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| **El Alsson School HR Notes** |
| 2018 |



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| Mai Yehia: Head of Human Resources,1/1/2018 |

**INTRODUCTION**

**Our Vision**

*Developing successful 21st century citizens*

**British School’s Mission**

*To achieve our goals through thinking, learning and caring*

**American School’s Mission**

*To develop in each of our students a life-long love of learning as well as the awareness, skills and characteristics to be successful contributors to our society.*

**COMMUNICATION**

We strongly believe in open lines of communication throughout the School. There are many ways of doing this

* Scheduled departmental or year group /section meetings.
* Monthly staff meetings.
* Daily briefings.
* In-house emails. Everyone has an Alsson school email address.
* Minutes of Meetings – these keep everyone up-to-date with overall School activities.
* Notice Boards in the staff rooms – these include news of daily notices, internal vacancies, social events and other items of interest.
* The school web site, which you must promise to look at, at least once a week!

Informal Processes

* In addition to the above, you are always encouraged to raise any issue with your Head of Department, Section Head, Head Teacher or Principal.

**HOURS OF WORK / PARTICIPATION**

* The school operates from Sunday to Thursday, 8:00am to 3:00pm. In addition, all employees are required to attend and support occasional whole school events, which usually take place on a weekend, like the Graduation Ceremony and the Annual Spring Carnival.
* The school expects all teachers to be involved in extra curricular activities in some way. Extra curric. can be phenomenally exciting things like a needlework club, or rugby, football and sports activities, taking part in the many charities the school supports, musical and drama events. You might also like to force yourself to go on one of our ski trips………. but please, let’s all do something!

**HOLIDAYS**

* Holidays are scheduled by the school and are a combination of the ‘International academic year’ and the Egyptian national holidays. Teaching blocks are kept to around 8 weeks except in the period leading up to the end of the year exams/reports.
* The school does not consider requests for additional days to be added to scheduled holidays. Please don’t ask us for ‘3 extra days at Xmas’ because we won’t and can’t agree. Unless it is an emergency, we cannot consider such a request as it creates a precedent.
* Applications for days off / time off must be made to your Head Teacher (Primary) or Principal (Senior) who will bring the request to the weekly Directors’ meeting. Each request is considered uniquely and may or may not be granted with or without pay.

**ABSENCE FROM WORK**

If you are going to be absent from work for any reason, it is essential that you notify the school before 8:00am on the first day of your absence, giving your reason and saying how long you expect to be away for. Preferably, contact the relevant member of management (see staff handbook) the night before. If you are unable to do this personally, please get someone to contact us; we want to be sure you are safe and looked after.

**MATERNITY**

As with any insurance scheme, you to be here for at least a year before you receive any benefits during pregnancy and there are conditions. Read your medical policy, the insurance company does not cover every eventuality and has limits. Similarly, the school requires you to have worked for 12 months or more, before we will grant maternity leave benefits.

* Maternity leave is 50 days as per Egyptian labour laws.
* Statutory maternity pay will be paid for the maternity leave period.
* The HR department will be happy to explain to you what your maternity pay will be, and all other details of this scheme.
* Additional unpaid leave may be requested and may be considered by the school.

**EDUCATION FOR CHILDREN AND DAY-CARE**

* Expatriate teachers will be offered subsidised day-care (0-2yrs) and free main stream education and bus fees for accompanying dependant children (3-17 years), *except for book fees and external exam fees*. Free education for your children must be agreed at the time of signing the contract.
* If a teacher has a partner who is already working in Egypt, or taking up a professional position in Egypt, and the spouse’s contract includes paying for the education of the children, the school will not provide free education. However, if the amount pledged is less than El Alsson school fees, EA will pay the difference, *excluding book and exam fees.*
* If a teacher decides to place their child in another school, this is their right, but El Alsson will not pay the fees.
* If a teacher gives birth during their contract and continues with the school, the child will become eligible for free education as stated above. The school provides a subsidised day-care service, however, places are limited. The teachers must inform HR when she becomes pregnant and complete an application for the day care. The day care policy is attached.

**APPEARANCE AND DRESS / OPINIONS**

* We trust that you, like all members of our staff, will help maintain our reputation by showing the highest standards of courtesy in dealing with parents and by dressing smartly, cleanly, tidily and reasonably formally. Jeans are not allowed. PE teachers may, of course, dress according to the requirement of their subject.
* We do not accept any member of staff talking to the press unless we know about it and agree.
* We ask you to be discrete in talking to parents, or to anyone outside of the school. Our school, our children, our strengths and weaknesses are our affairs. If something is bothering you, you will always find someone in the school to listen to you. Please don’t hurt us with casual talk. Please also be careful with regard to anything you post on a social network site and please do not include the whole school (“All Staff”) in complaint emails.

**STAFFROOM FUNDS**

* Collections for staff weddings, retirements and maternity are entirely voluntary. Each staff room has worthy and enthusiastic members who organize collections!
* There are fridges and micro wave machines in staffrooms for teachers to self-cater or he staff cafeteria is a franchised service, but also operates at reasonable prices.

**ACCEPTANCE OF GIFTS**

With the exception of small things like diaries or calendars, or things that are obviously from the children, please do not accept gifts from parents, which may be given in good faith, but may be given in the expectation of special support or favours.

**INVITATIONS**

Please be cautious about accepting invitations from parents to lunch or dinner. We strongly recommend you discuss with other experienced colleagues and get their opinion as to whether you should accept or not.

**OUTSIDE EMPLOYMENT**

* If you are asked by a parent to give private lessons, you must refer the request in writing to your Head Teacher who may or may not sign the note, which must then go to personnel. We do not automatically refuse, but our general policy is to discourage private lessons.
* If you want to take on a second job, you must get our agreement. Teaching is a rewarding but demanding and tiring profession and understandably we want to be sure that you are able to give of your best to the children.

**CONTRACT PERIODS**

* Contracts are usually offered over two years as most teachers feel this is a reasonable ‘first -period’ commitment to the school. However, one - year contracts may also be available on request in certain circumstances.
* If granted, one or two year contracts are identical in terms and conditions. No penalty or deduction in pay, holiday pay or benefits is applied if a contract of less than two years is agreed.
* All newly employed teachers are on probation for a period of 3 months. Probation can be extended, if in our opinion, more time is required to consolidate or develop professional skills.
* Contracts are extended on a yearly basis after the first 2 years.

**SHORT TERM CONTRACTS / STARTING LATE**

* If a teacher is contracted after the academic year has begun, their first period of contract will be calculated up to the end of the academic year.
* Holiday pay for the summer will then be calculated on a pro rata basis according to the number of working days worked as specified at the beginning of the contract.
* The teacher will be covered medically.
* Flights and baggage, in part or in full may be paid depending on the period of time worked.
* The first period is then considered to be ‘cleared-up’ and if continuing, the teacher then starts a new, full academic year with full holidays, flights, benefits, etc.

**BREAKING CONTRACT**

The school always tries to be sympathetic, but your contract clearly states what we expect. Not everyone who comes to Egypt likes the country and is happy and we understand that. However, all requests for early termination are considered uniquely and if you are leaving early it is expected that it will be at a time convenient to the children and the school.

Your contract states:

 **Early termination of contract**: If the contract is terminated early by the second party with the first party's agreement the second party shall receive pay to date plus a proportion of holiday pay due:

1. **Calculation of accrued holiday pay**: the academic year is divided into teaching weeks and non-teaching weeks and paid holiday weeks totalling 52 weeks.
2. **Accrued holiday pay** is calculated by dividing the total of non - teaching and teaching weeks by the number of weeks holiday assigned for that year. The normal academic year is divided as follows: 2 weeks non - teaching preparation / on call, 36 weeks teaching, 14 holiday, a total of 52 weeks = 365 days.
3. **Flights:** the first six months of a contract shall be deemed to be service days in return of the inward flight, the second six months of the contract shall be deemed to be service days in accruement of the outward flight.

**BREACH OF CONTRACT**

Your contract states:

**Breach of Contract**: the second party shall be deemed to be in breach of contract if they are dismissed for any of the following reasons: behaviour likely to be detrimental to the school; substandard teaching; failure to maintain good professional standards; neglect of required duties; constant lateness or absenteeism; failure to maintain proper records and / or apply required administration procedures.

 Similarly, the second party shall be deemed to be in breach of contract if they terminate their contract without the agreement of the first party or offer resignation after the last day of February having previously declared that they intend to continue or renew contract for the next academic year (see Clause 14). Breach of contract shall cause the second party to forfeit all rights to flight, holiday pay, medical cover and sterling supplement as stated in the salary schedule.

 The first party shall be deemed to be in breach of contract if they fail to provide any due benefit to the second party, or if the second party can show unlawful dismissal.

* Dismissal may be authorised only by the School Director(s).
* Please be fair: we set an end-of-February deadline for you to tell us whether you wish to continue for the next year or not. Overseas recruiting in particular is an expensive, complex and time-sensitive matter, and if you announce in e.g. May or June that you are going to leave, this causes us huge problems. We will cut summer pay, flight and benefits and we will not provide you with references.
* Unlike some Cairo schools, we do **not have** a policy of forbidding you to transfer to another school in Egypt. We find this policy weird and totally unfair. If you have worked hard and given your best to El Alsson and the children, we wish you well, wherever you go.

**RETIREMENT**

* The retirement age follows Egyptian National labour laws and is 60 years.
* Teachers may be offered a continuation but health, performance and the ability to continue to deliver teaching and learning effectively, meeting all requirements as a teacher have to be taken into account.
* One - year contract extensions will be offered.
* Teachers will be retired by the school (after 60 if continuing) if the ‘check list of competent skills’ doesn’t tick off on *compassionate* grounds, not that they are finally being ‘fired’.
* The school does not offer a financial retirement package over and above State pensions.

We know this is really sensitive, so please be assured that the school tries to handle retirement carefully and considerately.

**PAYMENT OF SALARIES**

The School aims to pay salaries that properly recognise the skill level and responsibility of each job. In addition, we recognise the value of an individual’s experience and its relative value in the market place.

* The school arranges for every teacher to have an HSBC account and ATM access.
* Your salary will be paid directly into your HSBC Bank account at the end of each month or thereabouts (Monthly schedule attached). You will be given a pay statement that shows your gross and net earnings.
* If you have any queries at all about your pay, please raise them immediately with the HR department.

**MEDICAL AND SICK PAY**

* You are insured under the school’s medical scheme, which is attached. Please, please, read it carefully. It tells you clearly what you are covered for and how to make claims. There is a three-month deadline on claims.
* When making a claim, you have to provide bills and the doctor’s report. Some teachers have previously complained that they do not want to reveal confidential information. The information does not come to us, it goes to the insurance company. If you don’t provide documents, they won’t pay you.
* If you fall ill, you are covered by the school’s medical insurance policy and the School will pay you Short Term Sickness Benefit for up to 3 months as per Egyptian Labour Law provided you can supply satisfactory medical evidence.
* In the event of serious illness and grave concern, the policy for expatriate teachers is:

**Repatriation.**

‘In the event of the teacher developing a serious illness or medical condition which in the opinion of 2 medical insurance doctors should be or would be treated better in their home country **OR** is of such a nature that the second party is unable to return to work for an extended period of time or would require home nursing, the School can decide to repatriate the teacher. In such an event, salary to the end of the month would be paid and a further 2 months plus baggage allowance and flight. The teacher may apply to return to work at a later date travelling at the expense of the school, if they send medical evidence that their condition has been treated and may return to their position if still available’.

**WORK PERMITS.**

* To obtain a work permit requires the correct documentation and it is expensive and time-consuming as in many countries. Please don’t expect us to process your work permit in a couple of weeks – we can’t. It will take several months – not our rule, that’s just the way it is. Teachers who fail to provide us with the correct documentation, or forget to bring their passport when required can cause considerable problems and expense. The worst consequence is that *everyone’s application* can be delayed. If there are fines, we will charge you.
* HR issues full instructions at the time of being contracted. Please consider that these instructions are serious and have to be fulfilled, to deadlines, at the time of signing your contract.
* All work permits have to be applied for as a group, not individuals. Please do not plan a quick trip to Cyprus or Jordon during the first term when we are trying to complete work permit processes. If you leave the country it can cause real problems, as if you are away and we cannot show the Ministry of Labour your original passport, as we said, everyone’s work permit gets delayed. Please check with HR if you need advice.
* Work permits for the teacher are paid for by the school. The cost of residences or extensions for dependants are not covered and will be charged to the teacher. If your spouse is unfortunately a nationality that the Egyptian labour department drags its heels with, several temporary-residence extensions may be required. HR will advise you.
* Finally, the labour department authorities can be a real pain! We will keep you advised as to the progress of your documentation but rest assured, the school has no interest in wasting time and wants to finish everything as quickly as possible.

**HOUSING**

* Part of the salary is paid as a housing allowance but you **must** give us a copy of your furnished flat contract. It is permitted under law to be tax free, which is good for you, but the necessary documents must be filed and available to the tax inspectors. If you don’t give us the contract, we can’t pay you tax free.
* All teachers should sign a standard furnished flat agreement with their landlord and give the school’s HR department a copy. HR will follow up with you and nag you to death if you don’t do this!
* Other agreements, e.g. handwritten agreements, are not acceptable.
* If you require any help in finalizing agreements with landlords, the school is happy to help. The school can guide you in terms of what to do when renting apartments as well as providing trusted agents and support.

**BENEFITS**

**Family Health Care Scheme**

* All full time members of staff are eligible for one of our Health Care schemes and Egyptian staff may include their spouse and children in the staff Health Care Scheme if they pay the subscription. The cost is available from the HR or Accounts departments. The monthly rate will be deducted from salary.
* Expatriate staff have their children and dependant spouses included in their employment package – however – if their spouse has a full time employment in Egypt and is already covered (+ any children) we will not provide medical insurance.
* Eligibility for the Staff Health Care Scheme usually begins on the September 1st but if you join during the academic year we can arrange cover. If you prefer to make your own arrangements and do not wish to join the Scheme, please advise HR in writing before your employment date.

**FLIGHTS.**

**In-coming flight:** all expatriates receive an in-coming flight at the start of their contract if they are coming from abroad. However, a flight is awarded according to need and if the teacher is already in Egypt no flight or cash in lieu will be paid.

**Annual flights.** All expatriates are awarded an annual flight to your home country (your normal ‘domicile’) as defined and agreed with us.

* **Domicile.** You are asked to declare where you ‘normally’ live. After that, under the terms of your contract that becomes your flight destination – your *domicile.*
* **Annual flights.** You do not have to fly to your domicile every year. If you choose to go somewhere else you will receive a payment equal to the value of the normal flight (at the school’s rates) between Cairo and your domicile.

Example:

* 1. Your domicile is UK. You live in London. We promise to provide you with an annual flight Cairo / London / Cairo.
	2. You decide you do not want to go to London this year and would like to go to Syria – not a particularly brilliant decision, but there you go! You can claim the value of the ticket to Syria up to the value of your annual ticket to London. In this case you would be covered, as a ticket to Syria would be less than a ticket to Rome. You would receive the ticket plus any balance in cash. If you chose to go to e.g. South Africa, it would not be in the range; however, you can claim the value of Cairo / Rome and pay the difference.
	3. You decide you do not want to travel abroad this year and will stay in Egypt. You can claim the cash value of the ticket.
* **General responsibility.** Obviously you are working during the day and it is not that easy to get to a travel agent so do consider booking on line. The school provides a travel service to help you book tickets but we work through our travel agent(s) and ***we are not responsible to get you the best deal.*** *We cannot book tickets on-line via credit card for you.* Contact Dalia on Extn. 105 for flight help.
* **Setting prices.** The school searches for its own deals with travel agents and negotiates prices on certain airlines. E.g. to UK, we will probably look for the best deal with British Airways or Egypt Air, or if you are flying on to Scotland, maybe with KLM. In terms of prices, if the best price we get for Cairo to London is LE7000 on Egypt Air that is the amount we will pay. If you want to go on Air France at LE9000 we will only pay LE7000. You pay the difference.
* **Changing your mind.** Once we have issued your ticket, it costs to make changes and the whole value may be lost if you cancel or try and switch to another airline. You have to bear the cost.
* **Internet deals and special offers.** You may get a better deal on line, however, we can’t do it, and if the ticket is more expensive than our price, we will not pay the difference, but if it is less we will still pay you the declared price (see below).

**Value and prices:**

* The value of your end-of-year ticket either single or excursion return is declared ***by the end of March,*** to your country/domicile.
* Once the price to your country is declared, ***you have 15 days*** to tell us whether you want us to book your journey or whether you are taking the money/doing it yourself. After 15 days, we will assume the latter.
* Once we start making a reservation, we cannot guarantee that there will be availability on the days you chose. We can only do our best. If you insist that you have to travel on a certain day and the only way is on another airline which is more expensive, you have to pay the difference. So, the sooner you tell us the better.
* We pay for a single or ***excursion*** ticket, not a short or extended stay. Prices vary considerably.
* If you book tickets in advance or at the last moment and you find that the school’s March price is less, sorry, we will only pay ‘our March price’. {Prices usually increase rapidly from April onwards, so don’t delay).

**FLIGHTS FOR FAMILY**

The school includes flights in its contract for expatriate staff as a contractual right. In that respect, flights are paid as defined below:

* Family tickets are usually provided annually for **dependants;** a spouse, a spouse and children, or a child or children. Whatever the combination they are provided as part of the teacher’s contract to enable them to bring their dependants. Such arrangements are decided and agreed *at the time of being contracted.* ***If you accept a contract******and do not tell us you intend to bring your wife and children, we will not automatically agree and pay all their expenses. Similarly, if you come for the first couple of months and then tell us you think it would be nice to bring your family, we probably won’t agree to pay for them.***  It sounds weird, but honestly this happens! From our point of view we have to work within budgets; a single teacher is obviously cheaper than bringing a family, and if we have reached the quota of our budget for families, we can’t offer more and we wouldn’t waste family applicants’ time interviewing them.
* Family tickets are provided for **dependants.** **Dependants,** by definition, are family members who rely on the sole salary-earning member of the family, the **teacher.**
* If the teacher is married or has a partner who is already working in Egypt, or coming with him / her and taking up a professional position in Egypt, the school will not pay for flights of the spouse or children if they are already paid for and included in the spouse’s contract. We ask you to honestly advise us.
* Part - time work by the spouse upon arrival or any voluntary or entrepreneurial activities, are not usually considered by the school to be an activity that would change the teacher’s status as a **dependant.** However, if the spouse finds employment in Egypt that includes flight benefits for him / her and / or children, and / or school fees, then the school will not continue to pay for their flight(s) or education and asks the teacher to declare this.
* If a teacher marries an Egyptian during their contractual period, the spouse will not receive a flight as the school considers that the teacher has now changed his / her domicile to Egypt. The teacher will, however, continue to receive an annual flight and all benefits as per the contract. However, school fees for children will be offered at local contract staff (currently around 50% discount). Medical cover will not apply (as per the Family Medical Scheme note) except if the teacher requests this and agrees to pay for this.
* If a teacher marries an expatriate during their contractual period, flights for their spouse may or may not be applicable but in any case, will not be considered until the beginning of the next contractual period. Similarly free medical cover will not apply.

Flight arrangements pertaining to spouse and children **must be** discussed and clarified **before employment or extending contract.**

**Types of tickets:**  types of ticket can vary and we recommend that you check with HR or Dalia if you have a return ticket which appears to be open. Sometimes it is cheaper to buy a cheap return ticket which expires in 30 days than a single.

**THIRD YEAR FLIGHTS**

This is a continuation bonus, which is paid to teachers who decide to extend their contract.

* The value of the third-year 2nd ticket is paid as a bonus and is based on the estimated value of a Cairo/London/Cairo flight value as of **November 1st**. It is payable at the time of the December holiday.
* It is only paid in cash and the school cannot arrange a ticket in lieu. If you plan to return home at Xmas make sure you book very early as prices rocket in December.
* You may receive an additional bonus for your child(ren) based on the Cairo/London/Cairo value of a child’s ticket as of November 1st. You will receive this is for the child(ren) if both husband and wife are teaching in the school. Otherwise the payment will only be paid for the teacher and not the dependant children or spouse.

**BAGGAGE ALLOWANCE**

* The school pays for unaccompanied baggage, if actually sent, i.e. cash in lieu is **never** paid.
* The school pays **up to** 3**0** kilos unaccompanied baggage based on our rates as provided by our shipper. This is a *first - time coming to Egypt*benefit, if you are actually coming from abroad. If you are already in Egypt, we do not give a baggage allowance.
* The school pays **up to 30** kilos unaccompanied baggage at our rates as provided by our shipper when you come or leave.
* You will not be eligible for unaccompanied baggage when you leave ***if you are not leaving Egypt.***
* You are only eligible for the value of unaccompanied baggage to your domicile. If moving to another country, i.e. not your domicile, we will only pay up to the declared domicile amount.
* If you are coming from a country where our shipper has a reciprocal agent you may send up to 3**0 kilos** unaccompanied baggage through our agent and we will clear your goods at our expense upon arrival in Cairo.
* Everyone **must** abide by the regulations and restrictions of what you can send as specified by us, which HR will send to you. For example: you cannot bring electronics in the shipping, you cannot bring computers, DVD’s and CD’s; you cannot bring alcohol, or pornographic videos (yep! it happened……...!). If your luggage contains any of these items or any other restricted stuff as detailed in the ‘shipping instructions’ sent to you before employment, you will have to pay *all customs duties on all of your goods.* Please don’t waste your time discussing semantics……………

*Baggage rates vary so much from shipper to shipper, country to country. We are sorry, but we cannot declare a set baggage rate if you are making your own arrangements. Tell us and we will either agree or ask you to be patient whilst we try to negotiate something better.*

* If you are coming from another country not covered by our shipping company, you may bring unaccompanied baggage, shipping by air or sea, DHL, Fedex, etc. but you will have to organise it, inform us and get our agreement on the cost, before sending. However, you must coordinate with us so we have all the details so that we can try and help and advise and make sure the shipment comes in easily and simply.
* We are not able to organize complex shipping via several countries. You are in S. America, and you are going home to Canada and you want to send some of your stuff to Canada and the rest to Egypt? Sorry, we can’t do this. In such cases we will pay up to our agreed value of 3**0 kilos** at reasonable Canada to Egypt rates and that’s the best we can do.
* For families, an extra baggage allowance is provided for your spouse / partner and children if it has been agreed they are part of your employment package. If we have agreed to pay flights for your spouse and child/ren they are eligible for **30 kilos** unaccompanied baggage per person.
* When you finally leave and send your baggage home, we can only arrange for the shipment to go to the airport in your home country, not to your home. Sorry, but we can’t deal with the customs in your country on your behalf, arrange clearance, pay any duties and then deliver it to you home. It’s just not possible. You will have to clear and collect.

**TRAINING SERVICES**

**CPD**
The school has a healthy budget for CPD, which includes: in-service training, outside agencies and international conferences and workshops and runs mentoring and training systems to support inexperienced teachers. We provide ITC training, and we have recently offered professionally lead middle management leadership programmes, weekend development courses for EY and Primary and training provided by the (BSME) the British Schools of the Middle East. Senior managers have attended conferences and training, short training programmes (bought in) and lots of teachers have attended shared training with other International schools in Cairo. We have supported individuals and given scholarships and support for relevant MA's and distance PGCE training through to Senior Principals (Head-Teacher) training programmes. The school treats its' CPD commitment seriously.

New teachers are given a full orientation and induction programme including being introduced and trained to use the various computer programmes for education.

 **EMPLOYEE DEVELOPMENT**

**Monitoring and Performance Development.**

* The School philosophy is to help you as an individual to achieve the goals of your job as well as those of your team and the School as a whole through better - directed personal development.
* Your line-manager will complete a formal written appraisal every 12 months. This will include an agreed plan for your personal development and agreed objectives for the coming 12 months. These will be reviewed quarterly.

**Career Progression**

* You and your line Manager are responsible for planning your career within the School.
* It is the School policy to fill vacancies from within wherever possible. Details of employment opportunities are available from HR. Vacancies are also advertised on the Notice Boards in the staff room as well as on the website.

**HANDBOOKS & POLICIES**

Please note that all School and Departmental handbooks and Policies are available on the School’s network. You should read them and follow the guidelines at all times.

**HEALTH AND SAFETY**

The School is strongly committed to safeguarding and maintaining safe and healthy working conditions. We will provide training and instruction wherever necessary to ensure this. Make sure you follow the School’s Health & Safety Policy.

* If you are worried or concerned about the safety of any of your children – report it immediately!
* Please play your own part in Health & Safety – keep movement areas free of obstacles, be aware and always make sure you and the children are aware of the fire procedures and exits for the area you work in.
* Please ALWAYS report any accidents or injuries, however minor to whoever holds the accident book where you work. This may be the nurse, your section head or Head Teacher.
* Make sure that all equipment / furniture, electrics you use are working properly and if not, or in case of malfunction, **report it!**  It really bothers us that whilst we try so hard to keep the school looking good and safe, teachers sometimes put up with problems for a year and then timidly say ‘it’s broken’. We work really hard to make sure everything is functioning all of the time, but we are not psychic, and we need your help, so tell us, please! Go to the nearest reception and write a maintenance slip.
* In terms of the general site, we are all concerned and involved. Something worries you? Go to reception and fill in a maintenance slip or just send a note to Hend or Dalia (Director’s PA’s.). Don’t leave it, don’t think your enquiry won’t be treated seriously, just send it to us.

**SMOKING**

* In view of the general public concern about the effects of both active and passive smoking, smoking is banned on all School premises. However, you may smoke on the roof of either school in a discrete, designated smoking area.

**EQUAL OPPORTUNITIES**

The School’s policy is to treat all staff fairly and without discrimination, irrespective of an individual’s sex, marital status, disability, race, color, nationality, ethic or national origin. Merit and potential are the only criteria on which selection and career development decisions are based. Please refer to the School’s Recruitment & Equal Opportunities Polices.

**DISCIPLINE AND GRIEVANCE**

If you have any kind of grievance, we want you to feel free to seek redress immediately. If you don’t feel like discussing it with your immediate superior, please go and talk to someone you trust and have confidence in with and make sure that the message gets through to us. We really don’t mind. We are a big school, but we are still a family business. Please refer to the School’s Grievance Procedure Document.

**ICT SECURITY**

The protection of School information is vital to our success. If you have access to computer information, you must use this only for legitimate business purposes. Full details of how we go about ensuring IT security are given in the IT Security Manual. Both primary and seniors have an ICT POLICY, which includes safeguarding.

* Some of the main points are given below:
	+ *Unauthorized access to, copying of, alteration to or interference with computer programs or data is not allowed.*
	+ *Copies of essential data and programmes must be taken at recommended intervals and stored in approved secured locations.*
	+ *All employees are required to comply with appropriate IT legislation. Further details of appropriate IT legislation can be found in the IT Security Manual.*
	+ *Employee must pay due regard to the Security of Group data, information and software, and not disclose such information to unauthorised parties.*
	+ *Passwords must never be shared or revealed to anyone else except the authorized user.*
	+ *The loading of unauthorized software is not allowed.*

**SECURITY:**

* Everyone at El Alsson School is provided with a lockable desk, cupboard or locker where you can keep your valuables. Please don’t leave open handbags lying around.
* If you lose any property, or think your property has been stolen, you should report it immediately to your Head Teacher / Section Head.
* Please take special care to safeguard any confidential documents or portable equipment that may have been left out.

**PERSONAL AND LEGAL**

**Personal.**

* Things can go wrong in your personal life, and the school is very aware that you are living abroad in the Middle East and most of you do not have your family with you. If we can, we are there to help.
* We will listen to you in total confidence and sometimes through our contacts or resources, we can solve problems that might seem to you to be insurmountable. If your problem is medical or psychological, we will probably know the best people to help you.
* Legally we can help you with relatively simple stuff like buying a car, getting a local driving license, or by referring you to the school lawyers/solicitors if you are have more serious problems or e.g. thinking of buying a property. Don’t try and do this stuff on your own, ask for our help. We can also help with contacts in e.g. the British or American Consulates, if you have some sort of legal problem abroad.
* Just a note as we mention driving licenses, you need an international license to drive in Egypt which you can only re-new in your own country, not in Egypt.

**It is unlikely we will be shocked by anything you tell us! Having been in business for 30 years employing some 180 teachers a year, I think we’ve heard most things, so don’t be embarrassed!**

**In addition to all these notes – you have your contract, which of course, is an important part of your employment terms and conditions.**

**Best wishes.**

Day care and toddlers facilities.

January 2018.

*The day care and toddler facilities are limited in terms of the numbers of children that can be adequately catered to and they are also heavily subsidised.*

*For this reason the following policies were applied from September 2010. The reviewing committee recognized that some system of priority was necessary, all families using the unit should pay reasonable fees, subsidies would continue but have to be reduced, and guarantees of a place were not possible.* *These are the guideline.*

1. The Day Care unit is for children from 0-2 years.
2. The Toddlers unit is for children from 2-3 years.
3. Children will usually be moved from Dare Care to Toddlers when they become 2 years old, however, the decision to move or not may be at the discretion and recommendation of the Day Care senior supervisor.
4. The school does not guarantee places in the Day Care unit. However, once admitted the school will do its best to ensure places are available for Day Care children to move to Toddlers.
5. Places will be allocated as and when they become available. The usual capacity of the both the Day Care and Toddlers is 12-14 children respectively.
6. The number of places available are limited. Priority will be given as follows:

|  |  |  |
| --- | --- | --- |
|  | Education departments | Administration and Finance |
| 1. | Senior management | Senior management |
| 2. | Middle management | Middle management |
| 3. | Teachers | Staff classified as A or B |
| 4. | Assistant teachers | Staff classified as C |

1. Staff are advised to contact HR as soon as possible when they become pregnant to book a place in the Day Care unit.
2. Places are only usually available to full-time employees.
3. The costs for the academic year 2018-2019 are LE11,900 from September to June and during scheduled holidays that fall during the academic year, the units will usually be open. No discounts or free places are available.
4. Children older than Toddler age cannot be looked after by the school outside the normal academic year of September through to June. (This is also stated in staff handbooks)

January 2018.