



KING'S COLLEGE SCHOOL

CASCAIS



TERMS & CONDITIONS

2023-24





**KING'S COLLEGE SCHOOL**

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Dear Parents,

**Welcome to King's College School, Cascais for the new academic year 2023-24.**

As within any community, clear rules and guidance help us establish shared values. As a diverse community with different cultural backgrounds, we believe we are stronger together and as a community we need to be aligned to ensure every child thrives.

We invite our Parents/Guardians to view our Terms and Conditions as a guide to outline our expectations and see them as a pathway for success.

To maintain a positive international school atmosphere and culture, we will apply the Terms and Conditions fairly and consistently. In addition to our Terms and Conditions being very important to the smooth functioning of King's College School, Cascais, they are also very important for our students - we do not want to limit our students in any way, but rather wish to prepare them for successful and harmonious lives within a global community.

King's College School is committed to the holistic development and happiness of every child. We firmly believe that, with a shared understanding and implementation of our expectations we can ensure we can deliver our educational vision within a safe learning environment. Our Terms and Conditions have been designed to enhance the students' learning processes as well as their academic and personal success.

We thank you for choosing King's College School, Cascais and recognise that we are stronger together. Your role within our community as an active Parent/Guardian is essential if we are to succeed. We rely on your collaboration, help and support in complying with and aligning with our King's guidelines and spirit!

Please do not hesitate to contact us if you have any questions or concerns regarding our expectations.

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**COURAGE    CURIOSITY    COMMUNITY**

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**King's College School, Cascais**

Rua Cesário Verde, 395 Pampilheira 2750-657 Cascais, Portugal

T: +351214831211 | E: [cascais@kingscollegeschool.pt](mailto:cascais@kingscollegeschool.pt) | W: [www.kingscollegeschool.pt](http://www.kingscollegeschool.pt)

An **inspired** school



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### 1. OPERATION

- 1.1. For the academic year 2023-24, King's College School, Cascais offers education for the following age groups:
  - Early Years (1 - 4 years old)
  - Primary School (Years 1 - 6)
  - Secondary School (Years 7 - 9)
- 1.2. King's College School, Cascais is open from 8am to 6pm. The school day starts for lessons at 8:30am and finishes at 4pm. A programme of after-school activities are provided from 4pm - 6pm. Due to unforeseen reasons, this schedule may be altered with prior notice.
- 1.3. Students can arrive from 8am and will be supervised in the playground until classes start. Late students must report to Reception and will be reported as late.
- 1.4. Parents and children cannot enter classrooms before the beginning of lessons unless accompanied by a teacher.
- 1.5. King's College School, Cascais Calendar dates are shared with parents at the beginning of each academic year. The school may need to close in exceptional circumstances and Parents/Guardians will be notified in advance.
- 1.6. If King's College School, Cascais is forced to close for reasons of major force (force majeure) or unforeseeable circumstances, the Parent/Guardian, once contacted, must collect the child as soon as possible. In the case of a pandemic, the school can close a specific classroom(s) or, if necessary, the entire school. These closings do not imply the refunding of tuition fees.
- 1.7. Parents/Guardian may opt for the extension period, from 5pm to 6pm. This period is supervised and has an associated cost (cost not applicable in the inaugural year).
- 1.8. The schedules for academic staff to lead the extension programme are defined according to the number of enrolled children, always respecting the ratio required by law. To guarantee that the school can operate the extension programme effectively, we ask that the Parent/Guardian respects and commits to the schedule in which they registered their child. In the case of an alteration, please notify the school's assistant by email fifteen days before the beginning of the month.
- 1.9. School entrances and exits are controlled by a member of staff. From Year 1, children can enter the school without an adult, but can only leave accompanied.
- 1.10. A child can only leave King's College School, Cascais with the authorised people listed on the authorisation form. King's College School, Cascais will never hand over a child to an unauthorised person, unless the Parent/Guardian makes a formal request in writing and identifies the person. The child will only be handed over to that person if they provide a valid ID card. The school is no longer responsible for the child the moment they are handed over to the Parent/Guardian.
- 1.11. Students cannot leave the school unaccompanied at any time.



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- 1.12. To help Parents/Guardians when collecting students by the end of the day, King's College School, Cascais allows older students (Years 6 - 9) students to bring mobile phones to school, at the owner's risk. Students must follow the following rules:
  - 1.12.1. Phones must be switched off until the end of classes, unless a teacher allows them to use their device.
  - 1.12.2. Students cannot use the mobile phone to play games, send or receive SMS or have conversations during the school timetabled day.
  - 1.12.3. Taking photographs or video recordings via a mobile phone are banned at all times.
  - 1.12.4. If a student needs to make an urgent phone call during the school day, they must go to the reception.
- 1.13. Failure to comply with these rules, will result in the phone being confiscated and parents/Guardians will need to collect. The School will withdraw mobile phone privileges for a period of time if there is repeated misuse.
- 1.14. King's College School, Cascais will not monitor phone calls and is not liable for any damage or loss of mobile phones.
- 1.15. All of the information about the child, the Parent/Guardian and family is strictly confidential, following the General Data Protection Regulation.
- 1.16. The school follows good practices of the General Data Protection Regulation. All Parents/Guardians must complete, for each student, the authorisation form about image caption and use, as well as the use of personal data for services affected to the school activity. However, with the acceptance of the present rules, the Parents/Guardian agree to the use of images in the internal scope, i.e., the capture and use of images for use within the premises of the school (classrooms and common areas). Photo-taking/video-capturing by people outside of or not authorised by King's College School, Cascais team is prohibited. It is also forbidden to share any images (photo or video) used in the school's communications (Weekly Report/Bulletin, Newsletters, etc.). King's College School, Cascais is not liable for the actions of external people (e.g. family members of students) with regard to sharing images (photo or video) taken in a school context.
- 1.17. Taking photographs or capturing videos of students or any employee from King's College School, Cascais is not permitted. Similarly, it is not allowed to make audio recordings within King's College School, Cascais's premises. King's College School, Cascais is not liable for any image or audio capturing within the school's premises.
- 1.18. All children play in the playground, unless there are extreme weather conditions.
- 1.19. Children up to 3 years old who attend King's College School, Cascais can have a nap after lunch.
- 1.20. Field trips are always accompanied by adults and will be in line with the proposed themes covered throughout the year. Annual parental consent is required for each child.
- 1.21. Children can celebrate their birthday at school and our academic staff will provide further details, age appropriate with dietary guidance. Distribution of sweets and gifts to children is not allowed.



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- 1.22. Parent presentations are exclusively for the Parents/Guardian - siblings and other family members cannot attend due to space restrictions. Whenever possible, we will send invitations to family members.
- 1.23. Communication between school and families is made primarily by email (there will be times where phone calls are a necessary form of communication). The email addresses used are the Parent /Guardian email entered in the student's information on iSAMS, of which we ask you to inform us immediately of any change in personal details.
- 1.24. King's College School, Cascais reserves the right to not renew the admission of students whose Parent/Guardian:
  - Behaves in a manner that is contrary to the school's values;
  - Does not comply with the established rules;
  - Disrespects staff members of the school;
  - Does not have the instalment payment up to date;
  - Does not attend requested meetings;
  - Does not respect school hours;
  - Does not meet the school's requirements for attendance;
  - Does not allow the school to achieve the goals set for that child.

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## 2. MEALS

- 2.1. A nutritionist has properly programmed the meals provided for King's College School, Cascais, in order to guarantee a balanced diet and the proper dietary requirements of the children. The respective menus are posted on a visible location and on iSAMS and will only be changed in exceptional cases.
- 2.2. A specialised company makes meals and they are distributed daily to King's College School, Cascais during the morning.
- 2.3. Usually the daily menu is composed of a piece of fruit mid-morning, lunch and a snack in the afternoon.
- 2.4. School procedures:
  - 2.4.1. The Parents/Guardian of a child who has special dietary needs is responsible for informing the school assistant [by email](#).
  - 2.4.2. Children with allergies (including food restrictions) should bring a medical certificate and the school will provide alternatives whenever possible.
- 2.5. If the Parent/Guardian chooses the "Diet" option permanently, please make the request by email to the school's assistant. Any alteration must be communicated to the school by the 20<sup>th</sup> day of the previous month, to ensure the school can take appropriate action.



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### 3. UNIFORMS

- 3.1. At King's College School, Cascais we believe uniform helps us create a sense of community and instil a sense of pride and belonging to the school. It also helps our students focus on their learning instead of their appearance, while making life a little easier for Parents! Please read our [2023-24 Uniform Handbook](#) which includes all things related to uniforms, including items, rules and information for purchasing.

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### 4. HEALTH AND ACCIDENTS

- 4.1. Children have a school insurance that covers personal accidents occurring during all school activities: on the school premises, recreation and leisure and outside the premises during school trips or extracurricular activities promoted by King's College School, Cascais. The insurance also covers the direct journey from King's College School, Cascais to and from the child's home - this excludes voluntary stops anywhere in between the route.
- 4.2. The school insurance works in the form of reimbursement. The Parent/Guardian should deliver the invoices/receipts with the student's name and NIF/Fiscal number, related to the expenses inherent to the accident within five working days, together with the Guardian NIB/IBAN and the clinical report given by the doctor. King's College School, Cascais will forward the documents to the insurance company, which will make the refund (if approved by the insurer).
- 4.3. The school insurance has the following maximum coverage: Civil liability: €1,500; Medical treatment expenses: €1,500; Permanent disability: €7,500; Death €1,500. Expenditure in excess of this value is the Parent/Guardian's responsibility. Please note that the school insurance excludes any damage caused to eye glasses.
- 4.4. To be admitted at King's College School, Cascais it is necessary that each child presents the [mandatory documents](#) and the updated vaccine bulletin with all the vaccines included in the Portuguese Vaccine National Programme. International students should present a doctor's certificate stating the child has all Portuguese mandatory vaccines updated.
- 4.5. For the security of all children (and to reduce the risk of spreading any contagious diseases) the Parent/Guardian, once contacted, must collect the ill child as soon as possible from King's College School, Cascais. The child can only return to school when there is no longer a risk of infecting others and has been without a fever for a period of at least 24 hours. If a child has been home for three or more days, the child can only return to school with a doctor's certificate.
- 4.6. A child should go home if one or more of the following conditions occur. The Parent/Guardian is immediately notified and the child will be isolated from the rest of the group:
  - 4.6.1. Illness that does not allow the child to participate in the activities
  - 4.6.2. Illness that needs greater attention of Staff to the point of jeopardising the health and safety of other children



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- 4.6.3. The child presents any of the following symptoms:
- Head Lice
  - Fever over 38° in the armpit or ear
  - Symptoms or signs of acute illness (such as unusual fatigue, persistent cough, irritability, persistent crying, difficulty breathing or other)
  - Uncontrolled diarrhoea ( i.e. increase in the number of dejections, increased liquidity of consistency)
  - Vomiting (persists)
  - Spots on the body accompanied by fever and strange behaviour
  - Scabies or another infestation (until 24 hours after commencing treatment)
  - Tuberculosis (until the doctor gives permission for the child to return to school)
  - Impetigo (until 24 hours after commencing treatment)
  - Scarlet fever or another infection of Streptococcus (until 24 hours after initiation of antibiotic or end of fever)
  - Chickenpox (until 6 days after end of spots and all blisters have dried up)
  - Mumps (until 9 days after the onset of the swelling of the Parotid gland)
  - Hepatitis A (until a week after the onset of the disease or until all children and personnel in the school have received a vaccination)
  - Measles (until 6 days after the appearance of the rash)
  - Rubella (until 6 days after the appearance of the rash)
  - Respiratory Disease not diagnosed
  - Oral thrush
- 4.7. The exclusion of a child with an infectious disease from the school will minimise the spread of infection to other children in the school. While in school, when a child shows signs of illness, they will be isolated from school activities. The exclusion must be seen as a means to comfort the child and safety for other children when the school cannot meet their needs.
- 4.8. Communication
- 4.8.1. Every accident or sign of disease will be communicated to the Parent/Guardian. In the case of a major accident or accentuated signs of disease, the King's College School, Cascais staff member will apply first aid treatment immediately and then communicate with the Parent/Guardian by phone. If he/she is unavailable, both Parents will be contacted. If they are unavailable, the school will take the necessary measures to treat the child.
- 4.8.2. The Parent/Guardian should inform the school of the nature of the illness that affects their child via email ([cascais@kingscollegeschool.pt](mailto:cascais@kingscollegeschool.pt)), so that the necessary measures can be taken in relation to other children.
- 4.8.3. For the child to return to School after a period of absence for having a contagious disease, a medical declaration stating that the child is healthy is mandatory. Otherwise, the Teacher cannot let the child attend school under penalty to contaminate themselves and other children.





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**4.9. Medication**

- 4.9.1. King's College School, Cascais only administers medication to children in accordance to a written doctor's prescription. The only medication administered without this authorisation is Paracetamol (unless the Parent/Guardian has unauthorised this action in the iSAMS portal).
- 4.9.2. All medication should be delivered by the Parent/Guardian to school with the following information indicated in the box below: date, child's name and medication, along with the doctor's prescription and/or the Terms of Responsibility:

**TERM OF RESPONSIBILITY FOR MEDICATION AT SCHOOL**

According to the doctor's prescription of the student \_\_\_\_\_, I hereby authorise that the medication \_\_\_\_\_ will be administered with the following dosage \_\_\_\_\_ in the following schedule \_\_\_\_\_ for \_\_\_\_\_ days from today, finishing on \_\_\_\_-\_\_\_\_-\_\_\_\_.

Cascais, \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Administered by:					
Day & Time:					

**4.10. Accidents/First Aid**

- 4.10.1. The majority of King's College School, Cascais staff members have first aid training and are informed of the procedures in case of an accident.
  - 4.10.2. At every King's College School, Cascais there is always a first aid kit, with the necessary equipment to take the first necessary treatments in case of an accident: cut, high fever, sprain, etc.
  - 4.10.3. When an accident occurs, the School will contact the child's Parent/Guardian and await their instructions. If the Parent/Guardian wants to pick up the child, the school must wait. If the Parent/Guardian cannot be reached, the school must call the emergency number 112.
  - 4.10.4. In case of any emergency, King's College School, Cascais will call 112 and try to contact the Parent/Guardian and the people listed in the authorisation form.
- 4.11. All accidents, signs of illness and medications administered are reported to the Parent/Guardian.
  - 4.12. It is the Parent/Guardian responsibility to have the personal information updated on the iSAMS portal (address, phone number, emergency contacts (other than Parent/Guardian), authorised persons to collect the child, allergies, vaccinations, etc.).



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### 5. AFTER-SCHOOL ACTIVITIES AND HOLIDAY CAMPS

- 5.1. At King's College School, Cascais we offer After-School Activities which take place after the teaching schedule with additional costs (subject to a minimum and maximum number of participants).
  - 5.1.1. All activities have limited vacancies and registrations will be on a first come first serve basis.
  - 5.1.2. Students who were previously registered in the previous academic year have priority if they enrol in the first fifteen days. After that deadline they will be considered new students.
- 5.2. To register a child in any after-school activity, it is mandatory to fill in the form during the month of August and the first two weeks of September. After this deadline we no longer accept enrolments until mid October and only those activities that have reached the minimum number of participants will be confirmed to take place. Students that did not get a vacancy will be contacted by email or telephone and given the opportunity to enrol in another activity that has vacancies. All students who are not contacted should consider their registration valid.
  - 5.2.1. From October 15th new enrolments may be requested on an instalment basis. These requests should be made by email ([activities@kingscollegeschool.pt](mailto:activities@kingscollegeschool.pt)) and will be considered and analysed by the school. We guarantee a reply within a maximum of 5 working days.
  - 5.2.2. The activity instructor is available to be contacted by the Parent/Guardian to clarify any further doubts (contacts will be given by the school). All instructors will be given the email of the respective child's Parent/Guardian registered for their activity to facilitate communication. At the time of registration, and in order to enrol the children in After-School, the Parent/Guardian must authorise the school to share their contacts to the chosen activities teachers, for any communication required.
  - 5.2.3. The lists of students enrolled in each activity will be posted at the school. It is not permitted to disclose lists by telephone. The Parent/Guardian may be contacted at this time, if necessary, to fill in any additional information.
  - 5.2.4. Activities will take place from October 1st, 2023 to June 30th, 2024. Activities are suspended during school breaks - Autumn Half Term, Winter Break, Spring Half Term, Spring Break and Summer Break.
  - 5.2.5. Classes that are cancelled due to school closings, local holidays or weather conditions are not replaced nor deducted from the instalment fee.
  - 5.2.6. If the activity provider/partner cancels one or more lessons, and if these are not replaced, a credit will be granted to the student which will then be deducted from the instalment fee.
  - 5.2.7. Whenever there is a school trip that coincides with the schedule of an after school a student is enrolled in, the activities are not compensated, though it is a situation to avoid. In the cases it occurs it is the Parent/Guardian responsibility to decide which one his child should attend.
  - 5.2.8. Whenever a student has to miss a lesson, the Parent/Guardian must inform both the school assistant and the Activities Department by email ([activities@kingscollegeschool.pt](mailto:activities@kingscollegeschool.pt)) by 12pm of



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the same day. If not informed, the school will follow the regular routine and send students to their scheduled activity. Absences do not entitle any compensation or fee adjustments.

- 5.2.9. Any enrolment cancellation is only possible at the end of each term and must be duly justified. Payments are made once per term in November, January and April.
- 5.3. Holiday Camps are available during Winter Break (one week), Spring Break (one week) and Summer Break (July) for our Early Years and Primary School students:
  - 5.3.1. Holiday Camps are organised by King's College School, Cascais partners and have an associated cost.
  - 5.3.2. Enrolment in these Camps is made exclusively through the completion of a form.
  - 5.3.3. Holiday Camps require a minimum number of children and there is a maximum number of available places. Places are given on a first come first serve basis.
  - 5.3.4. The lists of students enrolled in each week will be posted at the school. It is not permitted to disclose lists by telephone. Students that do not get a vacancy are contacted by email or telephone. All students who are not contacted should consider their registration valid.
  - 5.3.5. The Parent/Guardian may be contacted, if necessary, to fill in any additional information.
  - 5.3.6. Cancellations will only be accepted until one week before the starting date of the Holiday Camp. After this period, the activity will be charged even if the student does not attend. Exceptions will be considered by King's College School on an individual basis.
  - 5.3.7. Depending on weather conditions, adjustments in the activities can be made, but there will be no adjustment in costs.
  - 5.3.8. If activities have to be cancelled by ulterior causes not controlled by the school (e.g. pandemic) these will be adapted however possible and Parents / Guardian will be informed in due time. For the 2023-24 academic year, Holiday Camps may be restricted or cancelled according to construction and safeguarding plans.

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## 6. TEXTBOOKS

- 6.1. All notebooks, textbooks and reading books will be provided by the school. At the end of the academic year, students must return the manuals and textbooks in good condition, showing only the normal signs of wear expected after a year of use. In case the books are written in, or show wear beyond what is expected, its value will be charged to the student, at the end of the academic year. If a book needs to be replaced due to damage or loss, it will be charged.
- 6.2. Since the usual life of a textbook is three years, certain rules must be followed to ensure that they are well maintained.



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### 6.3. Rules of use:

6.3.1. You can't write in Textbooks or Reading Books

6.3.2. You can only identify Textbooks and Reading Books in the space provided for this purpose

6.3.3. Textbooks and Reading Books may be laminated with transparent paper so as not to alter any aspect of their image

### 6.4. Return of Textbooks and Reading Books:

6.4.1. Textbooks and Reading books must be returned to the School at the end of the academic year

6.4.2. The condition of the Reading books and Textbooks will be assessed upon their return and will be guided by the following criteria:

6.4.2.1. Textbooks and Reading books must be complete in number of pages

6.4.2.2. Cover properly attached to the Book

6.4.2.3. Textbooks and Reading Books without unjustified soiling or ink-stained pages that prevent or hinder their full use

6.5. The Textbooks and Reading Books that do not meet the above criteria, or are not delivered, will be charged at cover price.

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## 7. DIGITAL CITIZENSHIP

7.1. King's College School, Cascais created the Bring Your Own Device (BYOD) programme for students and teachers.

7.2. Parents/Guardian and students are required to read the rules present in the [Technology Policy & Use Agreement](#). This Acceptable Use Agreement is provided to make Students, Parents and Teachers aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. In the event of any breach of this agreement, student privileges may be terminated and disciplinary action may be applied.



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### 8. PAYMENTS

- 8.1. With the payment of the enrolment/renovation fee, the Parent/Guardian agree to pay an annuity.
- 8.2. When enrolling a child, the Parent/Guardian completes and signs a Direct Debit Authorisation form. It is King's College School, Cascais's responsibility to activate and properly maintain it. Any change implies the delivery of a new Direct Debit authorisation form to the school.
- 8.3. The payment of the King's College School, Cascais annuity can be paid in one of the following ways:
  - 8.3.1. In total, by the end of September (wire transfer and/or tickets);
  - 8.3.2. Per Term, in August, December and April (direct debit and/or tickets);
  - 8.3.3. Every month, in 12 instalments (direct debit and/or tickets) - only available for students who attended PaRK IS Cascais in 2021-22.
- 8.4. Instalment payments are made until the 15th day of each month through the direct debit system and/or tickets.
- 8.5. Billing and payment procedure is as follows:
  - 8.5.1. Monthly invoices - school trips, english development programme, psychology support and other extras are sent to the Parent/Guardian, by email until the 5th working day of each month;
  - 8.5.2. After-School Activities - activities are paid per term (November, January and April);
  - 8.5.3. Parent/Guardian must check the invoices and, if in disagreement with an item billed, they must send an email in response to the email with the invoice ([finance@kingscollegeschool.pt](mailto:finance@kingscollegeschool.pt)), within 48 hours (working days), asking for the rectification thereof;
  - 8.5.4. If there is any adjustment to make it is issued a credit note;
  - 8.5.5. After the Parent/Guardian receives the invoice by email, the school sends the values to the Bank for direct debit until the 15th:
    - 8.5.5.1. If there are any credit in account this adjustment is made immediately and is only sent to debit the rectified value;
    - 8.5.5.2. If paying in full with tickets, it will not be sent any value for direct debit;
    - 8.5.5.3. If paying partially with tickets, these must be delivered by the 3rd of each month to be considered before sending the direct debits. Otherwise they will only be considered in the following month, and the amount of direct debit cannot be returned.
  - 8.5.6. In the case of debit not being successful, the payment is requested by bank transfer.
- 8.6. For every outstanding debt at the end of each month, there will be a 5% applied that will be sent by direct debit.
- 8.7. After three months of delayed payment, King's College School, Cascais will hire professional collection services at a cost to the Parent/Guardian.



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- 8.8. The existence of outstanding debt implies, among other things, the non-issuance of certificates (including those relating to the conclusion of the academic year) and the non-disclosure of classifications or any other student assessments.
- 8.9. The instalment payment and extras are always paid in their totality, even during holiday periods, bank holidays or absences, to guarantee placement. Students with outstanding values can only have additional services (extracurricular activities, school books, uniforms and others) if paid in advance.
- 8.10. Educational day field trips are included in the tuition. Residential school trips will be charged along with the instalment payment of the following month through the direct debit system.
- 8.11. For the current school, and only the current, if the Parent/Guardian needs the child to remain beyond the normal schedule they may opt for the extension period (5 pm - 6 pm) with an additional cost.
- 8.12. As our academic staff work long daily hours, it is unfair for them to have to work beyond the stipulated schedule. In addition, it is counterproductive for the child to be left in school after closing time. King's College School, Cascais requests that the Parent/Guardian rigorously respects the school closing time. In very exceptional cases, if a child remains in school after 6pm, the Parent/Guardian will be charged a fine, as the school had to stay open after closing time due to Parental delay. The fine applied after this hour is:
  - 8.12.1. From 6pm to 6:15pm: €1 per minute
  - 8.12.2. From 6:15pm to 6:30pm: €2 per minute
  - 8.12.3. After 6:30pm: €3 per minute
  - 8.12.4. On the third instalment delay after 7pm, the Parent/Guardian will be charged a fine of €125. King's College School, Cascais reserves the right to not renew the child's admission when the school schedule is not respected.
- 8.13. During school breaks (Winter, Spring and Summer), the school offers Holiday Camps at an added cost. These Camps are optional and require enrolment (please refer to point 5.3 for more information).
- 8.14. To guarantee a place at King's College School, Cascais, it is necessary to pay a registration fee and an admission fee (which includes the child's insurance); and a commitment to paying the instalment fees. The registration fee of new students should be paid by bank transfer immediately after the school visit and if the Parent/Guardian are interested in going ahead with the admission process. The admission of new students should be paid by bank transfer or check up to a maximum of 5 days after sending the formal admission form by email. If the child does not enter King's College School, Cascais, the registration fee and the admission fee are not refundable.
- 8.15. Exceptional cases should be analysed by King's College School, Cascais Administration, upon request from the Parent/Guardian sent by email thirty days before to [finance@kingscollegeschool.pt](mailto:finance@kingscollegeschool.pt), requesting the evaluation of the specific case.
- 8.16. Students who start attending school from February onwards have a 50% discount on the enrolment fee. The renovation fee will be debited 2 months after the admission date.
- 8.17. Current student's enrolment renewal fee is charged and debited in March, and it is not refundable. In case of outstanding values, this renewal will not be accepted by the school.



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- 8.18. Children who do not have the previous academic year's financial balance settled will not be able to initiate the new academic year.
- 8.19. Educational/learning support fees are charged in addition to the core tuition fees. After an assessment and depending on the students' needs, King's College School, Cascais will present a plan to address the educational/learning support requirements. This support will be provided by specialists and taught in small groups. The school will present one programme out of three options:
- One hour per week with a fee of 125€ per month
  - Two hours per week with a fee of 250€ per month
  - Five hours per week with a fee of 500€ per month

Specific support referred above may include the following topics:

- Additional Support
- English Language Development
- Portuguese Language Development
- Special Education Needs

- 8.20. There is the possibility to request the translation of evaluation reports, certificates and other documents. These translations have a cost of €0,08 per word.

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I have read and accept King's College School, Cascais Terms and Conditions for the 2023-24 academic Year:

Student Name: \_\_\_\_\_ Year Group (2023-24): \_\_\_\_\_

Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_



**KING'S COLLEGE SCHOOL**  
CASCAIS

## King's College School, Cascais

RUA CESÁRIO VERDE, 395  
PAMPILHEIRA, CASCAIS  
2750-657  
PORTUGAL

### Contact

Tel: (+351) 21 483 12 11

[www.cascais.kingscollegeschool.pt](http://www.cascais.kingscollegeschool.pt)

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