

WELCOME TO PANAGA SCHOOL



New Family Arrival Information

Please also visit <https://www.panagaschool.com/> for further 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 familiarise yourself with school processes. The Senior Leadership Team is also available to assist you with relevant conversations.

Panaga School's leadership team consists of Middle Leaders, Deputy Principals, and our School Principal.

Mr Brian Platts is our Principal, with an office based on Teraja. The Principal oversees the management of Panaga School in its entirety.

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

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Important Information:

- **Absences** - in the event that your child is unexpectedly absent (sick), please email your child's class teacher/tutor or phone 3373971 (Mendaram/Rampayoh) or 3372232(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. Teraja foyer is the only entry point for Teraja and Melilas parents (and for students 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 attendance will be updated on the class register.
- **School requirements** - students from Reception and above require a PE and 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.
- **Student Medical Information** - Please keep teachers, school office staff and nurse 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.
- **Communication** - Panaga School Biweekly is sent every second Friday via email, celebrating learning and informing the community of important information. Please make sure you have registered an email with the school.
- **Class Parent Representatives** - (organised in the first weeks of school) be sure to get contact details for your class parent representative. Parent Reps assist with school communications and classroom operations.

- **School Transport** - Panaga School practises 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. There is no pick up facility after school on any site. Parents must park cars and collect children.

Mendaram Pre Nursery and Nursery students must be dropped directly to their class teacher and collected from their classroom everyday.

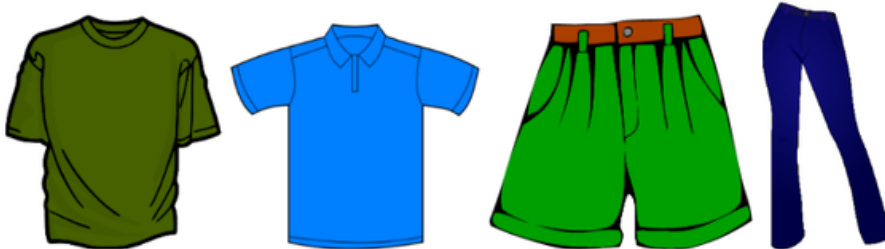
Rampayoh - Reception, Year 1 and 2- students must travel to school with an adult. They are able to be dropped off at the drop off zone or inside the school foyer from 7.30am each day, however must be collected directly from the classroom at the end of each school day. Rampayoh drop off zone is next to P2 classrooms and is staffed between 7.30am and 7.40am.

Teraja/Melilas Year 3 – Year 8 are able to independently walk or cycle to school. Students are not to walk out and across the school car park unaccompanied. Teraja/Melilas drop off zones are at the back of the school under the covered shelter and at the front main foyer.

- **Swimming Reception to Year 6** - Please speak with your child's class teacher.
- **Home learning** - Please discuss procedures with your child's class teacher.
- **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 Visas** - Please ensure your child has and maintains a valid student visa. Miss Zu and Miss Hasmah can assist with this at either school office.
- **Jewellery** - Earrings are to be studs or sleepers only. Where sports require, earrings and watches are to be removed. All other jewellery is to be avoided. Parents are to consult with class teachers and/or school senior leaders if required, to discuss this information further.

Dress Code:

To be sun safe and ensure clothing acts protectively in various subjects, please ensure shoulders and upper thighs are covered, with a hat required daily. Melilas Students have a specific uniform, with information below. Hats are to be worn in the sun at all times.



Shoes for all students (daily requirement):

Back ankle strap required, no flip flops.

For students in Teraja and Melilas Design and Technology, Art and Science lessons, ensure closed in shoes at all times.

Mendaram Shirts (Pre-Nursery and Nursery) Optional Uniform:

See Mendaram Staff for order form.

Rampayoh/Teraja PE Kit (for PE days):

PE Panaga School T-Shirt

Closed in sports shoes.

Rampayoh/Teraja House T-Shirts (for field trips and in school events):

Coloured 'House' School T-Shirt





Melilas School Uniform (daily):

Uniform polo shirt

PE Kit (Shorts and Shirt)

Melilas Uniform, Rampayoh&Teraja PE Shirt and House T-Shirt order form:

<https://www.panagaschool.com/orderforms>

	Requirements	Images
Whole school	School Bag Hat Water Bottle Snack and Lunch Sunscreen & insect repellent (recommended to apply each morning, optional to send to school also)	
Mendaram (PN/N)	Changes of clothes	
Rampayoh & Teraja (Year 1 - Year 6)	Reading Folder (A4 size) Library Folder (A3 size) Swimming bag and clothes (Goggles, sunshirt, swimmers, towel)	
Melilas (Year 7 & Year 8)	Ballpoint pens (black, blue, red, green) Pencils (HB) Eraser Ruler (30cm) Calculator (Casio fx 100ms / fx 350es or similar) Oxford (or similar) Geometry Set Highlighters Sticky-notes - various colours and sizes (especially for novel study in English) Coloured pencils (optional) Glue sticks	

School Leadership Team

Principal Brian Platts	3375497 / 8777028	brianplatts@panagaschool.net
Deputy Principal Mendaram/Rampayoh Donna Bonham-Russell	3373972 / 7131085	donnabonham@panagaschool.net
Deputy Principal Teraja Aimee Boase	3372404	aimeeboase@panagaschool.net
Deputy Principal Middle Years Mandy Russell	3200040	amandarussell@panagaschool.net
Deputy Principal Cross Campus Tamsin Harris	3374778	tamsinharris@panagaschool.net
Senior Administration Officer (Govt and Housing) Hasmah Binti Hj Salleh	3372139	hasmah_salleh@panagaschool.net
Senior Administration Officer (Teraja/Melilas Reception and HR) Mee Yin Koo		koomeeyin@panagaschool.net
Senior Administration Officer (Mendaram/Rampayoh Reception and Procurement) Nurthesa K Salim	3372694 / 3373971	nurthesasalim@panagaschool.net
Senior Administration Officer (Admission) Zurimah Binti Jumat		zurimahjumat@panagaschool.net
Senior Network Supervisor Hannah Zakaria		hannahzakaria@panagaschool.net
Mendaram / Rampayoh Phase Leaders	Louise Ramsden (Early Years PN-Reception)	louiseramsden@panagaschool.net
	Amy Walters (KS1 - Yr1 & Yr2)	amywalters@panagaschool.net

Teraja Leaders	Suzanne Jones (Lower KS2 - Yr3 & Yr4)	suzannejones@panagaschool.net
	Cindy Harris (Upper KS2 - Yr5 & Yr6)	cindyharris@panagaschool.net
Melilas Leaders	Ben Sutton- KS3 Academic Lead	benjaminsutton@panagaschool.net
	Peta Gleeson - KS3 Pastoral Lead	petagleeson@panagaschool.net
Subject Leaders	Daniel Johnston (IC Subject Leader)	danieljohnston@panagaschool.net
	Steven Walton (English Subject Lead)	stevenwalton@panagaschool.net
	Robert Harris (Maths Subject Lead)	robertharris@panagaschool.net
SENCO	Nicola Crompton	nicolacrompton@panagaschool.net
Swim Coach	Gianfranco Sapone	gianfrancosapone@panagaschool.net

School Starting Age

Year 2024/2025 Academic Year Enrolment			
MELILAS	YEAR 8 12 / 13 YRS	1ST SEPT 11	31ST AUG 12
	YEAR 7 11 / 12 YRS	1ST SEPT 12	31ST AUG 13
TERAJA	YEAR 6 10 / 11 YRS	1ST SEPT 13	31ST AUG 14
	YEAR 5 9 / 10 YRS	1ST SEPT 14	31ST AUG 15
	YEAR 4 8 / 9 YRS	1ST SEPT 15	31ST AUG 16
	YEAR 3 7 / 8 YRS	1ST SEPT 16	31ST AUG 17
RAMPAYOH	YEAR 2 6 / 7 YRS	1ST SEPT 17	31ST AUG 18
	YEAR 1 5 / 6 YRS	1ST SEPT 18	31ST AUG 19
	RECEPTION 4 / 5 YRS	1ST SEPT 19	31ST AUG 20
MENDARAM	NURSERY SEPT INTAKE	1ST SEPT 20	31ST AUG 21
	PRE-NURSERY SEPT INTAKE	1ST SEPT 21	31ST AUG 22

School Bell Times

Mendaram Pre-Nursery & Nursery

Monday to Thursday	7:40am - 12:00pm
Friday	7:40am - 11:40am

Rampayoh Reception

Monday to Wednesday	7:40am - 2:05pm Breaks : 9:00am - 9:30am : 11:30am - 12:20pm
Thursday & Friday	7:40am - 11:45am Break : 9:00am - 9:30am

Rampayoh Year 1 and Year 2

Monday to Thursday	7:40am - 2:05pm Breaks : 9:00am - 9:30am : 11:30am - 12:20pm
Friday	7:40am - 11:45am Break : 9:00am - 9:30am

Teraja Year 3 to Year 6

Monday to Thursday	7:30am - 2:20pm Breaks : 9:20am - 9:50am : 11:40am - 12:30pm
Friday	7:30am - 12:00pm

Melilas Year 7 and Year 8

Monday to Thursday	7:20am - 2:20pm Breaks : 9:20am - 9:50am : 11:40am - 12:30pm
Friday	7:20am - 12:00pm



PANAGA SCHOOL
NEGARA BRUNEI DARUSSALAM

www.panagaschool.com