



## PRICE REGULATIONS

No student may attend the school without having made the payments for registration and the corresponding monthly tuition fee.

The optional services provided by the school, such as: meals, transportation, extended hours, study room, tennis club, swimming, karate, ballet, football, skating, English clubs, psychomotor education, study room, as well as introductory piano/guitar lessons, depend on the prior request and formalization by the responsible guardian at the Secretariat, in accordance with the price list set for each academic year.

The monthly tuition fee for Basic Education students includes the subjects that are part of the national curriculum: Portuguese, Mathematics, Environmental Studies, and English, as well as the Primary Science and Primary Maths subjects that are part of the Cambridge University International Programme, Physical Education and Expression, Music Education and Expression, Drama and Expression, and Plastic Arts and Expression. Additionally, Citizenship/Catholic Moral and Religious Education, which is optional. The Queen Elizabeth's School curriculum also includes English teaching with a weekly load, between 8:15 a.m. and 9:00 a.m., depending on the education level. Third-year students can attend the English Club for free during extracurricular hours, with one-hour sessions each (English, Maths, or/and Science). Fourth-year students have 1 hour and 30-minute weekly sessions, which may be adjusted or take place remotely in compliance with applicable health regulations during the pandemic.

The preschool tuition fee covers English lessons provided daily in the morning and an introduction to new information technologies from the age of 5, as well as activities in all areas included in the Curriculum Guidelines from the Ministry of Education in the afternoon, until 4:50 p.m. Occasional lunches cannot exceed 5 per month.

Checks must be issued or endorsed in favour of "FUNDAÇÃO DENISE LESTER-Q.E.S.", and payments can also be made via bank transfer.

The Secretariat's operating hours are from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on weekdays.

Payments for both tuition and optional services are monthly and must be made by the 10th of each month, for a total of 11 months of tuition during the academic year, from September to July, regardless of the student's attendance at the Summer Camp Club in July. This is due to fixed personnel costs for 14 months of



remuneration and 10 monthly payments for optional services such as transport and meals, which also include costs for insurance, equipment maintenance, and preservation. If monthly payment is not made by the 10th, late payment interest will be applied at the legal rate.

Regarding the payment of optional services, exceptionally used during July at the Q.E.S. Summer Camp Club, the payment will be determined based on the number of weeks the student attends, as it is an extracurricular activity, also aiming to encourage participation in this important informal education club.

Students attending the end-of-year trip organized by the school and participating in the free time activities will receive a reduction equivalent to one week's fee for the July monthly payment. Full payment of the September tuition fee is mandatory, but it is considered that:

- a) The school may not always open during the first week of September due to the legal exercise of the staff's right to 22 days of annual leave in August, a month in which the school is closed, and additional days of leave for teaching and non-teaching staff who provide extra work during the academic year. Normally, the school receives students starting on 7th September.
- b) The start of the academic year is determined by the Minister of Education's decree, typically from the second half of September, with the first week dedicated to teachers preparing plans and teaching materials.
- c) There may be ongoing construction at the school premises during the first week of the month that could pose significant danger to students.

The total payment for all 11 months of tuition can be made in one payment at the start of the academic year (in September or, in the case of a new student entering mid-year, at the time of admission), provided this is requested in writing by the guardian to the school management. The student will receive a special discount for this, which will be revoked if the student does not remain at the school until the end of the academic year. This discount does not apply to optional services.

Failure to pay two consecutive monthly fees will lead to legal action until payment is made, and the student will not be allowed to renew their registration for the following academic year.

If two or more siblings attend the school, the oldest sibling will pay the normal tuition fee, with each of the other siblings receiving a 10% discount on the tuition fee.

The above-mentioned discounts apply exclusively to tuition fees. Withdrawals of registration or enrolment do not entitle the reimbursement of any fees paid.

To withdraw from the school, the school management must be formally notified in writing at least one month before the month the withdrawal will take place. Failure to provide this notice will result in payment for the



missed notice month. If the student has attended the school until the end of the academic year, payment for all 11 monthly fees is mandatory.

For the withdrawal from any optional service, the procedure is the same as the one indicated in the previous paragraph. However, resumption of the service within the same academic year depends on approval from the School Board, based on justifiable reasons.

Absences, regardless of the reason, do not entitle to any reduction in tuition fees. However, for optional services, in exceptional cases, upon written request and subject to evaluation by the School Board, extended absences due to serious illness (with proper proof) that is not linked to school attendance or pandemic, or in the case of a Covid-19 quarantine confirmed by the local Health Authority or the National Health Service, may be considered.

During the Covid-19 pandemic, transportation services will not be available while the pandemic situation persists, except in very exceptional and specific cases.

If in-person classes are suspended and remote learning is implemented, as required by Health Authorities and the Ministry of Education, no reduction in tuition fees will be made, as teachers remain in service, and the school has fixed costs for its staff, with no other source of funding except for the educational services provided. In this context, only optional services will not be charged.

The registration payment for new students must be made at the time of enrolment, or the registration will be void. The admission process for candidates begins in January and may extend until the end of April.

The registration renewal for students for the following academic year benefits from payment in two instalments, in January and May of the preceding academic year.

#### **After-School Childcare**

Classes end at 5:00 p.m. for Basic Education and 4:50 p.m. for Preschool and Nursery, with students being allowed to stay at the school for various activities. The activity room for preschool and nursery extended hours will operate from 5:00 p.m. to 6:00 p.m.; the study room for the 1st cycle will be open from 5:10 p.m. to 6:00 p.m. (if the pandemic situation allows and no student bubbles are required).

The monthly cost for extended hours is €72.50 (5 days a week).

If the child does not attend the full month of extended hours/study room, the following rates apply:

- 1 day a week – €14.50/month
- 2 days a week – €29/month
- 3 days a week – €43.50/month
- 4 days a week – €58/month



After extracurricular activities, children who remain at the school from 6:15 p.m. will be supervised by educational assistants for the following daily cumulative fees:

- From 6:25 p.m. to 7:30 p.m. - €3.00
- From 7:31 p.m. onwards – €5.00

Students who are not enrolled monthly in the nursery and preschool activity room, or in the study room for the 1st cycle or any other extracurricular activities, and remain at the school, will be subject to the following daily cumulative fees:

- From 5:15 p.m. to 6:25 p.m. – €3.00
- From 6:26 p.m. to 7:30 p.m. – €4.00
- From 7:31 p.m. onwards – €5.00

The price list is primarily based on the terms of the Collective Labour Agreement for the Private and Cooperative Education sector, and if these conditions change during the academic year, the fees may need to be adjusted, which will be communicated to guardians in due course.

As the student's registration requires this, the Fee Regulations, Admission Form, and Medical Questionnaire must be submitted to the Secretariat after being signed by the guardians, or sent by email and delivered to the Secretariat at the beginning of the next academic year.

In the event of a pandemic crisis, to avoid the risk of contagion, extracurricular swimming and ballet activities will be suspended as they take place indoors. Football, tennis, and karate activities take place outdoors, and students will practice these sports wearing the school's sports uniform and tennis shoes. The number of students per class is limited to 15. On rainy days, alternative activities will be held indoors, maintaining physical distancing between students.



**FUNDAÇÃO DENISE LESTER**  
**QUEEN ELIZABETH'S SCHOOL**

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### PRICE REGULATIONS

I have become aware of the current Price Regulations at Queen Elizabeth's School.

Student Name \_\_\_\_\_,

Father Name \_\_\_\_\_,

Mother Name \_\_\_\_\_,

Signature of the Parent(s) or Guardian(s)

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Lisbon, \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_