

Panaga School

HRF/4, BSP Company Sdn Bhd, Seria, KB 3534, Negara Brunei Darussalam

Telephone: (+673) 3375728/3372139 Teraja, 3372694 Mendaram/Rampayoh

Principal: Tim Robinson 3372355/ 8777271 email: tim.robinson@shell.com

Headteacher Mendaram/Rampayoh: Cindy Bin Tahal 8777028 email: cindybintahal@panagaschool.com

Headteacher Teraja: Andy Ryan 3372404/8988224 email: andrewryan@panagaschool.com

Senior Admin Support: Jalinah Bte Ali 3375728 email: jalinah.ali@shell.com

Admin Support Rampayoh/Mendaram: Zurimah Bte Jumat email: z.jumat@shell.com

Admin Support Teraja: Hasmah Bte Hj Salleh: hasmah.salleh@shell.com



Terms and Conditions of Admission – Contractors

Admissions Policy

Brunei Shell Companies may at their sole discretion consider for admission to the Panaga School the children of third party expatriate staff providing they meet the admission criteria.

Admission Criteria 2016

One of the following criteria for expatriate contractors must be met for admission to be considered:

1. They are of expatriate status and only temporarily resident in Brunei Darussalam
2. They are working in Brunei Darussalam wholly in support of a contract with BSJV; or their employers, while not working under a contract with, nevertheless have a substantial business relationship with the BSJV

Admission Authorisation

Following submission of an application for consideration and all relevant documentation, a letter of approval must be issued by Panaga School.

A place will ordinarily only be granted if the child has experienced a similar style of education as offered by Panaga School. On receipt of completed admission forms, the Principal may contact the child's former school(s) to verify this and his decision will be final.

The full admission process must be completed before the first day of attendance. Every child will be required to sit an entrance assessment and/or attend school for an interview before admission is accepted. Entrance assessments are held at school by appointment only. The Principal will have sole responsibility for deciding in which class the child will be placed and how the child will be progressed through the school.

A child may attend school until the end of the school year in which he/she completes Primary 8 (at 12 years of age)

Eligibility for particular year groups is based on the child's age, in exceptional circumstances the school reserves the right to place a child in a class which is deemed academically and developmentally more appropriate.

In the event of limited places being available in the school, priority will always be given to the education of children of BSJV staff. If school enrolment numbers increase significantly, the school has the right to withdraw the place of contractor students. If such an event occurs then notice of 3 months will be provided.

Once a place has been offered parents must sign and return the Acceptance Letter to Panaga School.

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Curriculum

The curriculum followed is the National Curriculums of England. The children also follow the International Primary Curriculum (IPC).

School Fees

Please see the website document with further fee information and payment instructions.

Special Educational Needs

Parents are asked to inform the school prior to admission of any special needs requiring learning support. Reports related to assessments made by an Educational Psychologist or any other specialist concerned with child development should be submitted upon application.

Panaga is a mainstream school and has no Special Education Unit. Failure to disclose any relevant additional information could result in a place in school being withdrawn. Withdrawal of a place may also occur if the school feels it cannot satisfy a child's educational needs.

Code of Conduct

The day-to-day management of the school is the responsibility of the Senior Leadership Team and in educational matters their decision is final. It is a condition of remaining at the school that every child complies with the school rules as amended from time to time. In particular, parents must undertake to ensure that their child attends school punctually and conforms to such rules of appearance and behaviour as issued by Panaga School from time to time. The Panaga School Principal may, for a reason considered by him to be sufficient and reasonable at any time, suspend or expel a child from attending the school.

Student Pass

The Brunei Government requires all expatriate children attending Panaga School to have a current student pass.

- Student Passes are to be directly applied for by the parents of third party children from the Ministry of Education in Bandar or via school administration.
- The school administration team can provide parents with the necessary form for making application.
- Initial application for a third party child attending Panaga School must be applied for within the first two months of school attendance.
- The 'green' receipt from the Ministry must be returned to the school as proof of application.

DE Digital Education

Information Communication Technology is an integral part of the learning provision. All parents and children must accept the Panaga School Acceptable Use Policy. Panaga School conducts regular audits to ensure compliance with the guidelines.



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Publicity

Parents and children agree that basic personal details and photographs may, from time to time be used for the purpose of publicity.

Medical

Parents are required to divulge any medical condition or needs for regular medication. In a medical emergency, the Senior Leadership Team may authorize for referral to the Shell Panaga Health Centre for treatment.

Panaga School reserves the right to change or add to these terms of admission in order to assist the proper delivery of education.

Review date Feb 2016



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