

Panaga School Admissions 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

October 2017

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 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.***
- Third party company has 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.

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

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.

English Language Support (EAL)

An intensive 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

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 continued 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 authorize 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.

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 staff 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

PLEASE NOTE: PANAGA SCHOOL FEES WILL INCUR A 5% INCREASE BEGINNING 2019/2020 ACADEMIC YEAR.

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.

See below Panaga School fees as of September 2019:

M1 & M2: **B\$ 4274 per term**

Primary 1 – Primary 7: **B\$ 4274 per term**

Pre-Nursery & Nursery: **B\$ 2091 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.

Families with a final leaver date part way through mid-term can apply for a pro rata fee structure. In such instances, an appointment is required with the Head Teacher or Principal to determine pro rata and gain approval for such a fee structure.

The decision of the school regarding admission is final.

Panaga School reserves the right to amend these Terms and Conditions of Admission.