**FAQ’S: Frequently Asked Questions: 2018-19**

**Accommodation.**

**How do I find somewhere to live?**

We help you by taking you to the different areas and go with you along with agents to view several apartments before you make any decisions.

**Do I have to share?**

No, you don’t, but it is not as easy to find small single apartments. Similarly, if you share, you will pay less and probably find a better flat or villa.

**Will be accommodation be furnished?**

Yes. If you choose a flat or small villa it will be fully furnished including kitchenware and bedding. There should be a phone, TV, properly equipped kitchen, washing machine, air-conditioning, usually satellite TV and Internet connections.

**How much will I pay?**

We estimate that prices in 2018-19 will be around EGP6-10,000 for a shared flat and EGP6-8 for a single.

**Travel to Egypt.**

**When do I have to be in Egypt?**

We usually fly everyone out usually around mid-August. This gives you a week’s settling-in and one week pre-opening. School usually starts during the first week in September. The school uses reputable airlines and arranges your ticket.

**Do I need a visa?**

Yes, you will buy a tourist visa (refundable from us) on arrival at Cairo airport. Do *not buy your visa from your local Egyptian Embassy, better to get it on arrival in Egypt*. **However, make sure you go to the little bank kiosks to buy your visa before queuing up for immigration otherwise you go back, get a visa, then queue again!** We have to inform the immigration that you are arriving for work so we will give you details later of the documents you must prepare for us, and we will remind you again about ***buying-before-immigration!***

**Will someone meet me at the airport?**

Yes, fear not! We try to bring out all new staff together but in any case we will meet you.

**Arrival.**

**Where will I stay?**

In a 4 star hotel on a bed and breakfast basis. Currently we are using the Flamenco, in Zamalek.

**Who pays for the hotel?**

We do. Bar bills and phone calls are at your expense and must be paid when checking out.

**How long can I stay?**

The limit is usually one week however we can be flexible with a day or two if you are still trying to move into an apartment.

**What happens during the first two weeks?**

The first week is getting you settled in, orientation seminars, opening a bank account and flat hunting. The second week you are in school for preparation week.

**Teaching.**

**How many periods per week?**

The timetable is currently 40 x 40 minute periods in primary and 30 x 55 minute periods in secondary. Staff usually teach around 22 periods in the Senior school and also average 7-8 free periods a week in the Primary school when specialists take the class.

**How many children in a class?**

The maximum allowed is 24.

**Will I teach GCSE, AS and A2 in the Senior School (British) and AP in the American High?** Possibly. We offer a wide range of subjects at advanced levels. We will advise you at interview.

**When will I receive curriculum outlines/guidelines?**

We will put you in touch with your Head of Department /Head of Section. They will send you outlines and guidelines probably in June or July as we always review our documentation at the end of the academic year and make any necessary changes.

**Do I have to bring my own books and materials?**

No, you don’t, but obviously bring your favourites. Your Head of Department, Head of Section or a colleague will advise you.

**Do I have to teach a second subject in the Senior Schools?**

Possibly, however, we will advise you at interview.

**Do I have to do duties and cover?**

Yes, I’m afraid so!

**Financial.**

**When will I know salary details and contract?**

You will receive a salary estimate and copy of contract if you are offered an interview.

**Do I get a settling-in allowance?**

Yes, you do. We give you EGP5000. You do not have to account for this, so you are free to spend it as you wish.

**Can I apply if I have a family and children?**

Yes, indeed. We have several teachers in the school with a spouse and spouse plus

children. Up to two children, are given free places in the school. We will give you more detailed information, but please tell us.

**What is my salary worth?**

Please visit [www.numbeo.com](http://www.numbeo.com) or [www.expatistan.com](http://www.expatistan.com) website as Cost of Living guide.

**How do I receive my salary?**

The salary is in two parts – local currency and a supplement in sterling or U$ dollars. The Egyptian Pounds are paid into your Egyptian bank account with HSBC and we pay the sterling into a UK bank account if you wish. Paying dollars into US accounts is unfortunately more difficult and most of our American colleagues are paid in U$ cash. The amount of the sterling supplement is not affected by exchange rates as we guarantee this. Please talk to us if you want to make any special arrangements.

**Do I pay for ‘shipping’ and visas?**

No, we do. We pay up to 30 kilos to be sent in advance by unaccompanied airfreight and help you make the arrangements. You pay for your visa and we refund you on arrival. When you fly, if you are over the limit, the excess baggage is your responsibility. You will receive our HR manual which explains such items.

**Will the school help me with a loan?**

Yes, if you need it. We advise bringing £1,000 or U$1200 with you to get you through the first month. We can lend you the first month’s rent and flat deposit, and help you if you need more money.

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