

Welcome Manual for Foreign Students

AGRUPAMENTO DE ESCOLAS DE MIRA

Purpose

This manual aims to support foreign students and their families in the integration process at the Mira School Cluster (AE Mira). Here you will find essential information about the school's operation, useful contacts, and first steps for a successful adaptation.

Welcome to AE Mira!

AE Mira values cultural diversity and is committed to inclusion and the success of all students. We are ready to welcome, support, and accompany you throughout your school journey.

Who We Are

Main School

Dr.^a Maria Cândida Secondary School with 3rd Cycle

Rua Óscar Moreira da Silva, 3070-330 Mira

Phone: +351 231 458 512 | Email: secretaria@escolasdemira.pt

Website: www.escolasdemira.pt

First Steps

1. Enroll at the school office / Enrollment Portal
2. Contact the class teacher and support teacher, once assigned.

Support Team

- Headmaster: Carlos Alberto Alves – carlosalves@escolasdemira.pt
- Administrative Services: secretaria@escolasdemira.pt
- Cultural Mediator: Joanna Balugas – joannabalugas@escolasdemira.pt
- GAAP Room – Student and Family Support Office (Block A – 1st floor):

- Monday: 9:30 AM – 4:30 PM
- Tuesday: 2:00 PM – 5:00 PM
- Thursday: 10:30 AM – 5:30 PM
- Teachers and Class Teachers: Your reference point for questions and school guidance.
- EMAEI (Inclusive Education): Supports students with specific needs and learning support measures.
- Psychology and Counseling Services: Support adaptation and emotional well-being.
- Student Volunteers: Available to accompany you individually.

Important Information

Administrative Services – Dr.^a Maria Cândida Secondary School

- Monday to Thursday: 8:30 AM – 4:00 PM
- Friday: 8:30 AM – 1:00 PM
- Closed on weekends and public holidays

Cafeterias

- Mira Basic School: 08:00–12:30 and 13:30–16:00
- Dr.^a Maria Cândida Secondary School: 09:15–12:00 and 14:00–16:30

Libraries

- Mira Basic School: 08:00–12:30 and 13:30–16:00
- Dr.^a Maria Cândida Secondary School: 09:15–12:30 and 14:00–16:30

Canteens

- Mira Basic School: 12:00–14:00
- Dr.^a Maria Cândida Secondary School: 12:00–14:00

Reprography and Stationery

- Mira Basic School: 08:15–13:00 and 14:00–16:15
- Dr.^a Maria Cândida Secondary School: 08:00–12:30 and 14:00–16:15

School Transport

Free for all students.

Pick up the IMT Document and Transport Request at the Administrative Services.

Submit the completed documents at the agency in Mira (next to the GNR) with a photo and €3.

School Card

Used for access to services, meals, and stationery. It is cashless – the card must be preloaded. – SIGA Platform.

Assigned by the Administrative Services.

Communication

Email: Main communication tool between the school and families.

Student Email

Each student receives a school email for communication with teachers and classmates.

To access it:

- Visit: <https://gmail.com>
- Enter email: a1234@escolasdemira.pt (replace 1234 with your student card number)
- Password: provided by the Class Director or ICT teacher

O INOVAR Consulta

The INOVAR Consulta platform provides school activity information.

Inovar Consulta is a portal where information about each student's school activity can be consulted, using any type of computer device with an Internet connection.

Student Access

- Login: Student process number (found on student card – ask your class teacher if needed)
- Password: Student's ID number (Citizen Card or document on file)

Parent/Guardian Access

- Login: Email address of the guardian
- Password: Sent to their email

If you forgot your password, click "Forgot password" on the login page, then follow the email instructions. If no email is received, contact Administrative Services (Tel: 231 458 512) to check if your email is correctly registered.

Support video for guardians:

<https://www.youtube.com/watch?v=RrZG7QSVfw4>



SIGA Portal

Used to book meals, check school purchases, and top up the school card.

Guardians receive access instructions from the Mira Town Hall after enrollment. If not, request the document at the Administrative Services.

Moodle Portal

Used by students and teachers as a complement to in-person classes. Provides access to subjects, content, and assignments. Also allows messaging between students and teachers.

To access:

- Go to: <http://acesso.escolasdemira.pt/moodle>
- Click the Google button and log in with your school email credentials;
- In case the login is not successful use: login - a1234 (1234 should be replaced by your student card number) – and the password provided by the teachers

Moodle APP

We recommend installing the Moodle app on any device (smartphone, tablet, PC). It provides assignment notifications and schedule updates.

- Download from: <https://download.moodle.org/mobile>
- Configure with: <http://acesso.escolasdemira.pt/moodle>
- Username: a1234 (1234 should be replaced by your student card number)
- Password: provided by the Class Director or ICT teacher

School Life

- **Classroom**: Only teachers open and close classrooms.
- Mobile devices may be used for educational purposes in the secondary school but are prohibited in other schools of the cluster.
- Students and teachers must take care of materials and equipment.

Textbooks

- Free but must be returned in good condition at the end of the school year.
- Register on the Mega Textbook Platform to receive vouchers.

Other Facilities

- Laboratories, computer rooms, and sports facilities have specific regulations.

Integration and Support

- Support for learning Portuguese as a Second Language
- Student Support Offices – GAAF
- Interdisciplinary Projects (DAC) promoting inclusion and citizenship
- School Sports Club, extracurricular and community projects

Evaluation

- Evaluation is continuous and formative, focused on progress and effort.
- Criteria are defined by departments and available on the website.
- Includes individual and group work, participation, and attitude.

Reference Documents

- Educational Project
- Internal Regulations
- Citizenship Education Strategy

Available at: www.escolasdemira.pt

Learn Portuguese

<https://www.dge.mec.pt/noticias/publicacao-de-3-ebooks-para-aprender-portugues>

Take part in school activities.

Talk to us whenever you need – we're here to help!