Nobel Algarve
BRITISH
INTERNATIONAL
SCHOOL
LAGOA

Information Booklet 2026/2027

Welcome to Nobel Algarve British International School

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

Our school is a unique environment with a very special ethos and purpose, combining two distinct halves to form a very special unit. Our pupils begin their journey in a completely bilingual environment and gain all of the advantages of both the British and the Portuguese systems and languages. We know that this is important for our parents and our provision will continue to grow in this area. As time goes on, we offer the opportunity to move into a more specialised curriculum, providing certification in IGCSEs, A-Levels, BTEC in Sports, Business & Management and in the Diploma de Ensino Secundário.

We understand that each individual is unique and precious, deserving a personalised approach at this most important stage of their lives. We are large enough to offer these possibilities, and dedicated enough to make them suit the individual.

Our aspiration for each of our pupils is that our students realise their full potential and interests, intellectually, emotionally and socially. Our extra-curricular programme is set up to provide this type of support beyond the classroom, and we know that our pupils make a positive difference during their time with us, including to the lives of others. This means that personal growth for our pupils is an important objective of our work as a school and we understand the importance of it when parents are looking around for the best educational environment for their families.

Our pupils and our staff are our most precious assets. Our high-calibre young people, from over 40 different countries, are capable of achievement at the highest level, as they demonstrate year upon year. They are supported by a high-quality teaching staff who combine both experience and a desire to innovate. We understand that our high expectations and ambitions for our students need the platform of a caring, supportive and challenging environment in which they can grow and flourish. That is what you will find at the school.

We also have resources which are second to none. Our ambitious building programme has made our campus unparalleled in the Algarve, and amongst the very best internationally, with extensive sporting facilities, subject specific areas and modernised classrooms and subject areas.

We are also committed to an ever-improving connection with our families via structures that have meaning and relevance to them. We actively seek the partnership which is a characteristic of a successful school and we know that this takes time and dedication on the part of School Leadership. We are committed to this and, as is so important in a larger school, we involve all of our team from Form Tutors onwards in the process of communication.

Of course, the best way to find out more about Nobel Algarve Lagoa is to come and take a look.

We will be looking forward to seeing you.

Ian Walker
Head of School

A guide on communication & who to contact

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

Your child's academic or pastoral support, homework etc., or booking a meeting	Class Teacher or Form Tutor
Reporting absence or providing specific information about my child	Class Teacher or Form Tutor
Uniform Queries	Uniform Shop Email
The bus service, accounts information or school lunches	Front Office/Secretaria
Medical information or support	The School Nurse
Feedback, concerns, suggestions	Head of Section
Urgent or serious concern regarding safeguarding, child welfare or safety	Designated Safeguarding Lead

In the first instance, you should contact your Form Tutor or Class Teacher.They have overall responsibility for the care, welfare and academic progress of all pupils in their form group or class. You can contact them via the educational management platform.

Parents will be communicated with using our educational management platform. Please ensure all school communication is appropriately signed, and please ensure all responses are directed to the Form Tutor or Class Teacher. Individual updates regarding pupil progress and other relevant information will also be sent through this platform, so please ensure it is checked regularly.

Pupils will also be given Microsoft Teams credentials at certain points. These are essential for communication between the school and students, including important notices, materials for lessons, notices regarding upcoming events and homework activities. It is essential that each pupil knows their login details for Microsoft Teams/Office 365. School events will also show in the Microsoft Teams calendar.

Why might you want to contact your child's Form Tutor or Class Teacher?

Please contact your Form Tutor or Class Teacher if you are concerned about pastoral welfare, academic progress, or other school issues.

When will I receive a response?

You will receive a response within 2 working days of receiving the communication (term time only). Please do remember that teachers will be unable to communicate during the day as they are teaching. For urgent matters, please contact the Front Office.

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. Key Stage Coordinators will also help with this.

Concerns and complaints procedure

There is a difference between a concern and a complaint, and it is in the interest of all families that both are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formalised Complaints Procedure, which can be found in our Internal Regulations. We take 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, you will be referred 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.

All Concerns and Complaints should be shared through official channels, and not through WhatsApp.

Useful contacts

Department	Name	Email address
Front Office - International	Svitlana Matush	front.office@nobelalgarve.com
Front Office - National	Cláudia Caetano	secretaria@nobelalgarve.com
Administration - International	Leanne Brown	leanne.brown@nobelalgarve.com
Administration - National	Ana Nunes	ana.nunes@nobelalgarve.com
Uniform Shop	Lúcia Fonte	lucia.fonte@nobelalgarve.com
Extra Curricular Activities	Filipa Magalhães	eca@nobelalgarve.com
IT Support	Fernando Silva	helpdesk@nobelalgarve.com
Accounts & Invoicing	Finance	contabilidade@nobelalgarve.com
Medical	Cláudia Rocha	claudia.rocha@nobelalgarve.com
Admissions	Filipa Silva & Xana Jackson-White	admissions@nobelalgarve.com
Designated Safeguarding Lead	Nadia Cann	nadia.cann@nobelalgarve.com
Pastoral Coordinator - National	Pedro Lopes	pedro.lopes@nobelalgarve.com
Pre-School Coordinator	Patricia Burgess	patricia.burgess@nobelalgarve.com
Key Stage 5 Coordinator & University Counsellor	David Green	david.green@nobelalgarve.com

Senior staff

Role	Name	Email address
Whole School		
Head of School	Ian Walker	leanne.brown@nobelalgarve.com
International Section		
Head of International Section & Head of Secondary	Russell Johnston	russell.johnston@nobelalgarve.com
Deputy Head of International Section & Head of Primary	Nadia Cann	nadia.cann@nobelalgarve.com
National Section		
Head of National Section	Paula Lourenço	paulacatarina.lourenco@nobelalgarve.com
Head of 1º and 2º ciclo	Marisa Nunes	marisa.nunes@nobelalgarve.com

Attendance & punctuality

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

Guidance for families/carers

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

The school day starts at 9.15am. After this time, students are late for school, and will be required to sign the late register, in the main office.

In the National Section, a pupil cannot have over 10 unjustified absences in 1º ciclo, or over double the amount of weekly lessons per subject in other year groups. Once half of these absences are reached, an emergency meeting will be called with the family.

Minimum expected attendance is 97%. Attendance and punctuality are essential for pupil progress and to ensure the smooth running of each class.

At less than 85% attendance, the school must discuss the possibility of a referral to the CPCJ (Comissão de Proteção de Crianças e Jovens - Child Protective Services), as per Portuguese Education authorities.

If a pupil is absent

If your child is going to be absent, you must message your Form Tutor or Class Teacher on the educational management platform before 09.15am. For pupils on the International Section, please also email details to **absence@nobelalgarve.com**. The school should be updated each day the pupil is absent, using these guidelines.

All medical and dentist appointments should be made outside of school time if possible, and the school must be made aware.

Medical documentation may be requested to support absences due to illness. Absences from scheduled summative assessments may be justified through a medical certificate or other appropriate supporting documentation, in accordance with school regulations.

Parents have responsibility to ensure their child is in school unless for a justifiable reason.

Holidays in term time

Holidays should not be taken during term time. If this is required, please email your Form Tutor or Class Teacher, where permission will be discussed at the discretion of Senior Staff.

Wellbeing & safeguarding

At Nobel Algarve Lagoa, nothing is more important to us than pupil well-being.

If you have a safeguarding concern about a child that needs to be reported, you should contact the Safeguarding Contact found on the Useful Contacts page.

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 specialist events occur throughout the year, with external providers also enhancing this provision.

Anti-bullying

Nobel Algarve Lagoa operates a zero tolerance policy towards bullying. We ask all families, pupils and staff to be proactive about reporting incidents both inside and outside of the school. These will be addressed according to our policies.

Behaviour policy

All pupils must adhere to our Behaviour Policy, as found on our website. When required, behavioural issues will be addressed with appropriate measures and sanctions, within a corrective and supportive environment.

Pastoral care

Each phase of the school has a designated team which oversees the pastoral care, support and guidance for each pupil. Your first port of call is your Form Tutor or Class Teacher. They will build a nurturing relationship, supporting and overseeing the social, emotional and academic development of your child, whilst ensuring strong pastoral foundations underpin their success.

School private healthcare insurance

This is offered to students to cover basic emergency treatment following any accidents whilst at school or on school trips. The cover for treatment and repatriation expenses is up to €10,000. It is common in private hospitals to be asked for money before treatment, or the hospital may contact your insurer on your behalf to request authorisation. Please be prepared to pay up front in an emergency. This is standard procedure for many insurance policies. If you have any concerns or questions regarding your school insurance cover, please do contact us directly.

House system & rewards

The House System is a fabulous feature of the school, encouraging collegiality and healthy competition.

Our House System is used for:

- **Collaboration,** through cross section and phase competitions;
- **Student Leadership & Student Voice,** with pupils being given the opportunity to shape the school;
- **Charity Work,** helping pupils learn to contribute to important causes, and create a just and fair world;
- **Community Feel,** through our House Council;
- **Academic Success,** helping pupils discover what success means to them;
- **Rewards and Recognition,** celebrating pupils for their effort, kindness, sporting endeavours or academic successes.

Each House has a colour and an emblem. It is important for all pupils to have the opportunity to play an active role and contribute to a community within their school, encouraging them to develop skills and talents and acknowledge their successes in a wide range of ways.

We encourage everyone to play an active role in the success of their House. Individual and team efforts are rewarded, and everyone will be expected to contributed to Inter-House competitions throughout the year.

Rewards and recognition

At Nobel Algarve Lagoa we celebrate endeavours and achievements, creating a feeling of pride and achievement, and this is done in several ways.

House Points are given in class when pupils achieve something exceptional, showcase considerable effort or kindness, use initiative, or master a new skill.

Achievement and Attainment Awards are given termly in assemblies.

Pupils are also recognised by the Head of School at regular intervals, by being invited to meet with him personally and celebrate their achievements.

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

Each year, a special pupil is also recognised in the **Globeducate Roll of Honour,** becoming part of a worldwide network of high achievers.

School uniform and appearance

Pupils at Nobel Algarve Lagoa are expected to wear uniform to school on all occasions. Our uniform is an important part of our collective identity and sense of community, encourages self-respect and pride in the school, and promotes a professional approach to learning. it is important that all pupils present themselves as ambassadors of the school in public places or when travelling to or from school. We promote a natural and understated appearance, with clothing that supports a positive and focused learning environment. Pupils are asked to present themselves in a neat, tidy, and modest manner, avoiding overly conspicuous styles of dress.

Uniform will be checked daily. Parents or guardians will be informed if the uniform code is breached. After a first warning, a member of staff will accompany the pupil to the shop to purchase correct uniform, or pupils will be sent home to change. The Head of School reserves the right to make a judgement on acceptability of attire.

It is the responsibility of parents to ensure all children comply fully with school rules and regulations, including our uniform policy.

School uniform

Item	Description
Hoodies	Navy school hooded top. No other options will be permitted, with the exception school organised hoodies for graduating pupils
Polo shirt	White polo shirt with school emblem. Long sleeved and short sleeved versions are available
Skirt	Blue tartan school skirt with school emblem. These should be worn at a suitable length
Trousers or shorts	Plain grey trousers or shorts with the school emblem

School PE Kit

Item	Description
Top	White school sports top with school emblem, with school navy hooded top allowed when needed
Bottom	Navy shorts or navy tracksuit bottoms with school emblem

Please note that P.E. kit is to be worn on the days in which children have P.E. lessons. They can remain in their kit all day, should they wish.

Further Guidance	
Jewellery, Hair and Make up	· Only discreet jewellery should be worn · Only 1 set of stud earrings is allowed · Hair must be a natural colour and tidy (in Primary, it should be tied back) · Only natural coloured nails are permitted
PE Footwear	· Converse, Vans and plimsolls and 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. The school will not accept liability for any claim arising from theft, accidental loss or damage to personal effects, money, belongings, or clothing whilst on the premises
Phones & Laptops	· Phones must be switched off in bags. If a student needs to contact home, then they may call from the school office. Years 12 and 13, and 11º and 12º anos, are able to use personal devices in the Sixth Form centre
Religious clothing	· Religious hair coverings must be plain black or blue · Longer skirts may be worn, as long as navy · Beards should be well groomed · Small religious pendants may be worn beneath clothing

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 and even exclusion.

How to order

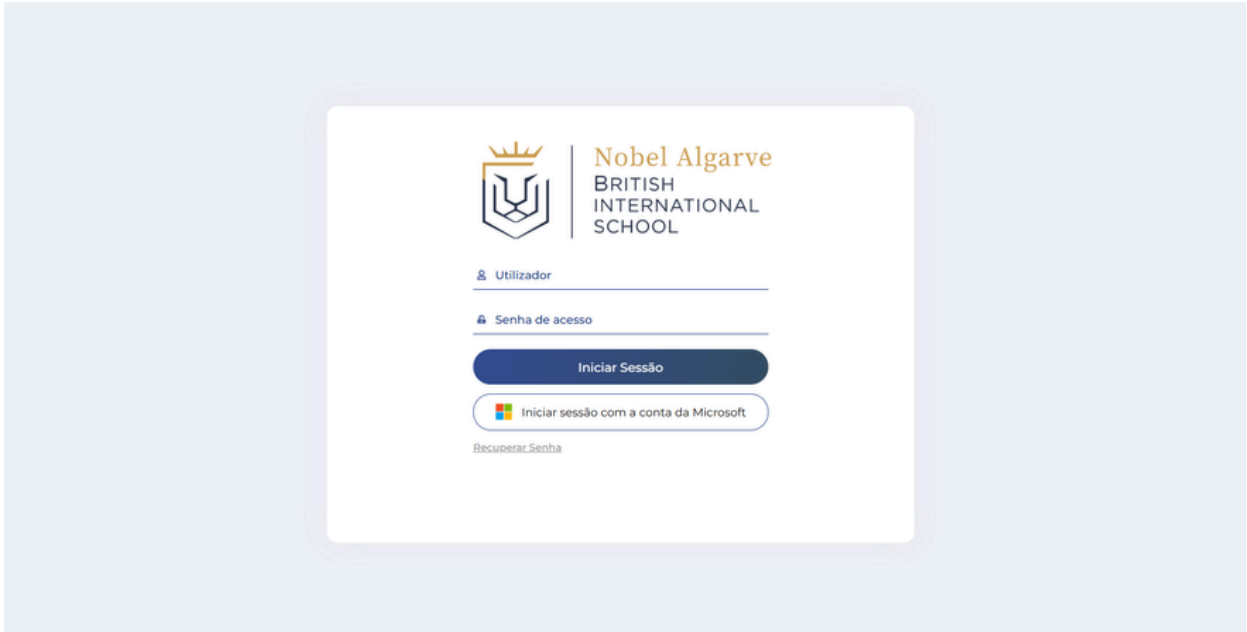
The school shop is open to the public from 10:00 am to 5:00 pm, Monday to Friday. It has a lunch break from 2:00 pm to 3:00 pm.

SEI platform

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

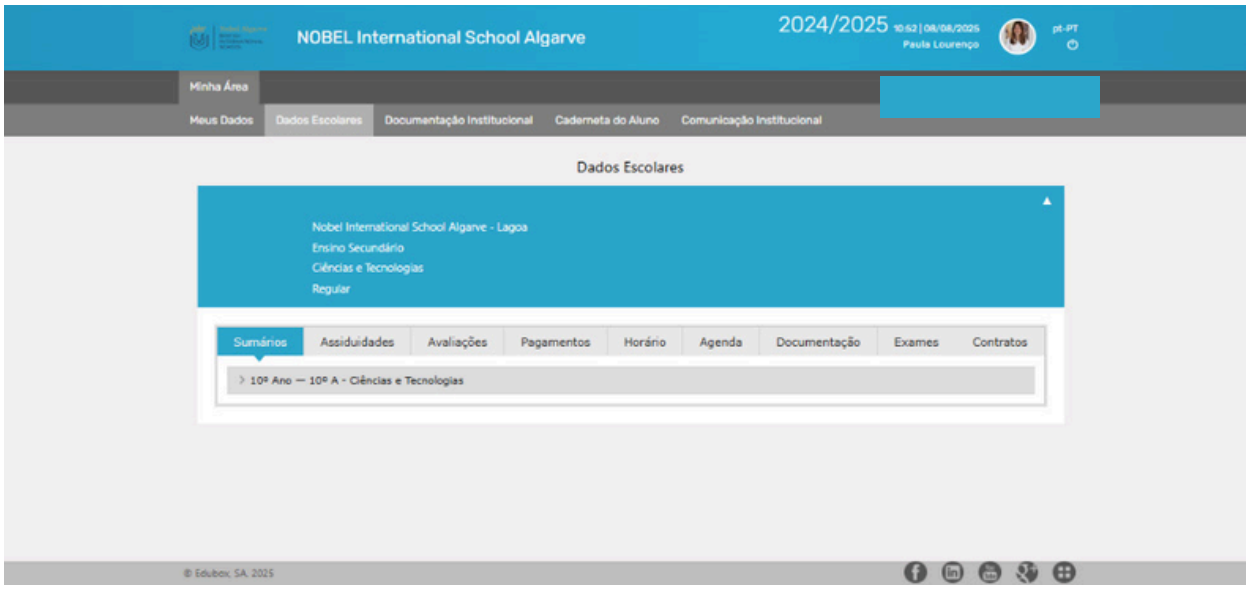
To access this platform you will need to use the email you gave Front Office/Secretaria as your main contact, upon registration with the school.

If you can not remember the email address you provided, please contact **helpdesk@nobelalgarve.com.**



1.2.Information shared on SEI

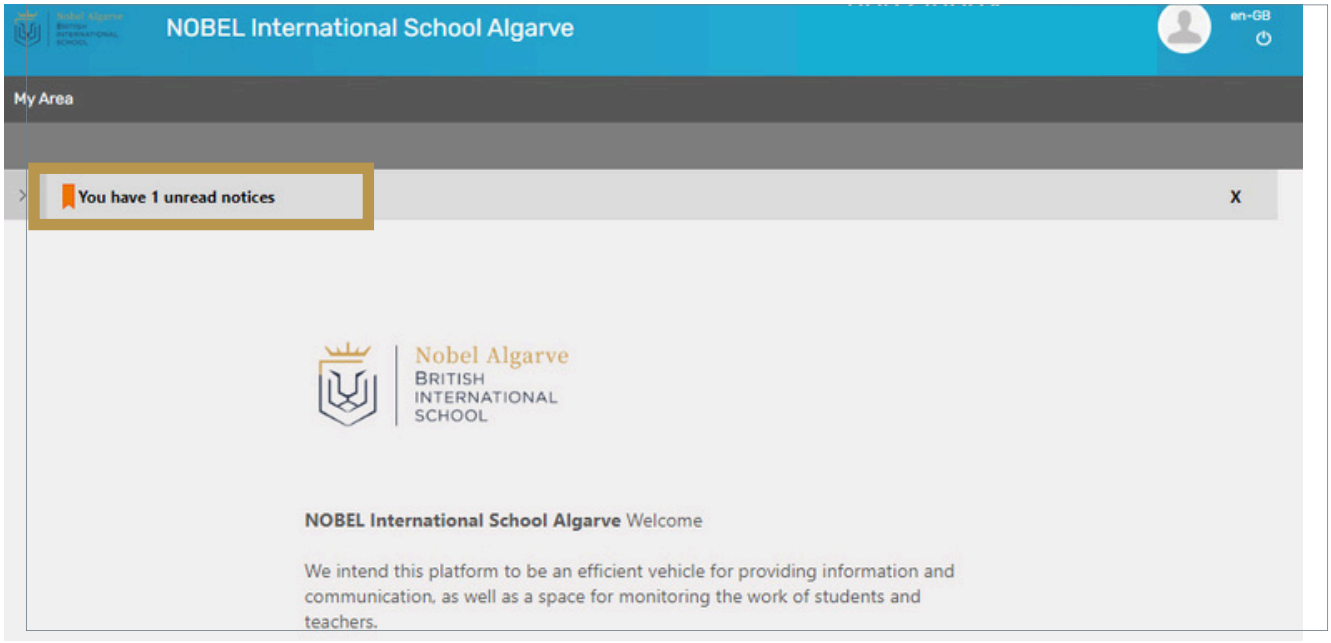
On the platform you will receive important information regarding school, classes and lessons concerning your child during the academic year.



1.3 Emails sent with SEI

On this platform you will receive all important school information, including reports and menus, which can also be accessed. Please make sure you sign all notices once read.

Please regularly check all "Unread notices" on the platform.



1.4 Quick guide

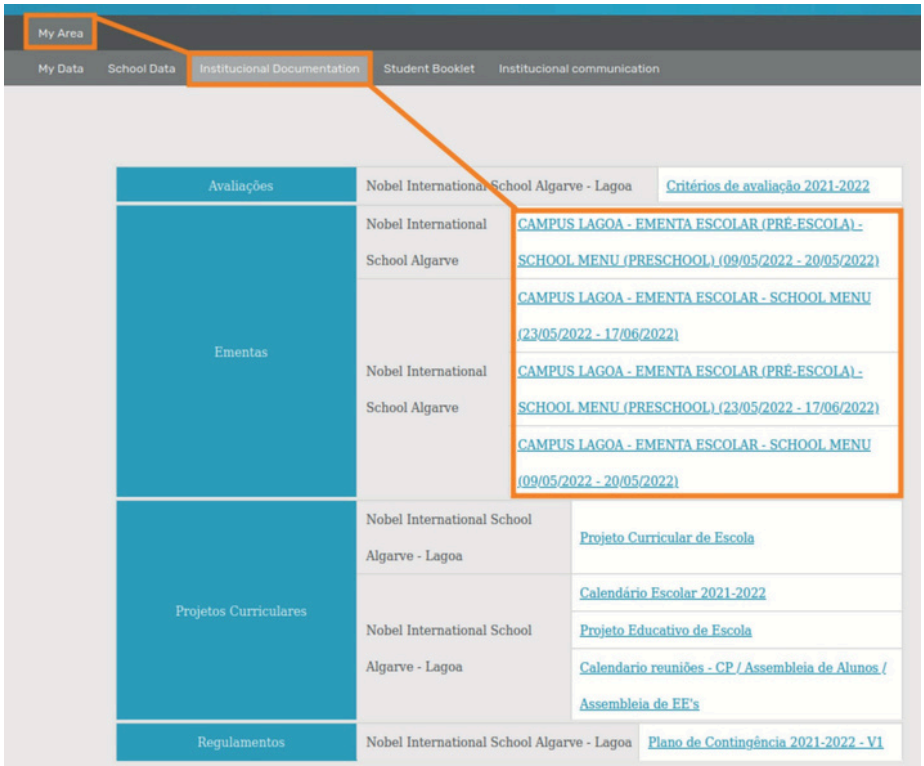
Under Data Protection laws, Edubox provides an automatic recovery of your password, in order to keep data private. Parents will need to follow the indications below to access their account. For other FAQ'S, please access this link below:

SEI Platform user guide

School lunches

If you are interested in trialling school lunches, you are welcome to do so for a day - please email the Front Office for more information on this service. All school meals are prepared under the careful eye of a nutritionist and trained chef, and we are able to cater to most dietary requirements. Please also note we are a nut-free campus.

To download a menu, access the SEI platform, click on My Area, then Institutional Documentation, and follow the picture below.



Equipment list 2026/2027

To access the complete equipment list for 2026/2027, please click **here**. Equipment can be purchased through the school shop in person.

Reader list 2026/2027

To access the complete reader list for 2026/2027, please click **here.**

Institutional Documents

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

To access our Instituitional Documents, please click **here**.

School Calendar 2026/2027

To access the School Calendar for 2026/2027, please click **here**.

Nobel ECAs
Extracurricular activities

Nobel Algarve British International School Lagoa, is proud to announce our annual extracurricular programme, Nobel ECAs, designed to empower our pupils to discover their passions, through an exciting and vibrant programme in which pupils are encouraged to continue exploring, learning and growing in key developmental areas.

Nobel ECAs programme 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 pre-existing skills, whilst providing additional ways for the school to assist parents when managing their work-home balance.

Clubs are organised termly, begin in September, and more information will be received by all parents before the start of the term.

The full list of activities on offer can be found on our website, alongside an extensive brochure and a direct link to enroll your child in their chosen activities. Please see the below link for more information, or contact Filipa Magalhães, Nobel ECAs, directly on **eca@nobelalgarve.com.**

To acess the website page, please click **here**.

For performer potential

For creative potential

For cultural potential

For innovative potential

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 pupils and offer a wide ranrange of instruments as well as orchestra voice and rock band.

Lessons can be booked through this link, or by calling +351 910 142 664 (Grace Borgan) or +351 912 750 763 (Susan Hammond).

Outdoor learning

At Nobel Algarve Lagoa, 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 through an extensive school trip programme.

Our Outdoor Learning programme begins from Pre-School, with Forest School remaining a key part of the curricula, building resilience, understanding of the importance of nature and sustainability, and helping to consolidate in class learning. This outdoor learning is encouraged all throughout the school, with lessons taken outside on a regular basis, giving pupils the possibility to enjoy our fantastic campus, and step out in to fresh air.

Our Horta Pedagógica (Pedagogical Allotment) is used throughout several key years, allowing pupils the opportunity to take responsibility for their own plants and crops, whilst understanding the importance of biological produce.

The Duke of Edinburgh 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.

To learn more about our Outdoor Learning scheme and to access our The Journey booklet, please click **here**.

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Shaping the world

a proud member of
globeducate