

Lesson times

Grade 5 and 6	
Start	End
8:00 a.m.	8:50 a.m.
9:00 a.m.	9:50 a.m.
10:00 a.m.	10:50 a.m.
11:00 a.m..	11:50 a.m.
12:00 p.m .	12:50 p.m
1:00 p.m.	1:50 p.m
2:00 p.m.	2:50 p.m
3:00 p.m	3:50 p.m.
4:00 p.m	4:50 p.m

Grade 7 and 8	
Start	End
8:15 a.m.	9:05 a.m.
9:15 a.m.	10:05 a.m.
10:15 a.m.	11:05 a.m.
11:15 a.m.	12:05 p.m
12:15 p.m	1:05 p.m
1:15 p.m	2:05 p.m
2:15 p.m	3:05 p.m
3:15 p.m	4:05 p.m
4:15 p.m	5:05 p.m

Operating hours

Service	Opening hours
School Office	Monday, Wednesday and Friday 9:15 a.m to 12:45 p.m. 2:00 p.m to 4:30 p.m
	Tuesday and Thursday 9:15 a.m to 12:45 p.m
Canteen	12:00 to 14:00 (last meal served)
Cafeteria	9:00 a.m. to 12:00 p.m 2:30 p.m to 4:00 p.m
School Stationery Shop	9:00 a.m to 1:00 p.m 2:00 p.m to 3:30 p.m
Print and copy centre	9:00 a.m to 12:00 p.m 1:00 p.m to 3:00 p.m
Library	8:00 a.m.to 4:50 p.m



Escola Básica Quinta de Marrocos

Student's Guide

2nd and 3rd cycle



Director:

Cristina Sério

Deputy Director:

António Ribeiro



Contact us:

Address: Estrada de Benfica, 537
1549-017 Lisboa
Phone: 217 112 330

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MAGNETIC CARD AND IDENTIFICATION



CANTEEN SERVICE



Book meals on SIGA
<https://siga.edubox.pt>



The magnetic card is essential for everyday school life.



It must be topped up at the Stationery Shop and is the only method of payment accepted in the Canteen and the Stationery Shop itself.



In addition, its use is mandatory for entering and leaving the school premises.



It is also essential that you always carry your student card with you.

CANTEEN SERVICE

Meal management is carried out digitally:



BOOKING: Meals must be booked through the SIGA platform.



ACCESS: Your parent or guardian must request login credentials by sending an email to educacao@jf-benfica.pt, stating your full name and school.



CONDUCT: There are specific regulations that define the rules and appropriate behaviour to be followed in the canteen.

BUILDING AND CLASSROOM ORGANISATION



BLOCK A



- Classrooms numbered 16 to 32.
- Library, Study Room and Computer Room, which you may use during your free time.

BLOCK B



- Classrooms numbered 1 to 15.
- Location of the Canteen and the Student Common Room.

BLOCK C



- Sports Hall.
- Location of the Snack Bar.



USEFUL NOTE: To help you find your way around, each classroom number is displayed above the corresponding door.



EVACUATION PROCEDURES

(It's always good to know them!)



When you hear the fire alarm, follow your teacher's instructions.



Do not worry about your school belongings. Leave them on your desk.



Follow all instructions carefully, remain silent and do not run.



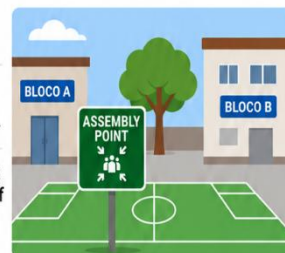
Walk down the stairs in single file, keeping close to the handrail. Never turn back.



Do not stop at the exit door. It must be kept clear at all times.



Go straight to the assembly point (the central playground, in front of Blocks A and B) so that everyone can be accounted for.



EXTRA-CURRICULAR ACTIVITIES

School Sports



• Swimming



• Boccia



• Basketball



• Badminton



• Table Tennis



• Futsal

Clubs



• Mathematics



• Languages



• Reading Club



• Creative Writing Club



• Science Club



IMPORTANT:

The school cannot accept responsibility for the loss of valuable personal belongings, including electronic devices.

Never leave your valuables unattended.



Lockers

The school provides lockers for students. Please speak to your Form Tutor about this.

You are responsible for the locker assigned to you.

At the end of the school year, remember to return the key to your Form Tutor and ensure that your locker is left in good condition.



During break times, you must remain on the school premises. Use this time to socialise with your classmates within the school grounds.



Do not bring footballs or other balls to school. Balls are available to borrow from Reception.



If you like wearing a cap, please remember to remove it when entering the school buildings.



School is for Everyone – Students' Responsibilities

Students are expected to:

- Be organised and study every day.
- Follow the timetable and arrive on time.
- Take care of the school buildings and equipment.
- Bring all the necessary materials to every lesson.
- Be polite and respectful to all members of the school community.



School Insurance

School insurance covers all students enrolled at the school.

For further information, please refer to the School Regulations and Ordinance No. 413/99 of 8 June.