







# New Staff Induction pack

 International  
School  
Seychelles

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Mahé  
Seychelles  
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## **Introduction**

The ISS Management is proud of its diverse and energetic faculty. We know that moving to a new country creates lots of questions, whether this is your first move overseas or your tenth. Seychelles has a limited Internet presence so you may struggle to find information about life on the island. We put together this document to answer some questions that you may have.

## **After accepting our offer**

As part of the requirements for employment you will be required to have a medical examination done prior to arrival in Seychelles. The following are the minimal requirements from the Immigration Office. Your medical test will need to be done in your country of origin (or where currently employed) as early as possible to finalise the GOP process. Below is the list of the minimum requirements for the test. The original examination report should be sent via courier FEDEX/DHL/TNT to the following address:

### **ATTENTION:**

Denise Theresine/Treassy Arrisol  
Human Resources Department  
International School Seychelles  
Mont Fleuri  
Mahe

1. Full physical examination
2. Chest X-ray with accompanying report and film
3. Full blood count
4. Urine analysis
5. Stool culture for salmonella typhi
6. Hepatitis B
7. VDRL
8. HIV

The ISS shall be responsible for applying and paying for the GOP for the Employee (excluding fees for medical tests and thereafter endorsement of medical report in Seychelles, current fee is at SCR350/-) which GOP will allow the Employee to legally engage and work in Seychelles. Any addition of any dependents would be facilitated by the ISS but the cost and responsibility of such additions shall be borne by the Employee.

Items ISS will need to process your Gainful Occupational Permit (GOP):

- Police Clearance: It should be issued by your local Police Station, or current country of employment, certifying that you have no criminal records, not less than a year validity.
- Photocopy of passport: The coloured photocopied page should clearly show passport number, your picture, name, permanent address or place of birth, date of issue, date of expiry, and place of issue. At the minimum, the passport should be valid for two years. The same should be done for your dependents.
- Certificates: Coloured photocopied of your educational certificates are required, including diplomas and official transcripts indicating degrees/diplomas earned. Also, please send a copy of your education credentials/certification.
- Address: Send us your permanent address and emailing address if your application / CV does not hold this information.
- Married couples: A coloured photocopy of your marriage certificate is required.
- Children: A coloured photocopy of your children's birth certificates is required. If applicable, we also require a copy of your divorce documents and court order that you have full custody, if you are divorced and the same applies if you have adopted children.

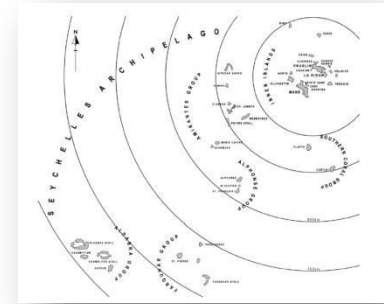
All of the above being, medical reports, signed contracts, Police Clearance and photocopies of all the above documents need to be couriered to:

Human Resources Office  
C/O International School, Seychelles  
Mont Fleuri  
Mahé

Please note: all payment for the medical report and courier fees should be covered by you. ISS will not be reimbursing those costs.

## Location of the ISS:

Located in the Indian Ocean, ISS enjoys a beautiful tropical setting on Mahé, surrounded by lush green mountains. Teaching is characterised by attention to the individual. Small classes and experienced teachers ensure that all students can grow and develop wherever their talents may lie. The language of instruction is English and the atmosphere is disciplined and purposeful. Our student body is international and usually includes students from over 40 different countries with a core of local Seychellois students. Our teaching staff is also international.



## History of the ISS

ISS is a co-educational day school for students aged 3 to 18, currently with over 1000 students. It was founded in 1969 as a non-profit organization, educating the children of expatriates working in the Seychelles. We have grown and now have students from over 40 countries including many students from the Seychelles. Our students are talented, passionate and diverse. Together they create a warm, dynamic community from three to nineteen years of age. We boast a multicultural team of staff who provide a range of learning experiences and extra-curricular activities second to none in the Seychelles.

## The Mission and Values of the ISS

*‘You are born not for yourself, but for the world...’*

The ISS vision, motto and values underpin the activities of the school.

### Vision

ISS is an inclusive community, where children and staff foster love for learning, and continuously contribute to the local and global community.

**“You are born  
not for yourself,  
but for the  
world...”**

## Values

**Determination:** We are courageous in the pursuit of quality education for our holistic development and achievement of success.

**Passion:** We commit ourselves to high standards of performance and deliver with great enthusiasm. We continuously encourage a life-long desire for learning within our students.

**Respect and Tolerance:** We show compassion and care to everyone and in all we do. We show great concern, especially for those in need.

**Community:** we strive to support each member of our community. We endeavor to ensure an atmosphere of inclusion where each is made to feel as a valuable part of our family. We do our best to support each team member in their effort to achieve their highest potential.

**Integrity:** We commit ourselves to high standards of ethics and accountability. We endeavor to respect our policies. We use real-life data for informed decision making whilst remaining sensitive to the needs of our students.

**Optimism:** We remain confident in our mission and we strive to be innovative in our approach to teaching and learning. We are confident that our endeavours make a difference to the individual student and the community at large.

## Academic Information

Academic rigor lies at the heart of the ISS. Through a combination of excellent teaching, vibrant curriculum, an inspirational learning environment, and by enabling students to take significant responsibility, we truly excel.

Our Early Years program is aligned to the National Curriculum of the UK and focuses on developing the social, emotional, physical and cognitive skills in our students. We help them to develop individually, understand their physical potential and develop their literacy and numeracy. Our focus is on personal identity within Seychellois culture as well as the identity they share in the global community.

Our Primary program is aligned to the National Curriculum of the UK. We foster individual and collaborative learning to help our students develop their own personal aptitudes. Students apply their knowledge and understanding in a variety of assessments and

collaborative learning projects. Our curriculum focuses on the teaching of English and Mathematics, but students experience clearly defined programs for Science, IT, French, Humanities, Arts and Physical Education. Our aim is for students to develop into socially competent, independent, critical thinkers, with a genuine love of learning.

The KS3 Secondary syllabus is similarly aligned to the UK National Curriculum. Our aim is for students to experience a more holistic approach to learning which will enable them to develop into socially competent, independent, critical thinkers, with a genuine love of learning at a critical stage in their studies



At ISS we offer a comprehensive academic curriculum at IGCSE. Students are encouraged to progress across all areas of core subjects. In addition, students can choose specialisms including Art, Humanities, Business and French. Our focus on the well-being of every child means that all students undertake PE and PSD each week. Our students benefit from quality pastoral care from form tutors and the Phase Leader. We closely monitor our students' progress and attitude to provide effective support where it is needed. PSD lessons also cover a range of topics such as conflict, communication, sex education and online safety.

For Sixth Form, we welcome students already enrolled at ISS and those joining us from elsewhere. We are proud of the energy that Sixth Form students bring to ISS and their contributions in helping our younger students. We have high expectations of Sixth Form students and we are proud of their academic achievements whether they follow a traditional A-Level route or a personal pathway that we offer. Our Sixth Form team is dedicated to helping our students maximise their potential. The support that students receive is of the highest quality and enables them to succeed in all areas of Sixth Form life. At ISS, we value the specialist teaching that is integral to academic success, but we also challenge our students to take an active role in enriching their experience of ISS and supporting the local community. We measure our success by what is achieved both inside and outside the classroom. We undertake to provide a 21st century education that ensures students leave well prepared for the next phase of their life having enjoyed unparalleled learning opportunities inside and outside the classroom. The school is a registered Cambridge International Centre.

The behaviour of our students is excellent. They are invariably keen to learn. The average class size is 28. We offer an excellent opportunity for teachers to focus on the preparation and delivery of high-quality and engaging lessons.

## Extra-curricular Activities and Pastoral Care

ISS provides a good range of extra-curricular activities. All full-time and part-time teachers are expected to make a contribution to extra-curricular activities. The contribution can take the form of academic-related activities (e.g. an academic society or weekend support for sport activities trips), or be part of the after school activities programme (e.g. sports coaching, leading DofE, running the school newspaper). All teachers are expected to do duties and be a Primary class teacher or Secondary form tutor.



## Life as a teacher at the ISS

ISS provides good conditions for academic teachers. Small classes, generally well-motivated students aged 3-18, with small teaching groups, able and pleasant colleagues and good facilities make the place a very congenial workplace.

Internationalism and sport are strong elements of the School. We are looking for people who are interested in significant involvement outside the classroom, through activities, involvement in school thinking and development, and taking on additional. We like to think ISS is a stimulating place to work

## Academic year

### Three terms:

1. Early September – mid-December
2. Early January – March / April
3. April - mid-July

New teachers are expected to attend a short induction programme in late August to get acclimatised to the school and the island.



## About Seychelles

The Republic of Seychelles comprises 115 islands occupying a land area of 455 km<sup>2</sup> in the western Indian Ocean.

It represents an archipelago of legendary beauty that extends from between 4 and 10 degrees south of the equator and which lies between 480km and 1,600km from the east coast of Africa.

Of these 115 islands, 41 constitute the oldest mid-oceanic granite islands on earth while a further 74 form the low-lying coral atolls and reef islands of the Outer Islands.

The Seychelles archipelago clusters around Mahé, home to the international airport and the capital, Victoria, and its satellites Praslin and La Digue (as well as our school).

Together, these Inner Islands form the cultural and economic hub of the nation and contain most of Seychelles' tourism facilities as well as its most stunning beaches.

## Geography

Seychelles' 115 granite and coral islands extend from between 4 and 10 degrees south of the equator and lie. It represents an archipelago of timeless beauty, tranquillity and harmony that is famous for its world-beating beaches and for its great diversity which rolls from lush forests down to the warm azure ocean. Seychelles is home to no less than two UNESCO World Heritage Sites: the Vallée de Mai on Praslin and fabled Aldabra, the world's largest raised coral atoll, first seen by early Arab seafarers in the 9th century A.D. Seychelles, one of the world's very last frontiers, promises adventure and breathtaking natural beauty in pristine surrounds still untouched by man.

## Climate

Seychelles' enviable climate is always warm and without extremes. In this tropical haven the temperature seldom drops below 24°C or rises above 37°C. All but the remotest southern islands lie comfortably outside the cyclone belt making Seychelles' a year round destination for sun worshippers and beach lovers. During the north-west trade winds that visit between the months of October and March, the sea is generally calm and the weather warm and humid, with average winds of 8-12 knots. In January and February, the islands receive their life-giving rains, rejuvenating the rivers and streams and teasing the vibrant foliage into rainbows of colour. The months between May and September bring drier, cooler weather, and livelier seas - particularly on south-eastern coasts – and winds of 10-20 knots.



## Society and People

The Republic of Seychelles has remained faithful to its multi-ethnic roots. For over two centuries, the islands have remained a melting pot of different races, traditions and religions from the four corners of the earth. Inspired by its grand diversity of cultural influences, ethnic diversity with racial harmony remain the mainstays of today's vibrant yet tranquil Creole nation for which harmony is a way of life. Today, the 91,000 strong Seychellois population continues to reflect its multi-ethnic roots. Traditionally, the islands have attracted a broad diversity of peoples from the four corners of the earth that has included freed slaves, European settlers, political exiles, adventurers, traders of Arab and Persian origin as well as Chinese and Indians. Practically every nation on earth has been represented in this melting pot of cultures, each one contributing its special influence to today's vibrant yet tranquil society.

The cosmopolitan Seychellois are a colourful blend of peoples of different races, cultures and religions. At different times in its history, people of African, European and Asian origin have come to Seychelles, bringing with them their distinct traditions and customs and contributing to the way of life and to the vibrant Seychellois culture. One can see these influences at work throughout the domains of local art, cuisine, music, dance and architecture.

## Language

There are three official languages in Seychelles: Creole (a lilting, French-based patois), English and French.

## Religion

Roman Catholicism remains the dominant religion of Seychelles but there are also Anglican and Protestant churches and the places of worship of other denominations. These live in harmony alongside, Muslim, Hindu and Bahá'í communities based on Mahé, Praslin and La Digue.

## Food (Shopping)

Whilst the Seychelles has a plentiful supply of fish and fruit, pretty much everything is imported and that means food can be expensive. The key is to shop around as you'll find prices vary wildly from shop to shop.



### ISPC

This shop supplies the hotels and it has many of the products that you may be missing, but the choice comes at a price and a visit should be for treats, not staples, though there are a few hidden gems here that are cheaper than your local corner shop.

### Island Thyme

Missing bacon and sausages then look no further than Island Thyme. Located in Plaisance, it is one of the island's best kept secrets.

## Spar

Spar is a high end market in terms of quality product, its sells a wide range of fresh, frozen food and other grocery products. The shop lies at the heart of Eden Island Plaza which has other attractions such as art gallery, casino, book shop, and several fine dining restaurants.

## STC Hypermarket (Bois De Rose)

STC is a large supermarket with good choice. Prices can be on the high side so search smaller supermarkets for staples, but good frozen section, solid fruit, vegetables and Meat.



## Drinks (Wholesale)

GS Pillay / APEX / Quench distribution are wholesalers in Providence that sell crates of Coke, Fanta, Sprite, etc. They also sell SEYBREWS, ECU and Guinness. 24 bottles of SEYBREW cost around SCR600 (less than half the price elsewhere). It is well worth the occasional trip.

## Food (Eating Out)

Echoing the grand assortment of people who populate Seychelles, Creole cuisine features the subtleties and nuances of French cooking, the exoticism of Indian dishes and the piquant flavours of the Orient. Grilled fish or octopus basted with a sauce of crushed chillies, ginger and garlic are national favourites as are a variety of delicious curries lovingly prepared with coconut milk and innovative chatinis made from local fruits such as papaya and golden apple. As may be expected, seafood dishes feature predominantly in the local cuisine, appearing alongside the national staple, rice. Some restaurants specialise in Indian, Chinese or Italian food and many feature popular international and specialist dishes.

Eating out isn't cheap but there are a few really good restaurants that won't break the bank:

Bravo – pizzas, ribs, seafood, steak and burgers (Eden Island)

Boardwalk – wide selection of family favourites but quality and satisfaction will vary (Eden Island)

Marie-Antoinette's – traditional Creole cuisine – no choice in selection but great value for money (On the way to Beau Vallon at St. Louis)

Surfers – pizzas and general food – on the coastal road after Anse Royale

Kaz Kreole – pizzas and Chinese food – decent food that doesn't break the bank and a fantastic beach view (Anse Royale)

Baobab – oven baked pizza on the beach (Beau Vallon)

Fisherman's Cove – an all you can eat buffet breakfast for SRC300 – start at 9am and while away the day there (Bel Ombre)

Maria's Hot Rocks Café – cook your own meat platter (Anse Gaulette) – good fun and good value.

If you are looking for a special treat, then there are a few restaurants that will feel distinctive without leaving you bankrupt:

Del Place – over at Port Launay – the view is amazing and the price will not break the bank!

Trader Vics – situated at the H Hotel in Bel Ombre.

If you are looking for a bar culture, then Seychelles does not have one. Most people grab a few of the local beers, Seybrew (40SCR), and head for the beach with friends.

Quite a few hotels and restaurants now offer Happy Hours where bargains can be had, e.g. Bravo 3pm-6pm.



**Fast Food:** we are proud to say that we have no McDonalds, KFC, Starbucks etc. We have a Burger King outlet located at the airport.

## Transportation (Buying a Car)

New cars cost upwards of SCR 285,000 for a basic Kia Picanto. Good second hand car prices range from SCR 100,000 – SCR 180,000.

## (Renting a Car)

If you're going to rent a car then try to get a monthly deal for a minimum of SCR12,000 a month or SCR400 – SCR600 minimum a day.

The school can assist you with finding suitable car rental.

## (Petrol, Insurance and Driving Licenses)

Petrol prices fluctuate between SCR19 to SCR24 a litre and is regulated by SEYPEC.

Insurance is between SCR 8,000 and SCR 12,000 per annum (Full Comprehensive).

If your overseas driving license is valid, you can use it for up to three months thereafter you need to apply for local driving license which will cost SCR 500. This can be done/obtain at the SLA (Seychelles Licensing Authority) in Victoria at the Orion Mall. Carry your driving license at all times and ensure your road tax is up to date. The police do carry out random stops to check paperwork and roadworthiness.



## Transport (Bus)

All bus journeys are SCR12 regardless of the distance travelled. This represents good value for money. Ensure you carry a stock of SCR10 or SCR25 coins or notes as bus drivers may refuse to accept larger denominations. visit : [https://sptc.emsystem.sg/EM\\_USR\\_WEB\\_WEB/UK/](https://sptc.emsystem.sg/EM_USR_WEB_WEB/UK/)

– it's almost cheaper to rent a car for the day.

## Transport (Taxis)

Taxis are very expensive in the Seychelles. A ten-minute trip can cost you SCR600

## Banking

ISS will guide you on how to open your bank account with the relevant documents needed (e.g. GOP/NIN card/Passport) or to arrange for a representative from ABSA to visit school to set up an account. Your account comes with a visa card and Internet banking. It costs just SCR25 a month.

Try to avoid the Victoria branch of ABSA as a 45-minute queue is not uncommon. The Providence branch can often be quicker. Banks are open until mid-day on Saturdays.

Other banks on the island include MCB and Nouvobanq.

The Seychelles has very stringent rules on using debit cards online or withdrawing unusual amounts and it is not unusual for your card to be cut off it using a new online shop for the first time. You need to inform the bank that you do not wish for this to happen or you may find your card cut off when you most need it and it's not always easy to get it switched back on immediately.

## Internet

Broadband can cost around SCR450 for 20GB a month and is fast, but not superfast. Cable TV costs SCR 800 per month to access Sky Sports, Sky News, Sky Movies and entertainment channels along with 100 other miscellaneous channels, although picture quality is not up to European standards.

Broadband service is available but the speed can at times be rather slow.

Mahé now hosts a few areas where you can get free WIFI. Also most major hotels and restaurants have WIFI on request so long as you spend over SCR200 whilst you are there. Boardwalk and Eden Bleu on Eden Island have the most reliable free internet services.

Try to avoid using data on your phone as it eats through credit quickly.



## Television:

Intelvision, and Cable & Wireless provide cable network with a “wide and diverse array of channels”. There are various bouquets offered at different rates and ISS has got a corporative package, including internet with Intelvision. If you do not wish to avail of the cable network, then SBC offers a dozen channels at no charge – SBC, TV5 and CGTV, Deutsche Well, France 24, Al Jazeera etc....

## Phone

Bring your mobile phone with you that is, SIM free so that you can insert a local network card for use on the islands. All brands of mobiles can be used in Seychelles but it need to be SIM free or unlocked so not to have any issues. Do not use your overseas number as the charges are excessive, you can buy prepaid cards. This will give you a local number to keep in touch here as well as being able to dial internationally. Prepaid mobiles have to be registered; this will be done when you buy your starter pack from one of the offices or one of the many shops where you see the sign. With iPhones and other smart phones, you need to request that they are unblocked by your home country’s service provider prior to getting to Seychelles or purchase a SIM free as it is a fee to get unblock.

Three service providers provide fixed line landline packages, namely Cable & Wireless, Intelvision and Airtel.



The two main providers are C&W and Airtel. You need an ID card or passport to buy a SIM.

You can go on contract with a phone company or use Pay as You Go where you can top up your phone in most small shops around the island. There are lots of different packages you can buy.



**CABLE & WIRELESS**

Data bundles  
International Calling Rates  
SMS only rates

ISS has got a corporative package with Airtel which includes; unlimited local calls and text including 10GB renewable internet per month for SCR 349 excluding VAT. Payment can be done online through the Airtel app.

## **Utilities (Gas, Water and Electricity)**

Electricity is charged on a sliding scale, the more you use, the higher the unit charge. An average monthly bill may be between SCR 500 – SC 1000, depending on number of units used in a month. Electrical appliances such as AC unit kept ON can double your bill. Most houses are furnished with gas cookers, and comes with electric water heater. Some accommodation has solar panels.

Utility costs for water is about SCR 100 per month. Most people drink bottled water which can be bought in 20 litre bottles for SCR60. Occasionally, there are droughts with water rationing.

Bills for water and electricity can be paid using ABSA Internet banking; some people pay bills at PUC in the center of Victoria or opposite the large STC Hypermarket. Payments can also be done online either via your respective bank or on the PUC Portal.

Gas is bottled. A 9kg canister costs about SCR165. It can last a month or three months depending on how much cooking you do. When empty, take the canister to any petrol station or designated shops for a refill.

## **Partners**

Partners of the employee can pursue employment during their stay in Seychelles, however they will have to bear the related processing fees as applicable. In Seychelles, job opportunities are always offered to locals first.

## **Pets**

Pets are allowed in Seychelles from other countries. There are some pet shops across the island but specific diet might be limited and might be more expensive than in most countries. The level of care might not be up to the level of western countries. While we understand that pets become members of your family, getting a pet into the country (especially with the extreme heat during our hot monsoon) and finding adequate care for it while you are away from Seychelles can be difficult. It is also very important to note that most of the accommodations for rental in Seychelles are not pet friendly. Should you feel the need to bring along your pet, please note that you will need to organise for the permit yourself and be responsible for your own accommodation.

# Application Process for enrolling your children at ISS

Please visit the school's website, [www.iss.sc](http://www.iss.sc) and look for Admissions Procedures. You will find links to all the documents we will require to begin the admission process. Documents can be emailed to [admin@iss.sc](mailto:admin@iss.sc).

## Identity Card

You will be able to obtain a Seychelles Identity card at the Immigration Office in Victoria at the cost of SCR300 per person. This is essential for use when travelling to the inner and outer islands, visiting the dental and clinics or hospital, most importantly it is required prior to applying for your bank account and clearing of your personal effect. Please note that you will bear the cost of ID card for yourself and your family.

## Nightlife

There are opportunities to socialise with colleagues. The school organises Christmas, Labour Day and Teachers' Day parties.

**Eden Bleu** is a hotel on Eden Island. Despite being a business hotel it has a lovely outside area to relax in. Eating there for lunch or dinner won't break your bank and live music is played there every Friday night.

**Boardwalks** is the place to be on a Friday night. It is located on Eden Island and hosts a DJ and live music most Friday nights. Drinks prices vary depending of and a good night can be had by most.

**Box-to-Box** is a bar/night club and can be found in the centre of Victoria. Most staff have good nights out there when they go out on a Friday night.

**Beach Shack and Boat House** are bars and can be found at Beau Vallon.

There are two night clubs on the island. One is called **Buckinarms Palace** (Au Cap) and the other is **Katiolo**, both on the way south on the coastal road. Just a word to the wise it is a small island and you will bump into students everywhere you go. If you like to let your hair down, then be aware that you may be socializing alongside your Sixth Form students and their parents.

## Accommodation (Style/Quality)

The school will find suitable, safe and comfortable accommodation close to the school. Most accommodation will require a one month/two-month deposit (depending on agreement), Deposit paid by the school will be considered as a school loan to the employee and will be recovered in as salary deduction (the employee can claim the deposit at the end of the contract). If you wish to move from the property initially allocated then you may do so, but notice may be required, you will have to organise your house search and move, and you will have to pay any additional costs. You can also arrange your own property from the outset. Properties in Seychelles vary significantly standard as your own property if you own it but generally it is pleasant and suitable to the hotter climate.

## Accommodation (Cost)

A couple or single member of staff will receive a housing allowance of SCR10,000. Married staff with children will receive a housing allowance of SCR12,000.

**NB:** It is important to let the school know if you intend to buy or rent a car because a car opens up more housing options than if you are limited to transport by bus.

## Cost of Living (Budgeting)

Can you live well on your ISS salary? If you're single, then should be able to live within a set budget. Couples can live satisfactorily, but it really helps to have both partners working. Crucially, the cost of some items in a weekly shopping basket can be high and so families have to be mindful. Having a working spouse or a rental income at home makes a substantial difference. In addition, having enough cash to buy a new or second hand car outright can also help when you arrive.

Seychelles National Identity card holders can benefit from deals at a fraction of the 'tourist' rate such as: inter-island journeys, hotel accommodation and many other activities including attractions are available at significant discounts. Most of the hotels offer day passes so you can go and use the facilities, etc. In addition, many hotels will allow you to do so in return for buying lunch, e.g. Eden Bleu.

## Medical Care

Cover for personal accident and medical treatment limited to hospitalization is provided, with a modest excess. A typical emergency visit to the hospital on Mont Fleuri will cost SCR300, an X-Ray SCR300 and an MRI Scan SCR5500.

## Expatriate workers and Dependents

- Personal accident
  - You are covered as follows:
  - SCR 100,000 for yourself;
  - SCR 100,000 for your spouse; and
  - SCR 25,000 for each child
  
- Medical and emergency expenses - including hospitalisation expense following an accident and sickness you are covered as follows:
  - SCR 150,000 for yourself;
  - SCR 150,000 for your spouse; and
  - SCR 75,000 for each child

The policy is extended to include medical expenses incurred for overseas treatment subject to approval (pre-authorisation) by a qualified medical practitioner if the treatment cannot be done local and subject to policy limits (as stated above).

**Note:** The policy is subject to an excess of SCR500.00 in respect of each and every claim per person. Cover is on a 24 hour basis in respect of personal accident.

### Exclusions:

- Any medical/hospitalisation expenses relating to childbirth, pregnancy
- Any sexually transmitted diseases, suicide, persons under the influence of alcohol or drugs
- All outpatient expenses, medical check-ups and or treatment
- Any pre-existing conditions
- Any infectious diseases and pandemics

You can contact the Seychelles Hospital (Yellow Roof) should there be a need to get your immunisation.

Any medical problems which cannot, in the opinion of the school's nurse, be satisfactorily dealt with on Mahe are initially referred to The Apollo Hospital in Mauritius, and then further afield if necessary. Transport to such facilities needs to be arranged so we advise that you take out personal insurance or Health Care packages before you arrive in case of emergency.



There are a number of local private General Practitioners and clinics that you can attend. To name a few:

Euromedical – Eden Island and Providence – 4346924/4324999

Dr Jivan – Jivan Centre next to school – 4324008

Dr Satish - Life Line Specialist – Mont Fleuri - 4321717

(Available for call Out to your Home)

In terms of dentistry some expatriate staff use private practices, e.g. the German Dentist based at Eden Island. Dental care there is not cheap but it is effective.

## Personal Security

Crime against the person is very uncommon in Seychelles, and what little there is tends to be domestic. However, drugs and theft is a problem. An unprotected house or unattended belongings may well attract the wrong kind of attention. A good number of houses have burglar bars secure on windows and door, whilst others have CCTV camera and security systems installed. It is sensible for you to register with your High Commission when you get to Seychelles.

## Wildlife



There are no dangerous reptiles or other land animals in the Seychelles, but there are a number of creatures that can make life uncomfortable. Mosquitoes are non-malarial.

Mosquito repellent is available from pharmacies, although not always effective. However, after a while they stop bothering you or, at least, you stop reacting. In addition to mosquitoes, be aware of sandflies who can also be unpleasant and blister bugs. For all three, calamine lotion is a must!

There are a range of sharks in the Seychelles waters however, they are uncommon, especially close to shore, though there is in fact a thriving industry arranging excursions to swim with whale sharks (in season), which are vegetarian and truly magnificent. More likely is a brush with a sea urchin or sea anemone. There are few marine animals such as the stonefish, lionfish and stingrays that have venomous spines but there are no reports of anyone being stung by one or other. Simply watching from a distance is the safest advice when snorkelling.



## Useful Documentation to Bring:

- Passport
- Birth certificates (for the family)
- Marriage certificate (if applicable)
- University documentation
- Bank documentation
- House documentation if you own property in the UK

## Shipping of Personal Effects:

The school pays the shipping costs for up to 100kg of cargo costing not more than Seychelles Rupees ten thousand (SCR 10,000) for transportation of personal and professional baggage allowance from country of origin. The baggage is measured by volume and any excess would be at your expense. Normally the shipper will send the school the invoice and the excess amount would be deducted from your salary. Depending how your goods are packed and based on past experience - approximately 65kg weight is equivalent to 100kg volume. If you wish to ship essential professional items that you will need to run your classroom, please first check with the Procurement Officer [sharon.vel@iss.sc](mailto:sharon.vel@iss.sc) to see if these items can be acquired in Seychelles or we currently have it in school. If not, any additional shipment would need to be pre-approved by the Principal.

For staff joining from the UK

We can recommend a UK shipping agent, Charlie Ditchburn, from Premier Services an International Ltd. He is very helpful and will be able to provide all the information you require and can be contacted on the contact details below.

Premier Services International Ltd  
Unit 4 Falcon Way OFF Central Way  
North Feltham Trading Estate  
Middlesex  
TW14 0XJ  
Tel: 07793869295  
Email: [charlie@premierservicesinternational.com](mailto:charlie@premierservicesinternational.com)

For staff not based in the UK

You will need to get in contact with a local shipping agent to have your personal effect shipped accordingly.

The baggage must be addressed as follows:

*(Name of Employee)*

**International School Association, Seychelles**  
**Mont Fleuri**  
**P O Box 315**  
**Victoria**  
**Mahé**  
**Seychelles**

**Tel: + 248 4679 800/+248 4679 816**

Our Procurement Officer will be assisting you with your shipment and accommodation: [sharon.vel@iss.sc](mailto:sharon.vel@iss.sc)

You will need to prepare a detailed list of the items in the boxes and the estimated value. Keep a copy with you as the customs officials will require this document when you are clearing the freight in the Seychelles. It is advisable to keep the values at a lower rate in order to avoid paying excessive taxes. Normally there are none or minimal charges, unless you have very expensive new items in the boxes. In this case you would need to have the invoices available. It is best to remove the plugs from any new electrical items.

Whilst you will pack most of your personal effects for shipment by freight, it is recommended that you include some personal items that you may require on arrival, including sheets, pillows, pillow cases and towels.

Your freighted goods will be cleared approximately 5-10 days after your arrival; once all relevant documents have been received for the clearing process one of our staff members will be available to assist you with the process. Any shipment may be opened by customs, reason why you should be present during collection. If your goods are shipped, it could take up to 3-4 months after your arrival for them to get to Seychelles.

## Useful items to Bring:

Seychelles are islands therefore everything has to be imported in so that makes items more expensive. Here is a list of items that we feel you may find quite useful until you are settled which are quite expensive to buy here. Accommodation in the Seychelles normally includes furniture, and the kitchens are equipped to varying degrees.

Items to consider are:

- Household linens including sheets, towels, tea towels, dish cloths. Most beds are double usually 4'6" or bigger. Duvet are not required given the warm climate year throughout.
- A small tool kit of screw drivers, hammer, multi spanner, nails and screws.
- An unblocked mobile phone
- Electrical goods (please liaise with the Procurement Officer with regards to the inventory list before deciding what items you wish to transport to Seychelles) Your accommodation should include the basic items like kettles, toasters microwave, iron etc. Plugs are the same as in the UK.
- Kitchen equipment such as hand blenders, small frying pan, special knives, coffee makers, potato peelers, fine graters, lemon squeezers, juice makers, baking utensils, cooler bag, drinking bottles, lunchboxes and other gadgets. Bring a supply of sealable plastic containers. As this is a tropical island even in the best run kitchen, bugs will get into dry goods such as flour, rice, biscuits and cereals if they are not in tightly sealed in containers. Your kitchens will be equipped with the basic items of crockery, cutlery and utensils, therefore it would be a good idea to consider specific preferred items.
- Clothes should be of a natural fibre such as cotton/linen as the climate is hot and humid. Raid Primark, H&M or somewhere similar. Buy lots of cheap t-shirts etc. as the weather here is brutal on clothes and there are not many clothes shops. There is a Matalan shop on the island but it is quite expensive.
- Coat hangers available are plastic and therefore you may consider bringing plenty of your own (wire or wood).
- Cosmetics & Toiletries: if you are particular about deodorants, shampoos, cosmetics and toiletries, it is advisable to bring a good supply. There are limited supplies of specific brands and what is available is expensive. Do remember to also include sunscreen & mosquito repellent cream.
- Shoes; Sandals, Birkenstocks, flip flops, trainers, more formal shoes for school and social gatherings. More than one pair of flip flops, sandals (smart and casual) – shoes do not last long here!

- Small plastic storage containers
- Tin opener
- Spare phone charger and a sturdy phone case cover
- A portable hard drive
- If you have a favourite snack, then do stock up!
- Branded make up is expensive and hard to find on the island.
- Medicine – if have a specific medication make sure that you stock up.
- Gluten/Wheat free foods – we are not quite there yet with these items so please stock up if it applies to you.
- A smart suit or ball gown – when we party, we party!
- Snorkel gear – even if you don't know how, you will learn here and sets are expensive.
- If you are bringing children you will need suitable swim wear – rashies, floating devices etc.
- Toys for children – Halloween costumes etc.
- A good amount of underwear
- Coffee – it's expensive here (SCR 150 for a jar of Nescafé)
- Contraceptive pills
- Memory foam toppers for beds

Sports Equipment:

## **The main sports available are:**

Golf – on Mahé and Praslin (Own kit with extra gloves & balls)

Tennis, table tennis and squash

Well-equipped gyms are located in Victoria, Providence, Eden Island

Hiking trails and nature walks, cycling - helmets required

Swimming, surfing, snorkelling, windsurfing, canoeing, kite surfing and diving

Cricket, rugby and football

Zip lining at Ephelia Resort – Port Launay

If you are a sport enthusiast, it is necessary to bring your own kit and do check with the respective airlines as they usually offer an allowance for accompanied sports equipment

## **Not essential but expensive here**

These are items that aren't expensive abroad but for some reason cost a lot more here:

- Sun tan lotion
- Hairspray
- Exfoliating cream for women
- Shaving equipment for men
- Any hobby equipment that you may need



## **Airfare**

A one-way economy class plane ticket from your home of record to Seychelles will be organised for you to arrive a few days before you are due to start work, for you to have enough time to take care of necessary procedures. As stated in your contract, ISS will purchase a return airfare after completion of your two-year contract.

### **On arrival**

Upon arrival you will be met by a member of ISS staff and depending on the arrival time you will either be taken straight to your accommodation or directly to the school. You will be able to access ATM machines in the arrival lounge at the airport or you can access available banks at the airport if you need to exchange money. Once you arrive at the school you will proceed to HR for employment formalities and thereafter will have introduced to the Principal. A member of staff will be assigned as your guide and you will then be taken to the house allocated to you. A welcome pack will be available in the accommodation enabling you to relax with a drink and prepare your first meal.

The school will assist with opening bank accounts, acquiring resident documentation (National ID cards) and registering with High Commissions, and can arrange for initial car hire. We will show you around Mahé, and generally we will all do everything we can to help you settle in comfortably and quickly.

## **Money:**

Should you wish to have an advance deducted from your first salary upon your arrival to get you over the first couple of days, please do so by requesting it via an email to HR Department [hr@iss.sc](mailto:hr@iss.sc) . You then have to survive the month until payday. It is thought to consider how much you would need in your country for about four weeks and bring that in cash. As well as day to day living you will probably want to get together with your new colleagues for refreshment and may need to buy things for the house and pay for car hire in advance.

Bring along a few **passport photos**; these may be required for official purposes.

## **Day to Day Life in Seychelles**

Seychelles has a reputation as a high-end holiday destination. Whilst it is true that it is very pleasant to be sitting on a beach next to tourists enjoying a once in a lifetime experience, it would be untrue to claim that Seychelles is a complete paradise. There are some drawbacks to living on a small island, but generally teachers who come here stay for extended periods and do so for the quality of life on offer, both professional and social/domestic.

## **Social Life**

There are many social opportunities, both in terms of socialising with colleagues and making new friends. The hotels offer the usual facilities and you can use some hotel restaurants, pools, bars, clubs, etc. There are excellent open-access beaches in every part of the island. There are coastal and hill trails which offer opportunities for walking. 'Island-hopping' during holidays is also very popular.

## Cost of Living – Basic Details

- The cost of some European items in a weekly shopping basket is very high and many things are not available.
- This is also linked to the size of a family, school fees and working spouses. Having rental income from home makes a substantial difference, as does the ability to buy a new, or nearly new car outright.
- Some items are very affordable, for example fresh fish – high quality and a fraction of the UK price. Fish can be bought at the beach directly from the fisherman who caught it.
- Most vegetables and salads/fruits are also reasonably priced, and there is an excellent market which operates every day but is particularly good on a Saturday.
- We have a number of good supermarkets, but the price of imported – particularly processed foods can be high. Think SCR 60 for a box of cereal or SCR35 for a piece of mature cheddar cheese.
- Alcohol is readily available; a decent bottle of wine will cost about SCR 125, with spirits costing SCR 350 for 70cl.
- Beer, locally brewed and drinkable, is SCR30 for a bottle, with imported beers ranging from SCR 50–80 per can.
- Electricity (for which teachers are liable for their homes) is on a sliding scale, the more you use, the higher the unit charge. An average monthly bill may be SCR500-SCR1000, depending on your usage.
- Air conditioning a bedroom can add significantly to your bill if left on when not in use.
- Most houses are furnished with gas cookers, and comes with electric water heater. Some accommodation has solar panels.
- Water bills are reasonable; a monthly bill of SCR 100 would be expected for most houses. Most people drink bottled water, which can be bought in 20-litre bottles for SCR 60 which attach to dispensers/coolers. Occasionally we have a drought and rationing in places.
- Petrol is SCR 20 per litre – around SCR 500 per week is average.
- Car insurance is around SCR 8,500 per year, but it is worth bringing evidence of no-claims bonuses as the ‘top line’ premium here can be high.

- Eating out is expensive and while some restaurants are excellent, many are not value for money and may leave you disappointed.
- Broadband can cost around SCR450 for 20GB a month and is fast, but not superfast.
- Cable TV costs SCR 800 per month to access Sky Sports, Sky News, Sky Movies and entertainment channels along with 100 other miscellaneous channels, although picture quality is not up to European standards.
- With careful management, a single teacher can eat and live well, explore and enjoy some of the 115 islands of Seychelles, and travel overseas (airlines route directly to Europe, southern and east Africa, India, and Mauritius as well as the hubs of Qatar and Dubai, from where anything is possible).

## Welcome Pack

You will have a typical welcome pack in your apartment when you arrive which may include examples of the following items: water, sugar, tea, coffee, milk, cereal, butter, toilet rolls, bread, fruit juice, soap, etc.

Plug sockets are three pin (British standard) although most appliances are two pin. You may require an adaptor and these can be purchased from local supermarkets but it might be worthwhile bringing some with you.

## Driving in Seychelles

Driving in Seychelles can seem a little daunting initially. It is a good idea to get a few lifts around the island first and make notes of the route, before driving yourself. The directions are not well sign posted and roads can be quite confusing. The best way to find your way around Seychelles is to drive it and get lost a few times. Maps can be helpful but memory is better.

## Petrol Stations

Seypec is the most familiar petrol station you will see. These are serviced (no need to get out of your car). Just tell the attendant the petrol you require, how much you would like and they do it all for you. Most petrol stations prefer cash so please have the money ready for them but they also accept card payment.



# ISS SLT



**Mrs. Elodie Vallantine**

**Principal  
&  
Head of Secondary**

**French**



**Miss Caroline King**

**Head of Primary**

**British**



**Mr. Andrew Middleton**

**Inclusion Manager**

**British**



**Mr. Madusanka  
Navaratne**

**Finance Manager**

**Sri Lankan**



**Ms. Treassy Arrisol**

**HR Manager**

**Seychellois**

# School Day

## What our school day looks like

### Foundation & EC

8am School Starts  
9.30-10.00am - Foundation Break time  
10.00-10.45am - EC Break time  
11.30-12.15 - Foundation Lunch time  
12.15-1.00pm – EC Lunch time  
1.45 - EC School ends  
2.30pm- Foundation School ends

### Junior

8am School Starts  
9.45-10.00am - Break time  
11.30-12.15 - Lunch time  
2.30pm- School ends  
  
2.30 - 3.15 Clubs

### Secondary and 6th Form

8.00-8.10 - Registration  
10.10-11.30am - Break time  
12.30-1.10pm - Lunch time  
2.30pm- School ends  
  
Some Year groups have lessons until 3.30pm  
Lessons are 1 hour long



## Dress Code for the School

Every one of us struggles with what to wear in the heat, especially our footwear. However, all school buildings, classrooms and offices are air conditioned; therefore, a professional appearance must be adhered to at all times. We recommend light, natural materials that are loose fitting.

### Male staff

Trousers (no shorts, no denim)

Shirt, formal shoes

A jacket is optional but may be required for more formal occasions.

### Female staff

Skirts/ dress (knee length)

Trousers (no denim)

Tops (not revealing) must cover shoulders (no cleavage)

Formal shoes (no trainers or beach style flip flops)

## Postal Service

There is no standard address system in the Seychelles, making mail-to-the-door delivery impossible. ISS has a PO Box 315 which you can have your mail delivered to, and it is then put into your school pigeonhole in the staff room. When having items couriered here it is best to give the school address as the school has security that can take delivery of items and store them until you can collect them.

### Useful Links

<http://www.seychelles.travel/>

<http://www.iss.sc>

<http://www.bestplaces.net/cost-of-living/>

<https://www.gov.uk/guidance/living-in-seychelles>

<http://www.seychelles.org/>

