officially open its doors to students in September 2025 We will keep you posted about future developments on our website:

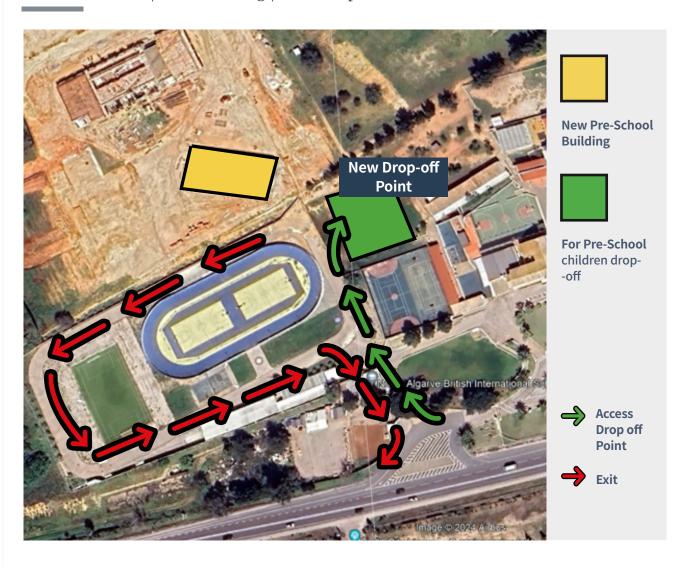
https://www.nobelalgarve.com/lagoa-campus/





School Drop Off Points

New Pre-School | New Building | New Drop-Off Point





Primary | Current Bulding





From Year 1 to Year 6 (Is) Gate 2

IS - International Section

Middle School | Current Bulding





3rd cycle (ns) / Secondary (IS and NS) gate 1

NS - National Section

IS - International Section

Welcome to Nobel Parents' Committee - NPC

The Nobel Parents' Committee (NPC) is the group through which the school and parents work together on important issues. There are eight parents in the group, elected through a public vote:

Cecília Abecassis Empis Cowlard:

Nick Alter:

Mark Cathersides:

Emily Hollingum: Haley Howie:

Henri Lambriex:

Lucy Musk:

Rachid Tair:

Mother of Sophia (Y1) and Matilde (Y3)

Father of Lexi (Y9) and Marcus (Y10)

Father of Leo (Y7) and Annabel (Y9)

Mother of April (Y3) and Cassidy (Y5)

Mother of Reilly (Y9) and Blake (Y10)

Father of Fleur, Arthur (Y4) and Enzo (Y7)

Mother of Nikolai (Y12)

Father of Jasmine (Y5) and Camélia (Y8)

The NPC has a number of sub-committees, for which all parents are welcome to volunteer. Details of the sub-committees and how you can get involved will be provided in September.

In addition to the NPC, each class will have a Class Representative, a volunteer chosen in the first week of school. The Class Representative will be your first contact for any day-to-day questions and class related items.

The NPC is happy to help and advise new parents, especially those new to the area. The NPC can be contacted via email at **npc.lagoa@nobelalgarve.com**





New Families' Morning, Wednesday 4th September, 9.30-11.30am

All new families are invited to a reception on Wednesday 4th September, in the library, that will commence at 9.30am. Doors will open from 9.15am. This will provide the chance to meet in person the Head of School, Heads of Section as well as Tutors and teachers and members of our Parents' Association

Please come to main reception where you will be guided to the School Library.

Current Families Presentations, Wednesday 4th September Families returning to the school for another year are invited to class-based presentations in the afternoon as set out in the schedule below.

Schedule for the Day

New Parents & Pupils: Presentation		
Time	Event	
9.30am - 10.30am	New Parents & Pupils : Presentation by HOS, Head of Section & Form Tutors in the School Library	
10.30am - 11.30am	Tour of school with Heads of Section - Introduction to Form Rooms / Classrooms	
Current Parents & Pupils: Presentation:		
Time	Event	
1pm - 1.30pm	Year 1 (Gym 0)	Year 7 (Library)
1.30 - 2pm	Year 2 (Gym 0)	Year 8 (Library)
2pm - 2.30pm	Year 3 (Gym 0)	Year 9 (Library)
2.30pm - 3pm	Year 4 (Gym 0)	Years 10/11 (Library)
3pm - 3.30pm	Year 5 (Gym 0)	Years 12/13 (Library)
3.30pm - 4pm	Year 6 (Gym 0)	Pre-School (Library)





Shaping the world

