**School Bell Times**

|  |
| --- |
| **Mendaram Pre Nursery** |
| Monday to Friday | 7:40am – 11:30am |
| **Mendaram Nursery** |
| Monday to Thursday | 7:40am – 12:00pm |
| Friday | 7:40am – 11:45am |
| **Rampayoh P1** |
| Monday to Tuesday | 7:40am – 2:05pmBreaks: 9:00am – 9:30am : 11:30am – 12:20pm |
| Wednesday to Friday | 7:40am – 11:45amBreak : 9:00am – 9:30am |
| **Rampayoh P2 and P3** |
| Monday to Thursday | 7:40am – 2:05pmBreaks: 9:00am – 9:30am : 11:30am – 12:20pm |
| Friday | 7:40am – 11:45amBreak : 9:00am – 9:30am |
| **Teraja P4 to P7** |
| Monday to Thursday | 7:30am – 2:20pmBreaks: 9:25am – 9:55am : 11:45am – 12:35pm |
| Friday | 7:30am – 12:00pm |
| **Melilas M1 to M2** |
| Monday to Thursday | 7:20am – 2:20pmBreaks: 9:30am – 9:50am : 11:50am – 12:30pm |
| Friday | 7:20am – 12:00pm |

**Assembly – Friday**

Rampayoh: 10:45am

Teraja: 11:10am

****Welcome to Panaga School

New Family Arrival Information

This booklet provides information to assist you and your child to settle into Panaga School. We encourage you to also continue conversations with your child's class teacher in the first instance, to help familiarize yourself with school processes.

Panaga School's leadership team consists of Year Group Leaders, Deputy Head Teachers and Head Teachers located on Rampayoh/Mendaram and Teraja/Melilas school sites, with our Principal who oversees the management of Panaga School in its entirety. This leadership team are also available to assist you with relevant conversations.

We look forward to getting to know yourself and your family better as we work together in your child's learning journey.

Important Information:

* **Absences** - in the event that your child is unexpectedly absent (sick), please email: studentabsence@panagaschool.net or phone 3372694 (Mendaram/Rampayoh) or 3372139 (Teraja/Melilas). Please note there is a policy for exclusion periods for infectious conditions that has been created by medical staff at Panaga Health Centre with Panaga School staff. If your child will be absent from school for short or long leave, please visit the school office to complete a leave form.
* **Parents and visitors on site**. If on site before or after usual school drop off and pick up times, or when attending scheduled school events, you will be required to sign in at the front foyer security desk and wear a visitor's tag. Rampayoh foyer is the only entry point for Mendaram outside of usual arrival and departure times.
* **Lateness** - for students in Mendaram, please report directly to the class teacher. For students in Rampayoh, Teraja/Melilas, please report to the school front office where a late pass will be issued and recorded against school attendance.
* **School requirements**: students from P1 and above require a PE and sports house coloured T Shirt. All students require a bag, water bottle, snack/lunch and hat. Check with your child's class teacher to learn what days your child's class attends specialist lessons.
* **Parent contact details** - please ensure as soon as you move to temporary and permanent housing, the school is updated with all contact details.
* **School Transport -**There are designated drop off zones at both Rampayoh (students P1 to P3 only), Teraja/Melilas. Rampayoh drop off zone is next to the kitchen and is staffed between 7.30am and 7.40am.

**School Starting Age**

|  |
| --- |
| **Year 2018/2019 Academic Year Enrolment** |
| **M2****12 / 13 YRS** | 1ST SEPT 05 | 31ST AUG 06 |
| **M1****11 / 12 YRS** | 1ST SEPT 06 | 31ST AUG 07 |
| **PRIMARY 7****10 / 11 YRS** | 1ST SEPT 07 | 31ST AUG 08 |
| **PRIMARY 6****9 / 10 YRS** | 1ST SEPT 08 | 31ST AUG 09 |
| **PRIMARY 5****8 / 9 YRS** | 1ST SEPT 09 | 31ST AUG 10 |
| **PRIMARY 4****7 / 8 YRS** | 1ST SEPT 10 | 31ST AUG 11 |
| **PRIMARY 3****6 / 7 YRS** | 1ST SEPT 11 | 31ST AUG 12 |
| **PRIMARY 2****5 / 6 YRS** | 1ST SEPT 12 | 31ST AUG 13 |
| **PRIMARY 1****4 / 5 YRS** | 1ST SEPT 13 | 31ST AUG 14 |
| **NURSERY****SEPT INTAKE** | 1ST SEPT 14 | 31ST AUG 15 |
| **PRE-NURSERY****SEPT INTAKE** | 1ST SEPT 15 | 31ST AUG 16 |

**School Leadership Team**

|  |  |  |
| --- | --- | --- |
| **Principal**Cindy Bin Tahal | 3372355 / 8777028 | cindybintahal@panagaschool.com |
| **Head Teacher Teraja/Melilas**TBC |  |  |
| **Head Teacher Mendaram / Rampayoh**TBC |  |  |
| **Senior Admin Support**Jalinah Bte Ali | 3375728 | jalinah.ali@shell.com |
| **Admin Support Mendaram / Rampayoh**Zurimah Bte Jumat | 3372694 | z.jumat@shell.com |
| **Admin Support Teraja**Hasmah Bte Hj Salleh | 3372139 | hasmah.salleh@shell.com |
| **Pre-Nursery Year Group Leader** | Claire Richmond |
| **Nursery Year Group Leader** | Louise Ramsden |
| **P1 Year Group Leader** | Louise Cooke |
| **P2 Year Group Leader** | Rachel Marsden |
| **P3 Year Group Leader** | Laura Wilson |
| **P4 Year Group Leader** | Jo Marshall |
| **P5 Year Group Leader** | Tania Mehlhopt |
| **P6 Year Group Leader** | Matt Perryman |
| **P7 Year Group Leader** | Danni Cairns |
| **M1 Tutors** | Neil LynchStephanie Straatman |
| **M2 Tutors** | Suzana Brooke |

Mendaram students must be dropped directly to their class teacher and collected from their classroom everyday. Students in Rampayoh are able to be dropped off at the drop off zone or inside the school foyer from 7.30am each day, however must be collected directly from the classroom at the end of each school day. Students in Teraja/Melilas are able to independently walk or cycle to school. Panaga School practices safe travel behaviours by always wearing a seat belt in cars, always wearing a helmet when riding a bike and always parking cars in designated car parks.

* **Class Parent Representatives-**be sure to get contact details for your class parent representative. Parent Reps assist with school communications and classroom operations.
* **Student Birthdays –** We are happy to celebrate students’ birthdays at a time that suits the class timetable. Parents are asked to speak with the class teacher about a suitable time and item to bring to school (eg. Small cupcakes). We do not distribute party bags at school as such items cause several complexities (such as allergy management, choking hazards). Unless birthday invitations are being offered to all members of the class, we ask that birthday party invitations are not distributed using school communication systems (eg. Placed in younger children’s drawers).
* **Pork free zone –** Out of respect for our Muslim population, pork products are not to be in school.
* **Student Medical Information –** Please keep teachers and school office staff up to date with any relevant medical information about your child. Some students require certain medications to be left at school with Student Medical Plans available for all staff to access.



Mendaram

School Maps

Rampayoh



Teraja

Melilas