

6 Tips to help you at your new school

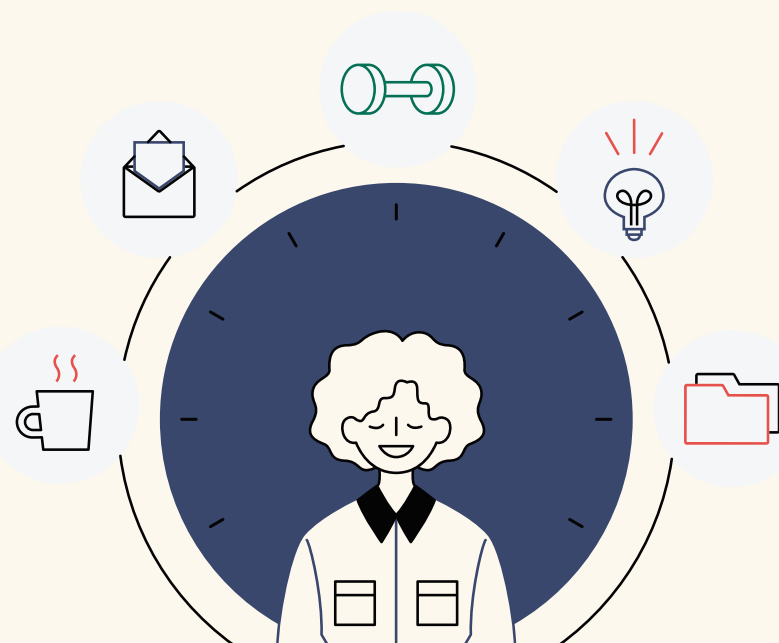
1 The school

How do I get to my classroom?
Where are the bathrooms?
Which way is the snack bar?



4 Microsoft Teams

My teachers talk about Teams but I don't know what it is...
How do I log in?
How does it work?



2 Key Facilities

Where can I go for lunch? Or buy a sweet?
And what if I need an eraser or to have a document printed?
Where are the public parks and gardens?

5 INOVAR Platform

What is it for?
How do I log in?
How does it work?
Is it where I can check absences and buy meals online?



3 School Card LEIRIA+

What is it for?
To buy meals? How?
Where do I use it?
How do I load it?
What should I do if I lose it?

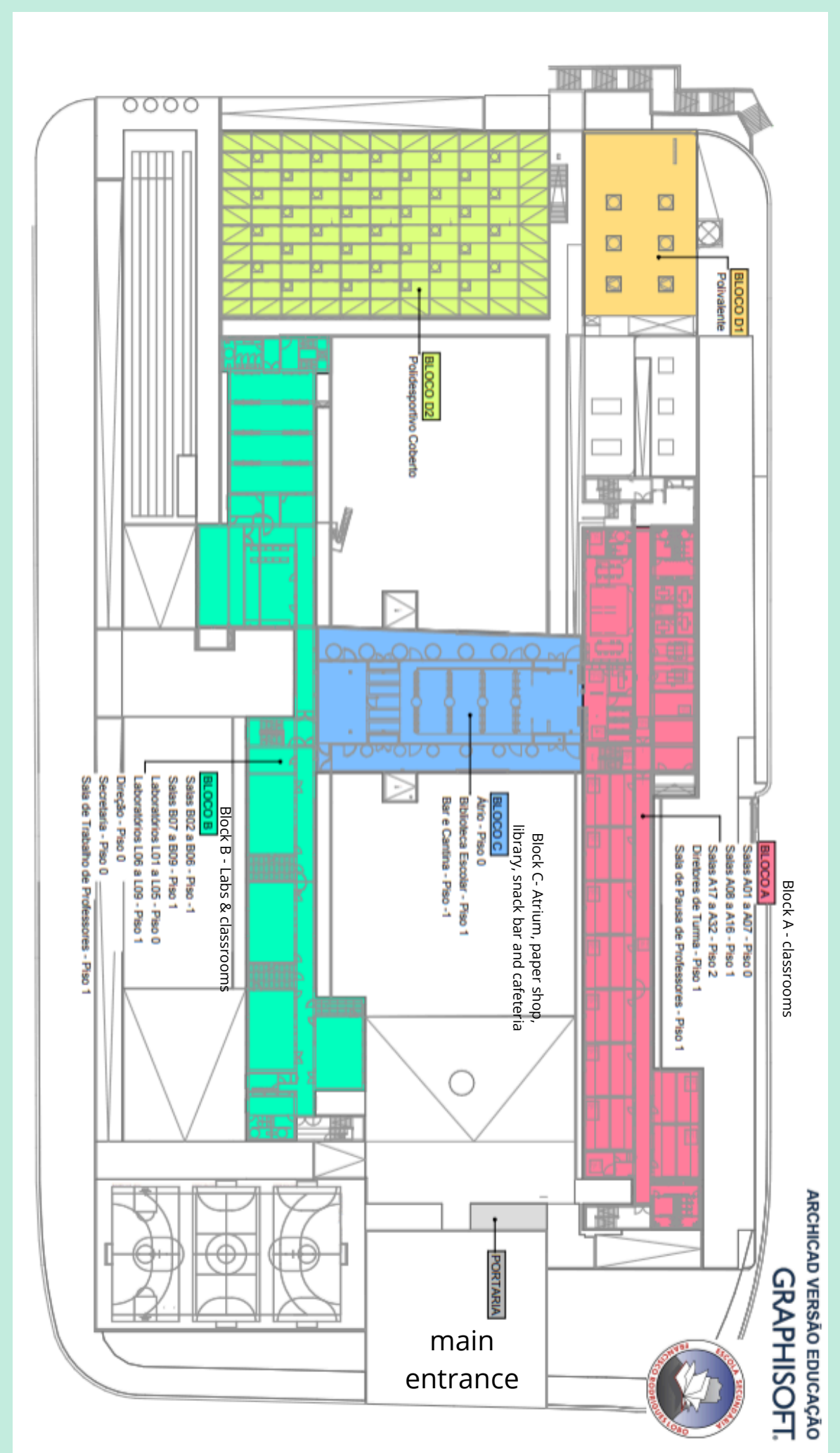


6 Activities and Services

How do I sign up for projects like Erasmus+?
How can I contact the school psychologists?
What is the school's administration email?
What is the Student Association and what does it do?

1 Introducing the school

<https://youtu.be/i92aMihyVWc>



We hope this helps! If you have any questions, don't hesitate to ask your classmates, teachers, staff or your Student Association.

Key Facilities

1 Supermarkets and Shops

- 1¹** Pingo Doce – Pasta €5–6, daily meals €8–10, pizzas €3.
- 1²** Frutaria da Fatinha - Mini-market with fresh fruit and some groceries.
- 1³** Pingo Doce (Avenue **Marquês de Pombal**) - Lunch options: sandwiches, chicken, and pre-packed salads.
- 1⁴** Pingo Doce (Avenue **Heróis de Angola**) - Also sandwiches, chicken, and packed salads.
- 1⁵** Lidl - Packaged food available and savory snacks at the bakery.

2 Printing and Paper Shops (although there is a school paper shop)

- 2¹** Giga Office - Printing
- 2²** Americana - Printing and stationery (downstairs)
- 2³** XXL - Printing



Leiria's areas near to school

- *** Capuchos
- **** Traffic lights - where the City Hall, the Court and the Plaza shopping are located.
- ***** Luminous Water Fountain

Key Facilities

3 Restaurants, coffee shops and other spots

3¹ Mc Donald's - Download the app to collect points and discounts – it's worth it!

3² Café Liceu - Café/restaurant with Portuguese food; €8–15

3³ Café 32 - Café/restaurant famous for “32 sandwiches” (very generous filling!); €4–8

3⁴ Manjerona - Pizza, pasta, Mexican tacos; 7-20€

3⁵ Mr. Pizza - Between €2,20 (1 slice) and €15 (pizza for 2 persons)

3⁶ Restaurants at “Centro Comercial D Dinis”: **L'Antartica** (Pizza, pasta, student menu with drink: €6.50); **Doce Mania** (Café/restaurant: student menu, burgers, kebabs, steak; €4–12); **Fábrica** (burgers; €6–12)

3⁷ Livraria Arquivo - Café/ snack bar excellent for studying! They have toasties and salads.

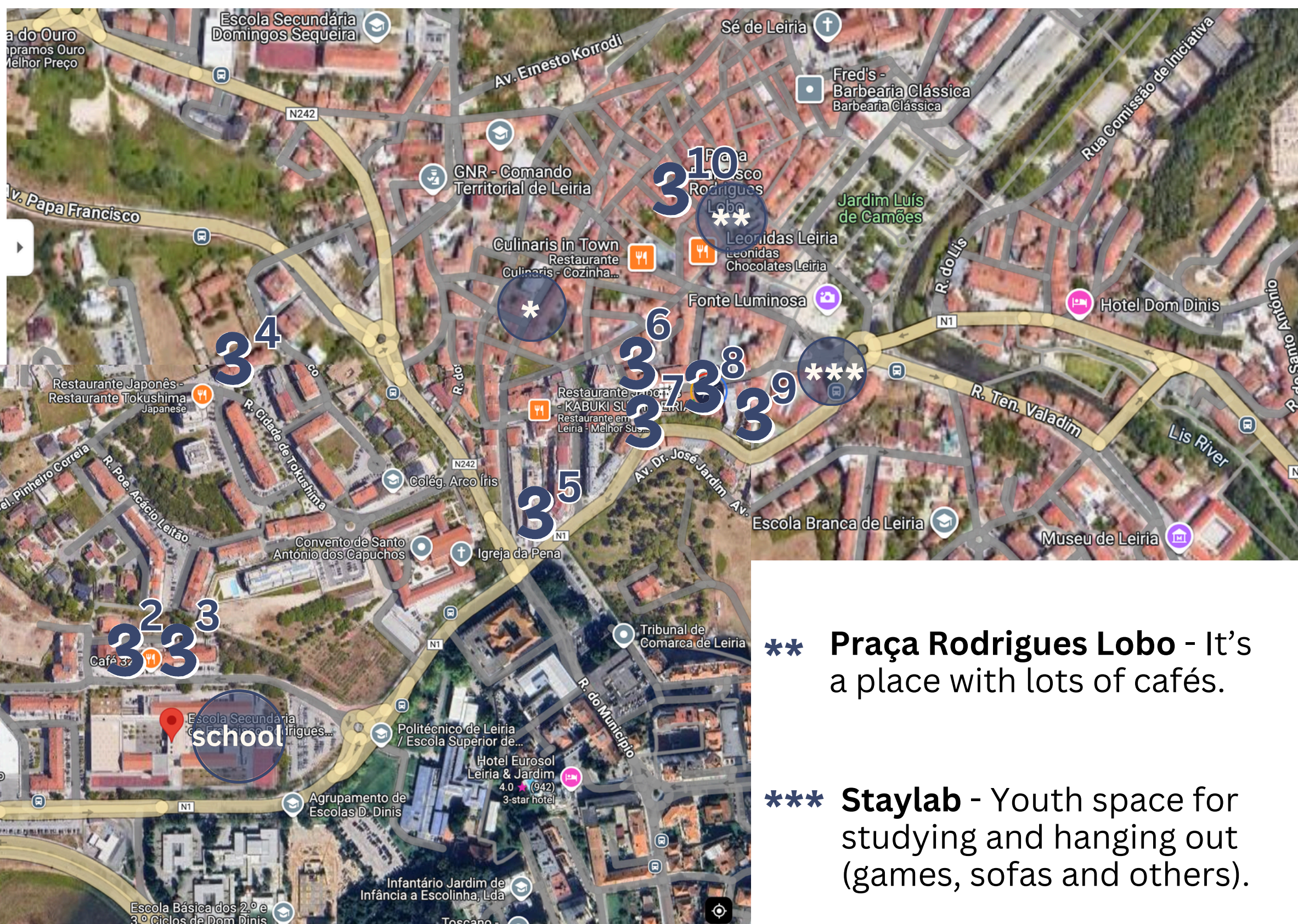
3⁸ Permacatti - Café with toasties, crepes and ice cream.

3⁹ Salvador - Traditional Portuguese restaurant; €6.50 (for half portion)

3¹⁰ 100 Montaditos - Small tapas €1–3 (cheaper on Wednesdays), Menu: 3 tapas for €6.50.

* Municipal Library

Includes a café and group study area (where you can make some noise).



**** Praça Rodrigues Lobo** - It's a place with lots of cafés.

***** Staylab** - Youth space for studying and hanging out (games, sofas and others).

Key Facilities

4 Parks and Gardens

4¹ Green Park

4³ Vala Real Garden

4² Camões Garden

4⁴ Airplane Park (includes a skate park)

5 Public Transport - Buses

To get around Leiria, you can take the Mobilis bus. Search for "Mobilis Leiria" online and you'll have access to all available lines, routes and schedules. Google Maps can also help you find the best bus for your specific trip. A single trip costs €1.60, but you can use the free pass based on your Leiria+ school card.

How do you catch Mobilis? Stand at the bus stop and wait for the bus (which may be late!). When you see it, confirm it's your route by looking at the sign on the front window. Signal the driver (a wave), and when he stops and opens the door, get in and swipe your card or explain to the driver where you want to go and pay for your trip. When you approach your exit, press the "Stop" button or, if that doesn't work, ask the driver to stop.

The main bus station is located near the stadium, on Avenida Bernardo Pimenta.

Lines 1 and 2 are the most central: passing through the same locations, but the route is in the opposite direction.



You can find the most popular stops in the school area on the map, marked with the symbol 5.

The School Card - Leiria+

1 What is it? What does it contain?

- Your new student card is an ID document that includes your name, photo, and student number.
- You should use it to enter and exit the school by scanning it on the sensors at the entrance pillars.
- The card can also be used for school transport and at the print shop, cafeteria, and snack bar at school.



2 How do I load money on the card?

There are 3 options: ; MULTIBANCO (payment via reference number); PAYSHOP / CTT (with a minimum top-up of €0.50); MB WAY (instant online top-up).



3 How do I buy meals? And where do I have my meals?

The guardian must book and pay for meals through the SIGA Platform.

A negative card balance allows booking up to a maximum of 5 meals, after which the guardian will need to settle the account.

Bookings must be made by 11:59 PM the day before. Exceptionally, bookings can be made until 10:00 AM on the same day, with an extra charge of €0.30.

Cancelling meals is mandatory for all students, including those in Tiers A and B, and must be done by 10:00 AM on the day. After that time, the meal will be billed, including for Tiers A and B.

When it's time to have your meal, you must wait in the line in the cafeteria. Pick up a tray and move along the line. When you reach the card reader, don't forget to scan your card.

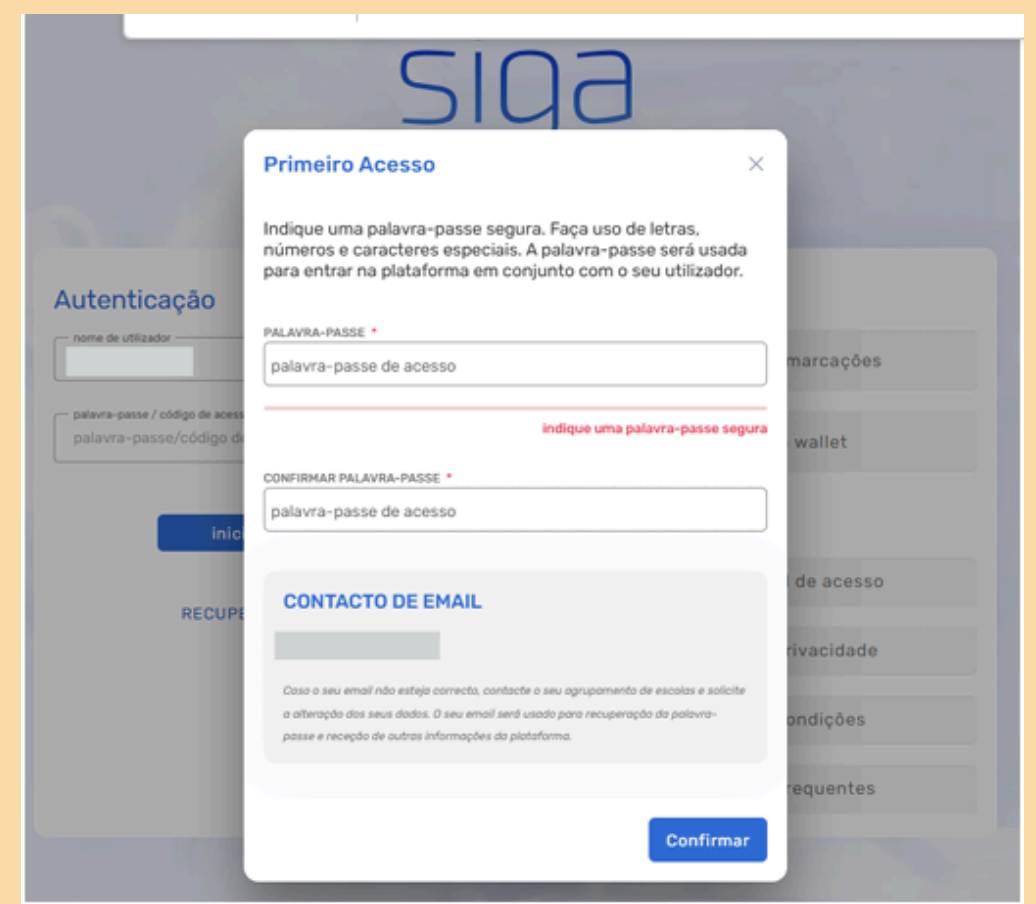


The School Card - Leiria+

4 How can I access SIGA Platform?

Access to the SIGA Platform is available from any electronic device with an internet connection, using the login credentials sent to your guardian by email on: <https://siga.edubox.pt>

When accessing the platform for the first time, you need to create a secure password (at least 12 characters long, including a combination of uppercase and lowercase letters, numbers and symbols).



5 How do I use the card at the snack bar and paper shop?

As long as you have enough money to buy what you want, the staff will take care of everything. You just need to give them your card when they ask for it.

6 I lost my card. Now what?

If you really lost your card, you'll have to go to the academic office to start the replacement process. A replacement card costs €5.



**And don't forget that you can
always ask a student, staff member
or teacher for help!**

Microsoft Teams

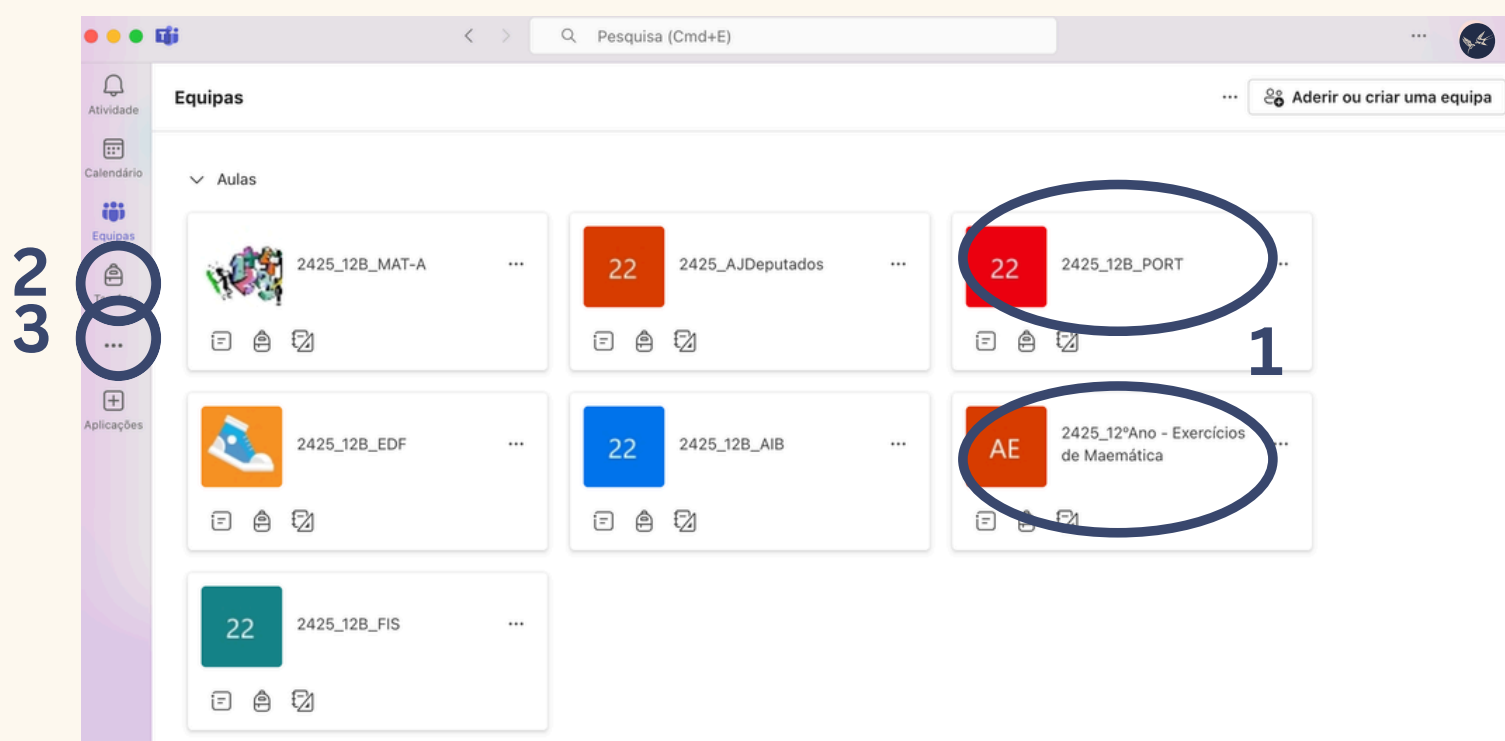
1 What is it for? How do I access it?

Teams is the platform used at school for students and teachers to stay in touch. All the content that teachers want to share (whether or not it was presented in class) will be posted here.

You can also use Teams to send messages to your teachers and the school psychologists, or to meet virtually. Lastly, it's also used to submit assignments (both group and individual).

We recommend downloading the app, but you can also use the web version. The username and password were distributed at the beginning of the school year (and are also valid for the entire Office 365 platform). The username follows this format: (studentnumber)@esfrledupt.onmicrosoft.com

2 Basic Features



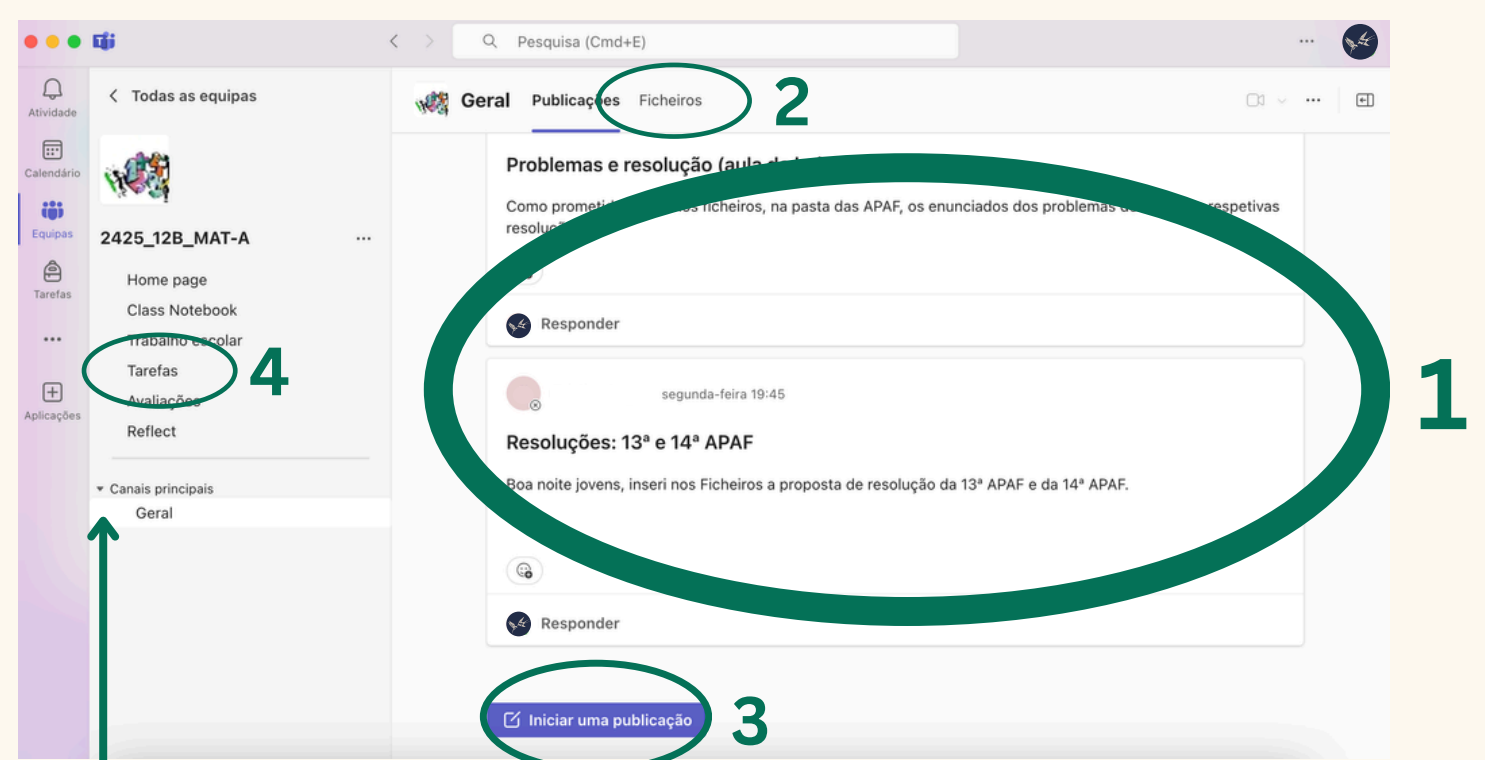
On the home page, you'll find:

- 1 access to your subjects
- 2 access to your assignments/tasks
- 3 access to your chats

If you enter a subject, you can:

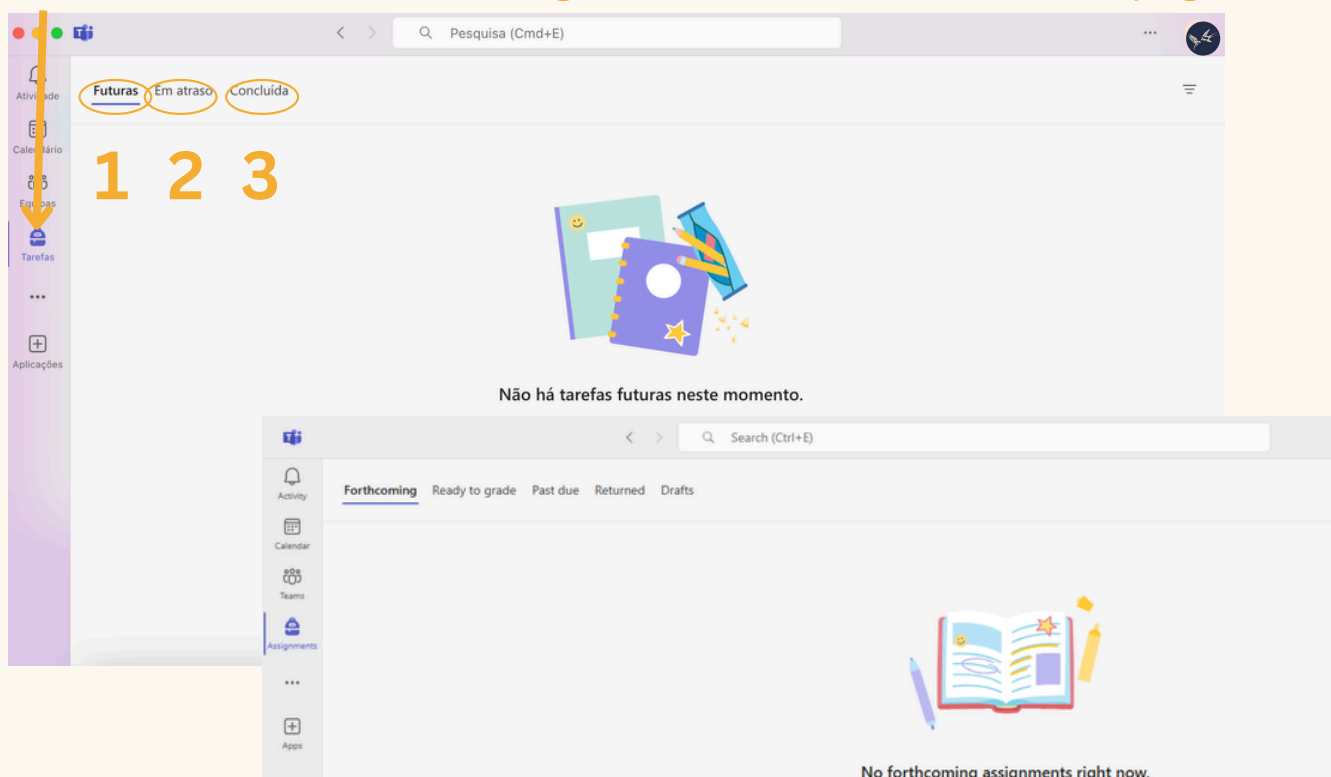
- 1 view the general and public conversations for the subject (where everyone can talk as a group)
- 2 access the subject files
- 3 start a conversation in the general and public chat area
- 4 access the subject tasks

If a meeting is happening (or is scheduled), a button ("Join") will appear in the general conversations (1) when the meeting starts. You should click on it to join the meeting.



Note that we are in the "General" section of the subject.

Note that we are in the "Assignments" section of the homepage



In the "Assignments" section, you can check:

- 1 view your forthcoming tasks (that you haven't submitted yet, and are still within the deadline)
- 2 view your past due tasks
- 3 view your completed tasks

To enter a specific task (to read what is requested), you just need to click on it. After attaching any files you wish to submit, simply click on "Submit Assignment." You can cancel the submission if needed (only until the submission deadline).

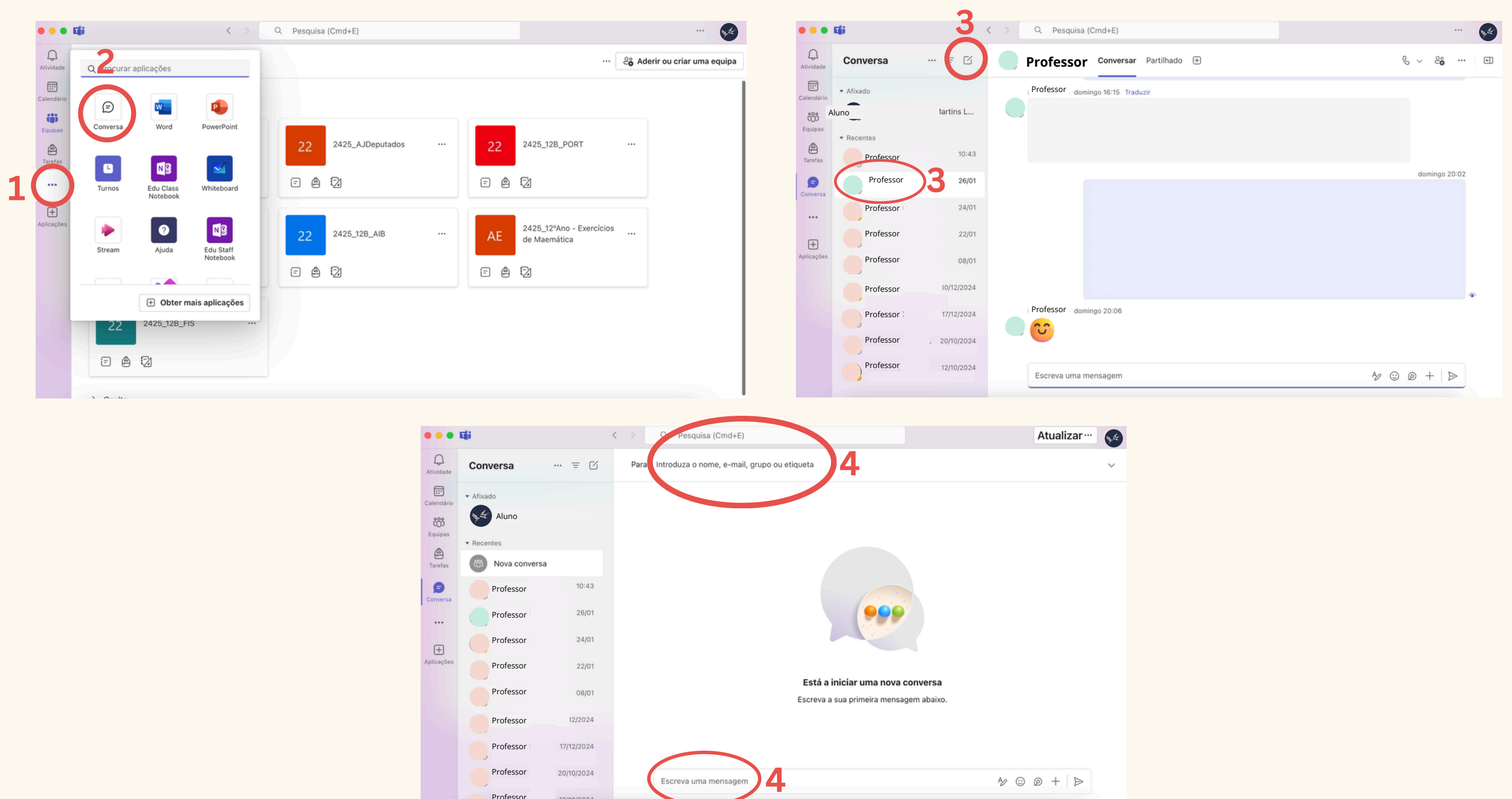
Microsoft Teams

2 Basic Features (continued)

If you want to send an individual message to your teacher (from the homepage), you should:

- 1 select "...";
- 2 select "Chat";
- 3 choose the teacher you want to talk to, or if you haven't started a conversation with them yet, select the notebook and pencil icon;
- 4 enter your teacher's name and write your message!

Note: If you want to speak privately with one of the school psychologists, the steps are exactly the same!



And you can always ask your teachers if you don't understand something!

INOVAR

1 What is it for? How to access it?

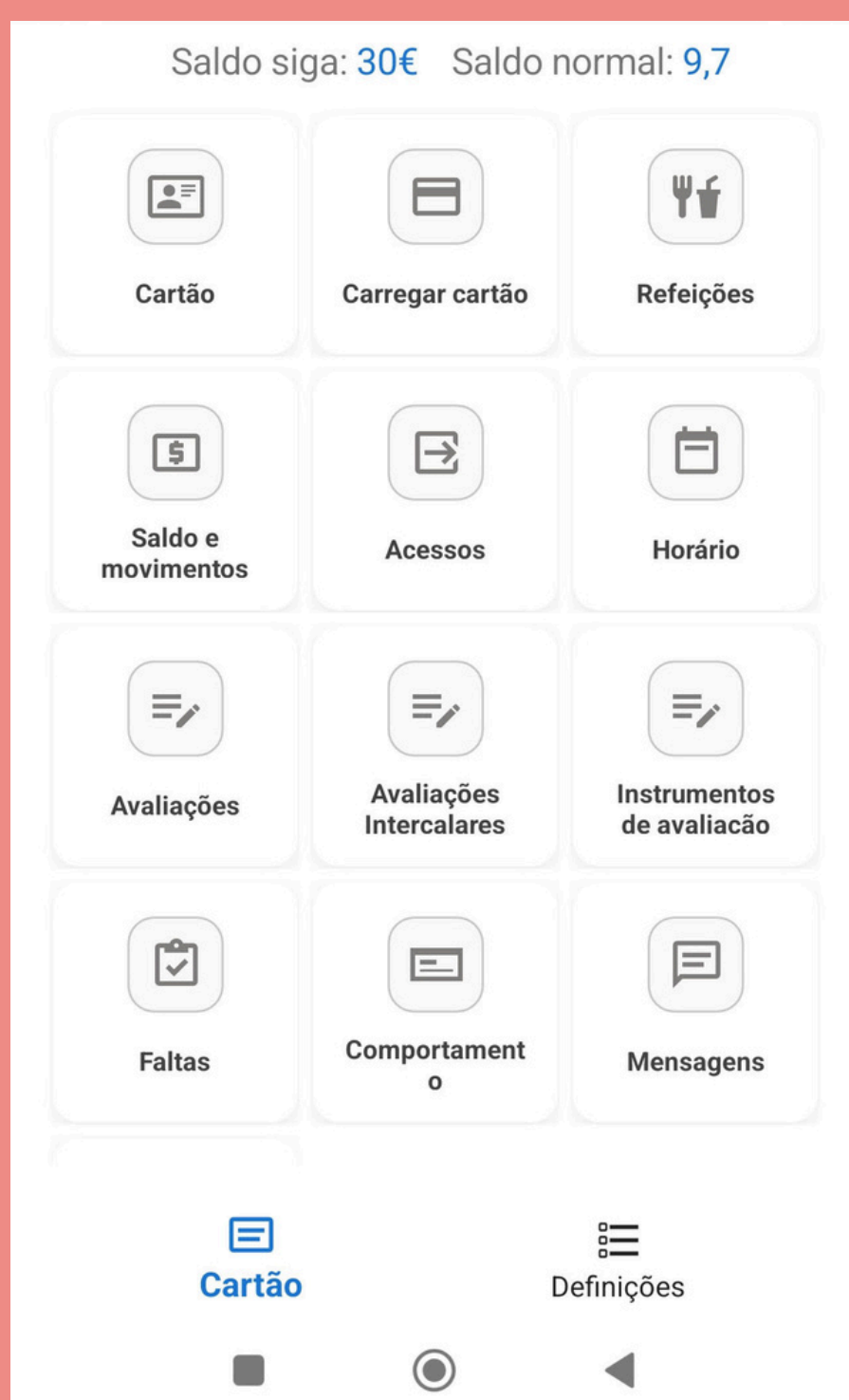
In INOVAR platform you and your guardian can check student profile, school entries and exits, card balance, class supervisor's office hours, evaluations, absences and others.

Absences are also justified on the INOVAR platform.

To log in, go to the school website (<https://esfrel.edu.pt/>) and access the “INOVAR” section.

To log in on INOVARsige use school process number and the password your date of birth – day and month (4 digits). Assuming the birth date is January 8th, the password is 0801.

It is also where you can book school meals and if you don't have money on the card you will be redirected to SIGA platform!



To log in on INOVARconsulta use school process number and the password is ID card number (Citizen Card, Passport or Residence permit number).

All of this can be done more easily and seamlessly in the InovarSige APP. Download and install it on your smartphone. To add your account, select your school and enter the same login credentials you use for INOVARconsulta.

Activities and Services

1 Clubs and sports activities

ARTS CLUB: You can make tiles and clay pieces, paint pictures, and do many other things. Here, you go wherever your imagination and creativity take you!

EUROPEAN CLUB: Want to go abroad on Erasmus+? Send an email to clubeeuropeu@esfrl.edu.pt asking for information and explaining why you want to be part of this initiative. Talk about yourself and your interests. If you cannot host anyone at your home, it's not a problem—make sure to mention that in your email.

And if you're not selected the first year, keep trying! Priority is given to 12th-grade students, but you'll have better chances if you show interest early on!

SCHOOL SPORTS: You can play volleyball (men's), badminton, swimming (adapted, maintenance, and competitive), dance and frisbee. You also have the option of "DE Play More" where you can do basketball, field hockey, archery, climbing, and improve your physical fitness. Schedules will be posted at the entrance to the locker rooms. However, you can always talk to your physical education teacher.

If you have other interests — talk to your teachers! Ask! That is how new initiatives are born.

2 Academic Office, Administration, Psychology services

All formal matters you need to resolve can be handled with your class supervisor or at the academic office ("secretaria"). If you don't know who to talk to, ask for help! You will be directed to the appropriate person. However, if you ever need it, here is the school administration's email: direcao@esfrl.edu.pt and the academic office's email: servicosadministrativos@esfrl.edu.pt

If you need to talk to the school psychologists, don't hesitate to contact them! Here are their email addresses: catarinaoliveira@esfrl.edu.pt and celia@esfrl.edu.pt. You can also find them in their offices (Dr. Catarina - P08 and Dr. Célia - P12) or you can send a message on Teams.

3 The Student Association

The Student Association is composed by a group of students who come together with the goal of contributing to the well-being of the school and the community.

Every year, several candidate lists are formed, which will organize activities during a campaign (such as food distribution, face painting, music, etc.). At the end of the campaign, there will be reflection day, followed by the election day.

During the school year, this Student Association will promote activities—such as themed days, fundraising to purchase something needed for the school, and other initiatives! Everything depends on what the list has promised to do.

Do you have ideas to improve your school? Talk to the Student Association! Share your problems and suggestions! Be active! You can always create your own list — you just need to gather 16 friends.

Above all, the Student Association is a way for students to bring the school closer to their tastes, interests, and needs. And you? Are you willing to contribute?

And don't forget that high school can be an amazing time in your life!

Meet new people, explore, don't forget to study, but have fun without fear!

We wish you an excellent school year!

