



رأس الحمراء
RAS AL HAMRA

PDO SCHOOL

Passion for Learning

Admissions and Transfer Policy

Reviewed: December 2022

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Introduction

This document provides information to staff and parents about the factors that support the successful application for places at PDO School. Information is also included about the process of transferring children from PDO School. It is guided by the principles of transparency, equity and fairness.

PDO Expatriate Education Assistance Policy

If a place is available, employees are obliged to place their child at **PDO School** under the PDO Expatriate Education Assistance policy, revised October 2019. Educational assistance will not be provided for any child placed in an alternative primary school where there is a place for them at PDO School.

Parents are required to provide proof of rejection from PDO School before being able to claim educational assistance for school fees from other local schools.

Admission Criteria

There are a number of factors that need to be fulfilled for children to be offered places at PDO School. These include:

1. At least one parent must be an expatriate direct hire employee of PDO or Shell.
2. Children must be at least 3 years old in the academic year of admission.
3. Children being admitted to school at the age of 3.
4. Children must not be older than 11 years old in the year before secondary transfer.
5. Parents must successfully complete the online application process and this requires the provision of documents without which application cannot be granted. This includes a **valid passport, vaccination record and most recent school report** for the child.
6. **A place will not be offered at PDO School until Labour Clearance and valid work visa have been issued.**
7. Children who have been to school previously will be required to provide a confidential reference from their current class teacher before a place will be offered.
8. PDO School is open to all students whose educational needs can be met within the provision of the school. **All children will have a four week settling in period to ensure we can meet their educational needs.**
9. Parents must accept and sign the terms and conditions of the school. Please note there are important factors that determine school fees and more details can be found in the appendices.
10. Once offered, places must be taken by the deadline provided. The school will not hold places for an extended period.

Additional Educational Needs

Please note the school does not have provision for children with **significant** special needs. Parents are required to disclose any significant needs their child may have on the school's admission form.

Our Inclusion and Support Team will discuss these issues with you and assess your child. The school will then decide whether to admit your child. If we are unable to admit your child, we will assist you in finding alternative provision whenever possible. If you have any concerns about this matter, please contact the school at your earliest convenience.

Failure to report any significant Special Educational Needs to the school will result in a review of your child's admission and their place may be withdrawn. PDO School has the right to withdraw education to any child whose learning needs require support that is significantly greater than our setting can provide.

English as an Additional Language

Your child's language needs will be assessed upon admission. If necessary, we can provide the appropriate support so your child can access the English spoken curriculum as quickly and effectively as possible.

This may involve a block of intensive English teaching, outside the usual learning environment. This helps your child accelerate their learning. **During this period of learning and induction, parents must NOT take children out of school on extended leave/holidays as this will have a negative impact upon their language development.**

The Process for Application

Application for places at PDO School can be found online via the Admissions Portal on the school website, pdoschool.com. If you have any questions about this process, please contact the school.

Contact details:

Telephone +968 246 77279

Email: notices@pdoschool.com

Waiting Lists and Points System

Please note that children are admitted to PDO School according to the admissions criteria stated at the beginning of this policy. Please note that the circumstances of families will change and this will impact upon your child's position on the waiting list. It is only when all the admission procedures have been completed successfully and the family is resident in Oman that places will be offered.

School Fees for Non PDO / Shell Employees

Places are granted to children of non PDO / Shell employees at the discretion of the Head Teacher, where the school has excess capacity and there are no waiting lists for PDO expatriate families. Such places are subject to charges. For all new admissions a one off registration fee and a separate enrolment fee will be applicable. In addition termly fees are payable. The school will issue an invoice and this must be settled before the child is

admitted. Subsequent termly fees must be settled before the first day of the new term. For further details you should contact the school's Head of Administration and Finance - +968 246 25864 or email Saada Al Harth, saada.sna.alharthi@pdo.co.om

Details of the fees charged can be found in Appendix 3 at the end of this document.

School Fees for PDO employees with more than three children

In accordance with PDO Education Assistance Policy for Expatriate Employees, educational support is only granted for 3 children in the family regardless of the school attended. Fees will therefore be charged for the fourth and subsequent children where education fees are payable. On admission to PDO School, the school will enter the family details on the PDO data system and establish the number of children attending schools. Fees will only apply to the fourth and subsequent children. The school will issue invoices where they apply and these must be settled before admission. Subsequent invoices must be settled before the start of each term.

Leaving PDO School

Children will normally leave PDO School either to transfer to Secondary School or because the family is relocating out of Muscat. If parents wish to remove their children for other reasons they should seek the support of the Head Teacher. Please make an appointment to see the Head Teacher by contacting the administration team.

Parents must first and foremost be eligible to move their children under the Terms and Conditions of their contract of employment and PDO Employee Policy Manual.

In accordance with policy, parents must provide at least 2 terms notice in writing of their intention to move their child, to avoid being charged a penalty of two terms fees. Notice dates can be found in Appendix 1 of this document. Further terms and conditions can be found in the appendices.

The school hopes that you will be fully satisfied with your child's education at PDO School. If you do have any concerns, then please speak initially to the class teacher. If this fails to resolve the matter, then please make an appointment to see one of the Deputy Head Teachers and finally the Head Teacher. Please contact the administration team for an appointment.

If you are relocating to another country, please notify the Head Teacher as soon as possible, and confirm a leaving date as soon as it is known.

The terms and conditions governing the allocation of school places are included in Appendix 1 at the end of this document.

Appendix 1: Terms and Conditions

Home/School Partnership

At PDO School our aim is for the children to leave our care as truly global citizens, with an understanding and respect for other cultures: highly competent in literacy and numeracy, with a fluency in language and a passion for lifelong learning.

We recognise the importance of the partnership between home and school in ensuring children achieve their potential, and hope you will support your child in all aspects of their school life. The following statement outlines the roles and responsibilities in that partnership.

PDO School will:

- Provide your child with an engaging, well resourced, and challenging curriculum that secures good learning and progress
- Provide the appropriate support so your child reaches their full potential
- Ensure your child is well cared for, feels safe and happy
- Teach your child to develop a positive attitude towards others, regardless of gender, race, religion, culture, belief, values and age
- Provide you with regular information about the school and your child's curriculum and achievement through our Parent Portal, Class Pages & Blogs, Newsletters, Learning Logs, Open Afternoons and Parent-Teacher Consultations
- Make you feel welcome in school at all times, listen to your concerns and work to resolve issues

Parents are expected to:

- Ensure your child arrives at school on time and attends school regularly
- Ensure your child is dressed appropriately in school uniform with safe footwear and PE kit
- Provide your child with a healthy, nutritious snack and lunch to sustain them throughout the day. Please note that the school has a no nut policy
- Inform us on the first day of your child's absence, stating the reason for absence
- Keep us informed of your contact details, especially any changes to GSM numbers and email addresses
- Regularly check your PDO email account and the Parent Portal for school information and take responsibility for forwarding school information to other family members
- Inform the school of any concerns that may be affecting your child's learning, behaviour or well-being
- Support your child with their home learning
- Attend Parent-Teacher consultations and curriculum meetings
- Pay school fees where charged

PDO will:

Pay PDO school fees for up to three children in the family.

Support for Special Educational Needs

PDO School offers mainstream educational provision for children aged between 3 and 11 years of age. We are unable to support children with significant and severe educational needs.

Parents are required to disclose any significant needs their child may have on the school's admission form. Failure to do so will result in the place for your child being withdrawn.

Support for English as an Additional Language (EAL)

The language used in school is English. Where children arrive as non-English speakers the school will provide a programme to teach English.

School Transport

The school does not currently provide a bus service at the beginning and end of each school day.

Some events take place off school premises. Where this is the case the normal form of transport will be the school buses. In some cases, private hire might be used.

There are some events where children will be transported in vehicles belonging to staff or other parents. Your permission, granted on application is valid for the duration of the time that your child/ren attends PDO School.

Photographs

It is PDO School policy to use photographs taken in school to support the children's learning and to record progress. Photographs recorded in school are normally only taken by members of the staff team.

These photographs may be used for school publicity, both for internal and external purposes. If you do not wish for your child to feature in any school photography please inform the Deputy Head Teacher when your child is admitted to school.

Extended Leave

Parents who wish to take their children out of school for extended periods of more than three days must apply for extended leave. To apply for approval parents must contact

the Head Teacher stating the reason for the absence, the amount of absence requested and the return date.

Children who do not attend school for THREE consecutive school weeks without prior approval of the school, will be removed from the school register.

Health and Safety

Parents are expected to follow PDO School Safety rules at all times when on school premises. Parents' ID Badges must be worn and car park rules must be followed at all times.

Transfer to another Local School

We hope that you will be so satisfied with the quality of education and care that your child is receiving at PDO School and that you will not wish to transfer your child to another local school with the exception of transfer to secondary education at the end of Year 6.

Should you become dissatisfied with any area of your child's learning or progress, please do not hesitate to discuss this matter with your child's Class Teacher in the first instance, and then the Deputy Head Teacher and finally Head Teacher if your concerns remain unresolved.

Once a place has been accepted at PDO School, parents are expected to keep their child at the school until the end of Year 6.

In line with the PDO Expatriate Education Assistance Policy, if a child is transferred out of the PDO School before the end of Year 6, PDO will not provide any education support for an alternative primary school facility.

When relocating to another country, you must notify the Head Teacher as soon as possible, and confirm a leaving date as soon as it is known.

Notice Periods:

To start a new local school in **Term 1** (August/ September start) – notice must be given by **30th January** prior to the August start date

To start a new local school in **Term 2** (January start) – notice must be given by **30th May** prior to the January start date

To start a new local school in **Term 3** (April start) – notice must be given by **30th September** prior to the April start date

Appendix 2 The Management of Waiting Lists

Children are admitted to PDO School according to the admissions criteria.

Please note that the circumstances of families will change and this will impact upon their position on the waiting list. It is only when all the admission procedures have been completed successfully and the family is resident in Oman that places will be offered.

Sometimes a family, who registered later than you, will be offered a place in front of you, if they meet all the criteria sooner than your family. For example, you may still be waiting for your visa and be out of the country and there will be a family who meet all the criteria and are in Oman but registered later than you. In these circumstances they will be offered a place sooner than your family.

If you require further information or clarification, please email the admission team at notices@pdoschool.com

Appendix 3 School Fees Table for Non PDO Employees

PDO School Fees (Non-PDO Employee) Academic Year 2022-2023

*All fees are payable in Omani rials and are per term, or any part of a term.
(There are 3 terms in a school year)*

Class	Age	Fees per term	Fees per year
FS1 (Nursery)	3-4 years	OMR 1,170	OMR 3,509
FS2	4-5 years	OMR 2,358	OMR 7,074
Year 1	5-6 years	OMR 2,358	OMR 7,074
Year 2	6-7 years	OMR 2,358	OMR 7,074
Year 3	7-8 years	OMR 2,358	OMR 7,074
Year 4	8-9 years	OMR 2,358	OMR 7,074
Year 5	9-10 years	OMR 2,358	OMR 7,074
Year 6	10-11 years	OMR 2,358	OMR 7,074

For all new admissions a one-off registration fee and a separate enrolment fee will also be applicable.

A registration fee of 100/OMR is payable upon first registration and is non-refundable.

An enrolment fee of 2,000/OMR is payable for any admissions from FS2 to Year 6 and for children moving up from FS1 to Year 6. This enrollment fee is non-refundable.

All fees need to be paid in advance of each term and proof of this payment needs to be provided to the school administrator.

