

Welcome Guide

Gonçalo Nunes School Cluster

2026–2027 School Year



Welcome to Gonçalves Nunes School Cluster

We are delighted to welcome you to Gonçalves Nunes School Cluster.

This Welcome Guide was created to accompany you during your first days at school, helping you get to know the main spaces, services and essential information you need to start the new school year with confidence and security.

Throughout this guide, you will find pictures and information about the different areas of the school, as well as useful information to help you settle in and find your way around the school.

We hope this guide will help you feel welcomed, included and ready to have a positive school experience, marked by learning, respect and active participation in the school community.

We wish you an excellent school year!



Who We Are

Gonçalo Nunes School Cluster is an educational community committed to providing quality education based on the values of respect, inclusion, responsibility and citizenship.

More than just a place for learning, our school is a place where every student is encouraged to develop their potential, knowledge, skills and values in a safe, welcoming and stimulating environment. We aim to provide a well-rounded education, promoting educational success, critical thinking, creativity and collaborative work.

We have a team of dedicated professionals who support students throughout their school journey, providing the support they need for their personal, social and academic development.

At Gonçalo Nunes School Cluster, we believe that learning also means growing, sharing experiences and building relationships based on respect and cooperation. That is why we work every day to ensure that everyone feels included, valued and motivated to actively participate in school life.

Get to Know Your School:



School Entrance / Reception:

This is the school entrance/reception area. Whenever you arrive at school, you must scan your student card to register your arrival and access the different school services.

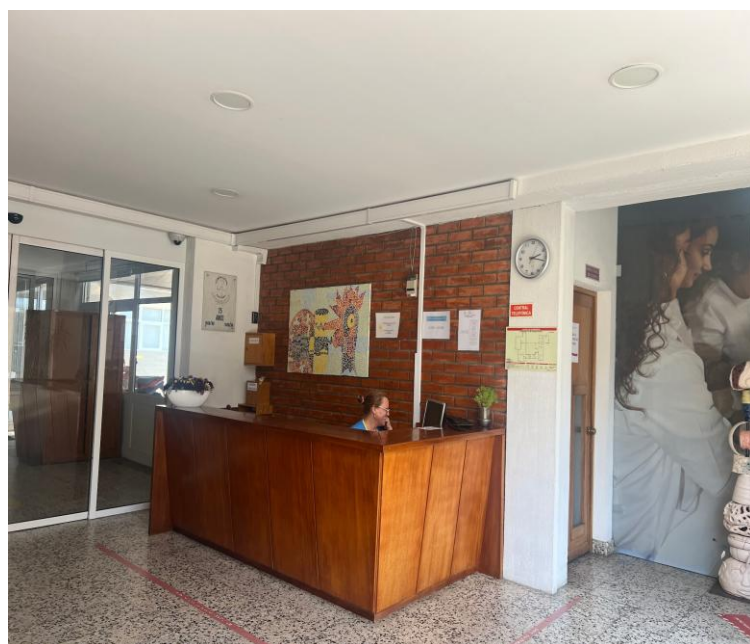
When you come in, don't forget to greet Operations Assistant with a "Good morning!". He is the person who welcomes you every morning and is available to help whenever you need him.

Reception / Telephone Desk:

Whenever you need to contact your parent or guardian, you should go to Operations Assistant, who will be available to help you.

This is an area with several important services. Here you will find the school office, the meeting room where Class Tutors meet with students and parents/guardians, and the area where the School Management receives visitors.

If you need to speak to a member of the School Management, this is where you should go and wait for your turn.



School Office:

This is your school office. This is where various administrative matters are dealt with, such as enrolment, school transfers, the distribution and management of school textbooks, applications for financial support and many other services.

Whenever you need to deal with any matter related to your school life, this is the right place to go.

Opening hours: 09:00–12:00 | 14:00–16:30
(Monday to Thursday) | Closed on Friday afternoons.



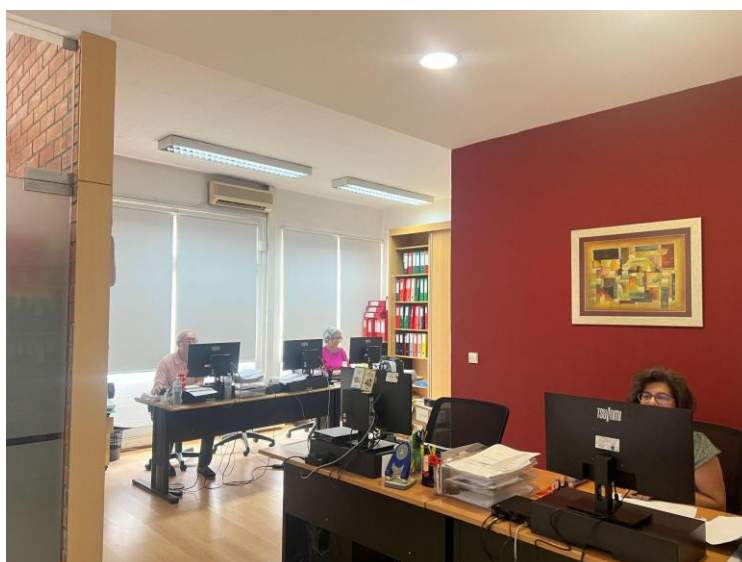
School Management:

As you can see in the picture, this is the School Management area. Whenever you need help or have a question, you can come here.

You can also deal here with

matters related to your student card, school meals and other issues concerning the running of the school.

The School Management team is available to support, guide and assist you whenever necessary, helping you feel well integrated and supported throughout your school journey.



Multi-Purpose Area:



As you can see in the picture, this is one of the main areas of the school. Here you will find several essential services for your daily school life, such as the canteen, snack bar, school supplies shop, photocopying service and access to the library.

In addition, this area is also a place to socialise, where you can relax, chat and spend time with your classmates,

especially on winter days or during breaks.

Now that you know this area, it will be easier for you to find your way around and make use of the different services the school has to offer.

School Supplies Shop:

Here you can buy various school supplies, such as pencils, pens, notebooks, poster paper, glue and other items you may need, using your school card.

The school supplies shop is a student support service.

Opening hours: 08:30–12:30 | 14:00–16:30



School Snack Bar:



The school snack bar is a place where you can have snacks during breaks. Whenever you use it, please wait your turn in an orderly manner and place your order with Operations Assistant.

Here you will find a wide variety of food and drinks, such as bread, croissants, ham, cheese, butter, traditional Portuguese sweet bread, jelly, fruit, water and other products.

There is also a water station next to the snack bar where you can refill your bottle whenever necessary. Don't forget to stay hydrated throughout the day!

Opening hours: 08:00–11:30 | 14:00–16:45

School Library:

The school library is a place for learning, reading and studying, where you can find a wide variety of books to read or borrow and take home for the period allowed for loans.

Here you also have access to computers and several work tables, making it an ideal place to do individual or group work, study for tests or carry out school research.



The library also has a television that can be used to watch films or other educational content. Whenever you want to use this equipment or need help, you should speak to Operations Assistant or Teacher, who are responsible for running this space.

Make the most of the library to learn, explore new knowledge and develop a love of reading!

Opening hours: 08:30–12:30 | 13:30–17:15.

School Canteen:



The school canteen is where you can have lunch in an organised and pleasant environment.

When you arrive at the canteen, wait your turn in the queue and validate your meal by scanning your school card on the equipment available at the entrance.

At the beginning of the school year, your Class Tutor will tell you the time when your

class should go to the canteen for lunch.

Whenever you have a question or need support, you can ask Mr. Carlos for help. He will be available to guide you.

Remember to behave respectfully towards your classmates and school staff, helping to make this a pleasant space for everyone.

Snack Machine:

The machine shown in the picture offers a variety of snacks and drinks. It is an alternative if you want a small snack or cannot find what you are looking for at the snack bar.

To use this machine, you must pay in cash, as it does not accept the school card.

Remember to use this space responsibly and keep the school clean by always putting rubbish in the appropriate bins.



Educational Zoo:



Your school has an Educational Zoo, a space where you can observe different animals, such as ducks, geese, chickens and others.

This space provides a unique opportunity to connect with nature and helps develop values such as respect for animals, responsibility and environmental preservation.

If you are interested, you can voluntarily take part in the Forest Group activities, helping with the daily care of the animals and the maintenance of this special area of the school.

First Aid Room:

The First Aid Room is located in Building 2 of the school. Whenever you feel unwell, have an accident or need healthcare, you should go to this area.

Operations Assistant will always be available to welcome you, provide first aid and help with whatever is necessary.



Building 1:

Building 1 is where classrooms 2 to 7 are located. The girls' toilets are also here.



Building 2:

Building 2 is where classrooms 8 to 15 are located, along with several important support services for your daily school life.

One of the offices of the Psychology and Guidance Service (SPO) is located in this building. If you need to talk to someone, clarify a situation or feel that you are going through a difficult time, you can go to this office, where professionals are available to support you.

The School First Aid Room is also located here. Whenever you feel unwell or need healthcare during school hours, you should go to Operations Assistant, who will be available to provide the necessary help.

Building 2 also has a girls' toilet and a water station where you can refill your bottle whenever you need to.

Remember that these services are here to support you and contribute to your well-being throughout the school year.



Building 3:

Building 3 is where classrooms 16 to 23 are located. In addition to the classrooms, this building has several student support services.

This is where you will find the Cultural and Linguistic Mediator's Office and the CLDS 5G Project Office, which you can visit whenever you need support, guidance or clarification.

This building also has a boys' toilet and a water station where you can refill your bottle whenever necessary.

During breaks, you can also borrow a ball to play on the football pitch, always respecting the rules for its use and your classmates.



Building 4:

Building 4 is where classrooms 24 to 30 are located. In addition to the classrooms, you will also find several important services here.

One of the offices of the Psychology and Guidance Service is located in this building. If you ever need help, want to talk to someone or simply do not feel emotionally well, this is a place where you can find support.

This building also has the second boys' toilet and a water station where you can refill your bottle.





Central Building:

This area contains classroom 31 and the school auditorium.

Here you may have your Music lessons and take part in various activities, such as information sessions, talks, presentations, performances and other initiatives organised by the school.

The auditorium is a place for learning, sharing and socialising, so it is important to behave respectfully and follow the rules whenever you use it.

Sports Hall:

This is where the sports hall is located, where you will have your Physical Education lessons.

In addition to lessons, this is also a place where tournaments, competitions and various sports activities take place, as well as some clubs organised by the school.



Who Can Help You?

At your school, you are never alone! Whenever you have a question, need help or simply want to talk to someone, there are several people available to support you.

Class Tutor

Your Class Tutor is one of the most important people throughout your school journey. You can turn to them whenever you have questions about the school, difficulties in lessons or any situation that concerns you.

Teachers

Your teachers are available to help you learn, answer your questions and support you whenever necessary. Don't be afraid to ask them for help.

Operational Assistants

Operational Assistants are there to support you every day and can help you find a classroom, answer questions about the different areas of the school or assist you with any day-to-day situation.

Psychology and Guidance Service (SPO)

If you are worried, sad, anxious or going through any difficulty, you can turn to the Psychology and Guidance Service. This is a safe space where you will be listened to and supported.

Cultural and Linguistic Mediator

The Cultural and Linguistic Mediator is available to help students and their families, promoting integration, dialogue and respect for cultural diversity.

CLDS 5G Project

The CLDS 5G Project team organises various activities and is available to support students, promoting inclusion, well-being and participation in school life.

Remember: asking for help is a sign of confidence and responsibility. Whenever you need to, talk to an adult at school. We are here to help you feel well, safe and included at Gonçalo Nunes School Cluster.

How Does Your School Work?

School Timetable

At the beginning of the school year, your Class Tutor will give you your school timetable, where you can check your subjects, classrooms and lesson times.

Throughout the day, you will hear the school bell ring to the sound of music. It indicates the beginning and end of lessons, as well as break times.

Agr. de Escolas Gonçalo Nunes Agrupamento Escolas Gonçalo Nunes
P-4750 Barcelos Ano letivo 25-26

5°F

União 2025

	Segunda	Terça	Quarta	Quinta	Sexta
8:20	MAT	CD	EDF	ING	S12
9:10	S12	ST, AT	G1	MAT	S12
9:15					EM
10:05	CN	EV	S19 E		AUD
10:25			ING	S12	EMRC
11:15				PORT	S12
11:25	PORT	EM	AUD		TIC
12:15					CA
12:20			CN	S12	S12
13:10	HQP	S12		HQP	EDF
13:30					G1
14:10					
14:15					MAT
15:05		PORT	S12		S12
15:15					ET
16:05					S19 E
16:25					
17:15					
17:20					
18:10					

Lesson and Break Timetable

Time	Activity
08h20 – 09h10	1st Period
09h10 – 09h15	 Break
09h15 – 10h05	2nd Period
10h05 – 10h25	 Break
10h25 – 11h15	3rd Period
11h15 – 11h25	 Break

11h25 – 12h15	4th Period
12h15 – 12h25	☕ Break
12h25 – 13h15	5th Period
13h15 – 14h15	🍽️ Lunch
14h15 – 15h05	6th Period
15h05 – 15h15	☕ Break
15h15 – 16h05	7th Period
16h05 – 16h25	☕ Break
16h25 – 17h15	8th Period
17h15	🏠 End of lessons

💡 Don't Forget!

- Always arrive a few minutes before lessons begin.
- Listen carefully for the bell.
- Use break times to rest, socialise and prepare your materials for the next lesson.

Were You Absent from School?

If you miss lessons, your parent or guardian must justify your absence to your Class Tutor.

The justification can be sent by email or in writing. Whenever the absence is due to illness, it is important to provide a medical note, especially if you are absent for several days.

Remember!

The sooner an absence is justified, the easier it is to keep your school records up to date.

Student Card

Your school card is very important and you should always carry it with you!

With it you can:

-  Have lunch in the canteen;
-  Buy a snack at the snack bar;
-  Buy supplies at the school supplies shop;
-  Use other school services.



If you lose your card or it stops working, inform your Class Tutor or go to the School Management office to resolve the situation.

Did You Know...?

Your school card is like your “key” to many school services. Take good care of it and avoid bending it or scratching its surface.

Whenever You Need...

If you have any questions about timetables, absences, your card or any other school-related matter, talk to your Class Tutor or ask a teacher, an Operational Assistant or another adult at school. They will all be available to help you.

Essential Rules

School is a place for learning, sharing and spending time together. To ensure that everyone feels comfortable and can learn in a safe and respectful environment, it is important to follow some essential rules.

Respect Others

- Treat everyone with respect and kindness, regardless of their differences.
- Use appropriate language and avoid behaviour that could hurt or exclude your classmates.
- Respect teachers, Operational Assistants and all members of the school community.

Take Care of Your School

- Keep classrooms, corridors and outdoor areas clean and organised.
- Use school materials and equipment correctly.
- Always put rubbish in the appropriate bins and help preserve shared spaces.

Be Punctual and Responsible

- Arrive at lessons on time and bring the materials you need for each subject.
- Follow your teachers' instructions and take part in activities with interest and commitment.

Mobile Phone Use

According to school rules, mobile phones may not be used during lesson time, unless a teacher authorises their use for educational purposes.

During breaks, you must follow the school rules regarding the use of these devices.

Help Keep the School Safe

- Avoid running in corridors and on stairs.
- Follow the school's safety rules.
- Whenever you witness a conflict or need help, go to an adult.

Remember !

Every student has an important role in building a more welcoming, safe and happy school. Respect, responsibility, friendship and cooperation are values that help us grow together and make school a better place for everyone.

Did You Know...?

Gonçalo Nunes School Cluster is much more than a place for lessons! Here you can learn, have fun, make new friends and take part in many activities throughout the school year.

School Clubs

The school offers several free clubs where you can develop new knowledge, discover talents and spend your free time in a fun way. You can take part in:

-  Music Club;
-  Arts Workshop;
-  Languages Club;
-  Green Brigades;
-  Writing Links;
-  Mountain Biking Club;
-  Reading Club;
-  Basketball Club;
-  Programming and Robotics Club;
-  Forest Group.

School Sports

If you enjoy sport, you can also sign up for School Sports free of charge and take part in the following activities:

-  Volleyball;
-  Table Tennis;
-  Active School.

Throughout the Year...

Did you know that the school organises various special activities every year?

- 🏆 Inter-Class Tournament, where students take part in different sports and promote team spirit and interaction between classes.
- 🎈 School Cluster Day, a very special day celebrated with recreational, sports and cultural activities involving the whole school community.

A School for Everyone

Gonçalo Nunes School Cluster is recognised as one of the schools in the municipality of Barcelos with the greatest cultural diversity, welcoming students of different nationalities.

This diversity makes the school a richer place, where everyone has the opportunity to learn from one another, discover new cultures, promote respect for differences and build a more inclusive and supportive community.

Take part, get involved and make the most of everything your school has to offer!

Your First Days

It is normal to have some questions or feel a little lost during your first days at school. Don't worry! As the days go by, you will get to know the school areas, teachers, staff and classmates better.

Use this checklist to see whether you already know the main places and services in your school:

- ☐ I know my Class Tutor.
- ☐ I know where my classroom is.
- ☐ I know where the School Management office is.
- ☐ I know where the Library, Canteen, Snack Bar and School Supplies Shop are located.
- ☐ I know where I can ask for help if I have a question.
- ☐ I know the Psychology and Guidance Service (SPO) office.
- ☐ I know where the First Aid Room is.
- ☐ I have visited the different school buildings.
- ☐ I know some of the clubs and activities I can take part in.
- ☐ I have already made a new friend!

Remember!

Don't be afraid to ask questions. Teachers, Operational Assistants and other school staff are available to help you whenever you need them. We all want you to feel happy and included in your new school!

Now You Are Part of Our School

You have reached the end of your Welcome Guide!

We hope this guide has helped you get to know Gonçalves Nunes School Cluster better and that you feel ready to begin this new stage of your school life.

Throughout the school year, you will learn many new things, meet different people, make friends, take part in activities and have experiences that will contribute to your personal and academic growth.

Remember that school is a place for learning, respect, friendship and sharing. Make the most of all the opportunities it offers, take part in activities, take care of the spaces and treat everyone with respect and kindness.

Whenever you need to, remember that there is a team ready to listen to you, guide you and help you.

We wish you an excellent school year, full of learning, challenges, achievements and happy moments!

Welcome to Gonçalves Nunes School Cluster. This school is yours too!

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