

## **BSC Panaga School**



### **Terms and Conditions of Admission – Brunei Shell Companies: 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 2011-12**

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 BSP; or their employer, while not working under a contract with , nevertheless have a substantial business relationship with the BSP,
3. they are of equivalent status to BSP Senior Staff.

#### **Admission Authorisation**

Before submitting an application for consideration and all relevant documentation, a letter of approval must be issued by the Principal, endorsed by the School Board.

A place will ordinarily only be granted if the child has experienced a similar style of education as offered by Panaga School. Regional applications will be considered in the context of local schools provision. 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.

In the International Stream, a child may attend school until the end of the school year in which he/she completes Primary 8 (at 12 years of age). In the Dutch Stream, a child may attend school until the end of the school year in which he/she completes Group 8.

## ***BSC Panaga School***

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

Original Names UK /Netherlands	Class structure	IPC Structure	Academic Year Age Criteria 2011- 2012
Pre-Nursery	Pre-Nursery	Pre Early Years	1 <sup>st</sup> Sept 08 - 31 <sup>st</sup> Aug 09
Nursery	Nursery	Early Years	1 <sup>st</sup> Sept 07 - 31 <sup>st</sup> Aug 08
Reception / Groep 1	Primary 1	Early Years	1 <sup>st</sup> Sept 06 - 31 <sup>st</sup> Aug 07
Year 1 / Groep 2	Primary 2	Milepost 1	1 <sup>st</sup> Sept 05 - 31 <sup>st</sup> Aug 06
Year 2 / Groep 3	Primary 3	Milepost 1	1 <sup>st</sup> Sept 04 - 31 <sup>st</sup> Aug 05
Year 3 / Groep 4	Primary 4	Milepost 2	1 <sup>st</sup> Sept 03 - 31 <sup>st</sup> Aug 04
Year 4 / Groep 5	Primary 5	Milepost 2	1 <sup>st</sup> Sept 02 - 31 <sup>st</sup> Aug 03
Year 5 / Groep 6	Primary 6	Milepost 3	1 <sup>st</sup> Sept 01 - 31 <sup>st</sup> Aug 02
Year 6 / Groep 7	Primary 7	Milepost 3	1 <sup>st</sup> Sept 00 - 31 <sup>st</sup> Aug 01
Year 7 / Groep 8	Primary 8	Milepost 3 +	1 <sup>st</sup> Sept 99 - 31 <sup>st</sup> Aug 00

**In the event of limited places being available in the school, priority will always be given to the education of children of BSC staff.**

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

### **Curriculum**

The Panaga School has a Dutch Stream for Dutch Nationals and an English Stream for non-Dutch Nationals. The curriculums followed are the National Curriculums of The Netherlands and England respectively. The children also follow the International Primary Curriculum (IPC).

### **School Fees**

The school fee is reviewed annually by the Companies and may be subject to an annual increase. The school fee will be charged on a per-term basis determined by the Companies. The fees will be published in advance of an academic school year and will apply for the following three school terms. The fees for the 2011/2012 academic year will be B\$3877.50 per term. The fees for children attending the Nursery in the International and Dutch Stream will be B\$1897.50. The fees for children attending the Crèche (20 months – 3 years old) will be \$385 - 2 mornings; \$495 - 3 mornings and \$605 – 4 mornings. Any activities outside the core curriculum, such as overnight field trips and visits to which you agree in advance your child may participate, shall be deemed to be supplemental to items met by the fees and charged for accordingly.

## ***BSC Panaga School***

### **Payment Methods**

The term fees are payable prior to a child starting a term at the school and payment should be either by a crossed cheque should be made payable to:

**BRUNEI SHELL PETROLEUM CO. SDN. BHD or by a bank transfer to: Account No. 002-006278001, the Hong Kong & Shanghai Banking Corp., Kuala Belait**

A full term's fee 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, then a half term's fee will be charged. If a child leaves on final departure without returning to school, after the half term holiday in a given term, then a half term's fee will be charged. A half term's fee is defined as 50% of the termly fee.

### **English Language Support**

An intensive English Language or a Support English Language programme will be offered if the pupil's English level does not meet the required standard for admission

### **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. The school can provide learning support for children with a low level of special educational needs through an SEN Teacher. **However, 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.

## ***BSC Panaga 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 secretary 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 'blue' receipt from the Ministry must be returned to the school as proof of application.

### **Information Communication Technology**

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.

### **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 authorise 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.**