



Garden International School

Bringing Out The Best In You Since 1951

INFORMATION FOR OVERSEAS APPLICANTS

2019 - 2020

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YOU WANT TO LIVE ABROAD?

Advice on Making the Adjustment

“Patience, an open mind and a ready sense of humour will get you through the rough times.”

TEN COMMANDMENTS OF RELOCATING OVERSEAS

1. Learn as much as possible about the host country in order to have realistic expectations.
2. Anticipate a challenging adjustment period of at least SIX months. Do not decide if you like it until these six months have passed.
3. Do not expect to replicate your current lifestyle. Look for what is there, not for what isn't.
4. Develop tolerance for ambiguity and frustration by being flexible and open towards the new culture.
5. Look for ways to strengthen and maintain your enthusiasm.
6. Do not expect of the new culture the same sense of urgency or availability of conveniences.
7. Try to understand the host country perspective.
8. In all things be flexible.
9. Maintain a sense of humour, but most importantly be ready to laugh at yourself.
10. Surround yourself with positive people. Do not allow negative comments and attitudes to darken your outlook.

We hope that this guide is useful. The School, as a caring employer, takes great pains to ensure that newly appointed staff are helped to settle into their new environment as quickly as possible. The majority of us have been in the same situation of moving to a new school in a new country. We therefore understand the anxieties and uncertainties that newly appointed teachers face. By working together as a team we are able to remove many of those uncertainties and allow new teachers to quickly settle into their new home.

NOTE: *GIS wishes to emphasise that all information contained in this guide is correct at the time of printing and is subject to change. Any changes will be incorporated in subsequent editions.*

INTRODUCTION TO GIS

Thank you for taking the time and interest to apply for a position at Garden International School, Malaysia. We trust the following information will act as a useful guide in helping you understand more about the school and about setting up and living in Malaysia. The accompanying links should also provide you with a glimpse into the GIS community.

Garden International School (GIS) is one of the world's leading international schools with a strong academic track record. Our high quality, holistic education ensures that our students leave us well equipped for life; it is not surprising that GIS students are in demand across the world and are sought after by the world's best universities. GIS students benefit from our unique, innovative teaching and learning philosophy, integrating knowledge and skill development, supported by 65 years of heritage and a thriving alumni network.

Accredited by the Council of International Schools, GIS is one of the oldest and most distinguished schools in Malaysia with a main campus in Bukit Kiara, Kuala Lumpur and an Early Years Centre in Desa Sri Hartamas, a 10 mins walk from the main campus.

If you have applied for a position at the school or are thinking of applying, we hope that the following information will be useful to you.



GIS: Bringing out the best in you

WHAT YOU WILL EXPERIENCE WHILST WORKING AT GIS

- *A truly international environment that provides students with the opportunities to develop international understanding.*
- *High achieving students who are tremendously motivated and enjoy coming to school.*
- *A forward looking school that believes in continuous improvement.*
- *An atmosphere that allows you to do what you are trained to do, teach rather than control.*
- *Working with a highly qualified professional team.*
- *Access to a wide range of professional learning opportunities.*
- *Working with supportive parents who value education.*
- *A structured British style curriculum with an international flavour that values active participation from students.*
- *Working in a well resourced and conducive learning environment.*
- *Working in a school with excellent facilities and what is probably one of the best ICT resourced schools in the region.*
- *An extensive range of co-curricular activities that develop and extend student learning.*
- *An extensive programme of local and international field trips.*
- *A truly enjoyable lifestyle in a city that has excellent infrastructure.*
- *The opportunity to travel extensively and experience the beauty of Malaysia and S.E.Asia.*

GIS prides itself on providing a safe, engaging and exciting working environment. GIS teacher insights, below, provides a glimpse into working at GIS.



GIS Teacher Insights

‘GIS Spotlight’ also features individual and group personalities within the GIS community allowing you to gain further insight into school life, e.g. students, teachers, parents and alumni. Check out what they have to say via this [LINK](#).

THE SCHOOL AND THE SCHOOL COMMUNITY

Garden International School was founded in 1951 and is the largest international school in Malaysia with an enrolment of approximately 2,000 students, aged 4-18 years. The main campus is situated in a pleasant residential suburb of Kuala Lumpur, which has become the main centre for expatriate life in the city. A purpose designed Early Years Centre, opened in September 2008, and is located approximately 1km from the main Kuala Lumpur Campus (please note if you have nursery or reception age children they will attend the EYC).

Garden International School is a member of Taylor's Education Group, Taylor's Schools, which comprises, Garden International School, The Australian International School of Malaysia, Nexus International School (Putrajaya), Nexus International School (Singapore) and Taylor's International School (Kuala Lumpur and Puchong). Taylor's Education Group also operates Taylor's University, Taylor's College Subang Jaya and Taylor's College Sri Hartamas, all of which are renowned institutions of further and higher education situated within Kuala Lumpur.

Garden International School benchmarks its services and quality of education against the highest standards. GIS is accredited by The Council of International Schools (CIS) and Western Association of Schools and Colleges (WASC).

The School is a very active member of the Federation of British International Schools of South and East Asia (FOBISIA), and is one of the founding members of the Association of Malaysian International Schools (AIMS). International sporting and cultural opportunities are provided to students through these organisations and GIS staff have the opportunity to participate in the extensive Professional Development and teacher networking opportunities provided by these organisations.

The School is accredited by The University of Cambridge International Examinations Board for IGCSE and A level exams. GIS is also a centre for EDEXCEL exams.

The school has a smoke free environment policy. A discrete area has been set aside for those who do smoke.

GOVERNANCE

The Governance of the school is the responsibility of the Board of Governors. The overall management of the of Taylor's Education Group is overseen by the President, Taylor's Schools. The day to day Management and operations of GIS are the responsibility of the Principal.

OUR STAFF

Senior positions within the School are:

Principal:

Mark Ford, BSc Mathematics, PGCE

Head of Secondary:

Deputy Head, Admin

Matthew Corbett, BPhEd, BTeach (NZ), MA. Ed (HK)

Deputy Head

Lim Lee Ping, BSc (Hons), Dip Ed

Deputy Head

Emily Hopkinson, BSc (Hons), PGCE, MA

Assistant Head (KS5)

Amy Ward, BSc (Hons), PGCE, MA

Assistant Head (KS4)

Lindsay Round, BSc (Hons), PGCE

Assistant Head (KS3)

Laura McGregor, BSc (Hons), PGCE

Daniel Norbury, BSc (Hons), PGCE

Head of Primary:

Deputy Head

Colter Watt, BSc (Hons), MA in Ed L'ship & Mgmt

Deputy Head/ Head of Early Years

Ashley Cornfoot, BA (Hons), PG Dip Ed Mgmt

Jo Rice, BA (Hons)

Asst Head: Head of Upper School

Steven King, BA (Hons), PGCE

Asst Head: School Culture and Partnerships

Matt Sheldon, BA (Hons), MA

Asst Head: Head of Lower School

Katy Bannister, BA (Hons)

Asst Head: Operations & Development

Etienne Visser, BEd (Hons)

Whole School Directors/ Deputy Heads:

Director of Innovative Learning

Damian Graizevsky, BA (Hons), PGCE

Director of Inclusion

Moir Hall, BEd (Hons)

Director of Professional Learning

David James, BA (Hons), PGCE, MA in Ed L'ship & Mgmt

Our staff are made up of teachers from a number of different countries who are mainly recruited in the UK, Australia and Malaysia.

CHILD PROTECTION

At GIS we are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. We expect all staff to share this commitment. All posts are subject to an enhanced DBS disclosure/police check and full reference checks. Child Protection training forms an integral part of induction and staff receive regular Child Protection training throughout their time at GIS.

CRIMINAL RECORD CHECK/ENHANCED DBS CHECK

Garden International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all offers of employment are subject to a criminal record check (DBS or equivalent).

PROFESSIONAL LEARNING AT GIS

At GIS, we aim constantly to develop each child's potential. To achieve this, we invest heavily in all our staff so they feel valued and are provided with professional learning opportunities that will enable them to grow and develop professionally. We believe that ongoing professional learning is the basis for continued improvement in the quality of learning at GIS and is a central feature of our learning culture.



Staff are provided with opportunities to further their professional careers through a wide range of professional learning opportunities both within the school and across the region through links with a variety of leading organisations, such as FOBISIA (Federation of British International Schools in Asia) and EARCOS (East Asia Regional Conference of Schools). Postgraduate study is encouraged and opportunities for leadership development are strongly supported.

In 2015 we increased the internal professional learning opportunities with the introduction of the Professional Learning Time programme. This initiative provides 2 hours per week of dedicated professional learning time to all academic staff. With 75 hours of internally dedicated professional learning time, GIS is now providing similar professional learning opportunities to the highest performing schools in the world.

OUR STUDENTS AND THEIR FAMILIES

Our students are mainly from the expatriate community of Kuala Lumpur and come from over 60 different countries. The GIS roll currently comprises approximately 35% Malaysian students, the second largest nationality group is British.

Parents are very supportive of their children's education and there is a thriving Parent Teacher Friends Association (PTF).

LEARNING AT GIS

At GIS, we believe that effective learning is where the learner is engaged and motivated to explore and investigate, develop skills, knowledge and understanding and can apply these with a sense of purpose, progress and achievement in different contexts.

We are guided by our GIS Learning Statements:

Effective learning will take place when:

- Learners understand what they are learning and why
- Knowledge, skills and understanding are being developed
- Learning is engaging, challenging and motivating
- Learners feel safe, supported and valued as part of a learning-centred environment
- Learners are engaged both independently and collaboratively
- Learners know how well they are doing and how to improve

GIS LEARNER SKILLS

The GIS Learner Skills are a set of skills, qualities and competencies that we want to see in all of our students.



GIS students consistently achieve some of the best examination results in the world. While we take great pride in this, we believe that a complete education extends beyond numbers. We strive to nurture well-rounded individuals who leave our school with skills, competencies and qualities that will allow them to succeed in the world as young adults and beyond. We call these our Learner Skills.



GIS students learn to think creatively and solve problems. They are encouraged to use their imaginations, and to analyse and take risks in the name of learning.



GIS students learn to work as a team, as well as effective and persuasive communication. They are developed as leaders, who are able to positively influence the people around them.



Mastery of body, mind and soul is essential in the development of a well-rounded learner. As well as leading active, healthy lifestyles, GIS students learn determination and control over their emotions.



GIS students are not mere absorbers. They question what they are taught and conduct their own research, analysing varying sources to come up with their own conclusions. They learn to evaluate themselves and find ways to improve, as well as organisational skills crucial for a balanced lifestyle.



GIS students care about learning, but they also care for the people around them. They learn respect and adhere to personal values, with a desire to make constructive changes. They are committed to their community and the world, gradually working towards acquiring the capabilities to make a positive impact.

PROJECT ATHENA



Athena is a bespoke application that has been designed by staff and students of Garden International School. Currently in its trial phase, the programme allows students to upload and peer review evidence against the skills ladders. They build a professional portfolio that demonstrates the skills that they have developed but also a great deal of reflection and thought on the processes of the learning that has taken place. Not only is this a valuable and worthwhile life skill but it is also something we know that further education institutions and industry greatly value.

THE CURRICULUM

The Primary School bases its standards on the English National Curriculum and through themes uses a skills based, enquiry approach that reflect and engage our international school culture. The Secondary School curriculum follows the English National Curriculum (including IGCSEs and A-Levels), modified to include a strong international flavour. In addition, Bahasa Malaysia (the national language) and Islamic studies are provided for Malaysian and Muslim children respectively. Please see our website for further details of the curriculum.

There is an emphasis on individual teaching throughout the school. The Student Vision drives much of the learning at GIS, this is underpinned by the more recently developed GIS Learner skills. Please do see our website and teacher portal (accessible from the website) for more information.

GIS places a high value in the effective use of technology to enhance learning both within and beyond the classroom. We have a well embedded 1:1 Apple hardware program from Years 3 - 11 and the school is equipped with a world class ICT infrastructure. Our software use revolves around the excellent Google Apps for Education suite along with a wide variety of third party apps and add ons. All classrooms are equipped with a Smart Projector or a Smart Board, along with an AppleTV. In 2016 we were recognised by Apple for excellence in innovation leadership and learning and received **Apple Distinguished School Status**, one of the few schools in the region to receive this award.

Continual professional development is in place to support teachers to transform the learning experiences for students using the technology available. Digital Learning Coaches are also employed across the school to support staff in implementing effective technology for learning.



Distinguished School

ACADEMIC RESULTS

Academic results throughout the school have been excellent for many years as illustrated in the table below. Further details can be gained via this [LINK](#) to the school website.

The School also places high value on students achieving highly whatever their ability; we use the University of Durham CEM predictive data to set targets and evaluate value-added each year.

IGCSE results for the past 7 years are shown below.

	2011	2012	2013	2014	2015	2016	2017	2018
% A*-C Grades	97%	96%	96%	97%	97%	97%	96%	98.1%
% A* and A Grades	70%	69%	69%	76%	73%	73%	69%	73.6%

The Sixth Form at GIS has been in operation since 2001 and A-Level results are equally impressive.

	2011	2012	2013	2014	2015	2016	2017	2018
Overall Pass Rate	100%	100%	100%	100%	99.75%	98%	96%	100%
% A* to B Grades	82%	84%	82%	78%	81%	81%	85%	82.6%

GIS Sixth Form students have gone on to study at prestigious Universities including Harvard, Oxford, Cambridge, London, Durham, Nottingham, Warwick, Melbourne, and South Australia.

We are very proud of our students and their achievements. All students are valued for the fine efforts they put into their work and their contributions to the GIS community.

ENGLISH AS AN ADDITIONAL LANGUAGE

The school provides extensive support for students whose first language is not English. The school believes in providing for students with EAL needs within the mainstream classroom and a full team of EAL specialists teachers and Teaching Assistants work alongside classroom teachers to provide quality learning experiences for these students and enable them to access the curriculum.

LEARNING SUPPORT

GIS has a Learning Support Department providing specific 'in-class' and withdrawn support for students who have special learning requirements. The school caters for students with a range of learning needs.

CO-CURRICULAR ACTIVITIES

All staff are required to offer a minimum of one co-curricular activity (CCA) per week. This could be a vocational, academic or sporting programme. The school has an extensive range of CCAs, a list of which can be found on the website. The school also encourages Secondary students to participate in the Reach Out community engagement programme, Model United Nations and The International Award (formerly known as the Duke of Edinburgh Award).

The Primary School organises residential camps for students in Years 3, 4, 5 and 6 and the Secondary School organises Year camps for Years 7, 8, 9 and 10 and Student Leadership Camps. There is also a yearly 'Discovery Week' in which a whole range of international and national community service-based trips are organised for the whole secondary school. Community Service is a very large part of what we do at GIS, from teaching students from refugee centres to a weekly street feeding programme.

LIVING IN MALAYSIA

MALAYSIA, TRULY ASIA

You have probably seen or heard this slogan and to be honest even though being in the school is a little like being on an island, once you go out of the school gates those words really do have meaning.

For those who like travel, Kuala Lumpur acts as a gateway to destinations all over South East Asia and beyond. Being a base for Air Asia (modelled on Europe's Ryanair) fares to many cities in the region are relatively inexpensive. Good deals can also be obtained for those interested in travelling with full service airlines within Malaysia and further field. And for travel within Malaysia there are excellent bus services to Singapore (luxury coach from RM70) to complement the train links north and south from KL.

For those who like watersports Malaysia is an excellent location. Many staff first learn to dive whilst working at GIS and some come to Malaysia because they wish to take advantage of the opportunities of the crystal clear water off Malaysia's coast allowing for some spectacular diving opportunities. Some of the islands around Malaysia provide excellent diving locations, but there are also attractions for those who require more sedentary activities: Langkawi is known for its duty free status and Penang for its funicular railway amongst other attractions but they both have extensive beaches. Just three hours away from Kuala Lumpur on the East Coast is the small town of Kuantan. Swimming in the South China Sea can feel as though you are in a warm bath. You can even climb a mountain or view orangutans in Borneo. It is no exaggeration to say that whatever your interests you can indulge them in Malaysia.

But Malaysia is not just beaches and holidays. In between other activities there is also eating. Malaysians love their food. It is in the food and restaurants that 'truly Asia' comes through. There is an amazing variety of food available, which reflects on the different backgrounds and ethnic groups of the population. These range from the local stalls where a meal can be had for just a few Ringgit to restaurants catering for Western and Asian food. Whatever you want to eat it is usually possible to find in KL - and for those coming from the UK the price of meals out is considerably less than you will be used to paying back home. A word of caution, however, the cost of wine can be relatively expensive if you want good quality.

Living in KL is a very pleasant experience. New staff are often amazed at how inexpensive supplies and services are especially when compared to Europe - though there are times when it is necessary to remember that Malaysia is a developing country. Despite this it is still no more difficult to get

broadband internet connections installed than in the UK. Astro Satellite Television provides a range of channels from CNN and BBC World to the latest sports and movies.

KL has a large number of cinemas showing the latest releases (though one has to be aware that the censor's cuts are rather more radical than in the West) along with clubs and pubs in most suburbs.

Malaysia is truly a shopper's paradise with prices for electrical and photographic items being very good. There are shops everywhere and opening hours tend to be 10 to 10 for seven days a week in the main shopping centres which contain a good mix of local and international (such as IKEA, Tesco, Marks and Spencer, Harvey Norman) shops.

Supermarkets have an abundant range of goods ranging from fine Australian Cheeses to local fruits and vegetables. Even Marmite for the British and Vegemite for the Australians is easy to find. The more adventurous might look in the local markets where even more exotic fruits and vegetables can be found at very reasonable prices.

Like any big city with a significant expatriate population there are many clubs and organisations, which bring locals and expats together. For those who like sport there are opportunities to indulge in almost any activity from golf to soccer to cricket and rugby.

So whereas teaching at GIS brings you the World, living in KL brings you Asia.

Malaysia, truly Asia.

GEOGRAPHY & CLIMATE

Malaysia consists of two regions, which are separated by the South China Sea: Peninsular Malaysia and East Malaysia (Sabah and Sarawak on the island of Borneo). The former is divided into 11 states and 2 federal territories.

The climate in Malaysia is pleasant all year round (29°C - 34°C) although there is a relatively high level of humidity. There is little difference in temperature throughout the year and there are no distinct seasons except for the wet season, which runs from October to January. Lightweight clothing is adequate throughout day and night unless you visit the surrounding hill resorts where it is cooler. A four-hour drive south will take you to Singapore and a four-hour drive north will take you to Penang. Most buildings, including all rooms in the school, are air-conditioned.

COST OF LIVING

According to the latest Cost of Living Survey from Mercer, Kuala Lumpur is in **165th** position in the list of the most expensive cities in the world.

The survey covers 209 cities across six continents and measures the comparative cost of over 200 items in each location, including housing, transport, food, clothing, household goods and entertainment.

PRICES

Living in KL is as expensive or as cheap as you want to make it. The selection of Western and Asian foodstuffs and other household items is plentiful. You can buy almost everything here that you can back home. There are lots of supermarkets and outdoor markets from which to buy fresh produce. Fruit is abundant all year round and is relatively cheap. Local food is very reasonably priced and one of the pleasures of being in Malaysia is to frequent the enormous number of restaurants and food stalls.

SHOPPING GUIDE

The following data is based on 3959 entries in the past 12 months from 446 different contributors (Last update: October, 2017) *obtained from <https://www.numbeo.com/cost-of-living/in/Kuala-Lumpur>

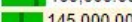
Restaurants

	[Edit]	Range
Meal, Inexpensive Restaurant	15.00 RM	10.00  19.00
Meal for 2 People, Mid-range Restaurant, Three-course	70.00 RM	50.00  100.00
McMeal at McDonalds (or Equivalent Combo Meal)	13.00 RM	10.70  15.95
Domestic Beer (0.5 liter draught)	15.00 RM	10.00  20.00
Imported Beer (0.33 liter bottle)	18.00 RM	12.00  25.00
Cappuccino (regular)	10.69 RM	8.00  13.00
Coke/Pepsi (0.33 liter bottle)	2.47 RM	1.87  3.00
Water (0.33 liter bottle)	1.40 RM	1.00  2.00

Markets

	[Edit]	
Milk (regular), (1 liter)	7.19 RM	6.00  8.50
Loaf of Fresh White Bread (500g)	3.30 RM	2.50  4.00
Rice (white), (1kg)	5.24 RM	3.00  8.00
Eggs (regular) (12)	5.55 RM	4.20  7.00
Local Cheese (1kg)	66.10 RM	35.00  100.00
Chicken Breasts (Boneless, Skinless), (1kg)	12.48 RM	10.00  17.60
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	29.31 RM	21.60  40.00
Apples (1kg)	9.29 RM	7.50  12.00
Banana (1kg)	6.06 RM	4.00  9.00
Oranges (1kg)	8.49 RM	5.00  12.00
Tomato (1kg)	4.31 RM	3.00  7.00
Potato (1kg)	3.99 RM	2.00  8.82
Onion (1kg)	3.58 RM	2.00  7.00
Lettuce (1 head)	4.17 RM	3.00  5.00
Water (1.5 liter bottle)	2.45 RM	2.00  3.50
Bottle of Wine (Mid-Range)	60.00 RM	45.00  80.00
Domestic Beer (0.5 liter bottle)	12.39 RM	8.00  19.00
Imported Beer (0.33 liter bottle)	12.38 RM	8.00  18.00
Pack of Cigarettes (Marlboro)	17.00 RM	17.00  18.00

Transportation

	[Edit]	
One-way Ticket (Local Transport)	3.00 RM	2.30  3.50
Monthly Pass (Regular Price)	125.00 RM	100.00  150.00
Taxi Start (Normal Tariff)	3.00 RM	3.00  4.00
Taxi 1km (Normal Tariff)	1.55 RM	1.00  3.00
Taxi 1hour Waiting (Normal Tariff)	25.00 RM	15.00  30.00
Gasoline (1 liter)	2.19 RM	1.95  2.36
Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)	149,000.00 RM	95,000.00  160,000.00
Toyota Corolla 1.6l 97kW Comfort (Or Equivalent New Car)	120,472.38 RM	95,000.00  145,000.00

Utilities (Monthly)

	[Edit]	
Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	209.77 RM	100.00  300.00
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.25 RM	0.12  0.45
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	169.27 RM	140.00  210.00

Sports And Leisure

[Edit]

Fitness Club, Monthly Fee for 1 Adult	169.87 RM	120.00	 230.00
Tennis Court Rent (1 Hour on Weekend)	24.44 RM	15.00	 40.00
Cinema, International Release, 1 Seat	15.00 RM	15.00	 18.00

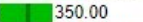
Childcare

[Edit]

Preschool (or Kindergarten), Private, Monthly for 1 Child	810.71 RM	380.00	 1,200.00
International Primary School, Yearly for 1 Child	25,706.67 RM	15,600.00	 50,000.00

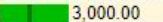
Clothing And Shoes

[Edit]

1 Pair of Jeans (Levis 501 Or Similar)	249.42 RM	150.00	 350.00
1 Summer Dress in a Chain Store (Zara, H&M, ...)	141.72 RM	80.00	 200.00
1 Pair of Nike Running Shoes (Mid-Range)	288.82 RM	200.00	 350.00
1 Pair of Men Leather Business Shoes	294.62 RM	200.00	 400.00

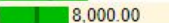
Rent Per Month

[Edit]

Apartment (1 bedroom) in City Centre	2,329.94 RM	1,500.00	 3,000.00
Apartment (1 bedroom) Outside of Centre	1,370.21 RM	800.00	 2,000.00
Apartment (3 bedrooms) in City Centre	4,338.97 RM	2,600.00	 6,500.00
Apartment (3 bedrooms) Outside of Centre	2,161.45 RM	1,500.00	 3,000.00

Buy Apartment Price

[Edit]

Price per Square Meter to Buy Apartment in City Centre	10,967.94 RM	5,381.96	 15,000.00
Price per Square Meter to Buy Apartment Outside of Centre	6,131.08 RM	3,767.37	 8,000.00

Salaries And Financing

[Edit]

Average Monthly Net Salary (After Tax)	4,314.85 RM		
Mortgage Interest Rate in Percentages (%), Yearly	4.51	4.00	 5.00

Disclaimer Note: The prices may vary from places and from the date given.

Chicken, pork, fish, fresh fruit and vegetables are readily available and relatively inexpensive at the wet markets and other local stores. Supermarkets, such as Tesco, are also available - see <http://www.tesco.com.my/> for further price comparisons. Imported goods are available at the supermarkets but are more expensive.

BANKING

Salaries are automatically paid into each bank account at the end of every month, (usually on the 28th day of the month). During induction, the School will assist newly appointed staff to open an account with a local branch of HSBC. Other options are available should staff prefer.

ACCOMMODATION

The school will provide hotel accommodation up to 14 nights for newly appointed staff. It also provides support and guidance in finding suitable accommodation. Staff receive an accommodation allowance. This allowance is paid as part of the salary and is taxable.

TRANSPORT

The school will provide a company car.

There is also a good interconnecting system of rail, light rail and monorail services around the city and a newly constructed express train runs from Central Station to KL International Airport. Main trains travel South to Singapore and North to Ipoh, Penang and Thailand. Bus travel within the city

is a little erratic, but long distance bus services provide good and incredibly cheap connections to other parts of Malaysia and Singapore.

HEALTH CARE

Health care in Malaysia is as good as, if not better than, that found in the UK or Australia. Malaysia has become a centre for Health and Medical Tourism. There are excellent specialist clinics and hospitals in KL. Global Doctors Medical Centre recently opened and is located directly adjacent to the School <http://globaldoctorshospital.com>. Health care is also much cheaper than in the UK or Australia. A trip to a general practitioner for a common cold costs about RM60 to RM80 (including medicine) or a little more expensive if antibiotic drugs are prescribed.

Staff are covered under the Group International Medical Insurance Scheme (AXA), and will be covered to an annual maximum of MYR1,000,000. The Hospitalisation insurance also covers the dependants of members of staff. Staff have the option to upgrade their medical coverage to International Exclusive Plus, the difference in premium costs to be borne by the teacher.

All staff are strongly advised to have Hepatitis A & B injections before coming to Malaysia. Precautions against Malaria are not necessary unless a lot of jungle trekking is on the agenda. Most pharmaceutical items are available and optical supplies are plentiful. The Malaysian Ministry of Education require all applicants to obtain a letter from their GP to say that he or she is fit for teaching. The cost of this is borne by the school up to a maximum of £50 if the candidate is offered a position. A full medical examination is not necessary.

MARITAL STATUS

Marital status must be declared at interview. It is relatively easy for the non-working spouse to obtain a dependant's pass.

SAFETY AND SECURITY

Malaysia is one of the safest and most secure countries within S.E.Asia. However, the School has a very well developed security plan and crisis management plan. Close liaison with Malaysian, British, Australian and United States security advisors is maintained at all times. The School also employs an independent security company to carry out regular security audits. A team of full time security guards is employed by the school and a range of security precautions, including an extensive CCTV system, are in place. It is compulsory for staff to wear identity badges whilst on the School campus. These are supplied on arrival.

Malaysia is relatively crime free, but as in all major cities one has to be aware of petty street crime in particular female staff are encouraged not to carry handbags in public places.

INTERNET ACCESS & COMPUTERS

All staff have a school email account. Most teachers have dial up or broadband connections in their homes. Malaysia is technically advanced in the field of IT and computers, laptops and peripherals are readily available at excellent prices. All staff are provided with a macbook for loan whilst employed at the school. Secondary school teachers and Primary teachers of Years 3-6 are provided with an iPad for school use.

INCOME TAX

Salaries are taxed at source in Malaysia. The tax rate is on a graduated scale and is generally lower than in the UK and Australia, with a maximum rate of about 28%. The School's Human Resource Department will organise all tax payments and will provide more detailed advice on tax issues as part of the induction programme.

Newly appointed staff leaving employment in the UK in August and joining GIS in September are eligible for a tax rebate from the UK Inland Revenue. The following is our understanding of the tax situation with regard to British expatriates living in Malaysia. Please note however, that we cannot be held liable if the following interpretation is proven to be inaccurate.

Before coming to Malaysia the teacher should obtain the status of being non-resident for taxation purposes. Local UK tax offices will be able to provide assistance with this. With this established there will be no tax liability on earnings derived outside of the UK provided the teacher remains resident outside of the UK for at least one complete tax year. There are certain limits on the number of days that can be spent in the UK each year in order to retain the non-resident status. Many high street banks can give you advice on this issue. A similar situation exists for Australian teachers.

Housing allowances are taxed. Flights are also taxed as a benefit in kind, however tax relief is offered up to RM 3,000 for each member of staff on flights per annum.

MALAYSIAN INCOME TAX

For income tax purposes, there are only 2 types of residence status, namely 'resident' or 'non-resident'. The distinction between these 2 types of residence status is imperative because if a person is a resident, any income received in or remitted to Malaysia is taxable at scale rates (which is dependant on your income), whereas a non-resident is liable to Malaysian income tax only on income received from a Malaysia source at a flat rate of 28% (effective year of assessment 2016).

An individual is considered as a resident in Malaysia for the basis year for a particular year of assessment if he is in Malaysia in that basis year for a period or periods amounting in all to 182 days or more.

To qualify as tax resident for income earned in 2019, teachers who join GIS in August 2019:

- 1 MUST BE in Malaysia on 31 December 2019 and 1 January 2020 (2 days);

- 2 DO NOT TRAVEL out of Malaysia for more than 14 days for social visits between 1 January 2020 to 1 July 2020. If you need to travel, you need to make up for these days to meet the 182 days rule

Staff are therefore advised to travel domestically from 1 January 2020 until the HR department submits your tax refund application in July 2020.

As required by Inland Revenue Board of Malaysia, the monthly deduction applicable to an employee who is not resident or not known to be resident in Malaysia shall be at a rate of 28% of his remuneration. Therefore for the months of August 2019 to December 2019, you will be taxed at 28%. However, once you qualify as a tax resident for year 2019 in July 2020, the School will assist you in applying for your tax refund.

This will be explained in further detail during the recruitment process.