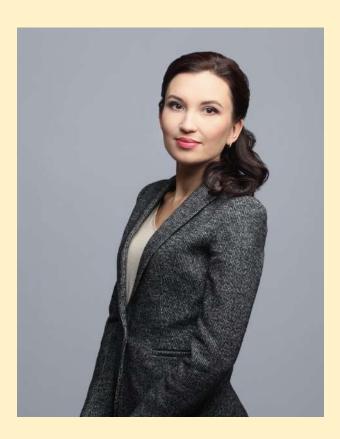


Bala City International School

Staff Handbook 2019-20

Welcome from the General Director of Bala City Group.



Welcome to Bala City! Here, we offer our children a unique educational experience. We welcome experts from overseas to enrich our children's lives and diversify their learning journeys. You will be at the very heart of this learning path, and your creativity, innovation and original ideas will form the basis of everything that we do here. In this wonderfully multicultural and multilingual city, our will lead the way in providing the best that any school can offer; it is my pleasure to welcome you to the team which will make this happen!

A. M. Nasyrova, General Director

WELCOME TO BALA CITY



Who are we?

Bala City International School is part of the Bala City Group, a unique education provider in the city of Kazan. The group was founded seven years ago to provide a multilingual education to kindergarten children. Since then it has grown into a five-campus establishment, with the International School in EcoPark Dubrava opening in 2016 and the new campus in the city centre opening in 2019.



Our mission

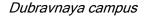
Our mission is to provide an outstanding education in a diverse, multicultural and multilingual environment, inspiring all our students to reach their true potential and to act as responsible participants in a global society. We aim to teach academic and life skills with equal importance, and prepare our children for an uncertain future.



Locations

The International School at 18 Teregulova Street (Dubravnaya Campus) offers a two-curriculum international education for children aged 3-11. Also at this site is the Dubravnaya Kindergarten, which consists of non-international classes for pupils aged 3-7. At 14 Levobulachnaya Street (Bulak Campus), the International School offers a two-curriculum international education for children aged 5-13. Also at this site is the Bulak Kindergarten, which consists of non-international classes for pupils aged 3-7. There are also non-international Kindergartens on Universiade Avenue and on Amirkhana Eniki street.







Bulak campus

Who is who?

International teachers at Bala City all work closely with the Head Teacher at their campus. However, there may be times where you will need to consult another member of the leadership team. If you need to contact one of these members of the leadership team, you will be able to find their email address easily using your Bala City email account.



Ms Albina Nasyrova

General Director



Mr Dinar Nasyrov

Chairman of the Governing Body



Ms Anastasia
Head of Dubravnaya Campus



Mr Matthew Ashton

Academic Director, Dubravnaya

Campus Head Teacher



Mr Linar Zalaltdinov **Dubravnaya Office Manager**



Mr Azat Sultanov

Head of Bulak Campus



Ms Pamela Schechtman

Bulak Campus Head Teacher



Ms Elmira Khaibullova

Bulak Office Manager



Ms Olga Abdellatif

Dubravnaya Kindergarten Director



Ms Regina Iliyasova

Bulak/Eniki Kindergarten Director



Ms Alexandra Slavchenkova Prospekt Kindergarten Director

WORKING AS AN EXPAT IN RUSSIA

Working as an expat in Russia offers the chance to work in one of the most culturally rich and diverse nations on the planet. The Russian Federation has clear regulations for entry and residence in Russia for foreigners. Please ensure that you read this section very carefully!



Your visa

The first visa that you are granted to enter Russia is a single-entry visa. If you leave Russia on this visa, you will not be able to return without renewing it. Once your registration in Russia (see below) is complete, your visa will be extended to a multiple-entry work visa. On this visa, you may leave and re-enter Russia as many times as you wish during the validity period.

Your migration card

Whenever you enter Russia, you will be given a migration card (a passport sized piece of paper) by the immigration officer. You MUST keep this card, as you are required to produce it upon exit from Russia. Also, you will need this migration card for other administrative purposes.

Residential registration

All foreign workers in Russia must be registered at a place of residence. This is the responsibility of the school. You must inform Linar of your arrival in Russia within 24 hours of your arrival. If you leave Kazan for any length of time, you are required to re-register upon your return (even for domestic trips). If in doubt, keep Matthew and Linar informed if you plan to travel anywhere, and we will advise you of what you need to do.

Police registration

When you start your employment at Bala City, we will need to register you with the local police. This will involve a visit to a local police station with a member of staff from the school, most likely Linar. We will give you plenty of notice before we plan your visit.

Medical checks

All teachers working in Russia must have an up-to-date medical form. This will be issued after a standardized medical check carried out a clinic here in Kazan. Once again, we will give you plenty of notice before we plan your visit.



WORKING AT BALA CITY

Working times

International teachers' standard working hours are 08:30 until 17:00, Monday to Friday. All staff are expected to be on site during these hours. If you need to leave school during these hours, you must seek approval from a member of the senior leadership team. Occasionally there will be team-building or professional development events on Saturdays. There will be no more than five of these during the academic year.

Vacations

International staff have four weeks (twenty working days) of paid vacation days during the teaching year (1st September 2019 to 30th June 2019). The school calendar, which you will be issued to you on your first day, contains the details of when these holidays will be. National Holidays of the Russian Federation and the Republic of Tatarstan are non-working days, which are identified in this calendar also.



Salaries

Salaries are paid for each month on the 5th of the following month (e.g. September salaries are paid on October 5th). In keeping with regulations in Russia, all employees receive an advance on their salary on the 20th of the month. The balance of the salary is then paid on the 5th. All salaries are paid in Russian Rubles according to the exchange rate taken as the average of the daily exchange rate taken over the last 365 days. Employees tax liabilities are met by the school, so the contracted salary amount is the 'take-home' salary.

Your bank account

The school will set up a current account with Sberbank prior to arrival. You will be given your debit card, and you will be able to use online banking and the Sberbank app. Your salary will be paid directly into this account.

Accommodation

Rent costs within the accommodation allowance are met by the school. Utility costs are met by teachers. Each month, a member of the local staff will assist you in reading the meters for electricity and water, and obtaining the bill from the building managers. If necessary, a member of the local staff will assist you in administering the payment. If there are any problems with the property, you should inform your campus Office Manager by email and copy in your Head Teacher.



At school

Each teacher has an allocated desk in the teachers' room. Teaching resources can be kept in the allocated storage spaces in the teachers' room. Children's books and a limited number of teaching resources may be kept in the classrooms. According to the school's teaching and learning policy, the classrooms are not the domain of any one teacher, and should be seen as shared learning areas by all staff.

Illness

If you are not going to be able to come to school due to illness, please inform your Head Teacher (either Matthew or Pamela) by email or by SMS/WhatsApp message as early as

possible. The earlier that you can notify us the better. If possible, please also notify your Head of Campus and the Office Manager at your campus.

Stationery and supplies

All children's textbooks and exercise books have been purchased for the year. Children will normally bring their own pencils, pens and other stationery. We have a supply of spares in case any child is without essential equipment. If you need to order supplies for a particular lesson or club, please send a request to the Office Manager at your campus, and copy in your Head Teacher. If there is sufficient time, an order will be sent to purchase these items. If you require items at short notice, and you wish to purchase them yourself and claim a refund from school, please check with your Head Teacher first.



Social Media

All staff are advised to keep their social media accounts private. Staff are required to not post any photographs taken on school premises or during school activities on their personal media accounts.

Meals at school

Teachers have the option of taking all their meals in school, free of charge. If, however you prefer to bring your own food, there is a microwave available in the dining room and a refrigerator which you may use. Tea and coffee facilities are available in the teachers' room.

Dress code

Teaching staff are not required to wear formal business attire; however, we expect teachers to be dressed professionally and presentably. *Business casual* attire is suggested.



Computers

Bala City is a GSuite for Education school. All staff will be issued with a Bala City email address, which will give access to the full range of GSuite apps. It is expected that every member of staff reads their emails at least twice per day. We advise that staff install the mobile apps for Gmail and Google Calendar in order to receive timely notifications. The school uses the ClassDojo and SeeSaw platforms. Initial training will be given in these platforms at the beginning of the school year. Bala City has Chromebooks for use by children and staff. However, if teachers prefer to bring their own devices, our IT support staff can assist in setting these up to access all the relevant platforms.

Policies and guidance

All staff will be given copies of the key policies (teaching and learning, behaviour and discipline, assessment, curriculum, monitoring and evaluation, communications, homework, languages) at the beginning of their employment at Bala City. Also, all staff will be issued with teacher guides and schemes of work for their subjects.

Social media

We recognise that social media is an important part of 21st century life, and we do not in any way discourage staff from using social media for personal reasons. However, no member of staff should post on their own social media accounts any image or video taken on school premises, images or videos of school children, parents or staff, or written posts which relate to the activities of the school. It is strongly discouraged to have children or parents as 'friends' or 'followers' on social media platforms, and if there is any concern about being approached online by children on parents, staff should discuss these concerns with their line manager as soon as possible.



Press involvement and branding

As the first Cambridge International School in Tatarstan, press interest in the school is high. Staff must under no circumstances give any information, interviews, opinions or statements about the school, its children or their parents or its staff without the prior approval of either the General Director or the Chairman of Governors. Similarly, the school has strict policies on the use of its branding; use of the Bala-City logo or the Cambridge International Examinations logo without the approval of senior leaders is prohibited.

TEACHING AT BALA CITY



Our curriculum

Bala City International School is a two-curriculum school. Children study the Cambridge International Programme in English, Mathematics, Science and Global Perspectives. They also study the Russian National Curriculum in full. Each Curriculum has a dedicated team of teachers. According to the teaching and learning policy of the school, all teachers should see themselves as teachers of *the whole child*, and to support and value the work of teachers across the curriculum.







Teaching materials

All International teachers will have access to the Cambridge Primary site, which contains all the curriculum materials published by Cambridge. In addition, teachers will be given copies of the teacher guides both for the curriculum and for the series of text books that the children will be given at the start of the academic year. Teachers are encouraged to use their own resources in their lessons; printers, laminators and other stationery for preparation of teaching resources are available in the teachers' room.

Monitoring, evaluation and appraisal

Teachers will be observed formally and informally throughout the school year. The focus of the majority of observation will be professional development, and developmental feedback will be given in these cases. Additional monitoring activities may include work analysis, planning analysis and pupil interviews. At the beginning of the year, teachers will be given appraisal targets for the year ahead; teachers will be given advance notice of any observations which relate to appraisal. Full details can be found in the school's monitoring and evaluation policy.

Professional development

Bala City supports teachers who wish to develop their professional skills with us. We will offer a number of PD opportunities throughout the year, ranging from one-hour workshops to whole-day courses to structured PD courses which run for the whole year. We offer teachers the chance to study towards the following qualifications:

- The Cambridge International Certificate in Teaching with Digital Technologies (Bala-City is a Cambridge Professional Development Centre)
- Google Certified Educator, Levels 1 and 2
- Google Certified Trainer
- Apple Teacher

Extra-curricular activities

The school offers children a huge range of extra-curricular activities and clubs. Some of these clubs are delivered by our International teachers in English. More information about this will be given during the induction period before the academic year begins.



BASICS OF LIVING IN KAZAN

Transportation

Getting around Kazan is very easy. If your destination is close to a metro station, then this is the fastest way to go. You can pay using either tokens or a pre-paid card, both of which are available at the machines in the metro station foyer. Alternatively, you can use a contactless bank-card at the turnstyles. If you need a taxi, you cannot go wrong with the Yandex Taxi or Uber apps. Both have a large number of drivers available day or night, and the apps can be switched to English. If you learn the routes of the trams and buses, these are also very cheap and reliable.

Shopping

Pretty soon after you arrive, you will want to visit a supermarket to stock up on essential supplies. There are a number of supermarket chains in Kazan, each of which has it's own pros and cons. Here are some examples:

Bakhetle



Bakhetle is a higher-end supermarket offering an outstanding bakery and delicatessen.

Pyatyorochka



Ashan



Ashan is the largest supermarket in Kazan and has the widest range of products. It also has a good homewares section.

Magnit



Perekrestok



Perekrestok is a quality supermarket with an excellent fruit and vegetable section and a delicatessen.

Karusel



Pyatyorochka, Magnit and Karusel are your 'local' supermarkets. There are lots of them across the city, so you are likely to be within walking distance of one of them. They might not have the range of the above supermarkets, but they are convenient and well-stocked.

Buying medicine and visiting the doctor

If you are feeling ill and you need to buy medicine, you will need to visit an аптека (apteka, pharmacy). When you start at Bala City, we will give you a list of common medicines with their Russian names, so that you may take this list to the pharmacy and ask for what you need. If you need help with prescription medication, or if you need to make an appointment to see a doctor, speak to your campus Office Manager and he or she will arrange this for you.

Phones and Wifi

A few days after you arrive in Kazan, one of the local members of staff will accompany you to a phone-shop and help you to purchase a Russian SIM card. In Russia, unlimited 4G-data packages are relatively cheap and these are highly recommended. If you do not have a suitable handset, a new one can be bought here in Russia easily. Once you have moved into your apartment, your campus Office Manager will set up a Wi-Fi connection for you. You will be responsible for paying the monthly fee for this, which will be calculated with your utility bill payment.



Winter

Russia and its people are well equipped to deal with fierce winter weather conditions. Make sure that during September and October you equip yourself with the winter clothing that you need. The sports store *Спортмастер* (Sportmaster) has a wide range of ski-wear which is excellent for the winter conditions here. The shopping centres at Yuzhniy, Mega and Koltso

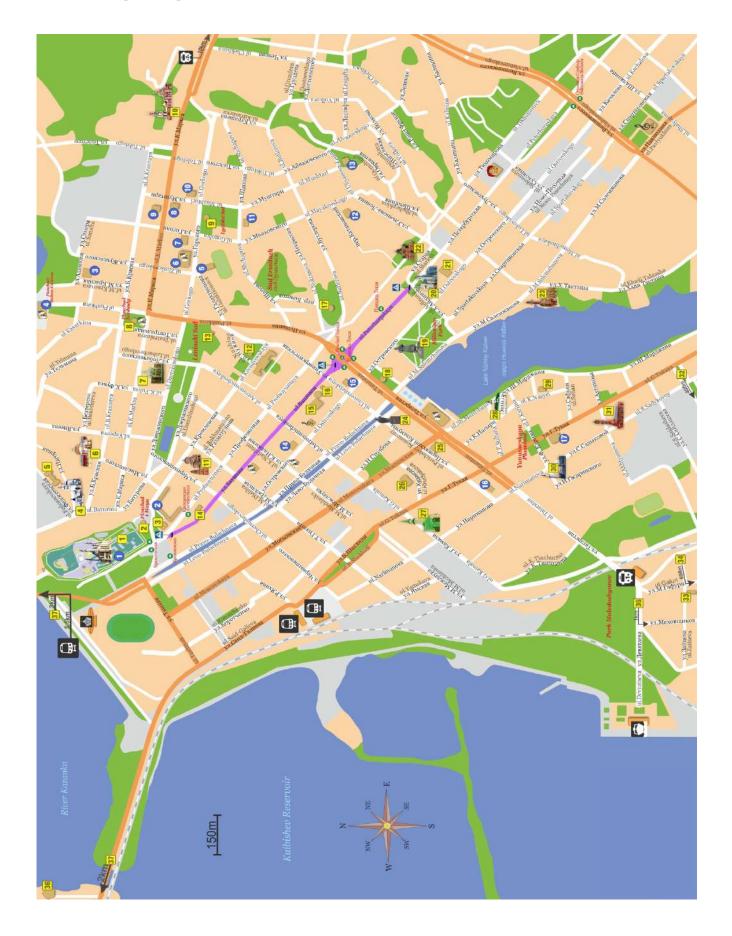
have a number of shops which offer a wide range of excellent winter clothing in different styles. During winter, all buildings, including apartment buildings, are centrally heated from power stations located across the city. During October it will come on, and during April it will go off - you do not need to do anything yourself.

Banking and finance

You will have a current account with Sberbank set up for you before you arrive in Russia, for the purposes of salary payments. With this account, you will receive a contactless Mastercard debit card which will work at points of sale and in ATM machines across the world. If you require additional banking services such as transferring money abroad or setting up a saving account, you will need to visit your branch. In such cases, you will most likely need a Russian speaker with you. If you require such help, please inform your campus Office Manager and they will aim to arrange this for you as soon as possible.



MAP OF CENTRAL KAZAN



		Mus	eums
1	Kazan Kremlin (Казанський кремль) Ploschad Pervogo Маул (площадъ Перволо Мая)	0	Kazan Kremlin State Historical, Architectural and Art Museum-Reserve (Гохумственный испораже сущине отрученный изуском ственный из ий-заповедние «Калиский Кремлю»)
2	Musa Cälil Monument (Памятник Мусе Джалило)		 Plenchard Pervogo Maya feconquin Hepotses Mass.
	Ploschad Pervogo Maya [площидь Первого Мав]	0	National Museum of the Republic of Tatarstan (National Museum of the Republic of Tatarstan) 9. 2 Uliusa Kremiyovskaya (ы. Кремлевский д.2)
3	Ioanno-Predtechensky Monastery (Иоанно-Предтеченский мужской монастырь)	0	Năcip Cihanov Apartment-Museum [Myse8-roogmupa H. Жиллигон]
	9 1 Ulitsa Baumana (v.e. Eoyminu д. 1)	9	9 apartment II, 14 Ulitsa Malaya Krasnaya (cs. Masan Kparsan 6.14, no.13)
4	St Parascheva Pyatnitsa's Church (Церковы Парасковы Пятиниць) 9. 1/2 Ulitsa Bolshaya Krasnaya (ул. Большая Краспая д.1/2)	0	Museum of the Millennium of Kazan (Myacü 1000-астип Казани) § 86 Ulitsa Pushkina (1-A.Hymanu) 0.86)
5	Palace of Agriculturalists (Гворен земледельног) 9: 36 Ulitza Fedoseevskaya (ул. Федогоская д. 36)	6	Maksim Gorky Literary-Memorial Museum (Латературно-мемориальный музей А. М. Горыхин)
	± 36 Untsa Peduseevsкауа үл. Феонсевскан 0.30j		9 10 Ulitsa Gorkogo (v.s. Tepenowe 0.10)
6	Bogoroditsky Monastery (Богородицияй мужской монастырь) § 5 Ulitsa Bolshaya Krasnaya (ул. Большин Красной д.5)	6	Salix Säydäş House-Museum (Музей С. Сайдашева)
	д. э. опиза возитауа Клазпауа. (кл. волиния красской о. э)	1 4 2	🤋 13 Ulitsa Gorkogo (v.: Горькто д.13)
7	St Catherine's Lutheran Church (Πποπεραικώπ μερκοσь Святой Εκαπεριμικ) § 26 Ulitsa Karla Marksa (6.4. Καρλα Μαγικώ θ.26)	0	Musa Cälil Apartment-Museum (Музей-коприпира М.Джаласи)
8	Vladimir Lenin Monument (Паментных В.Н. Ленину) § Floschad Svobody (площийн Свободы)	8	State Museum of Fine Arts of the Republic of Tatarstan (Государственный музей ньюбрыттемных искусств Республика Татарства) 9 64 Ultra Karla Marksa (гл. Карам Маркса д. 64)
9	Gavriil Derzhavin Monument (Πωναπισιος Γ. Ρ. Πετροκασιστή) § Lyadskoy Sad (Παθεκοή εαθ)	9	Vasili Aksyonov House-Museum <i>flost-พระสล Bacusum Accenoma</i>)
10	Great Martyr Barbara's Church (Вароаринская церковь)		9 55/31 Ulitsa Karla Marksa (i.i. Kapaa Mapicca 0.55/31)
10	9 67 Ulitsa Karla Markso (c.a. Kapan Mapuca à 67)	0	Yevgeni Baratynsky House-Museum (toм-мужей Е. А. Баратынского) § 25/28 Ulitsa Gorkogo (ул. Горького д. 25/28)
11	Ss Peter's and Paul's Cathedral (Петропавловский собор) ฐ 21 Ulitsa M. Dzhalilya (รุง. М.Л. พ. ส. มากา ช่วย)	0	Baqi Urmançe Museum (Музей Б. Урманче)
12	Vladimir Lenin Monument (Намятник В. Н. Лешину)		9 20 Ulitsa Schapova (y.a. Illanona 0.20)
-	9 18 Kremlyovskaya Ulitsa (у.э. Кремлёнская д.18)	1	Academics Aleksandr and Boris Arbuzov Memorial-Museum (Мемориальный муа академиков А.Е. и Б.А. Арбузовых)
13	Aleksandr Butlerov Monument (Hammmus: A. M. Eymaepowy) § Loninsky Sad (Temnusum cur)		9 BA Katanovsky Pereulok (Kamanoocxuŭ nepeysoc à SA)
	д. Бенциану эвы. үленинский сио)	13	Vladimir Lenin House-Museum (Vladimir Lenin House-Museum) § 58 Ulitsa Ulyanova-Lenina (v.v. Ульянова-Ленина д. 58)
14	St Nicholas' Eparchial Cathedral (Никольский кифедральный собор) § 5 Ulisa Baumana (ул. Баумана д.5)		8 so ottaa olyanova seettiin pare annivera vennin olog
15	Epiphany Cathedral (Боговаленский собор)	0	Sharif Kamal Museum [Музей III. Камала] § 15 Ulitsa Ostrovskogo (ул. Остронского д.15)
	🦞 78 Ulitsa Baumana - fys. Баумина д.78)	13	Soviet Life Museum (Музей Сопрамистического Быта)
16	Fyodor Shalyapin Monument (Памянния: Ф. Н. Шаляния) 9 80 Ulitsa Baumana (н. Богмана д. 80)		§ 6 Ulitsa Universitetskaya (ул. Университетская д.6)
		•	Qayum Nasıri Museum (Музей К. Насыры)
17	Mullanur Vakhitov Monument (Позитоны М.М. Выхитопу) § Skver Vakhitova («меер Вахитоп»)		💡 38 Parizhskoy Kommuny (эл.Парижской Коммуны д.35)
18	Ğabdulla Tuqay Monument (Паняттык Габдуале Тукако) § Skver Gabdully Tukaya (скоер Габдуалы Тукак)	0	Ŏabdulla Tuqay Literary Museum (Литературный музей Габдуллы Тукап) № 74 Ulitsa Gabdully Tukaya (ул. Габдуллы Тукап д.74)
19	Ool Ğâli Monument (Памятык Кул Галя) § Park Tysyacheletia (парт Тысмелетип)		

20 Exaltation of the Cross Roman Catholic Church (Костёл Возденжения Святого Креста)

9 73 Ulitsa Ostrovskogo (v.s. Oemponekoto 3.73)

21 Our Lady of Ka	Old Religious Charak at	Cui	ture
	zan Old-Believers Church (Казанская старообрядческая церковь)		
9 Bl Ulitsa Ostrovs	юдо (кл. Островскию д. 81)	9.9	Kazan National Cultural Centre (Ηαιμωνιαποιοιά κουπογραμιά μετιπρ «Καπαιο») § 86 Ulitza Pushkina (τ.σ. Πγιωτιαια σ.86)
22 Intercession Ol	d-Believers Eparchial Cathedral (Покровский старообрядческий		
	-Lenina (v.s. Ystanoma-demma 0.11)	9.9	Musa Cälil State Academic Opera and Ballet Theatre (Гатирский академический государственный театр оперы и балета имена МусыДжалиля)
Zakahannaya M	iosque (Зокабанная мечеть)		9 2 Ploschad Svobody [пл. Свободы д.2]
	aktasha (v.a. Xadu Tasmanaa d.26)	9.9	Kärim Tinçurin Tatar State Drama and Comedy Theatre (Гатарский госудирственный
Calin Citudio Me	nument (I and a second	9 3'	театр драмы и комедин им. Карима Тинчурина) § 13 Ulitsa Gockogo (сл. Горьком д.13)
Section of Alberta value and the section of the sec	nument (Паминик Салиху Сайдашеву) (se. Татарстан д.2)		E 10 Ottos Got Rodo, for a obusion a tro
25 Nurulla Mosque	a Marine Homes of	2,3	Vasili Kachalov Kazan State Academic Drama Theatre (Казанский госудорственный академический драматический театр им. В. И. Качилова)
	ovskaya (sa. Mockoeckan (t.74/15)		§ 48 Ulitsa Baumana (ул. Баумана д. 48)
		9.9	Kazan State Youth Theatre (Казанский государственный театр коного эрителя)
Our Lady of Tik	thvin Church (Гахвинския церковь)	y ₅ '	§ 10 Ulitsa Ostrovskogo (y.s. Ocmposckoto ∂.10)
	та (ул Худикови д.4)		
Soltan (Sultano	vskaya) Mosque (Сумпановская мечеть)	-4	Galiaskar Kamal State Academic Tatar Theatre (Гатырский государственный академиче
	Тикауп (улаца Габдуллы Тукан д.14)	96*	театр имени Галиаскара Камала)
Al-Märcani (Al-	Mardzjani) Mosque (Мечеть Аль-Марджани)		§ 1 Ulitsa Tatarstan (y.s. Tamapeman ∂.1)
	lasyri (ул. Канома Насырн д.17)		Ekliyat Tatar State Puppet Theatre (Гатарский Государственный Театр Кукол Экинт')
CONTRACTOR AND			9 57 Ulitsa Peterburgskaya (сл. Петербургский д.S7)
	evskaya) Mosque (Апанаевская мечеть) Nasyri (ул. Каюма Насыри д.19)		Kazan State Circus (Казанский государственный цирк)
		WHILI	Ploschad Tysyacheletia (площадь Тыстчеления)
	Mosque (Голубая мечеть) на Кагіта (ул. Фатыка Карима д.19/8)		
		ğ	Kazan City Philharmonic (Казанская городская филармония) § 25 Ulitsa Ostrovskogo (ул. Островского д. 25)
31 Bornay (Burnae	vskaya) Mosque (Бурнаевская мечень)		
	kaya / Ulitsa Akhtyamova (ил. Габдуилы Тукак / ул. Астинова)	&	Ğabdulla Tuqay Tatar State Philharmonic (Гатарская государственная филармония имени
32 Äcem (Azimovsl	kaya) Mosque (ламонская мечеть)		Габдулам Тукая)
№ 15 Ulitsa Fatkullina	а. (у.э. Фатыуллина д.15)		
33 Îske Taş (Iske-Ta	sh) Mosque (Meuemo McKe-Tatu)	Tra	insport
34A Ulitsa Mazita	Gafari . Б.н. Мазита Гифури д.34А)		
34 Pink (Rozovaya)	Mosque (Розовая мечеть)		§ 1A Privokzalnaya Ploschad Привижавания площидь д.ІА)
	абигі (ул. Махити Гафури д.67)	Ģ	Kazan-2 Railway Station (вокзал Казань-2)
Old Tatar Ceme	tery (Старос титарское кладбище)	7	9 1 Ulitsa Vorovskogo (y.a. Boponescoto d.1)
to the same of the	ikov + Ulitsa Yul Uram. (сл. Меховициков + ул. Юл Урам)		Kazan-1 Aeroexpress Terminal (Герминал Аэроэскпресса)
			9 IA Privokzalnaya Ploschad (Привокламовит площадо д.IA)
	e to Russian Soldiers who Fell at the Conquest of Kazan (Храм- ших, павших при езлиши Казани)	_	Kazan Bus Station (автовокзал Казиль)
§ Island in River Kaza	anka (Остров на рекс Казанке)	(m)	9 15 Ulitsa Devyataeva (vs. Heanmacoa à.18)
37 Svyato-Uspensky	z Zilantov Convent (Свято-Успенский Зилаптов женский монастырь)	_	
9 Ulitsa Zilantova Go	ta. (ул. Зилантова гора)	(and	Southern Bus Station (Южный автопокалл) § 207 Orenburgsky Trakt. (Оренбургский тракт д. 207)
	ensky Monastery (Кызический мужской монастырь)		
9 98 Ulitsa Dekabrist	оч (ул. Декабристов д.98)	•	Kazan Passenger River Port (пассажирский речной порт «Казань»)
Registry Office (I	Kazan Monument) (Дворец бракосочетоний (Казан)))		∮ 1 Ulitsa Devyataeva (y.s. Acammacoa ∂.1)
§ Leninskaya Damba	(Петинская дамба)	~	Kazan Airport (Aeponopm Kasana)
40 Temple of All Rel	ligions (Храм всех религий)	K	S. Laishevsky District (Пашиевкский р-н) S. Laishevsky District (Пашиевкский р-н)
	sya. (у.с. Прыполяскыя д.2)		

KAZAN METRO MAP



KEY PHRASES IN RUSSIAN

Здравствуйте!	[zdrastvooytye]	Hello! (formal)	
Привет!	[preevyet]	Hil (informal)	
Доброе утро!	[dobrae utra]	Good morning	
Добрый день!	[obry den']	Hellol Good afternoon (formal)	
Добрый вечер!	[dobryj vecher]	Good evening!	
Как ваши дела?	[kak vashi dila]	How are you? (formal, polite)	
Как твои дела?	[kak tvai dila]	How are you? (informal, used when you address someone as 'ты	
Хорошо, спасибо	[harasho, spasiba]	Well, thank you	
Плохо	[plokha]	Bad	
До свиданья!	[da svidan'ja]	Byel (informal)	
Спокойной ночи!	[spakojnaj nochi]	Good night!	
Увидимся!	[uvidimsya]	See you!	
Хорошего дня!	[haroshiva dnya]	Have a good day!	
Хороших выходных!	[haroshih vyhadnyh]	Have a nice weekend!	
Меня зовут	[minya zavoot]	My name is	
Как вас зовут?	[kak vas zavoot]	What is your name? (formal, when speaking to an older person)	
Как тебя зовут?	[kak tibya zavoot]	What is your name (informal, with someone you can 'ты')	
Рад(а) познакомиться	[rad(a) poznakomiťsya]	Pleased to meet you (masc. or fem. with the ending -a)	
Счастливого пути!	[schislivava puti]	Have a nice tripl	

Да	[da]	Yes	
Нет	[niet]	No	
Спасибо	[spasiba]	Thank youl	
Не за что	[ne za chta]	No problem (you are welcome)	
Пожалуйста	[pazhalusta]	You are welcome/please	
Извините	[izvinite]	Excuse me/sorry	
Я не понимаю	[ja ni panimaju]	I don't understand	
Я понимаю	[ja panimaju]	I understand	
Вы говорите по-английски?	[vy gavarite pa angliyski]	Do you speak English?	
Я не говорю по-русски	[ya ni gavaryu pa rooski]	I don't speak Russian	
Я немного говорю по-русски	[ya nimnogo gavaryu pa rooski]	I speak a little Russian	
Повторите, пожалуйста	[pavtarite, pazhalusta]	Could you please repeat	
Туалет	[tualet]	bathroom	
Извините, где здесь туалет?	[izvinite gde zdes' tualet?]	Excuse me, where is a bathroom?	
Где находится вокзал?	[gde vakzal]	Where is the railway station?	
Где находится автовокзал?	[gde nahoditsya avtovakzal]	Where is the bus station?	
Где находится метро?	[gde nahoditsya metro]	Where is the metro?	
Где находится супермаркет?	[gde nahoditsya supermarket]	Where is a supermarket?	
Где находится больница?	[gde nahoditsya balnitsa]	Where is the hospital?	
Где находится аптека?	[gde nahoditsya apteka]	Where is a pharmacy?	
Мне плохо.	[mne ploha]	I feel unwell	
У меня болит голова/живот.	[u minya balit galava/zhyvot]	I have a headache/stomachache	
Меня укачало.	[minya ukachala]	I feel car-sick/	
Идите прямо	[idite pryamo]	Go straight	
Поверните направо	[pavirnite aprawo]	Turn right	
Поверните налево	[pavirnite nalevo]	Turn left	
Помогите, пожалуйста	[pamagite pazhalusta]	Could you help me please?	
Я потерялся (masculine)	[ya patiryalsya]	I got lost	
Я потерялась (feminine)	[ya patiryalas]		
Я потерял кошелёк/паспорт/фотоаппарат/ ключи (masculine) Я потеряла кошелёк/паспорт/фотоаппарат/ ключи (feminine)	[ya patiryal(a) kashiliok/paspart/fotoaparat/klyuchi]	I lost my wallet/passport/camera/keys	
Мне нужен обменный пункт	[mne nuzhen obmennyy punkt]	I need a currency exchange booth	
Где находится билетная касса?	[gde nahoditsya biletnaya kasa]	Where is the ticket office?	
Помогите мне купить билет, пожалуйста	[pamagite mne kupit'bilet pazhalusta]	Could you help me buy a ticket please?	
Вы можете разбить 1000 рублей?	[by mozhite razbit' tysyuachu rubley]	Could you break a 1000 bill please?	
Как добраться в аэропорт?	[kak dobratsyua v aeroport]	How can I get to the airport?	
Подскажите, пожалуйста, номер такси.	[padskazhite pazhalusta nomer taksi]	Could you give me a taxi service number, please?	
Где купить стартовый пакет?	[dge kupit' startavyy paket]	Where can I buy a pre-paid SIM-card?	
Спасибо за помощь	[spasiba za pomasch]	Thank you for your help	
Мне нужен гид.	[mne nuzhin gid]	I need a guide	
Я опаздываю	[ya opazdyvayu]	I am being late	





