

STAFF WELFARE

*Handbook for staff employed by
International School Seychelles*



Introduction

by Mrs Elodie Vallantine,
Principal



“The only way to do great work is to love what you do.” - Steve Jobs.

As Principal of ISS, I am privileged to lead a team of experienced, dedicated and hard working staff.

This handbook highlights some of the key areas of our staff welfare provision. This document will develop and change and we will endeavour to keep it up to date. The Senior Leadership Team will welcome any suggestions staff may have to improve the handbook as well as our provision.

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STAFF ACTIVITIES

CELEBRATIONS

A few times a year, we celebrate our staff with a small token of appreciation. in the past, these have included:

- Teachers' Day
- International Men's Day
- Christmas
- International Women's Day



STAFF BIRTHDAYS

We celebrate staff birthdays by giving a birthday card to members of staff, whenever possible hand delivered by the Principal. We also post about staff birthdays on social media (if staff agree to their birthday being shared with our parent and student community).

Every 2 months, we celebrate staff birthdays by sharing a birthday cake.



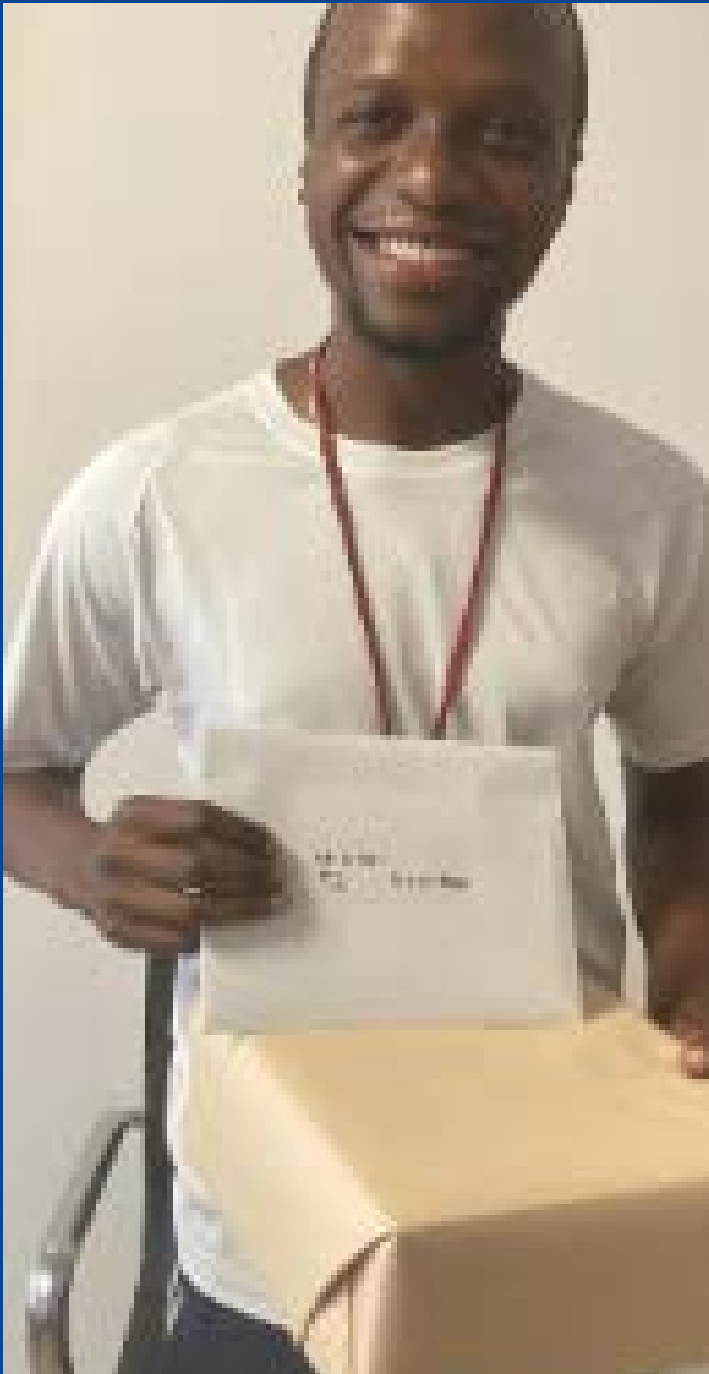
Happy
BIRTHDAY!



LIFE EVENTS

The school is here to support the staff for life events, for instance:

- Work anniversaries
- Weddings
- Births
- Funerals



STAFF SOCIALS

The school organises parties for:

- Teacher's Day
- Christmas
- Labour Day
- End of school year



STAFF INTER HOUSE COMPETITIONS

Inter-house competitions take place a few times a year.



in 2023, Fregate won the inter house cup for staff inter house competitions.

FREGATE



OUTREACH EVENTS

To build our team and contribute to our national community, ISS has been organising staff outreach activities, including:

- marking special days, e.g. Cancer Concern day, International Day of Peace
- termly blood drives
- visits to local orphanages



SCHOOL EVENTS

Staff are encouraged to take part in our whole school events, including:

- Creole Day
- Halloween
- International Festival



SOCIAL GROUPS

Staff have some social groups that meet up outside of school working hours. For instance, recent groups have included:

- the yoga club (liaise with Mr Bertram Senaratne for details)



- the hikes (liaise with Mr Nish De Silva for details)



STAFF BENEFITS

DISCOUNT ON CHILDREN'S SCHOOL FEES

ISS staff benefit from discounts on their children's school fees:

- 50% off on school fees for the 1st child
- 25% off on school fees for the second and subsequent child

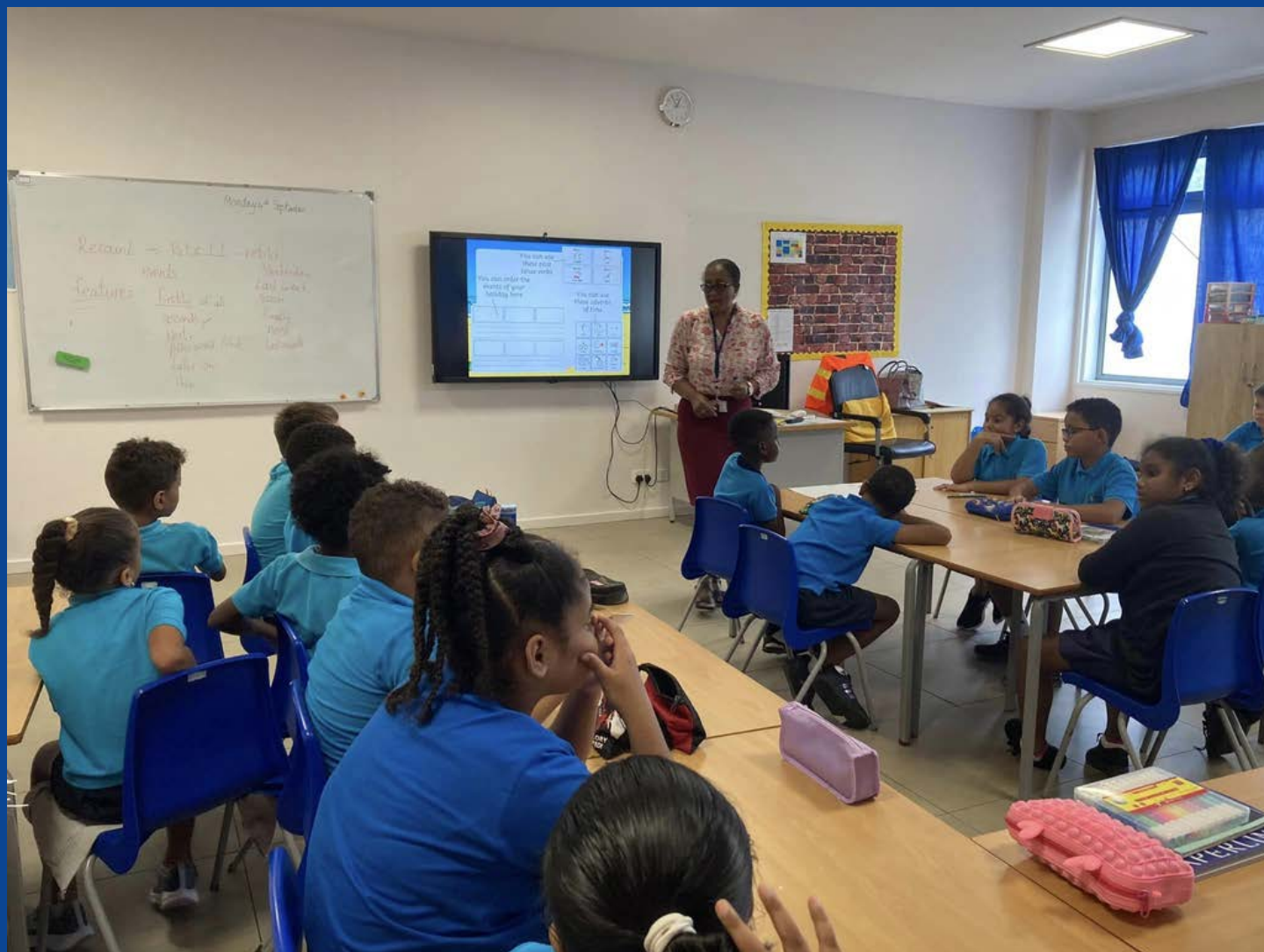
For any staff member that remains in continuous employment with the school for a minimum period of 12 years, that staff member qualifies for a discount on school fees (up to maximum 2 students) as follows :

1. a 50% discount on the school fees for the first niece, nephew or grand child and
2. a 25% discount on the school fees for one subsequent niece, nephew or grand child.



SUPERVISION OF STAFF CHILDREN

If they finish lessons before 3:30pm, ISS staff children (if pupils at ISS) can stay in school until 3:30pm, supervised by a member of staff.



ACCESS TO SCHOOL NURSES

Staff can see one of the school nurses during school hours if they require urgent medical advice. Ms Nathalie Mwaura is our Head Nurse and manages the nurses' station.



SECURE CAR PARK

Staff driving to school can park in our school car park, monitored by our Security officers and CCTV cameras.



ADVANCE, LOAN AND INSURANCE FACILITIES

Staff can have an advance on their salary if they have an issue. The advance can go up to 60% of their salary or SCR10,000, whichever is the lowest. Staff can request for an advance by filling in the advance request form available from the Finance office. When the request is approved, there is an automatic salary deduction.

Staff benefit from a loan facility with the school, with SCR5,000 maximum, to be repaid as follows:

- in 5 instalments if the employee's basic salary is below SCR10,000.
- in 3 instalments for other staff.

Staff can request for a loan by filling in the loan request form available from the Finance office.

The school has insurance that covers all staff for accidents in school and some serious illnesses and hospitalisation. Expat staff benefit from additional cover for their spouse and children. Details of insurance cover can be obtained from our Finance department.

Our Finance department:

- Mr Lahiru Hettiarachchi, Finance and Operations Manager



- Ms Carol Palmyre, Accounts Secretary



- Ms Kimberlly Youngman, Accounts Assistant



CPD

The school subscribes to 2 online training platforms, available to all staff. HR can create an account for any member of staff so they can develop professionally.

<https://nationalcollege.com/>

<https://www.tes.com/>

**The
National
College®**



POSITIONS OF RESPONSIBILITY

Positions of responsibility are available for staff to apply on an annual basis. In 2023, the school introduced additional positions of responsibility in the school for Teaching Assistants. Below are some examples of our staff currently holding positions of responsibility in the school.



Ms Betty Larose

Teaching Assistant



Mrs Agneta Lucas-Fanchette

Head of Travel and Tourism



Mrs Daphney Jasmin

Deputy Head of Primary



Mrs Mary Uzice

Primary Inclusion
Coordinator



**Ms Jourdane
Dubignon**

Teaching Assistant



Mrs Lilian Furneau

Deputy Head of Secondary

FUNDING FOR ADVANCED TRAINING

Every year, the school opens a round of applications for staff who want to undertake a qualification and request funding. The school assesses all applications received and chooses up to 2 members of staff to support and grant funding to.

Here are some members of staff who have benefited from the funding in recent years:

- Mrs Doris Nourrice to study for a Bachelor's in Education



- Mrs Bevery Durand to study for a Bachelor's in Education



- Ms Praxidis Olutwati to study for a NPQLT (National Professional Qualification for Leading Teaching) course



LONG SERVICE

Long service awards are celebrated every year in July.

- Staff with 5 years of service receive a certificate.
- Staff with 10 / 15/ 20 / 25 / 30 / 35 / etc years of service get a monetary prize.



EMPLOYEE OF THE YEAR

In 2023, the school introduced an Employee of the Year Award, accompanied by a framed certificate, a personal trophy, a rotating trophy and a cash prize of SCR5,000. The winner of the award in 2023 was Ms. Virginia Chiffonne (Teaching Assistant) who had impressed the Senior Leadership Team and the Board of Governors with her work ethics, her embodiment of school values, her professionalism, her respect for her colleagues and her dedication to ISS pupils.

Other nominated staff members for the award included:

- Ms Kate Benoiton, Counsellor
- Ms Daphne Jasmin, Deputy Head of Primary
- Mr Srinath Mohanlal, IT Manager
- Ms Doris Nourrice, Head of Art and Performing Arts



CORPORATE DEALS

Staff need to produce evidence (e.g. payslip, contract) of being an ISS employee to access the corporate deals listed below.



GSM Plan

Corporate Super Plus – 10Gb

Mobile Service

Registration per Handset

Charges

Free

Monthly Rental per month per Handset

SR299

Applicable Call Charges:

Local Call Charges

Unlimited

- Local Call Rate

Free

- Local Rate Outer Islands

SR3.40 / Minute

- Local Call Directory Assistance (185)

SR0.40 / Minute

- International Call Charges

SR7.50/Minute

- International Call Charges (5 nominated countries)

SR3.40/Minute

SMS

- Rental

Free

- Local (excluding Premium and VAS SMS)

Unlimited

- International (excluding Premium and VAS)

SR0.40 / Message

GPRS/UMTS

- Rental

Free

- Usage Charge

10 GB free, thereafter

SR.0.001/kb

Others

- SIM Replacement

Free

- GSM Roaming (activated by default)

Free

- GSM Roaming Charge

Normal

- Itemized Bills (e-Bill)

Free

***All above rates are exclusive of VAT**

Kindly note below steps to follow for personal accounts;

- Staff needs to fill out application form (attached) with personal details, chosen package and signature
- Form needs to be stamped and signed by a senior representative to confirm that the individual is indeed an employee.
- Copy of ID Card and Proof of address needs to be attached to the application form.
- *All completed applications for Staff needs to be sent to My attention (Michelle Toulon - Enterprise) for processing and registration*



Corporate Special Prime_20Gb

Mobile Service

Charges

Registration per Handset

Free

Monthly Rental per month per Handset

SR499

Applicable Call Charges:

Local Call Charges

Unlimited

- Local Call Rate

Free

- Local Rate Outer Islands

SR3.40 / Minute

- Local Call Directory Assistance (185)

SR0.40 / Minute

- International Call Charges

SR7.50/Minute

- International Call Charges (5 nominated countries)

SR3.40/Minute

SMS

- Rental

Free

- Local (excluding Premium and VAS SMS)

Unlimited

- International (excluding Premium and VAS)

SR0.40 / Message

GPRS/UMTS

- Rental

Free

- Usage Charge

20GB free, thereafter

SR0.001/kb

Others

- SIM Replacement

Free

- GSM Roaming (activated by default)

Free

- GSM Roaming Charge

Normal

- Itemized Bills (e-Bill)

Free

***All above rates are exclusive of VAT**

Kindly note below steps to follow for personal accounts;

- Staff needs to fill out application form (attached) with personal details, chosen package and signature
- Form needs to be stamped and signed by a senior representative to confirm that the individual is indeed an employee.
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Corporate Super Prime – 22Gb

Mobile Service	Charges
Registration per Handset	Free
Monthly Rental per month per Handset	SR549
Applicable Call Charges:	
Local Call Charges	Unlimited
- Local Call Rate	Free
- Local Rate Outer Islands	SR3.40 / Minute
- Local Call Directory Assistance (185)	SR0.40 / Minute
- International Call Charges	SR7.50/Minute
- International Call Charges (5 nominated countries)	SR3.40/Minute
SMS	
- Rental	Free
- Local (excluding Premium and VAS SMS)	Unlimited
- International (excluding Premium and VAS)	SR0.40 / Message
GPRS/UMTS	
- Rental	Free
- Usage Charge	22GB free, thereafter SR.0.001/kb
Others	
- SIM Replacement	Free
- GSM Roaming (activated by default)	Free
- GSM Roaming Charge	Normal
- Itemized Bills (e-Bill)	Free

***All above rates are exclusive of VAT**

Kindly note below steps to follow for personal accounts;

- Staff needs to fill out application form (attached) with personal details, chosen package and signature
- Form needs to be stamped and signed by a senior representative to confirm that the individual is indeed an employee.
- Copy of ID Card and Proof of address needs to be attached to the application form.
- *All completed applications for Staff needs to be sent to My attention (Michelle Toulon - Enterprise) for processing and registration*

Cable TV Service Standalone (Inclusive of Tax):

☐

TV Extravagance package– SCR. 690

This Bouquet offers channels such as Sports, News, Reality, Movies, Series, Kids programs, documentaries, music and others.

☐

TV Indian package– SCR. 500 (Scr.400 when bundled with Extravagance)

This Bouquet offers variety of Indian channels such as News, Reality, Bollywood Blockbusters, Series, music and others.

☐

TV French package– SCR. 500 (Scr.400 when bundled with Extravagance)

This Bouquet offers variety of popular French channels with Sports, News, Reality, Movies, Series, Kids programs, documentaries and others.

Cable TV Add-Ons: (Available with the Standalone TV services and Bundle Service)

☐

Intelenovela Bouquet– SCR.149

This Bouquet offers you a variety of popular South American & African soap operas & novellas.

☐

Dual View – On Extravagance Package only. – SCR. 249

No more fighting for the remote. Access 30 Prime channels with Time-shift options and catch up on missed programs on a second TV in your home.

☐

V.O.D (Video On Demand) – On Extravagance Package only – SCR 299

Tired of wasting precious Data on downloads. Subscribe to VOD and gain access to all the latest movies and box set series. Starting with over 300 titles, this service is updated weekly to keep the content fresh and trending.

CTV Service + INTERNET Service (Inclusive of Tax):

- ☐ **Elite Bundle** Corporate 20GB + Extravagance TV Bouquet – **SCR. 1148.85**
- ☐ **Extreme Bundle** Corporate 40 GB + Extravagance TV Bouquet – **SCR. 1493.85**
- ☐ **Extreme Plus Bundle** Corporate 80GB + Extravagance TV Bouquet – **SCR.2183.85**
- ☐ **Performance Bundle** Corporate 150GB + Extravagance TV Bouquet – **SCR. 3563.85**
- ☐ **Crimson Bundle** Unlimited Internet + Extravagance TV Bouquet – **SCR. 1590.00**
- ☐ **Amber Bundle** Unlimited Internet + Extravagance TV Bouquet – **SCR 2489.90**

INTERNET Service (Standalone Including Tax):

- ☐ **Crimson** Unlimited Internet, 4Mbps Max / 256Kbps Min – **SCR. 1033.85**
- ☐ **Amber** Unlimited Internet, 8Mbps Max/512 Kbps Min – **SCR 2068.85**
- ☐ **Elite** 20GB Capped Internet. 1Mbps Max/256Kbps Min – **SCR 458.85**
- ☐ **Extreme** 40GB Capped Internet, 1Mbps Max / 256Kbps Min – **SCR.803.85**
- ☐ **Extreme Plus** 80GB Capped Internet, 1Mbps Max / 256Kbps Min – **SCR.1,493.85**
- ☐ **Performance** 150GB Capped Internet, 2Mbps Max / 512Kbps Min – **SCR. 2,873.85**
- ☐ **Performance Plus** 300GB Capped Internet 2Mbops Max/512 Kbps Min – **SCR 5,748.85**

KALPANI MEDICAL CENTRE



KALPANI MEDICAL CENTRE

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DR. KALPESH
+248 2 616 337

EMAIL
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KB Emporium,
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KALPANI OUR SERVICES

CONSULTATION FOR GENERAL, CARDIAC & DIABETIC PATIENTS
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ECG | 2D ECHOCARDIOGRAM | PULMONARY FUNCTION TEST
GENERAL EYE & EAR EXAMINATION | BLOOD & URINE TEST
HEALTH CHECK UP | FOOT EXAMINATION FOR DIABETIC
LIFESTYLE MANAGEMENT | AWARENESS PROGRAMMES
TELE-CONSULTATION WITH SUPER-SPECIALIST
TREATMENT ROOM

*"Prevention is better than Cure;
Be Aware, Prevent & Treat."*
- Dr. Kalpesh Hirani

RELATED SYMPTOMS

HYPERTENSION (HIGH BP)
DIABETES
HEART RELATED SYMPTOMS
HIGH CHOLESTEROL (DYSLIPIDEMIA)
LUNG RELATED SYMPTOMS
LOW HAEMOGLOBIN (ANAEMIA)
WEAKNESS
PAIN MANAGEMENT
GASTRITIS
OTHER GENERAL SYMPTOMS

1	CONSULTANCY	200
	GOP	500
2	ECG	200
3	ECHO	500
4	PFT	400
7	FBC	200
8	LIPID PROFILE	280
9	BLOOD UREA	100
10	SERUM CREATININE	100
11	HbA1C	230
12	PT/INR	280
13	URINE COMPLETE	100
14	CRP	150
15	URIC ACID	100
16	HIV	150
17	HBSAG	150
18	VDRL	150
19	HCV	150
20	PSA	300
21	TFT	600
22	RFT	450
23	LFT	450
24	ELECTROLYTE	300
25	SERUM AMYLASE	250
26	SERUM LYPASE	250
28	ESR	100
29	BLOOD GROUP	80
30	COVID-19 ANTIBODY TEST	300
31	MAU	200
33	LAPTOPSPIROSIS	300
34	DENGUE	300
35	H. PYLORI	300
36	BLOOD SUGAR/FASTING	60
37	BS/RANDOM	60
38	BS/PPBS	60
39	RA- FACTOR	200
40	VITAMIN D	200
41	D-DIMER	180
42	FERRITIN	200

PSM PRIVATE DENTAL CLINIC



We have been in private practice for nearly a quarter of a Century in Seychelles. We have over 30,000 registered clients at our practice.

We have U.K / European standards in all aspects of our practice.

We are the only private practice in Seychelles with three dental surgeries under one roof. We are also the only practice with three full time dentists at the practice. We have a satellite clinic in Praslin where we do weekly visits (only private dental clinic in Praslin)

We have a visiting specialist from Oman Dental college - Muscat for Orthodontics (braces) for the past 13 years.

We were the first dental clinic in Seychelles to introduce digital x-rays in the Country (both in public and private). We have the latest Intra oral scanners (replacing regular impressions), digital panoramic x rays, lasers, intraoral cameras to name a few. Every surgery is equipped with the latest digital intra oral x rays, intraoral cameras and latest endomotors for root canal treatments.

We use packed instruments and a Class B steam autoclave (highest one mandated for a dental clinic). We also use multiple chemical indicators for each cycle for extra validation other than the indicator in the packed pouch. The sterilization cycle is also recorded in a USB drive automatically with date / serial number and details of that particular cycle (In U.K and Europe a print out of each cycle will do). But electronic storage is more advanced and can be verified easily.

We are the only Invisalign licensed clinic in Seychelles.

Dental charges vary greatly depending on the work involved. Will be happy to give a quotation first - wherever required.

Find attached our guideline price list for 2023-2024.

We can apply a discount of 20 % for all our clinical works (Cleanings, Fillings, Extractions, Orthodontics and so on). For works that involve a third party laboratory, we can apply a 15%discount (Works like crown, bridges and so on).

PSM DENTAL ENTERPRISES

Guideline Corporate Dental Charges 2023

1. Consultation and Check up – Sr.300.
2. Consultation with medication – Sr.500 – Sr.650.
3. Composite Fillings :
 - A. Single Surface – Sr.1400 – Sr.1600.
 - B. Two Surface – Sr. 1800 – Sr.2500.
 - C. Pin retained filling – Sr.3500.
4. Temporary filling Sr.600.
5. Intra oral X- ray – Sr. 300.
6. Panoramic X - ray – Sr.700 (Sectional) Sr.1200 (Full).
7. Non Surgical Extractions – Sr.1800 – Sr.2500.
8. Wisdom tooth Extractions – Sr.3500 and above.
9. Root Canal treatments Sr.5500 – Sr.6500.
10. Cleaning and Polish – Sr.1400 – Sr.1600.
11. Ceramic crowns – Sr.9000.
12. Zirconium Crowns – Sr.12000.
13. Dentures range from Sr.4000 (single tooth) and above.
14. Cast Partial Dentures – Sr. 9000 and above.

VISION CARE



Vision Care will provide International School Seychelles employees:

- Free full comprehensive eye test.
- Discount of 10% on the purchase of spectacles.
- Discount of 5% on purchase of sunglasses.
- If staff purchase a second pair of multifocal on the same day, discount of 50% on the lenses only. (Second pair can be multifocal lenses, multifocal prescribed sunglasses lenses or Office lenses. Discount will apply to the cheaper pair of lenses)

If a Staff requests a prescription, a fee of SCR 350.00 will apply.

These services will be available only at Eyestore by Vision Care at the Hypermarket Building.

Please book there appointment via email with Erinn (visioncareerinn@gmail.com)

EYE CARE CENTRE

EYE CARE CENTRE

E.J Micoock BSc (Hons)(Lond) FCOptom (UK)
Optometrists & Contact Lens Practitioners

SUITE 104
AARTI CHAMBERS
MONT FLEURI

PO.BOX 1244
MAHE
SEYCHELLES

TEL/ FAX:(+248) 4321177

International School; Eye exam SR 100 and treatment 23% discount.

CONSTANCE EPHELIA



MAHÉ, SEYCHELLES



- a. 10% discount in our Food & Beverage outlets
- b. 20% discount in our Spa for any treatments taken before 13hr00
- c. Our resident rates for our accommodation.

The below conditions will apply to all of the above proposal :

- 1. A reservation is required 48hrs prior to arrival
- 2. The offers are subject to availability
- 3. The peak season is not included in the offer.



We can apply 20% discount on all food and beverages and 25% discount for the spa for any booking from the ISS staff

Please note that this will not be applicable for any existing special promotion

OCEANIC MOTORS

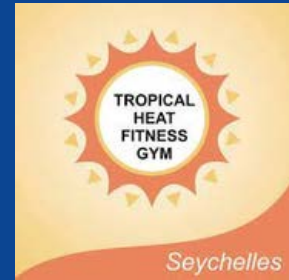
Deals until December 2023



Vehicles with Offers							
Vehicle Emission	Vehicles Transmission	Model	Vehicle Type	Cost	Offer	Total	Additional
Electric	Automatic	MG4 Standard	Hatchback	SCR 490,000.00	SCR 25,000.00	SCR 465,000.00	Road Tax
Petrol	Automatic	MG ZS	SUV	SCR 520,000.00	SCR 25,000.00	SCR 495,000.00	Road Tax
Electric	Automatic	MG4 Trophy	Hatchback	SCR 537,000.00	SCR 25,000.00	SCR 512,000.00	Road Tax
Electric	Automatic	MG eZS	SUV	SCR 538,000.00	SCR 25,000.00	SCR 513,000.00	Road Tax
Electric	Automatic	MG4 AWD	Hatchback	SCR 597,000.00	SCR 25,000.00	SCR 572,000.00	Road Tax
Plug-In Hybrid	Automatic	MG eHS	SUV	SCR 649,000.00	SCR 0.00	SCR 649,000.00	Payment Plan (50% Downpayment)
Other Vehicles							
Diesel	Manual 2200cc	Ford Single Cab 4x2 (2022)	Pick-up	SCR 475,000.00		SCR 475,000.00	Road Tax
Diesel	Manual 2000cc	Ford Single Cab 4x2	Pick-up	SCR 495,000.00		SCR 495,000.00	Road Tax
Diesel	Manual 2000cc	Ford Single Cab 4x4	Pick-up	SCR 576,000.00		SCR 576,000.00	Road Tax
Diesel	Automatic 2000cc	Ford Extended Cab XLS	Pick-up	SCR 599,000.00		SCR 599,000.00	Road Tax
Diesel	Manual 2000cc	Ford Twin Cab	Pick-up	SCR 785,000.00		SCR 785,000.00	Road Tax
Diesel	Automatic 2000cc	Ford Twin Cab XLT	Pick-up	SCR 1,020,000.00		SCR 1,020,000.00	Road Tax
Diesel	Automatic 2000cc	Ford Raptor	Pick-up	SCR 1,640,000.00		SCR 1,640,000.00	Road Tax

Please note that all vehicles come with a warranty of 3years or 100,000km whichever comes first. The cost also covers the road tax for all vehicles except for the eHS.

TROPICAL HEAT GYM



Our Tropical Heat Team would love to have the ISS staff come train at our gym.

Normally our group package is SR400.00 monthly and it is also unlimited. But for the first month with registration and membership an extra cost of SR200.00 is required making it a total of SR600.00. (First month only)

We do provide assistance for first time members using gym.

We also provide Personal Training at SR200.00 per session.

For any further information please do not hesitate to contact us on 2516188 or 2525723



In the meanwhile, please find attached some packages and other prices as below:



- **GP consultation – Rs.350.00**
 - Dr's Karthic and Henriette with free consultation for children between the ages 3 – 18 years.
- **Gynaecologist Consultation with Dr. Rizvi – Rs 650.00**
 - Gynae consultation + Ultrasound – Rs 850.00
 - Pap Smear – Rs. 1,300.00
 - Gynae consultation + Breast Ultrasound – Rs. 800.00
- **Paediatric Consultation – Rs. 650.00**
 - With Dr. Govinden
- **Antenatal Care Obstetrics consultations: Rs 10,000.00**
 - Routine pre-natal progress checks until 38 weeks gestation.
- **Eve Care Gynaecology consultation: Rs 2,800.00**
 - Comprehensive screening package for women of all ages
- **Sexual Health Gynaecology consultation: Rs 1,800.00**
 - Screening for sexually transmitted infections
- **Golden Age Gynaecology consultation: Rs1,900.00**
 - Inclusive health status check for women above 50 years
- **Pre-Conception Gynaecology consultation: Rs 1,900.00**
 - Mothers' preparation for pregnancy
- **Infertility Gynaecology consultation: Rs 3,200.00**
 - Care for infertility issues
- **Know Your Health GP consultation: Rs 3,000.00**
 - Master health all-in-one check
- **Diabetic Profile GP consultation: Rs 800.00**
 - Knowing your diabetic profile
- **Cardiac Profile GP consultation: Rs 1,500.00**
 - Evaluate overall functions of your heart.
- **Couple's Package GP consultation: Rs 2,800.00**
 - Get health screening as a couple.
- **Children's GP consultation: Rs 750.00**
 - Affordable child screening made easy.
- **New GOP Application: Rs 1,000.00**
 - Medical examination for application of new employment in Seychelles.
- **GOP Renewal: Rs 400.00**
 - Health status check for local employment
- **Auto-immune profile: Rs 350.00**
 - Screening for immune system disorders
- **Home Visit GP consultation: Rs.950.00**
 - Meeting your health care needs in the comfort of your residence.
- **Food Handlers medical examination: Rs. 700.00**
 - Medical examination including nasal swab and stool test every 2 years
- **Food Handlers Test: Rs. 520.00**
 - Nasal Swab and stool tests conducted every 6 months.