

Internal Regulation



ÍNDEX

1. Vision	3
2. Mission	3
3. Presentation	4
4. Academic year organization	4
5. Entry, Movement and Exit within CSi	5
6. Students enrollment and admissions	5
7. Fees	6
8. Uniform	8
9. CSi Activities(a CSi) e study visits	9
10. Reception/ Office	9
11. Canteen / Kitchen	10
12. Transport	10
13. Personal items	11
14. Mentors	11
15. Assessment	12
16. CSi 's Organizational Chart	13
17. Educational Community	14
18. Attendance and Punctuality	17
19. Excellence in Education	18
20. Behaviour	18
21. Omitted situations	19
22. Validity	19
Annex: Organigram	20

Our Vision

We will differentiate and personalize our delivery of the curriculum to encourage and empower our students to reach their full potential and contribute as global citizens

Our Mission

By achieving a balance between academic, social, cultural and physical activities, our purpose is to create a stimulating and active learning environment within which all members of our community can achieve their full potential. We aim to foster our students' intellectual curiosity which will last throughout their lives

3. Presentation

- 3.1. The **Colégio Santiago Internacional** shortened to CSi is a School of excellence that began its activity in the academic year 2012/2013. Located at Praça Zacarias Guerreiro n ° 29, 8800-391 Tavira.
- 3.2. The main building has 2 floors, the ground floor where the main services are located, such as, canteen, reception, library, common room, staff room and administration. On the 1st floor is taught the secondary phase with specific classrooms such as Music, Arts, Laboratories and also a Hall.
- 3.3. In the school year 2012/2013 the ground floor was open with classes from Foundation to Year 9;
- 3.4 In school year 2013/2014 the ground floor was open with classes from Foundation to Year 12;
- 3.5. In the school year 2014/2015 the ground floor was open with classes from Foundation to Year 13;
- 3.6. In the school year 2017/2018, the first floor was opened with 3 extra classrooms and a specialized Science Lab.
- 3.7. The CSi has two leisure facilities in the main building, the atrium, where kids can play educational games and socialize. The main outer space contains a soccer court, volleyball and basketball, as well as an area dedicated to primary school and all the surrounding spaces for further integration of all children. There is also a vegetable garden and fruit trees.

4. Academic year organisation

- 4.1. The curricular timetable is organised following the internal policies of the **Colégio Santiago Internacional**.
- 4.2. The use of uniform is compulsory in CSi and this can be purchased on the [website \(https://www.colegiointernacionaltavira.pt/students/uniform\)](https://www.colegiointernacionaltavira.pt/students/uniform).
- 4.3. The opening hours are from 8.30am to 5.30pm for secondary school.
 - 4.3.1. The registration for secondary school starts at 8.45am, where students should go to their classroom where they will be instructed by their teacher / mentor of the organization of the day. From 9am curriculum activities begin in blocks of 1 hour according to different years. At the end of the day there will be another Registration at 4pm.

Pupils MUST attend REGISTRATION otherwise they will be marked late.
 - 4.3.2. The registration for primary school starts at 9am where students should go to their classroom where they will be instructed by their teacher / mentor of the organization of the day from 9.10 curriculum activities begin in blocks of 40 minutes according to different years. At the end of the day there will be another Registration at 3.20.

4.3.3. From 4:30 pm to 5.30pm the school is open for extra-curricular activities, this has an extra cost for parents. At the beginning of the academic year the different extra-curricular activities timetable is given to parents.

5. Entry, movement and exit in CSi

- 5.1. Teaching, non teaching staff and students have access to the school as well as other identified and authorised people.
- 5.2. At time of arrival, students should enter by the school's main entrance, any visitors must go to the main office to be identified and be given permission to enter or not and /or stay in CSi. People that have no permission to enter or stay in the premises may be subject to legal proceedings. Whenever parents need to talk about their children's progress, they should require a meeting with the mentor or teacher according to everyone's availability.
- 5.2.1. During the pandemic time all staff, pupils and visitors must wear mask inside the premises.
- 5.3. Within CSi premises people should walk in a calm and orderly way to preserve silence and concentration throughout the school day students have breaks and their own spaces where they can run and play.
- 5.4. In CSi there are places of restricted access, such as staff room, kitchen, staff toilets and other personnel duly marked spaces where students should go only when properly authorised.
- 5.5. To ensure the safety of students when registering please complete a form identifying the people authorised to collect the student or if he/she has permission to exit school by themselves.
- 5.6. If the students leave at lunchtime, parents will have to collect them from the office or sign a release form.
- 5.7. CSi does not allow any student to leave the premises without an authorisation.
- 5.8. If you need to collect your child(ren) during the school day, please inform in advance.
- 5.9. Collection of students must be done between 3.30pm and 4pm for primary school and between 4.10pm and 4.30pm for secondary school at the back of the school (playground).
- 5.10. CSi will **NOT** be responsible for the child left in the premises after 4.30pm.
- 5.11. The Management Team reserves the right to not allow the entrance within CSi facilities of people outside the school, as written in article nº 38º, nº 1. al. a) e e) of the Portuguese Law 152/2013 from 4th November, for the safety of CSi students and staff

6. Enrollment and student admission

- 6.1. The admission of new students in CSi is the responsibility of the Management Team after meetings with parents and students.

- 6.2. The Management reserves the right to not accept re-enrolments of students when during the academic year parents/students or carers did not integrate completely in CSi community or were disrespectful towards staff and community or committed other acts that go against parents, students duties (see part 17).
- 6.3. Students who have brothers / sisters or family members attending CSi have priority in School enrollment
- 6.4. Upon registration CSi's office delivers to parents / guardians the following documents:
- Registration form;
 - Fees and Services;
 - Use of the Uniform Policy
 - Medical Questionnaire;
- 6.5. CSi's internal regulation can be read on the web site
<https://www.colegiointernacionaltavira.pt/>
- 6.6. The following documents should be given in the office:
- Passport photocopy (parents & children)
 - Photocopy of Vaccination card (if applicable)
 - Medical Certificate
 - Proof of parent's address (Water bill, electricity bill or residence).
 - Registration fee and deposit
- 6.7. **All Parents/guardians when signing the Application Form for their child, declare to accept and respect CSi rules.**
- 6.8. **CONFIRMATION** of registration for the new school year **MUST** be made until April the 30th of the current academic year. If students are leaving CSi for the following academic year, **written notice MUST BE GIVEN UNTIL THE 30TH OF APRIL, otherwise CSi may fill the vacancy by another student and will not return the deposit of 600€.**
- 6.9. CSi accepts applications throughout the year upon availability of places.
- 6.10. **In case of cancellation AFTER the 30th of April implies that the Deposit will be kept by CSi.**
- 6.11. **If Pupils leave CSi before the end of academic year a term's notice must be given to CSi in a registered letter so that deposit is refundable. If a term's notice is not given CSi will not refund the deposit. Fees are always payable to the end of each term.**
- 6.12. All money paid in fees and services is not refundable regardless of the reason of leaving.
- 6.13. Pre-registrations are also accepted, if there are no places available, the student will be placed in a waiting list, the student will only be enrolled if the registration fee is paid.

- 6.14. The amount paid on registration or renewal of registration is non-refundable, regardless of the reason for cancellation. The enrollment gives the right to attend CSi by accepting the terms and conditions in this Internal Regulation and the payment of the corresponding fees
- 6.15. Students enrolled in CSi are covered by school insurance.
- 6.16. CSi's cancellations have to be communicated to the office in writing by registered letter.
- 6.17. In case of cancellation if there are still outstanding amounts due to CSi after the deposit is used, then the student file is retained in CSi until the outstanding balance is paid.

7. Fees

- 7.1. Fees can be payed monthly, termly or annually
- 7.2. Full payment is required in the month that the student enrolls **regardless of the time of the month enrollment is made.**
- 7.3. The monthly fee must be paid by the **5th of the month** to which it relates.
- 7.4. Payment can be made as follows:
- Payment in cash;
 - Using our multibank machine in the office;
 - Payment by cheque;
 - Paying by monthly direct debit to the account:
NIB: 0035 0205 00011977 03096 of CGD or
NIB: 0045 7140 40254357 19483 Box Credit Agricola with student ID.
 - Payment by bank transfer to the following account:
NIB: 0035 0205 00011977 03096 of CGD or
NIB: 0045 7140 40254357 19483 Box Credit Agricola with student ID by sending an email to info.csitavira@gmail.com to confirm payment.
- 7.5. Parents/Guardians have the choice to pay the fees monthly, termly or annually. **Payment of the latter has a 3% discount if paid before the 30th of August.**
- 7.6. In the case of siblings attending CSi a 5% discount is given to the second child and 7% to the 3rd, 4th etc in the tuition fee.
- 7.7. **LATE PAYMENTS:** Monthly payments received **on the 6th of the month** will be subject to a **8% increase** of the monthly fee.
- Thereafter the **outstanding fees will be taken from the deposit.**
- Further to this should you wish your child(ren) **to continue at CSi, reinstatement of the deposit plus the monthly fee must be paid.**
- 7.8. No student can attend CSi without the monthly fee fully paid (including food).
- 7.9. The entire month is always considered for payment, with no discounts for absences, regardless of their nature, for example Christmas, Easter or Summer holidays.

- 7.10. Expenses such as enrollment, food, transport, uniform, study visits, study rooms, extra curricular activities, art supplies, etc are excluded from fees.
- 7.11. The fees for the following school year will be updated in January.
- 7.12. Text books and exercise books are included in the fees.
- 7.13. In the beginning of the school year, parents/guardians will be given a list of basic material that students have to bring to CSi which they are responsible for (for example a pencil case with pens, pencils, rubber, etc).
- 7.14. **Textbooks are purchased and belong to CSi**, for student use, maintenance and good care of the books is the responsibility of every student, CSi may ask the parents/guardians for payment of any damage caused in any materials belonging to the school.
- 7.15. CSi's students will be given a **diary** which the student is responsible for, this is one of the means of communication between CSi and parents.
- 7.16. All students in CSi are given a personal locker where they can store their personal belongings, however CSi is not liable for any belongings left in the locker that go missing.
- 7.17. In case of lockdown, in pandemic times, pupils will be taught online and fees are charged according to our current fees.

8. Uniform

- 8.1. Uniform is compulsory at Colégio Santiago Internacional, this represents acceptance to belonging to the school community which implies an attitude of respect and ethics within the CSi principles.
- 8.2. The uniforms are exclusive of CSi and students can not attend school without using the correct uniform, respecting the use of uniform policy, exception made on school holidays where the sports uniform can be used.
- 8.3. The use of tie is not compulsory in the Summer term.
- 8.4. If pupils persistently don't use the uniform accordingly to the C.S.I. policy, after three verbal warnings there will be a written warning in their diaries and ultimately parents will be warned through the school e-mail and advised to act accordingly.
- 8.5 If the use of uniform is persistently incorrect, than parents will be called in to take pupils home so that the appropriate uniform is worn.

- 8.6. The uniform consists of:

Girl:

- Dark blue skirt + skort;

- White polo with CSi logo;
- Jacket with CSi logo;
- Shoes (dark blue/brown black);

Boy:

- Dark Blue trousers or shorts;
- White polo with CSi logo;
- Jacket with CSi logo;
- Shoes (dark blue/brown black);

For Sports:

- White t-shirt with CSi logo;
- Csi sports shorts;
- Csi tracksuit

8.7. In the use of uniform and for health and safety reasons, it is not allowed the use of earrings or any other piece of jewelry except a watch, bracelets or necklaces of any kind are also not allowed. Girls are not allowed to wear makeup or nail varnish and hair must be tight all the times. **The use of hoodies is strictly forbidden.** Unnatural hair colour is not permitted for boys and girls

8.8. The uniforms are ordered via our website www.colegiointernacionaltavira.pt directly to the supplier.

8.9. All uniform must be properly labeled with the student's name, CSi is not responsible for uniform that is not identified and left unintended.

8.10. When there are field trips, CSi students represent the school community and should wear their uniform accordingly and behave according to CSi principles.

9. Activities CSi (aCSi) and study visits

9.1. The aCSi activities are done on holiday time, these activities are planned by the teachers and the administration in conjunction with external entities with which CSi has protocols with.

9.2. When students leave CSi for any school visit or aCSi, an authorization from parents / guardians is always needed.

9.3. Such authorization must be done whenever the student leaves CSi or at the beginning of the year where the parent / guardian can sign an authorization letter.

9.4. Parents / guardians are informed of study visits and aCSi via email. There may be an extraordinary payment to the aCSi or study visits, without which students can not participate on the activity.

9.5. In case of withdrawal from aCSi and study visits amounts paid will not be refunded. As the amount payable is based on the number of children participating. Payment must be made 3 days prior of the aCSi and study visits.

9.6. CSi will ask parent/guardians information about the attendance on study visits and aCSi.

10. Reception/Office

10.1. The Office is a key element of support for the whole school.

10.2. The Office is available for any type of information or questions that parents/guardians might have. All relevant information (e.g social, financial, etc) will be sent by e-mail.

10.3. Any change in addresses, phone numbers or any other information provided to CSi must be communicated as soon as possible to the office.

10.4. The phone numbers given to CSi for emergencies must always be updated.

10.5. The CSi has a medical questionnaire which must be completed by parents / guardians.

10.6. In case of illnesses or accidents:

10.6.1. Whenever a student shows symptoms of illness (fever, bad cough, rash suspicions, etc.) The Office will contact the parents/guardians to get the child from school.

10.6.2. In the case of unjustified absences or illness for 5 consecutive days, the student may return to CSi with a medical certificate attesting that the pupil is able to attend CSi.

10.6.3. In case of accident or sudden illness, the office contacts the parent/guardian immediately using the contact numbers given by the parents to CSi, if there is a need to go to the Hospital or emergency center, a member of CSi staff will go along with the student, parents need to authorize this matter, whether using public services or a private hospital in the region (e.g Santa Maria or HPP).

10.6.4. Whenever a student gets sick and stays at home, CSi must be informed of the situation and diagnosis. Medicine should be administered at home. In case of need to administer the medicine within CSi and by a CSi member of staff, parents/guardians must fill a form with the relevant information.

10.6.5. In the event that students use the CSi transport service the authorization must be delivered to the driver, and parents / guardians must sign the form of medication that can be sent by email.

10.7. Office opening hours is from 8.30am to 5.30pm, closing at lunchtime from 1.30pm to 2.30pm.

11. Canteen / Kitchen

- 11.1. The Canteen / Kitchen is open during the day and serves the mid-morning snack, lunch and afternoon snack to students and staff.
- 11.3. Menus are prepared by a nutritionist respecting a healthy and balanced diet. CSi uses and outside provider that cooks home made meals taking the nutritionists diet.
- 11.4. CSi has implemented the HACCP system.
- 11.5. Food is not allowed outside the canteen.

12. Transport

- 12.1. CSi has a private transport service available to students, from Vila Real de Santo Antonio and from Faro/Loulé. This comes as an extra cost of 147€/month/each child.

13. Personal items

- 13.1. **Pupils should not bring money onto CSi premises. All monies must be left in the school office with the Front of the House Coordinator.**
- 13.2. **Valuable items should not be brought to CSi premises.**
- 13.3. **CSi is not responsible for any toys or objects that students bring as they are not permitted.**
- 13.4. **It is strictly prohibited to have mobile phones. ipads, iphones, PSPs or any other electronic equipment in CSi premises.**

If they are found once (first time), they will be confiscated and placed in the office, parents / guardians will have to come and get them personally, being reminded of the importance of not bringing these items to CSi.

If these electronic items are found for a second time within the premises, the objects will be **CONFISCATED UNTIL THE END OF THE SCHOOL YEAR** and given to parents / guardians on the last day of school.

14. Mentors

14.1. Mentors are the teachers who have not only the educational responsibility but also the social, physical and emotional responsibility giving the students support and guidance for a solid educational future. In foundation stage, their mentor is the class teacher.

14.2. The mentor has all the updated information of the class that he/she is responsible for both teaching (given by other teachers) as of a personal and social level (done by

observation, dialogue with students and parents / guardians), realizing that much of this information may be confidential between the Head Teacher, the mentor and the parent / guardian (e.g: issues very sensitive to the student).

14.3. The mentor is the first point of contact to parents / guardians when having any concerns / questions of educational or social level must contact the pupils' mentor, so it is necessary that all information is updated regularly and a meeting should be arranged if necessary. The mentor informs the directors of all the pupils' update information during the school year, the Directors will inform the mentors of all relevant information of students in the class for which he/she is responsible for.

14.4. There is a daily briefing meeting at 8.30am so that information between staff is more accurate.

14.5. There is a whole Staff meeting once a week (or twice if necessary) at 4.30pm.

15. Assessment

15.1. CSi as international school has a Planning, Assessment, Recording and Reporting Policy (see CSi policies).

15.2. The assessment is a tool for promoting student learning. This provides a framework for educational objectives to be set and monitor student progress this must be done together with students.

15.3. The assessment is systematically incorporated into teaching and learning strategies in order to diagnose any problems or highlight strengths. Assessment reinforces learning across subjects and curriculum.

15.4. CSi's assessment principles are:

- To monitor progress and support learning;
- To recognize students' capabilities and achievements;
- To guide future planning, teaching and curriculum development;
- To inform parents / guardians and community educational skills and student outcomes;
- To provide information to ensure continuity when the student changes class;
- Compliance with legal requirements.

15.5. The Planning, Assessing, Recording and Reporting Policy is a document for internal use and information to parents / guardians.

15.6. The student's educational background must be documented in a systematic way, so all students have an individual process that accompanies them during their time with CSi and provides an overview of the development process of the student.

15.7 The students' personal folder is mentor's responsibility (who is responsible for all information including student learning), should only be consulted in the presence of the mentor. Parents/Guardians and class teachers have access to this folder, the Office and

Directors have a constant updated copy of all student's folders, is not allowed to give photocopies of the personal folder to any parties except the office and directors. All relevant personal and educational information is recorded in student's personal file.

16. CSi's Organization (Organigram on last page)

16.1. CSi's Management Team is composed by the Head Teacher and investors Ana Alves and Deputy Head teacher Ms. Sophie Gomes, they are responsible for the CSi's strategic plan and policies, always taking into account excellence in education as CSi's fundamental strategy

16.2. Management Team

The Management Team:

- Sets CSi's Internal Regulation;
- Implement the rules, regulations and policies necessary for CSi's day do day running;
- Approve CSi's annual plan of activities;
- Manage the facilities, space and equipment and other educational resources;
- Proceed to the selection and recruitment of teaching and non-teaching staff;
- Elaborate the timetable and classes for every academics year;
- Establish protocols with other institutions;
- Prepare, organize and promote training that contributes to personal and professional development of all members of the educational community;
- Elaborate job descriptions for all teaching and non-teaching staff;
- Represent CSi.
- Promote an environment of ethics, in collaboration with all members of the educational community;
- Exercise its power, particularly in disciplinary matters in relation to the teaching and non-teaching staff;
- Exercise disciplinary authority over students;
- Assess and write reports on teaching and non-teaching staff;
- Ensure compliance with Internal Regulation and CSi Policies.

16.2. Teaching Group and staff.

It is constituted by the teachers and teachers assistants, Front of the House and Facilities Co-ordinators, these coordinate teaching and learning in CSi.

This group meets daily at 8.30pm for a briefing, and once a week in the afternoon and extraordinarily whenever convened by the Management Team or Head Teacher;

Its core competencies are:

- To prepare the educational project and contribute to its improvement;
- Make proposals for the preparation of the Annual Plan of Activities and adhere to it;
- To express its opinion on CSi's policies and contribute to their improvement and refinement;
- Plan and implement curricular, cultural and extra curricular activities;
- Comply with professional development and update teaching and non-teaching based on the needs and objectives outlined;
- Adopt the textbooks and the curriculum using different strategies;
- Discuss teaching and learning concerns, child by child and class by class;
- Discuss strategies used in the classroom;
- LEAVE COVER IN CASE OF ABSENCE.
- Plan, promote and support initiatives of formative and cultural character.
- Exercise disciplinary authority over students;

17. Educational Community

CSi believes and follows the principles of equality for all, for this reason there are rights and responsibilities of the whole school community;

17.1. Students have the right to:

- Participate in CSi's activities;
- Be treated with respect, dignity and correction by any member of the school community;
- See respected the confidentiality of information relating to personal matters;
- Be heard on all matters of interest and concern to them;
- Know the Internal Regulation and CSi Policies;
- Be informed of CSi's objectives, curriculum, program, core competencies and assessment criteria;
- Be informed about the rules of use of CSi facilities.
- Participate in CSi activities (aCSi) as well as other activities that the school participates in;
- Have assiduous, punctual, professional, competent and motivated teachers,
- Be adequately assisted in case of accident.

17.2. Students are required to:

- Engage with their work, always giving the best of themselves, and have a proper personal conduct;
- Respect the rights of their colleagues and the entire educational community;
- Assume mistakes and accept the consequences following the CSi's behavior policy;
- Punctual and have a good attendance;
- Be responsible for meeting timetables and tasks as they are assigned;
- Respect the property and assets of all members of the educational community, not using or damaging them;
- Ensure CSi's facilities preservation and cleanliness, do not throw rubbish on the floor, do not damage the material and take care of green spaces;
- Do not enter in restricted areas;
- Do not abandon school supplies or other personal belongings;
- Do not eat or drink in classrooms;
- Do not chew chewing gum in the school;
- Do not bring and use tobacco, drugs, alcohol or other harmful substances and / or illegal.
- Do not use any type of phone or electronic equipment in CSi premises;
- Follow the Internal Regulation and CSi Policies;
- Use uniform appropriately, respecting CSi's use of uniform policy.

17.3. Teachers and Staff are entitled to:

- Participate in CSi's educational process;
- Participate in training activities that contribute to their personal and professional development;
- Have access to information inherent to educational functions;
- Use technical support, documentation and material given by CSi's administrative services;
- Be treated with respect, dignity and correction by any elements of the educational community;
- See their security preserved in professional activity as well as the confidentiality of their personal life;
- Express themselves freely but respect others opinions;
- Plan and participate in projects that CSi is involved with.

17.4. STAFF have a duty to:

- Know and contribute to the improvement, enhancement and reinforcement of the Internal Regulation and CSi Policies;
- Contribute for a good working environment for all members of the educational community;
- Respect each student as a person;
- Maintain an environment for effective teaching and learning taking into consideration the capabilities of all students;
- Show competence and self awareness;
- Be diligent and punctual in all curricular or non-curricular activities they are involved with;
- Be an example of good character and conduct for students and the whole school community;
- Inspire students the desire for a good academic and social performance;
- Intervene, pedagogically, in and out of the classroom when incorrect situations occur;
- Communicate to classes mentors, the directors and parents (when necessary) information relating to students;
- Respect the confidential nature of information concerning students and families;
- Cooperate with other stakeholders in the educational process for obtaining information from the student's personal file;
- Advise students on how to conduct themselves within school facilities;

17.5. Parents/Guardians have the right to:

- Have access to CSi's information regarding the Internal Regulation and CSi Policies;
- Integration of their child in the school community;
- Have information on the progress of their child and their behaviour;
- Participate in CSi's activities when requested;
- Having ensured confidentiality by the CSi team in relation to matters of a private nature;
- Collaborate with CSi's teaching / learning of their child;

17.6. Parents/Guardians have responsibility to:

- Encourage, their child to respect the entire educational community;
- Strengthen compliance responsibilities of their child;
- Value the work and CSi's authority and their employees;
- Encourage their child to do his/her best;
- Respect the Internal Regulations and CSi Policies;

- Alert the CSi for any situations or incidents that occur with their child;
- Justify the earliest possible absences by their child;
- Take responsibility for proper use of CSi's uniform, respecting the use of uniform policy;
- Be responsible for their child's attendance and punctuality.

18. CSi's attendance and punctuality

18.1. Class attendance is an important requirement for academic success. Students must be punctual and have regular attendance in order to create good working habits and a sense of responsibility.

18.2. Students registration is done by their mentor and sent to the office. In the morning students must come to the school between 8.45 am and 9am, in case of entry after 9am the student will be registered as late.

18.3. The absence of a student in an activity included in their timetable implies an absence.

18.4. Where the student is absent its justification must be submitted to the office his/her Parent / Guardian, (they can send it by mail). This must be done within 3 days after the absence occurs. An absence for other reasons besides the above mentioned are from parents' responsibility and their child/ren progress can be affected by those absences.

18.5. Are considered excused absences:

- Illness of the student, which shall be determined by a doctor;
- Death of a family member;
- Prophylactic isolation determined by infectious disease in a person who cohabits with the student, supported by a statement from the competent authority;
- Birth of a brother / sister, during the day of birth and the one immediately after;
- Outpatient treatment, which can not be made out of curricular activities;
- Assistance a sick member of the household, where proven that assistance can not be given by another member of the family;
- Religious act arising from the religion professed by the student, if it can not be made outside curricular activities and is a common practice;
- Participation in sports events or cultural events, under current legislation,
- Other factors of absences are accepted at Board of Governors discretion.

18.6. Absences are justified to the Office, filling the CSi absence form.

18.7. The office may request additional evidence if necessary.

18.8. If Parents/Guardians know in advance that the student is going to be absent, justification of absence must be submitted in advance.

18.9. In CSi students cannot give more than 10 unjustified absences.

18.10. If the student has **half of the limit of total absences**, parents / guardians are immediately called for a meeting with the mentor, where they find together a solution that ensures the effective enforcement of attendance.

19. Excellence in Education

19.1. CSi's main strategy is having an Excellence in Education, it follows an ambition and a vision of the future that targets excellence in CSi students future This is part of not only academic excellence but also the social commitment to the local community.

19.2. Excellence in education affirms and explains CSi as an educational and trainer not only for children but also as professional developer of adults.

20. Behaviour

20.1. The **Colégio Santiago Internacional** promotes attitudes and behaviors that ensure that every student benefits from all educational opportunities, included in CSi Policies.

20.2. It is requested for this purpose, that all educational community of CSi, teaching and non teaching staff to be alert to any behavior that can disrespect CSi rules.

20.3. Students must behave in order to ensure the normal functioning of the CSi activities and good relationships in the school community.

20.4. CSi has a NON-ZERO tolerance for Bullying, as defined in our Internal Policies.

20.5. Compliance with behavior rules extends to activities both inside and outside CSi premises. The behavior policy is an internal document of CSi that must be followed and respected.

20.6. Rewards and Sections.

We have a variety of rewards and sanctions aimed at promoting positive behaviour from all our pupils.

Each class has a system of rewards for effort and attainment which is designed to be relevant and motivating for the pupils. This Effort Point reward system allows for the recognition and promotion of good work and positive attitude, both in class work and school life in general.

Each week, the class and pupil who have won the most effort points in the previous week have their names displayed in the foyer. Award certificates are presented to children whose effort, attainment and behaviour has been consistently worthy of recognition.

Sanctions are devised and given out at the discretion of individual teachers. These may take the form of withdrawal of privileges or detention.

If problems of behaviour persist, then a meeting will be arranged between the class teacher and the parent of the child and the Head Teacher or Deputy Headteacher

The Headteacher is empowered to suspend or, in serious breaches of discipline, to exclude pupils.

We consider SERIOUS BREACHES to be:

Consistent bullying behaviour;

Consistent Rudeness and bad language.

Consistent use of electronic equipment forbidden in CSi premises;

Consistent ill-respect for school premises (breaking furniture, drawing in walls etc)

And any other non appropriate behaviour that does not follow the CSi rules and Regulations

21. Omitted Situations

Every situation that is not in this regulation shall, if appropriate, be resolved in a timely manner by the Directors, and without detriment of existing legislation.

22. Validity

This Internal Regulation starts on the 3rd of September 2018 and will be reviewed after one year, i.e, 1st of September 2019.

This document is always in constant evaluation and development

Csi School Organigram

