



# Panaga School Admission Policy

## **Introduction**

Panaga School provides learning for the children of the employees of BSJV companies for whom a similar style of education to that which they have previously experienced is unavailable in the local educational market. This learning is supported by an International Curriculum that empowers children with the knowledge, skills and understanding that will enable them to be productive members of an ever-changing, culturally diverse world community.

## **Purpose**

To provide consistency of approach and a transparent process for admission to Panaga School

## **Content**

The terms and conditions that apply to this policy are attached and are published on the school website for all members of our community to access.

## **Author**

School Leadership Team

## **Review Date**

September 2016

## Terms and Conditions of Admission

### Shell School Mission Statement

Shell Schools will, through excellent teaching and organization, maximize children's learning in a way which enables them to achieve high social, personal and academic standards, enjoy learning, adapt to other education systems and develop both a national and international perspective.

### Panaga School Mission Statement

Panaga School provides learning supported by an International Curriculum that empowers children with the knowledge, skills and understanding that will enable them to be productive members of an ever-changing, culturally diverse world community.

### Policy Purpose

To provide consistency of approach and a transparent process for admission to Panaga School.

### Admission Policy

The children of Brunei Shell Joint Venture (BSJV) employees can enter school if all the relevant application criteria are met. The admission process must be completed before the first day of attendance.

### **BSJV Employees\***

#### IBAS Criteria:

- Children meet age eligibility for the school\*\*

#### Panaga School Teachers' Criteria:

- Children meet age eligibility for the school\*\*
- Teachers are not benefitting from duplication of benefits

#### Term Contracts / Direct Hires' Criteria:

- Children meet age eligibility for the school\*\*
- Children have experienced a similar style education
- There are places available within the year group for which the child is eligible.\*\*\*

#### Bruneian Staff Criteria:

- Children meet age eligibility for the school\*\*
- Approval by Shell Country Chair, Brunei Shell Petroleum's Human Resources Director and the School Board

#### Third Party/Contractors:

- Children meet the age eligibility for the school\*\*
- Children have experienced a similar style of education
- There are places available within the year group for which the child is eligible\*\*\*
- Third party company has a contract with BSJV or Shell

\*If your personal circumstances change this may result in a review of an allocated place.

\*\*Subject to the school being able to meet your child's educational needs (See SEN)

\*\*\*Class sizes at the school are limited and children of staff in this category can only be offered a place on the waiting list prior to arrival in Brunei. A decision on admission to the school will be made upon arrival in Brunei and will be determined by the availability of places. The usual terms and conditions of admission will still apply.

### **Age Eligibility Criteria**

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

<b>Original Names</b> <b>The UK / The Netherlands</b>	<b>Year Group Structure</b>	<b>Age Criteria</b> <i>Birthday between</i> <i>1st Sep and 31<sup>st</sup> Aug.</i> <i>i.e. during academic year</i>
Pre-Nursery	Pre-Nursery	3 <sup>rd</sup> Birthday
Nursery	Nursery	4 <sup>th</sup> Birthday
Reception / Groep 1	Primary 1	5 <sup>th</sup> Birthday
Year 1 / Groep 2	Primary 2	6 <sup>th</sup> Birthday
Year 2 / Groep 3	Primary 3	7 <sup>th</sup> Birthday
Year 3 / Groep 4	Primary 4	8 <sup>th</sup> Birthday
Year 4 / Groep 5	Primary 5	9 <sup>th</sup> Birthday
Year 5 / Groep 6	Primary 6	10 <sup>th</sup> Birthday
Year 6 / Groep 7	Primary 7	11 <sup>th</sup> Birthday
Year 7 / Groep 8	Primary 8	12 <sup>th</sup> Birthday

**Note: For Pre-Nursery pupils, admission will only be accepted at the start of the academic year in September. No other admission will be accepted during the academic year unless newly arrived in the country.**

### **Entrance Assessments**

The school conducts entry assessments for all children. These are used to provide us with a clear picture of the child's prior learning and current abilities so that they are allocated to a class which will support their ongoing development. Where an assessment may highlight an area of concern, parents will be informed and subsequent assessments (including requests for assessments and reports from external specialists) may be requested as a condition of an offer of admission.

## **Curriculum**

Panaga School has an International Stream which follows the National Curriculum of England and the International Primary Curriculum (IPC). The curriculum provision incorporates residential field trips and visits, which are integral to the education offered. Children are expected to follow the curriculum in full. Where parents opt not to include their child in residential visits lasting more than one night, the school will not provide alternative educational provision.

## **English Language Support (EAL)**

An English Language or a Support Language programme will be offered if the pupil's level of English prevents him/her from accessing the curriculum fully.

## **Special Educational Needs (SEN)**

Panaga School is a mainstream school and offers very limited support for children with special educational needs. Where there is such a requirement, parents **must** contact the Principal (HRF/4) for advice and to establish if local support is available before coming to Brunei. Note: Failure to disclose any relevant information could result in the withdrawal of the child's place if the school feels it cannot meet the child's educational needs.

**'Where a child has been identified with a SEN before admittance / on admittance / after admittance, due to the limited resources, both within the school and locally, the school reserves the right to recommend alternative educational provision, if the needs of the child cannot be met within the mainstream classroom.'** Panaga School Special Educational Needs Policy

## **Digital Education (DE)**

Digital Education is an integral part of the learning provision at Panaga School. All parents and children must accept the Panaga School Acceptable Use Policy (attached). Regular audits are carried out to ensure continue compliance with the guidelines.

## **Medical**

Parents are required to notify the school of any medical condition or need for regular medication. In a medical emergency, the school's Senior Leadership Team may authorise referral to the Shell Panaga Health Centre for urgent treatment.

## **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 entry that all parents undertake to ensure their children comply with all school rules. This includes, but is not limited to, punctual attendance, behaviour and appearance. The Principal shall have the right to suspend or expel a child from school following a thorough investigation process.

## **Publicity**

Parents and children agree that basic personal details and images may, from time to time, be used for the purpose of publicity. Any image taken of children in school by parents or their guests should not be published on social networking sites without the permission of the parents of the children in the image.

### **Assessment Data**

Parents agree that the school may collect and store data on pupil progress against assessments made internally and through external testing (PiPs, ISAs). Teacher assessment data is also stored using Tapestry (Early Years) and Classroom Monitor (P2 – P8). All such data includes basic information relating to the children's age, language and background to provide for effective analysis.

### **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 secretary can provide parents with the necessary form for making the 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.

### **School Fees**

School fees are reviewed annually and may be subject to increase. There are three terms in the school year and fees will be charged on a per term basis. School fees will be published in advance of the academic year and will apply for the following three terms.

Full-time students (Primary 1 – Primary 8): **B\$ 4071 per term**

Part-time students (Pre-Nursery and Nursery): **B\$ 1992 per term**

Costs for activities outside the core curriculum, such as residential field trips and visits, in which you agree in advance that your child may participate, are not included in the school fees and will be charged for accordingly.

**BSJV employees are advised to refer to their contractual educational entitlement.**

**Please see fees policy for further details.**

### **Payment Methods**

Fees are payable prior to a child starting a school term. Payment should be made payable to.

Beneficiary: Brunei Shell Petroleum Co Sdn Bhd

Beneficiary Bank Details:

Standard Chartered, Kuala Belait, Brunei

SWIFT Code: SCBLBNBB

A/C No. 01001-418601-00

A full term's fees will be payable in the event that a child enters the school during the course of the first half of a term. If a child enters the school after the half-term holiday in a given term, a half term's fees will be charged. If a child leaves at the half term holiday in a given term (Final departure without returning to school), a half term's fees will be charged. A half term's fees is defined as 50% of a full term's fees.

**The decision of the school regarding admission is final. Panaga School reserves the right to amend these Terms and Conditions of Admission.**