



IPS Cascais
BRITISH
INTERNATIONAL
SCHOOL
—
PORTUGAL

Welcome Pack 2026/2027

Updated October 2026

Welcome Pack | IPS Cascais British International School



Welcome to IPS Cascais British International School

Dear Parents and Guardians,

Welcome to the IPS community. We are delighted to have you join our family and are excited to embark on this educational journey with you. As you prepare to start school in September, we want to extend a warm and heartfelt welcome to each and every one of you.

At IPS Cascais, we pride ourselves on fostering a supportive and inclusive environment where every pupil can achieve their individual potential. Our dedicated staff and teachers are committed to providing a high-quality education that nurtures curiosity, creativity, and a lifelong love of learning. We believe in the importance of a positive partnership between home and school, and we look forward to collaborating with you to ensure your child's success and well-being.

There are many opportunities ahead for growth, discovery, and making lasting memories. We encourage you to get involved in the various activities and events we have planned throughout the year. Whether it's participating in classroom activities, joining the Parent Teacher Association, or attending school events, your engagement and support are crucial to our vibrant school community.

Please do not hesitate to reach out if you have any questions as you settle in. Our teachers and staff are here to help you every step of the way.

Once again, welcome to IPS Cascais. We are thrilled to have you with us and look forward to a wonderful year ahead.

C. Starling.

Warm regards,

Chris Starling
Executive Head

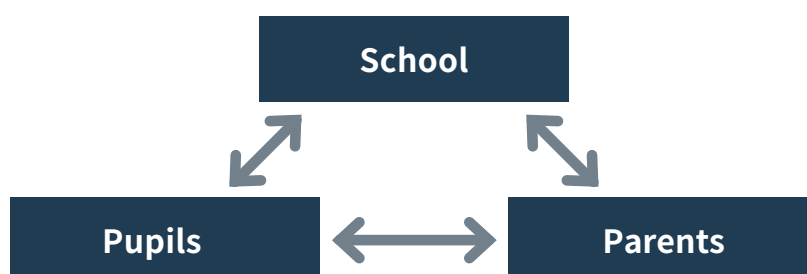


Communication between Home and School

One of our aims here at IPS is to foster an excellent partnership between home and school, encouraging clear and constructive communication.

Please ensure that you have provided the school office with your most up to date contact information including emails and local phone numbers. We communicate predominantly via email and every week you will receive a weekly newsletter. Please be sure to check these communications as they will contain important information about school life such as key updates, events to look forward to, and even the lunch menus.

You will also receive specific classroom updates from your class teacher on a weekly basis. Please be sure to add the school mailing addresses as ‘trusted senders’ to avoid messages ending up in your spam folder.



When should I contact the school?



Please do not hesitate to get in touch if you have any questions or concerns. We may ask you to specifically send an email in certain cases to ensure we have a record of your request.

Reasons to contact the school include:

- If your child is going to be absent for any reason.
- Allowing another adult to collect your child
- Changes to services (lunches, transport, after-school activities)
- Providing permission for a field trip, school camp, sporting event, etc.

Please ensure that you inform your class teacher, as well as the School Secretary in the office.



Useful contacts

Role	Name	Email address
Leadership Team		
Executive Director	Christopher Starling	cstarling@ipsschool.org
Head of Primary	Leo Holdstock	lholdstock@ipsschool.org
Deputy Head Primary	Charlotte Nash	cnash@ipsschool.org
Deputy Head Secondary	Megan Lawson	mlawson@ipsschool.org
School Office		
Primary School Secretary	Carolina Ferreira	office@ipsschool.org
Secondary School Secretary	Sandra Pinto	office@ipsschool.org
Accounts Manager	Mara Oliveira	accounts@ipsschool.org
School Nurse	Sofia Morais	nurse@ipsschool.org
Marketing & Admissions Manager	Emma Starling	estarling@ipsschool.org
Phase Leaders		
Foundation Stage	Anna Comfort	acomfort@ipsschool.org
Key Stage 1	Michelle Farrell	mfarrell@ipsschool.org
Lower Key Stage 2	Tom Kimber	tkimber@ipsschool.org
Upper Key Stage 2	Maeve Doherty	mdoherty@ipsschool.org
Key Stage 3	Luke Provis	lprovis@ipsschool.org
Key Stage 4	Zara Cameron	zcameron@ipsschool.org



Teaching staff

You are more than welcome to contact your child's class teacher if you have a question. Please be mindful that they are teaching during the day and it may take some time for them to reply. They will try to get back to you as soon as possible.

You will receive your class teacher's email address in September.

Give us a call

The office is open 8:30am to 5:00 pm, Monday to Friday

+351 214 570 149



Wellbeing and Safeguarding

Nothing is more important to us than our pupils' well-being. Children are recognised as individuals with a variety of personal and complex needs and we do our best 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 relevant colleagues:

Designated Safeguarding Lead (DSL)

Helen McKenzie (hmk@ipsschool.org)

Deputy Designated Safeguarding Lead (DDSL)

Luke Provis (lprovis@ipsschool.org)

Deputy Designated Safeguarding Lead (DDSL)

Charlotte Nash (cnash@ipsschool.org)

A Well-Rounded Education

At IPS the pupils will take part in Personal, Social, Health, and Economic (PSHE) education, a crucial component of the curriculum. It plays a significant role in equipping pupils with essential knowledge, skills, and attributes necessary for their overall development and well-being.

As pupils progress through secondary school, PSHE education evolves to include a broader, more global outlook, helping pupils to become informed and active global citizens.





Uniform

September 2026

Pupils from Year 1 to Year 11 at IPS Cascais are expected to wear school uniform on a daily basis. The requirements for each year group can be found below.

Children in Nursery and Reception can wear their own clothes, as long as they are functional and you do not mind them getting a bit messy.

The uniform policy aims to:

- To encourage self-respect and pride in the school.
- To promote a professional approach to learning.
- To help promote a well-ordered environment in which to learn.
- To help our pupils look well-presented and smart.

We want pupils to feel comfortable and so there are a number of items that can be purchased and worn to best suit your child.

Currently uniforms can be purchased directly from TOGS - <http://bit.ly/4nF6Lq1>



Primary Uniform

Year	Girls	Boys
Nursery	Uniform is not compulsory for children who attend the Nursery and Reception but we ask that anything worn is appropriate for activities at school, including physical education, running around at playtime, etc. We do ask that parents purchase a bookbag in order to safely transport library books.	Uniform is not compulsory for children who attend the Nursery and Reception but we ask that anything worn is appropriate for activities at school, including physical education, running around at playtime, etc. We do ask that parents purchase a bookbag in order to safely transport library books.
Reception		
Year 1	<u>Daily Uniform</u> - Grey trousers / Skort / Skirt - White polo shirt with logo - Navy pullover - Softshell jacket - Dress -Black/blue or white socks <u>Physical Education (PE)</u> - Tracksuit top / Hooded Sweatshirt - Tracksuit bottoms - White short sleeve t-shirt with logo - Sport shorts	<u>Daily Uniform</u> - Grey trousers / Skort - White polo shirt with logo - Navy pullover - Softshell jacket -Black/blue or white socks <u>Physical Education (PE)</u> - Tracksuit top / Hooded Sweatshirt - Tracksuit bottoms - White short sleeve t-shirt with logo - Sport shorts
Year 2		
Year 3		
Year 4		
Year 5		
Year 6	Children can wear their own shoes, but they must be practical, and predominantly black or white in colour.	





Secondary Uniform

Year	Girls	Boys
Year 7	<p><u>Daily Uniform</u></p> <ul style="list-style-type: none"> - Grey trousers / Skirt - White polo shirt with logo - Navy pullover - Softshell jacket - Burgundy / Grey socks - Black school shoes 	<p><u>Daily Uniform</u></p> <ul style="list-style-type: none"> - Grey trousers / Grey shorts - White polo shirt with logo - Navy pullover - Softshell jacket - Burgundy / Grey socks - Black school shoes
Year 8	<p>*We do not mind if children wear their own coats during wet or particularly cold weather.</p>	<p>*We do not mind if children wear their own coats during wet or particularly cold weather.</p>
Year 9	<p><u>Physical Education (PE)</u></p> <ul style="list-style-type: none"> - Tracksuit top / Hooded Sweatshirt - Tracksuit bottoms 	<p><u>Physical Education (PE)</u></p> <ul style="list-style-type: none"> - Tracksuit top / Hooded Sweatshirt - Tracksuit bottoms
Year 10	<ul style="list-style-type: none"> - White short sleeve t-shirt with logo - Sport shorts 	<ul style="list-style-type: none"> - White short sleeve t-shirt with logo - Sport shorts
Year 11		



More information

Further guidance:	
Jewellery and Makeup	<ul style="list-style-type: none">• All jewellery including wrist ties MUST be removed for P.E. lessons for safety reasons. Please ensure that your child can easily remove such items.• Only 1 set of stud earrings allowed.• Makeup and nail varnish is not to be worn. Nails must be short.
Shoes	<ul style="list-style-type: none">• Shoes need to be practical, and mostly black or white in colour. Open-toed options are not permitted for safety reasons.
PE Footwear	<ul style="list-style-type: none">• Converse, Vans, and plimsolls are not suitable for PE.
Belongings	<ul style="list-style-type: none">• No personal belongings should be brought to school by children, unless requested by the teacher. Valuable items may get lost or damaged and should remain at home. Weapons (real or pretend) and any potentially dangerous items are banned from school. Trading cards and stickers or the latest 'fad' are dealt with on an individual basis; complications and issues are discussed with staff, School Council and children during assemblies.
Phones	<ul style="list-style-type: none">• The school has a no phone policy. Pupils should not bring mobile phones into school. If parents insist on sending them for safety reasons, phones must be handed in during school hours to the class teacher for safekeeping. The school will not accept responsibility for any loss or damage to a child's mobile phone.• Today, personal electronic devices can take many forms; from smart watches to e-book readers (Kindles). All forms of these devices are discouraged and should not be brought in unless there is a specific educational purpose. The school will not accept responsibility for any loss or damage to a child's personal electronic device.

How to order

Uniforms can be purchased directly from our supplier, TOGS. You can purchase online via their website, or visit their store in person. Details can be found below:

Website: <https://togsuniformes.com/>

Address: R. Cheínhos 118, 2645-106 Alcabideche



Equipment 2026/2027

KS1 & KS2

IPS will provide all school materials that your child will need. Classrooms are fully stocked with pencils, pens, and any other necessary equipment. All notebooks are also provided by the school.

Our bookbag is part of the school uniform and we ask that all parents purchase one for their child. These bookbags allow school work and library books to travel home safely without getting damaged or lost.

The only items your child needs in their backpack are:

Equipment Required
Reusable water bottle and sun hat
Snack (morning & afternoon)

***IMPORTANT: Please remember to label all of your child's belongings so they don't get lost!**

***IPS is a NUT-FREE ZONE, please refrain from packing snacks with nuts**



Secondary School

In Secondary School, we encourage pupils to be organised and independent. With this in mind, it is essential that all pupils come to school in September, fully prepared with their own stationery. To make sure every pupil can engage fully in their lessons, we ask each pupil to bring the items listed in the stationery list below.

Having the correct stationery and equipment will help maintain a consistent and effective learning environment for all.

Equipment Required
Oxford dictionary (plus a first-language-to-English dictionary for EAL pupils)
Transparent pencil case (30cm)(for exam purposes)
Blue or black pens x2
Green pens x2
Pencils (HB) x2
Coloured pencils
Pencil sharpener
Rubber (eraser)
Highlighters (at least 2 colours)
Scissors (rounded tip)
Glue stick
30 cm ruler (mm and cm)
Scientific calculator - Casio FX85plus or Casio fx-85GTX
Geometry set (protractor, pair of compasses and set square)





School Calendar 26/27

August 2026						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2026						
M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Public Holiday
  School Holiday
  First Day
  Last Day
  Welcome Afternoon
  Inset Day

Shaping the world

IPS BRITISH INTERNATIONAL SCHOOL CASCAIS | (+351) 214 570 149 | INFO@IPSSCHOOL.ORG | WWW.IPSSCHOOL.ORG



Primary School Timetable

Morning	
8.30am - 9.00am	Children to arrive at school
9.00am - 9.10am	Registration/Lessons begin
10.10am - 10.30am	Morning break
Lunch	
11.30am - 1.00pm	Lunch break (Nursery and Reception)
12.30pm - 1.30pm	Lunch break
Afternoon	
1.30pm - 3.30pm	Lessons
3.30pm	School day ends

* If children are not collected by their parents by 3:30pm, they will automatically be taken to after-school supervision, for which you will be charged.



Primary Morning Routine



Rise and Shine!

Gates open at 8:30am and the school day starts at 9am. To reduce congestion, we have different entrances for each year group, and a separate gate for those using the bus service:



**Main entrance
(Atrium)**
[Years 3 to 6]



KS1 gate
[Nursery to Year 2]



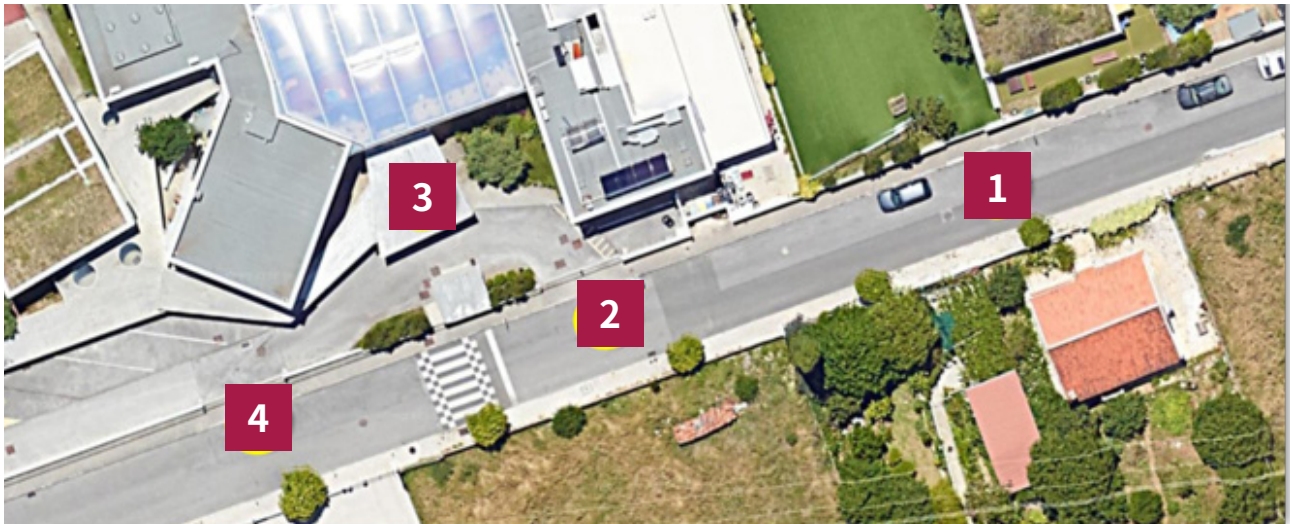
Bus gate

Punctuality

We know it can sometimes be a challenge in the morning to get children dressed, fed, and out the door; but getting to school on time is important. Arriving late can be very disruptive and your child may miss out on receiving important information. The registration period also helps your child to prepare for the day ahead.

School Drop Off Points

For safety and to improve the flow of traffic, please be aware of the following:



1: [KS1 Gate] Our Nursery, Reception and KS1 children enter through this gate. We have members of staff at this entrance to help welcome the children into school. Please be wary of children crossing the road here, as well as car doors opening suddenly.

2: [Main entrance] You can either drive into the drop off zone (3) or simply head down the road to find a parking space. Please note that this gate is only open in the morning as it is used by the school buses in the afternoon.

3: [Drop off Zone] Stop in this zone to let your child out of the car, give them a kiss, and send them on their way. Staff will be present to welcome your children in. Please be aware of the cars behind you and do not leave your car unattended.

4: [Bus gate] Exit through this gate after dropping off your child but please be very careful. Buses enter and exit through this gate and you will be joining the road with passing traffic.

Please drive slowly at all times and do not speed away once you are free of the gates.

Secondary School

The Secondary School journey is one of increasing independence, moving towards more individual study and ultimately culminating in IGCSEs and A-Levels. Along with preparing for these internationally recognised examinations, our secondary courses equip pupils with the critical and creative thinking skills, and knowledge they will need to become proactive, confident global citizens who can shape the world.





As with our Primary School, we closely follow the National Curriculum for England adapted for our international environment. To support our pupils through these important years of development, they meet every day in a tutor group and have a form tutor who acts as their main pastoral point of contact during the year.

We are committed to providing enriching experiences outside of the classroom and encourage participation in sporting activities, music and drama groups, and other clubs and activities. Secondary School pupils have the opportunity to take part in popular study trips which provide the opportunity to put lessons learned into historical, scientific and cultural contexts.

As pupils progress through school, preparing for university becomes a key feature of our curriculum. Our careers counsellor will provide specialist guidance to pupils applying for further study after leaving school.



Secondary School Timetable

8.30am	Pupils to arrive at school
8.40am - 9am	Registration/Lessons begin
10.10am - 10.30am	Morning break
10.30am - 12.30	Lessons
1.30pm - 4.15pm	Afternoon lessons
4.15pm	School day end



Outdoor Learning & The Journey



At IPS Cascais we believe we can challenge ourselves and take risks through a range of outdoor learning experiences that we offer as part of our curriculum.

Outdoor learning enhances physical health, cognitive development, and emotional well-being through exercise, exposure to sunlight, and dynamic, engaging experiences. It reduces stress, boosts mood and self-esteem, and fosters social skills like teamwork and communication. Additionally, it provides real-world, interdisciplinary learning opportunities, promoting environmental stewardship and holistic development.

The Journey is an integral part of our curriculum. It is based on a sequential programme of skills in the Primary and Secondary Years, building on existing co-curricular learning, outdoor learning framework, skills and physical challenges and community service. It culminates in the Duke of Edinburgh Award scheme for senior pupils.

The Journey | IPS Cascais BRITISH INTERNATIONAL SCHOOL



House System

At IPS, pupils are divided into four houses. Each house competes throughout the year to earn points through various activities. Pupils can earn points for their house by demonstrating good work, positive behaviour, and participating in events. The house with the most points at the end of the year wins the prestigious house cup.

Significant events that can earn substantial points for your house include:

- Eco initiatives
- Dodgeball tournament
- Debating competition
- Poetry slam
- Cross country
- Sports day

And many more exciting activities.

Join in, do your best, and contribute to your house's victory!



Terra



Mar



Sol



Floresta



VivaHUB

After School Activities

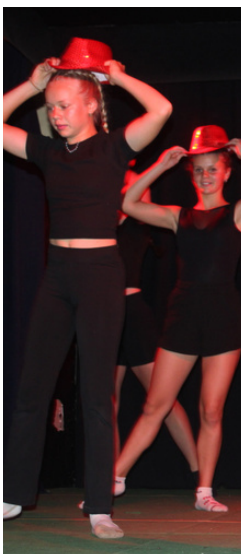
We are proud to offer our annual extracurricular programme, VivaHUB, designed to help our pupils to discover hobbies and interests.

The concept of VivaHUB isn't just a list of after-school clubs; it is an exciting, vibrant programme in which children can continue exploring, learning and growing in various key areas.

Organised into themed pillars, pupils can venture into a new area of interest or hone their skills in something 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. Clubs will begin in September, and you will receive more information once the school year starts.

Find out more about VivaHUB on our Website by clicking on the link below
<https://www.ipsschool.org/beyond-the-classroom/vivahub>



ArtisticHUB
For performer
potential



CreativeHUB
For creative
potential



CulturalHUB
For cultural
potential



InnovationHUB
For innovative
potential



WellbeingHUB
For athletic
potential

Parent Teacher Association (PTA)



Welcome, we are so thrilled to have you join our school family. The PTA is the heartbeat of our community, acting as the bridge between home and school to ensure your children have the most enriching, educational experience. Whether you have an hour a month or a day a week to spare there is a place for you here. We look forward to meeting you and working together to support our amazing pupils.

We support a range of charities throughout the year and fund educational experiences and activities, from bake sales, to book sales, to international days, to silent auctions, to movie nights and fairs, the opportunity to get involved is endless.
-Farrah Keddah & Jen Posey, PTA Chairs.

Meet the team!

Role	Name	email
Co-chairs of the Primary School PTA	Farrah Keddah Jenny Posey	elkfarrah@gmail.com jennymcposey@gmail.com
Co-chairs of the Secondary School PTA	Ant Lavie Jenny Posey	anat@lavie.family jennymcposey@gmail.com
Treasurer	Lina Borisova	sevdalina_b@yahoo.com
Events	Alexandra Ponsioen	asponsioen@gmail.com
Digital Health Group	Richard O 'Gorman	richard_ogorman@hotmail.com

We love meeting new faces, we will have a dedicated PTA table set up in reception during the Welcome Afternoon, please come come and say hello.

If you want to get involved please email us at pta@ipsschool.org or pta.secondary@ipsschool.org
via Whatsapp <https://chat.whatsapp.com/FUofm8PDYfOD7L1118dQ84?s=cl&p=i&ilr=1>

Services

School transport and lunch are optional services that you can use to make life easier.

For almost 40 years, IPS has worked closely with a small bus company (Mario Bus) run by Mario Gregorio and his family. The service is door-to-door, operating in areas from Malveira da Serra to Lisbon. If you live too far from the usual zones then a pick up point or an alternative needs to be found.

Every effort is made to ensure that children do not spend too long on the buses, although inevitably the further away parents live from school, the longer the journey. Please be aware that routes do change from year to year as children leave and new children enrol, but the same principles of journey times and safety always apply.

Please email the office if you would like to arrange this service (office@ipsschool.org).



School Lunch

IPS has employed the services of an Executive Chef, to plan, freshly prepare and cook meals in the school kitchen.

Every day you can expect a soup to start, followed by a main meal (meat or vegetarian). For dessert, a variety of fresh fruit is always available and occasionally the children might receive a sweet treat. Meals are well balanced and every effort is made to ensure they are healthy, varied, and also take into account what children like to eat.

Please email the office if you would like to arrange this service (office@ipsschool.org).

Welcome Afternoon, Tuesday 1st September

We are excited to invite you to our IPS Welcome Afternoon, a special day to help you and your child feel comfortable and excited about the upcoming school year. Here are the details:

Welcome Afternoon Tuesday 1st September	
Time	Year
1PM - 3PM (Drop-in Event)	All Years

Children in our Early Years and Foundation Stage will receive a particular time slot to arrive so that all parents have time to chat with the teacher. Children starting in other year groups can arrive anytime between 1 PM and 3 PM. This is a wonderful opportunity to:

- Meet your child's class teacher
- Explore the classrooms
- Settle any first-day nerves

Club leaders from our various extra curricular activities will also be present to provide information about the exciting options we offer after-school.

This is a relaxed and informal afternoon, so children do not need to wear their uniforms on this day.

We look forward to seeing you there.

Future dates for your diary	
Date	Event
Friday 11 September	Primary School parents Wine & Cheese Evening - come and meet the staff & PTA
Friday 18 September	Secondary School parents Wine & Cheese Evening - come and meet the staff & PTA





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