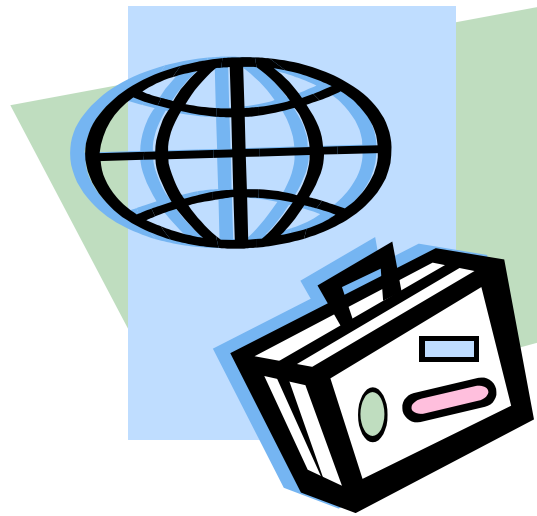




# *International Staff Handout*

*2012-2013*



# Contents

<i>Introduction</i> .....	1
<i>A. Prior to Leaving your Country</i> .....	2
1. Documents You Need to Send the School Prior to Arrival .....	2
2. Documents You Need to Bring to Doha .....	2
3. Clothes to Bring.....	2
4. Resources to Bring .....	3
5. Personal Items to Bring .....	4
6. Documents & Materials You Will Receive from the School .....	4
7. Address for Sending Materials Ahead of Arrival .....	5
<i>B. Traveling to Doha</i> .....	6
1. Ticket Arrangements .....	6
2. Required Arrival Dates and Early Arrival.....	6
3. Emergency Numbers You Need to Keep with You .....	7
4. Meeting You at the Airport.....	7
<i>C. Living &amp; Working in Qatar</i> .....	8
1- Apartments .....	8
2- Cultural Cautions .....	10
3- Entertainment and Shopping .....	11
4- Essentials of Working at HUBS - Assistant Teachers.....	11
5- Essentials of Working at HUBS - Class Size .....	12
6- Essentials of Working at HUBS - Private Tutoring .....	12
7- Essentials of Working at HUBS - Resources .....	12
8- Essentials of Working at HUBS - Staff Communication & Collaboration .....	17
9- Essentials of Working at HUBS - Teacher Support & Teacher Evaluation.....	17
10- Essentials of Working at HUBS - Workload .....	18
11- HR Matters - Attendance .....	18
12- HR Matters - Contracts.....	19
13- HR Matters - Leaves .....	19
14- Information & Communication Technology .....	21
15- Money Matters - Personal Cash.....	21
16- Money Matters - School Payments.....	22
17- Money Matters - Estimated Cost of Living .....	23
18- Professional and Staff Development .....	23
19- Teaching at HUBS - C&J Overview .....	24
20- Teaching at HUBS - Planning for Instruction .....	25
21- Teaching at HUBS - Prior to Arriving C&J Prep Ideas .....	26
22- Transportation .....	26
23- Visas, Residencies and Exit Permits - Staff.....	27
24- Visas and Residencies - Staff Families .....	28
25- Weather.....	28

# *Introduction*

This handout is prepared to help newly hired international staff become familiar with the joys, challenges and expectations they will face as they join Hayat Universal School in Qatar.

In the document we have tried to be comprehensive and thorough, however, no document can fully capture the complexity of a new job and a new culture. Please do not hesitate to request clarification of any point to ensure full understanding. Be assured that returning teachers and administrators are willing to assist the new staff. Please ask for clarification, nothing is minor. These are the members of the school administration team who will be available to support teachers:

Mr Mike Munro - Principal

Ms Hanan Abdul-Aziz - Vice Principal

Ms Doris MacLellan - Head, Student Support Program

Ms Naomi Kordy - BC Program Co-Head

Ms Nad Tabit - Head, Early Childhood Program

Mr Iain Martin - BC Program Co-Head

This document is a work in progress. Questions asked by teachers in previous years have been a main source for the selection of topics. Please share with us how we can improve the information for future use.

# *A. Prior to Leaving your Country*

## *1. Documents You Need to Send the School Prior to Arrival*

- Copies of your degrees
- Copy of your teacher license (if applicable)
- Passport copies for you and family members moving to Qatar with you
- A shoulder / head picture of yourself (9 x 14 cm). It should not be a passport type picture but should be semi professional. This will be used to display identification information about the teaching staff on a large school bulletin board. The purpose of the board is to introduce staff and their qualifications. Pictures will be displayed with a description of the qualifications.

## *2. Documents You Need to Bring to Doha*

- If married and need to sponsor your spouse and/or children, notarized original marriage certificate and original birth certifies. Birth certificates do not have to be notarized. Notarization is needed from the Qatar Embassy in your country.
- Criminal Record Check
- A few passport size pictures. They will be needed for processing your residency. Passport size pictures used by the Qatari authorities are 6 X 4 cm.
- It is strongly preferable, although not a must, to bring original degrees and notarized copies of original degrees, in case of need.
- If you are residing in Doha with sponsorship on another school or family sponsorship, please ask the school HR about the documents you need to provide.

## *3. Clothes to Bring*

As you are packing to come to Doha, please bear in mind Hayat has a conservative Islamic environment. Teachers are not expected to wear the traditional or Islamic dress. However, they are expected to maintain conservative dress around the school. By clarifying what needs to be worn around the school, we aim to provide you with information that will help you be prepared.

- What is allowed:
  - Skirts, dresses and pants that cover the knees while standing or sitting
  - Half sleeve tops
- What is not allowed:
  - Tight fitting clothing, if teachers do choose to wear tight shirts, a sweater or wrap must be used
  - Strapless, cup sleeves, tank tops, low cut and short tops
  - Shorts or short skirts
  - Flip-flops and high heels
  - Excessive make up
- Outside the work setting and work hours, there are no restrictions on dress. The choice belongs to individuals. Expatriates in Qatar are free to wear the western style dress everywhere around in country, in parks, museums, shopping malls, night clubs, live performance venues, etc.
- Qatar is hot or warm most of the year. It gets cool for a month or two. You may need a couple of light sweaters.
- You can view staff pictures on the school website. It has pictures of staff in every day dress and some pictures of staff during cultural events dressed in Qatar traditional dress.

<http://www.hayatschool.com/MediaGallery/HayatGallery.asp?categoryid=287>

#### *4. Resources to Bring*

- The school has a well-resourced supply room. A list of supplies is provided in the section titled "Essentials of Working at HUBS - Resources" of this handout. Resources for programs and instructional frameworks used at the school is presented in "Teaching at HUBS - C&I Overview". However, for decorating your classroom-you need to consider what you want prior to leaving Canada; there is not a large selection of teacher material in Qatar. There are places for purchasing decorations but few carry specifically targeted classroom display items. There are no 'teacher stores'. Items such as display calendars, wall card alphabet displays, and name tag cards cannot be found in Doha. Please purchase these in Canada, keep the receipt and get reimbursed. Teachers have an allowance of Qatari Riyal 300 (approximately CDN 82) per term with a total of QR 900 per year. You can purchase items you need from this allowance and get reimbursed by the school. Please bear in mind that you need to produce receipts to get reimbursed. So, please keep the receipts with you.

- If you are purchasing a laptop, we recommend going for a PC compatible brand not a Macintosh because the school does not use Macintosh.

## *5. Personal Items to Bring*

There is no need to bring any electrical appliances or household items. However, if you feel like bringing items because you like them, you can do so as long as you are conscious of baggage weight.

## *6. Documents & Materials You Will Receive from the School*

By the time you receive this document, you will have received your letter of job offer. With or after the formal job offer you must receive the following:

- School Calendar
- Weekly Timetable for the grade you will be teaching
- Information pertaining to school hours, instructional time, prep time and cost of living in Qatar. This information is normally sent in an email with or prior to the letter of job offer
- This International Staff Handout
- Your e-ticket (if the school is making your booking)
- Your e-work visa. This is a Qatar government document with information printed in Arabic, except your name and passport number. It is an electronic visa that is saved in the Qatar government system. It does not have any stamps.
- School may send some self study materials.
- Year plan exemplars.
- Pictures of the apartments
- There will be more pictures and information videos uploaded in a secure area on the school website. You will be contacted and provided the password once this information is ready.

## *7. Address for Sending Materials Ahead of Arrival*

You can ship materials or personal items to the school. These are the address details:

- If you use a shipping company, you will need to use the school's physical address:

*Building #55 Area #53, Muaither Street North, Muaither, across from Wthnan Mall*

*These are the telephone numbers:*

*4468-7171*

*3345-9657*

- If you use mail service, this is the school address:

*PO BOX 6124 Doha, Qatar*

You can address your parcels to:

*"Your name"*

*C/o School Principal*

## *B. Traveling to Doha*

### *1. Ticket Arrangements*

- Teachers have two options - either have the school book their tickets or book their own tickets and get paid a ticket allowance.
- In either case, the school will need to know your departure city. This is the city with an international airport close to your permanent residence. This will be the base for booking your tickets or calculating cash payments towards tickets if you are purchasing your own tickets.
- In case you want the school to book your ticket, you will need to send the designated person copies of your passport and passports of your dependents if their tickets are included in the benefits provided by the school. The school will ask you about your preferred arrival date (bearing in mind the date for the start of new teacher orientation), make tentative booking, and email the ticket details; upon receiving your confirmation, the school will issue and email the ticket(s).
- If you wish to do your own booking, you will be informed of the allowance you will receive. The allowance will be the price of the ticket the school would have paid the local travel agent had the school booked your ticket. It reflects a trip that may include stops but no lay-over days from your departure city to Doha. You will be paid the ticket allowance on the first day of orientation.
- In case you are making your own booking, you must send the school your flight details once confirmed. The school will need this information to arrange for meeting you at the airport in Doha.

### *2. Required Arrival Dates and Early Arrival*

The school informs all new staff that they need to arrive in Doha two days prior to the start of Orientation, at the latest, to have some time to rest and recoup from jetlag. Orientation dates are shown on the School Calendar sent to all staff. Normally teachers choose to arrive within the last four days prior to the start of orientation. If you want to arrive earlier, please inform the staff person who is assisting you with the move to Doha. The school will try to accommodate your plans but will have to check availability of admin support staff who will be needed to assist you. The earlier you plan to come the more challenging it may be. However, all efforts will be made to support you.



### *3. Emergency Numbers You Need to Keep with You*

- School Principal - Mr Mike Munro:  
+974-6679-4015  
mike.munro@hayatschool.com
- School Head Office CEO - Ms Bassema Al-Jabi:  
+965-9904-8095  
aljabi@eduglobecorp.com
- School Admin Support - Ms Seema Mujeeb:  
+974-5529-9633  
seema.mujeeb@hayatschool.com
- School Admin Support - Ms Rawsan Faoury:  
+974-3311-8084  
rawsan.faoury@hayatschool.com
- School Vice Principal - Ms Hanan Abdul-Aziz:  
+974-5532-4562  
hanan.rajeh@hayatschool.com

### *4. Meeting You at the Airport*

- The school will arrange for the meet and greet service, Al Maha, to assist you upon arrival at the airport. As you enter the terminal look for Al Maha representative, a lady dressed in burgundy, holding a sign with your name or calling it out; they will assist you all the way through immigration and baggage claim and will deliver you to the school staff.
- The school representative will be waiting for you after the baggage claim point. He will also be holding a sign with your name. He will have keys to your apartment and will take you there.
- If for any reason you are delayed please make immediate contact with the emergency numbers provided above.

## *C. Living & Working in Qatar*

### *1- Apartments*

- The school tries to place all teachers in the same building. As the school expands and the number of teacher increases, teachers may be divided into two groups placed in two buildings in the same suburb. Teachers choosing to not live in provided apartments receive a cash stipend towards their own found accommodation.
- Apartments are located in Al-Sadd, a busy suburb. They are close to many shopping outlets. Read more in the "Entertainment & Shopping" section.
- A one-bedroom apartment consists of a bedroom, a living room that has dining area, a kitchen and a bathroom. Some apartments have small patios.
- Apartments in Qatar normally have smaller darkened windows to reduce window heat and reflect sun, this leads to a somewhat darker inside apartment; they do not offer the brightness of the Canadian large glass windows or French doors.
- There is security at the main apartment building door.
- Cleanliness to standard of basic – done by hired help and may not be up to standards staff would think it should be; however every effort is made to ensure it is acceptable.
- New or near new basic furniture and appliances are provided. The following tables show furniture, appliances and other items normally provided in teacher apartments.

#### **GROCERIES KEPT IN APARTMENTS UPON ARRIVAL**

<b>Items</b>	<b>Quantity</b>	<b>Items</b>	<b>Quantity</b>
Yogurt	6	Water	3
Egg	6	Tomatoes	1 KG
Sugar	1 KG	Cucumbers	1 KG
Bread	1	Corn Oil	1
Cheese	1	Instant Coffee	1
Butter	1	Matchbox	1
Jam	1	Shampoo	1
Milk	4	Washing Powder	1
Cornflakes	1	Tissue box	2
Apple, Orange	1KG	Soap	1
Tea	1	Hand wash	1
Tuna	3		

**FURNITURE, APPLIANCES & OTHER HOUSEHOLD ITEMS IN STAFF APARTMENTS**

Item	Quantity
1. Bed, mattress, pillow, bed sheets, bedcover	1
2. Two door closet	1
3. Hairdresser & chair	1
4. Bedside cabinet	1
5. TV and receiver for satellite channels	1
6. TV table	1
7. Tea tables	1
8. A set of 3 towels (3 different sizes)	1
9. Fridge	1
10. Washer	1
11. Stove, gas cylinder	1
12. Microwave	1
13. Table spoons (4-piece set)	1
14. Knives (4-piece set)	1
15. Forks (4-piece set)	1
16. Teaspoons (4-piece set)	1
17. Set of frying pans (big, medium and small)	1
18. Set of cooking spoons (3 different spoons)	1
19. Set of cooking pots (big, medium and small)	1
20. Tea Cups (4-piece set)	1
21. Coffee Cups (4-piece set)	1
22. Big table plates (4-piece set)	1
23. Small table plates (4-piece set)	1
24. Teakettle	1
25. Water glasses (4-piece set)	1
26. Cutting board	1
27. Sharp knife	1
28. Salt shaker	1
29. Sugar shaker	1
30. Ironing Board and Iron	1
31. Vacuum Cleaner	1
32. Laundry rack	1
33. Trash bins	3
34. Mop and broom/dustpan	1
35. Dish cloth	2
36. Basic cleaning supplies	1 set

- In case repairs are needed, please contact school staff to assist you. Apartment staff may be not be able to communicate with you because of limited English skills.

School staff who can be contacted:

- o School Admin Support - Ms Seema Mujeeb:  
+974-5529-9633  
seema.mujeeb@hayatschool.com
- o School Admin Support - Ms Rawsan Faoury:  
+974-3311-8084  
rawsan.faoury@hayatschool.com

Seema and Rawsan will be available to support new staff before the start of orientation. After the start, your contact person will be Rawsan.

- Repairs may take a day or two; staff working from the school make every effort to get such repairs or any repairs done in a timely fashion. Purchase of articles that wear out is responsibility of the teacher. Faulty equipment is the responsibility of apartment company. The school staff work with this company to ensure working order and/or replacement.

## ***2- Cultural Cautions***

*“We are not here to change or introduce a new culture we are joining a culture; a culture different from ours, but as wonderful as ours. Experiencing the Qatari Culture is a gift that comes with your position. The opportunity to enjoy it, learn about it and participate in it is part of the adventure you have chosen.”*

*“But there are differences we need to know about.....”*

- Music – we do not have choir, there is little emphasis on singing and string instruments
- Dance in terms of rock and roll or out of control is not appropriate for teaching here
- Percussion Instruments can be used
- Visual Arts and Drama are acceptable and are integrated with other subjects as long as content is not inconsistent with Islamic culture.
- Children’s Literature where the main character or a significant character is a pig should not be used.

- Children's Literature where magic plays a significant part of the plot is not used or is not focused upon (for example "Sylvestor and the Magic Stone" is not part of library).
- Children's Literature with partially dressed characters (bare buttocks) are not acceptable, e.g. beach attire
- Romantic children's novels - boyfriend, girlfriend attractions not allowed
- Celebrations such as Christmas, Easter, Valentines' Day, etc. are not celebrated and are not part of our teaching repertoire. There are a few greatly celebrated Qatari occasions you will learn about and hopefully have fun participating in.
- Boys and girls have segregated classes starting from grade 4 and should not mix in recess, lunch break or any other school activities.
- There is a dress code. Please refer to # a.3 "Clothes to Bring".

### ***3- Entertainment and Shopping***

- Apartment located in town area within walking distance of shopping
- Sports Events (tennis, squash, football (soccer), golf) for participation or audience
- Music/drama Expat Clubs – Choir, Theatre
- Performances by known artists (Cat Stevens and Leona Lewis recently performed here live)
- Numerous Movie Theatres
- All major chain restaurants
- Many local Arabic restaurants
- International restaurants available

### ***4- Essentials of Working at HUBS - Assistant Teachers***

- Every KG - grade 2 class is provided with a full time AT.
- Higher grades have shared ATs. The amount of time allocated for each class varies depending on factors of need to be established by the Principal.

## 5- *Essentials of Working at HUBS - Class Size*

Class size is 25-27 students; with most kept at 25.

## 6- *Essentials of Working at HUBS - Private Tutoring*

This is the school policy regarding private tutoring:

- In order to ensure that there is no potential bias or conflict in their employment with the school, each employee has to do his/her utmost to support student learning while in the capacity of an employee of HUBS, Qatar
- When spouses or other family members (who are not employees of Hayat), act as tutors, special steps must be taken to ensure that the perception of 'conflict of interest' is diminished to the greatest extent possible by taking the steps outlined below.
  - o Parents will be informed that the person is related to a staff member and how that person is related.
  - o There must exist no circumstances where a tutor accepts as a client a child who is also taught by the associated Hayat staff member in that year
  - o It is the responsibility of the Hayat staff member to ensure that these guidelines are followed
  - o If asked for a referral for a tutor, no Hayat employee may suggest the name of a tutor who is known to be a family member of that employee or other employee of the school.

## 7- *Essentials of Working at HUBS - Resources*

Resourcing decisions are made through collaborative efforts with the teaching staff. Teachers influence what will be ordered in the following year. Once the year starts there remain opportunities to purchase additional items if approved by the Principal. If an item is perceived to be of general use, it can be placed in the school monthly order. Otherwise, every teacher has an allowance of QR900 (QR300 per term) that the teacher can use to purchase items without prior approval. Teachers can make the purchase, submit receipts for approval by the Principal, and get reimbursed within 48 hours.

Information about program and instructional framework resources is provided in "Teaching at HUBS - C&I Overview". The following is a list of available supplies..

### EDUCATIONAL SUPPLIES LIST 2012-2013

#	Items	Consumable/ Non Consumable	Grade
1	CLEAN WATER SCIENCE	NC	G2-G6
2	COMPRESSION SCALE	NC	G2-G6
3	THERMOMETERS	NC	G2-G6
4	PRISM SETS	NC	G2-G6
5	ALPHABET SOUP SORTERS	NC	K1-K2
6	Very First Magnet Kit	NC	K2-G2
7	Laces For Lacing	NC	K1J-K2
8	World Starter Map	NC	G1-G6
9	Floor Puzzle, Solar System, 36" x 24", 24 pieces	NC	G2-G6
10	Floor Puzzle, PETS, 36" x 24", 24 pieces	NC	G2-G6
11	ABACUS	NC	K2-G1
12	ANIMEMO	NC	G1-G3
13	CHUNKY VEHICLES	NC	K1J-K2
14	CLACK	NC	K1J-K2
15	CLOCKS	NC	G1-G4
16	Community Car Set	NC	K1J-K2
17	COMMUNITY BLOCK PLAY PEOPLE	NC	K1J-K2
18	connecting Cubes	NC	K1J-K2
19	DENTAL MODEL	NC	G2-G6
20	Dominoes(animals)	NC	K2-G2
21	FINGERCARDS TOPOLOGY	NC	G1-G3
22	FINGERCARDS-NUMBERS	NC	G1-G4
23	FLOOR PUZZLE FRUITS	NC	G1-G3
24	FLOOR PUZZLE VEGETABLES	NC	G1-G4
25	GAINT NUMBER PUZZLES	NC	K1J-K2
26	GAINT WOODEN BEADS	NC	K1J-K2
27	LACING ANIMALS	NC	K1J-K2
28	LACING LETTERS	NC	K1J-K2
29	LACING NUMBERS	NC	K1J-K2
30	LET'S LEARN TRANSPORTATION	NC	K1J-K2
31	Let's Talk Community Helpers	NC	K1J-K2
32	life cycle puzzles	NC	K2-G2
33	LINKY CHAINS	NC	K1J-K2
34	POCKET CHART	NC	ALL
35	RIDDLE MAZE	NC	G1-G6
36	ROUNDED BLOCKS	NC	K1J-K2
37	SUPER SET	NC	K1J-K2
38	WHERE DOES FOOD COME FROM?	NC	G1-G3
39	Tactile Construction tower	NC	K1J-K2
40	Teaching Board	NC	ALL
41	WOODEN BLOCKS 100 PCS	NC	K1-K2
42	HOCKEY INITIATION	NC	PE

### EDUCATIONAL SUPPLIES LIST 2012-2013

#	Items	Consumable/ Non Consumable	Grade
43	PE MATS-GYMNASTUIC MATS	NC	PE
44	BALANCE STEPPING CLOUDS	NC	PE
45	BEANIE BAGS (13308)	NC	PE
46	BALANCE BOARD	NC	PE
47	SUPER BOARD	NC	PE
48	Life Style Gourmet Café Kitchen	NC	K1J-K2
49	Pretend & Play Table and Chair Set	NC	K1J-K2
50	SPORT STYLE BIBS	NC	ALL
51	Small Globes for lower grades	NC	K2-G2
52	Globe	NC	G2-G5
53	Rulers - small	CONS	ALL
54	staples	CONS	ALL
55	Rulers - big	CONS	ALL
56	stapler remover	CONS	ALL
57	tape - small	CONS	ALL
58	white tac	CONS	ALL
59	small paper pads	CONS	ALL
60	medium paper pads	CONS	ALL
61	sticky tac	CONS	ALL
62	Borders	CONS	ALL
63	WHISLES	CONS	ALL
64	Pencils with erasers (12pencils/box)	CONS	ALL
65	dividers	CONS	ALL
66	highlighters (assorted colors)	CONS	ALL
67	lined paper	CONS	ALL
68	CONSTRUCTION PAPER Packets	CONS	ALL
69	Foamboard 50x70x0.5cm WE	CONS	ALL
70	duct tape	CONS	ALL
71	Paint brush	CONS	ALL
72	paper clips - small	CONS	ALL
73	Pens - blue	CONS	ALL
74	Pens - black	CONS	ALL
75	Pens - red	CONS	ALL
76	White board cleaner	CONS	ALL
77	tape dispenser	CONS	ALL
78	white board markers assorted colors (pack)	CONS	ALL
79	2 hole punchers	CONS	ALL
80	staplers small	CONS	ALL
81	green A4 paper	CONS	ALL
82	yellow A4 paper	CONS	ALL
83	red A4 paper	CONS	ALL
84	blue A4 paper	CONS	ALL
85	pink A4 paper	CONS	ALL



### EDUCATIONAL SUPPLIES LIST 2012-2013

#	Items	Consumable/ Non Consumable	Grade
86	L shaped plastic files	CONS	ALL
87	attendance folder	CONS	ALL
88	plastic pockets	CONS	ALL
89	dry clay-white	CONS	ALL
90	dry clay-brown	CONS	ALL
91	Yarn	CONS	ALL
92	Stick Notes 3x4" Yellow	CONS	ALL
93	Easel Pads -unruled	CONS	ALL
94	Easel Pads- ruled	CONS	ALL
95	NUMBERS-MAGNETS	CONS	ALL
96	ALBHABETS-MAGNETS	CONS	ALL
97	tape - large	CONS	ALL
98	GLITTER JARS 500 gm	CONS	ALL
99	Laminating Film - A4	CONS	ALL
100	envelopes - small air mail	CONS	ALL
101	crepe paper	CONS	ALL
102	Laminating Film - A3	CONS	ALL
103	envelopes - medium	CONS	ALL
104	envelopes - large	CONS	ALL
105	Erasers	CONS	ALL
106	glue stick - big	CONS	ALL
107	glue stick - small	CONS	ALL
108	white board markers single colors)(12col/box)	CONS	ALL
109	white board markers single colors)(12col/box)	CONS	ALL
110	white board markers single colors)(12col/box)	CONS	ALL
111	white board markers single colors)(12col/box)	CONS	ALL
112	white board erasers	CONS	ALL
113	binder clips - BLACK-big	CONS	ALL
114	binder clips - BLACK-small	CONS	ALL
115	rubberbands BIG	CONS	ALL
116	permanent markers	CONS	ALL
117	white out	CONS	ALL
118	pegs	CONS	ALL
119	scissors-CLASS SET	CONS	ALL
120	index cards	CONS	ALL
121	labels	CONS	ALL
122	labels	CONS	ALL
123	chalk	CONS	ALL
124	BRISTOL BOARD	CONS	ALL
125	STRING	CONS	ALL
126	play dough	CONS	ALL
127	ZIP LOCK BAGS-BIG	CONS	ALL
128	ZIP LOCK BAGS-SMALL	CONS	ALL

**EDUCATIONAL SUPPLIES LIST 2012-2013**

#	Items	Consumable/ Non Consumable	Grade
129	COLORED PENCILS	CONS	ALL
130	HUBS Notebooks	CONS	ALL
131	Family Communication Folder	CONS	KG
132	Agendas (Planners)	CONS	Elementary
133	Sentence Strips	CONS	ALL
134	RBO KRFT 36X1000' ORNG	CONS	ALL
135	RBO KRAFT 36X1000 CANRY	CONS	ALL
136	RBO KRAFT 36X1000 WHITE	CONS	ALL
137	RBO KRFT 36X1000 BLACK	CONS	ALL
138	RBO KRFT 36X1000' SCARLET	CONS	ALL
139	CRAYONS	CONS	ALL
140	CHALK BOARD-(PACK OF 12)	CONS	ALL
141	Basic Color-RED-03	CONS	ALL
142	Basic Color-RED MAGENTA-04	CONS	ALL
143	Basic Color-SEA BLUE-06	CONS	ALL
144	Basic Color-PINK-08	CONS	ALL
145	Basic Color-VIOLET-09	CONS	ALL
146	Basic Color-LIT GREEN-10	CONS	ALL
147	Basic Color-BROWN-12	CONS	ALL
148	Basic Color-BLACK--13	CONS	ALL
149	Lollipop Sticks	CONS	ALL
150	COLOURED FEATHERS	CONS	ALL
151	Black Wiggly Eyes	CONS	ALL
152	Pom-poms	CONS	ALL
153	Colored Sand-7COURS EX WHITE	CONS	ALL
154	Craft Felt	CONS	ALL

## ***8- Essentials of Working at HUBS - Staff Communication & Collaboration***

There are ample formal and informal opportunities for staff and administration teams to communicate. These include:

- Staff welcome get together in the apartments
- Daily Q&A sessions during the year beginning two week orientation
- Returning teachers hosted discussions during the year beginning two week orientation
- Announcements on the whiteboard next to the Principal's Office
- Weekly Sunday Morning Staff Memos
- Monthly staff meetings
- Grade level/Team meetings
- Ongoing meetings and social events around the school
- Meeting minutes and action plans shared with staff
- Forms such as Conduct Form, Critical Incident Form and Referral Form to Student Support Program.

The school administrators implement an open door policy. The Principal and other members of the school administration are available at short notice whenever teachers need to meet.

## ***9- Essentials of Working at HUBS - Teacher Support & Teacher Evaluation***

- Hayat School implements a growth perspective to teacher supervision and evaluation. Teacher support is available and is a major responsibility of the principal and other administrators. Teacher Team Leaders are a significant part of teacher support.
- Teacher support is formalized and informal. Please ask.... we all believe working together will provide the best for our students. Helping our teachers is a major priority.
- Teachers are normally evaluated during their first year at HUBS.

- Thoughtful planning , the implementation of mandated programs, effective use of resources, and differentiated instructional practices are expected and remarked upon during evaluation.

## ***10- Essentials of Working at HUBS - Workload***

- School calendars and weekly timetables are emailed to teachers prior to or with the letters of job offer. These documents show the number of instructional days, public holidays, school breaks and weekly instructional hours.
- The official working hours are from 6:30 am to 2:00 pm. All classes start at 7:00 am. BC Program classes end at 2:00 pm. Early Childhood Program classes end at 12:15 pm. For Early Childhood Program (BK1 and K1) Classroom Teachers, some of the time after the end of classes is dedicated for sessions in support programs the school offers for the elementary grades such as ESL English Language Clinic and Guided Reading. These sessions are typically pre-planned; the role of the BK1 and K1 teachers is to provide instruction.
- Classroom teachers are expected to stay with their children until they are picked up, which normally is between 20 - 30 minutes after the end of classes.
- The first bus ride to school accommodation is at 2:30 pm. Therefore, teachers who are residing in the school accommodation are at the school from 6:30 am until 2:30 pm.
- BC teachers can prep during the Arabic sessions, which is approximately 1.5 hours. Some of this time may also be used to do entry assessment for new students applying to the school or meetings. Entry assessment normally takes place between January - June of and September - October of the following year. During peak months, a teacher may have to do 3-4 entry assessments a week. Each entry assessment lasts for 30-40 minutes on average.
- In planning the number of instructional days and weekly instructional hours, the school observes the requirements of the British Columbia Ministry of Education and the Qatar Supreme Education Council.

## ***11- HR Matters - Attendance***

- Staff must be present in the school during school hours. Staff sign in and sign out through thumb print identification machine.
- Any staff wishing to leave campus during the workday must seek prior approval from the Principal and must sign out before leaving campus and sign in upon return at the Principal's Office. The leave from work should not exceed 3 working

hours, except when staff are in government offices for school approved residency-related issues.

- No leave from work will be granted on days for which the purpose may be to extend weekends and/or holidays. Any staff not reporting for work on these days (connected to weekends and/holidays) will lose payment for the number of days related to that unauthorized absence, (unless a doctor's note is provided).
- Staff should not be absent on the first or last day of the school year. Absence on any of these days will be counted as a two-day absence and will be deducted as such from the monthly salary

## ***12- HR Matters - Contracts***

- Contract Signing: You will receive your contract on the first/second day of joining the school. Contracts incorporate the terms of the letter of job offer you have signed and are based on the Qatar Labor Law. You will be given a few days review the contract and seek clarifications. Signed contracts are needed to issue your residency. Hence the school administrators will do their best to answer your questions and have contracts signed as early as possible. This is to ensure contracts are endorsed by the concerned government bodies in time for completing the residency issuance process. Residencies are needed for a variety of issues related to living in Qatar and are a must for staff to be able to travel during breaks or weekends.

Four original contracts need to be signed. You will have a signed original, the school will have one and the remaining two are needed for Qatari authorities.

- Contract Renewal: during the second week of January the school sends out internal memos inviting teachers to renew their contracts. If a teacher signs this memo agreeing to return for the following year, the contract will be renewed for one more year. Leaving the school after agreeing to renew the contract for another year would amount to breaking the contract.

## ***13- HR Matters - Leaves***

- Sick leave: Each staff must call in sick as soon as it is evident that coming to work will result in a health hazard to oneself or others. Staff are granted sick leave in accordance with Qatar labor laws as follows:
  - 14 days, fully paid.
  - 28 days, half paid.

- The extension of the sick leave thereafter shall be without pay until the staff resumes his/her work, resigns, or his/her service is terminated for health reasons.
- According to the Qatar Labor Law, staff are not entitled to sick leave during the probation period, which is six months as stated in the school contracts. The school DOES approve sick leave for staff during this period with the good faith that they will complete their contracts. However, ONLY in the cases where staff leave the school before the end of the school year, i.e. do not complete their contracts, the school has the right to treat the sick leave days they may have taken during the probation period as unpaid leave. In which case, the school will deduct the salary of these days from any dues to the staff at the time of leaving the school.
- For sick leave to be granted, a letter from the doctor will be needed stating the condition that requires the leave and specifying the number of days. In instances where staff are unable to submit the doctor's letter before the absence, it may be submitted after their return to work.

- Maternity leave: Female staff with one completed calendar year of employment shall be entitled to maternity leave with full pay for a period of 50 days.

Such maternity leave shall include the period before and after the delivery provided that the period following the delivery shall not be less than thirty five days.

Female staff without one completed calendar year of employment shall be entitled to maternity leave with full pay for a period of 15 days only.

- Emergency Leave: Staff may be entitled to a maximum of 4 days emergency leave. This requires approval from the Principal and cannot be used for more than 2 consecutive days.
- Compassionate Leave: In matters of a compassionate nature such as serious illness or bereavement in the immediate family (spouse, children, parents and parents of spouse), up to 7 (seven) days paid leave may be granted to the Second Party, if authorized by the Principal.
- Unpaid Leave: All other absences except public and official holidays and those approved by the Management, will be registered as leave without pay and deducted from salary at the rate of salary divided by working days multiplied by the number of days absent.
- Unpaid Leave Effect on Summer Payment: Unpaid leave days reduce the total number of working days which will be reflected proportionately in the summer payment deductions and indemnity.

- Combining Leaves: Annual leaves and public holidays cannot be combined with sick leaves, compassionate, emergency or unpaid leaves.

## ***14- Information & Communication Technology***

- A personal cell phone is imperative. They can be easily purchased upon arrival for every range of price. If you are bringing your cell phone from Canada SIM cards are also easy to get.
- There is a PC with 24 inch monitor in each classroom. If you are purchasing a laptop, PC is recommended for ease of compatibility.
- AV Projectors and overhead projectors are available for lesson presentation.
- There is no color printer available for production of classroom materials.
- There are smart boards in every classroom starting at Grade 4.
- There is a PC lab with 27 stations.

## ***15- Money Matters - Personal Cash***

- We suggest you arrive with some cash on hand. We would not suggest travelers cheques; although they can be cashed this may be slightly problematic.
- ATM cards work well in Qatar. Western Union is within walking distance.
- As soon as you can (at airport arrivals) exchange money and get some Qatari Riyal. Suggested amount is 500 riyal (at time of writing 138 US dollars).
- US dollars are easier to manage than Canadian dollars.
- Ensure that your ATM card and Credit Card, if you choose to use one, will be accepted in Qatar. Talk to your bank.
- According to Qatari law, opening bank current accounts require residency in Qatar. However, during the first week of reporting to work (orientation week) the school will send the names and passport numbers of all new staff to the bank to open accounts for them. The school will inform the bank that work will be underway to issue residencies. So, you can expect to have a local bank account opened in the month of September so that your first salary will be transferred to your account. The school will inform the bank once residencies are issued.
- You can have a Qatari credit card issued on your bank account. Internet access for banking is the same as in Canada. So, you can use online banking to transfer funds to your account in Canada.

## *16- Money Matters - School Payments*

- On the first day of your beginning orientation, you will be paid a salary advance of 1000 QAR. This is meant to assist staff with beginning costs.
- During the first week, you will be paid / reimbursed the following expenses:
  - Ticket allowance: this is applicable for staff who choose to make their own booking. The amount will be communicated to you while discussing ticket arrangements. No receipt is required for this payment.
  - Domestic flights\*\*: this is applicable for teachers who will book short domestic flights to get from their home city to the nearest international airport. They will have to inform the school of the amount while discussing ticket arrangements.
  - Excess baggage \*\*: refer to your letter of job offer for the maximum amount that can be reimbursed. Receipts are required for reimbursement.
  - Resources allowance \*\*: there is an allocation per term of 300 riyal (around CDN 84) for each teacher to purchase items for classroom use. You can use this allowance to purchase items from Canada before you leave. Receipts are required for reimbursement.
  - Teacher License Fees: annual renewal fees for teachers who were BC certified at the time of hiring and the fees associated with obtaining BC teacher certification for teachers who had to apply for teacher certification. Proof of certification is required for payment.
  - \*\* Items with two asterisks require receipts for payments to be made. Please make sure to keep all receipts. If they are required, reimbursement will not be made without them. Please create a storage place and keep them in order.
  - Receipts should be submitted to the school HR. Once approved, payment will normally be made within 48 hours.
- Monthly salaries are deposited within the last 3 days of the month. Most banks send an SMS message alerting staff members. The school accountant welcomes any questions by email.
- Any other payment due to teachers is complete and arrives as promised on time. (e.g. Pay for extracurricular activities)



## ***17- Money Matters - Estimated Cost of Living***

Average monthly expenses can be QR2,500. This includes items such as personal transportation, food, shopping for necessities and entertainment. A major trip during one of the long school breaks may cost QR7,000. Assuming a teacher makes two major trips in the school year, the total would be QR14,000 for trips, and QR25,000 (2,500 x 10 months) for living expenses. Total expenses QR39,000. Please bear in mind these estimates are for a single teacher.

## ***18- Professional and Staff Development***

### **Objectives:**

1. Help teachers understand, appreciate and implement the British Columbia Program using the BC methods of teaching, school mandated programs, instructional frameworks, instructional strategies and assessment.
2. Acquaint teachers with the school systems, policies and procedures and/or how to access information about these elements of the school.
3. Assist teachers to develop an understanding and appreciation of the local culture and how to work with and seek advice about issues of cultural sensitivity.
4. Develop a teamwork and a spirit of collaboration
5. Address professional development areas relevant to the student needs that have been identified in the school growth plans

### **Opportunities for Pro-D**

1. Year-beginning two orientation weeks: Prior to the start of the school every year, two weeks are dedicated for professional and staff development. New teachers start in the first week, returning teachers join in the second week. Sessions, meetings and other activities take place during regular school hours, 7 - 2, Sunday - Thursday. This is the main opportunity for formal pro-d. Much of the pro-d related to curriculum and instruction takes place during these two weeks to support teachers in their roles as the school year kicks off.
2. Non Instructional Days (NIDs) and Saturday Schools: NIDs are school days with no teaching. Pro-d stretches over the regular school day. Saturday schools may last from 4 - 7 hours. There is a combined total of 8 NIDs and Saturday schools over the year.
3. There are ongoing less formal pro-d opportunities including staff meetings and grade level meetings.

## *19- Teaching at HUBS - C&I Overview*

- The BC Ministry of Education Program: "Curriculum Grade Packages" are the guide for teaching. BC Performance Standards are used for assessment. These guides can be found in the following link:

<http://www.bced.gov.bc.ca/irp/>

HUBS Early Childhood Program teachers have developed EC Curriculum Guides specifying the learning outcome of the Early Childhood grades, using the structure of the BC curriculum grade packages.

- Instructional Frameworks that dictate the school Balanced Literacy Program, Hands on Math or Character Development Program include:
  - o Teaching Student Centered Math by Jon de Walle
  - o Reading Powers by Adrienne Gear
  - o 6 + 1 by Ruth Culham
  - o Words Their Way
  - o 1,2, 3 Magic
- Programs used include:
  - o Literacy Place Scholastic – all grades
  - o Math Makes Sense (all manipulatives, and texts are available) – all grades
  - o Animated Literacy – KG1, KG2 and Gr 1
  - o Handwriting Without Tears – KG1, KG2, Gr 1 and 2
  - o Words Their Way – Gr 2-6
  - o Digi Block – Gr 2 - 3 (the Gr 2 - 3 program is used with higher grades as well)
  - o Pan Canadian Science Place – Primary grades
  - o Focus on Science – Gr 4 and 5 (half class sets). Caution: language use is above our ESL learners so the text must be supplemented.
- Character Education Programs include:
  - o Hayat High Five - Schoolwide
  - o Stop and Think - Schoolwide

Check the following link on the school website. Use "Character Education" tab, "Schoolwide Programs".

<http://www.hayatschool.com/qatar/qatarmain.htm>

- Focus on Bullying - Gr 1 - 6
- Social Studies and Science
  - Limited due to high reading and comprehension level
  - A more significant point is there is a need for relevancy of material. The knowledge content of BC Curriculum can prove quite irrelevant to our Qatari population. Every effort must be made to make the content relevant. Teachers often use parallel development of Qatari and BC points as knowledge content is covered.
  - Our Grade 4,5, and 6 teachers plan together to develop their Social Studies and Science Units. The units are usually planned as integrated units.
  - Home Study Guides: a one page article providing a listing of resources (websites) for students needs to be prepared as part of unit planning (Gr 4,5,6)

## *20- Teaching at HUBS - Planning for Instruction*

- Year Plans: having these plans is a core requirement of the BC Ministry of Education accreditation. These plans map Prescribed Learning Outcomes of the BC curriculum (available in the curriculum guides) to Instructional Strategies and Assessment Strategies.

Teachers have to submit yearly plans to the administration. However, recognizing the work that would be needed if new teachers would be expected to develop their plans from scratch, the school will provide teachers with one or two quality plans to use as 'exemplars'. You can use these plans as is with the necessary changes according to calendar changes and new learning resources. You can also make changes with input/approval of your Team Leader. This is to ensure consistent use of school-mandated programs and instructional frameworks. The plans will be sent to you prior to your arrival in Doha.

- Weekly Instructional Highlights: Teachers are expected to develop brief weekly plans highlighting what will be taught in the next week. These plans are sent home with students on Thursday (the last day of the week in Qatar) and are published on the school website. These plans are referred to as "Week at a Glance" and they serve as a means of communication with the family. Please see the link:

<http://www.hayatschool.com/qatar/newsletters/newsletters.htm>

- Unit and Daily Plans: Teachers also develop unit plans and daily plans depending on the need. The Week at a Glance, unit plans and daily plans do not have to be

submitted for approval from the administration. The school administrators will review these unit and daily plans during class visits and such plans will be reviewed by BC Ministry of Education personnel when they visit the school for the annual inspection and review.

## ***21- Teaching at HUBS - Prior to Arriving C&J Prep Ideas***

- Visit an ESL classroom or classrooms with ESL learners; speak to teachers of second language to get tips, references and advice.
- Classroom Management is an important element of your classroom start up - probably more important than you think. Talk to mentors or respected professionals to gain insight.
- Reading the teacher book "1,2,3 Magic" is a good idea.
- Find and review resource books called "Reading 44, Primary or Intermediate. Early Literacy Teaching and Learning and math 44 Kindergarten, Elementary. These are available through the Ministry of Education Website. Although not mandatory, they are very a useful resource.
- You will receive other ideas for preparation prior to arriving in Doha. Reviewing the material will ease your start up.

## ***22- Transportation***

- Transportation to and from the school: the school provides two or three variable times for departing from apartment to school and departing from school (for example, this year there are trips for leaving from school to the apartments at 2:30, 3:30 and 4:30)
- Shopping trips provided by the school: there are two shopping trips per week for groups of staff. The group can choose where to go.
- Taxi service: Karwa Taxi (blue) with meter are best. Be sure to check meter is on.
- Cars: cars can be leased, rented or purchased. All three arrangements are in operation among our staff. These arrangements are completed by individual staff members.

## *23- Visas, Residencies and Exit Permits - Staff*

- Work visas and residencies: Getting a resident card is needed to be able to travel during school breaks and weekends, to continue to have current bank account, to get a public health card and a driver's license. Work on issuing your residency starts prior to your arrival in Doha. These are the steps:
  - I. School informs the teacher of the required documents to obtain visas for the teacher (copies of degrees and passport valid for one year starting from September you are joining the school).
  - II. Teacher emails the documents.
  - III. The school will issue a work visa for the teacher and sends it to him/her.
  - IV. Upon arrival to the school, teachers must give the school HR their passports. The passports will be needed to fix appointments for the medical checkup needed to issue residencies. It is a must to start with this step on the first day of joining the school because there is a 4-6 week waiting time before an appointment is fixed. Hence, this is the single step that if not taken immediately can cause a delay in the process.
  - V. Upon arrival to the school, teachers are handed their employment contracts. The sooner the contracts are discussed and signed the better because they need to be endorsed by more than one government body.
  - VI. Signed contracts will be sent to the concerned government bodies for endorsement.
  - VII. A medical checkup will be scheduled. The checkup includes an X-ray and a blood test.
  - VIII. Doing the finger prints – all resident applicants are fingerprinted.
  - IX. A blood typing test will be conducted
  - X. The Application is completed online by the school and the passport is taken to the concerned government office to affix the residency sticker.

It normally does not take more than a week to issue the residency once the medical checkup is completed. Hence, the need to get an appointment for the checkup as soon as possible after arrival to Doha.

- Exit permits are needed at the immigration point for expatriates who have work residencies in Qatar. Single exit permits can be obtained on the spot at the school HR office using the Qatar e-government online facilities. There is a multiple exit

permit which can be obtained, but it costs more. Staff need to be careful not to renew multiple permits prior to their expiry date. Renewing even by one day prior to the expiry date of multiple exit permits amounts to cancelling the permit and results in cancellation fees equivalent to the issuance fee. Fees for exit permits are born by the teachers. The cost of a Single permit fee is nominal. The cost for a Multiple exit permit fee is relatively high.

## ***24- Visas and Residencies - Staff Families***

Qatari laws do not allow females to sponsor their husbands and children. 'Sponsoring' here means providing dependent residencies. Males can sponsor their wives and children. However, they need to be employed in Qatar for six months to be able to make the sponsorship. This is because one of the sponsorship requirements is to submit a six month bank statement showing salary transfer during these six months.

Spouses and children of teachers who do not have dependent residencies can only stay in Qatar as visitors. This means they need to travel every two months to renew their visit visas. While staying in Qatar as visitors, they can access public health service through public clinics for a nominal fee. However, major surgeries can be costly. Visitors can have a driving license but must renew it every time they leave the country to renew their visit visas. Visitors can rent a car but cannot own a car. Visitors can open saving bank accounts with credit card and online banking service, but they need to inform the bank every time they renew their visit visas.

By the time you receive this handout, the issue of family members' residency in Qatar will have been discussed with you in detail. This aspect of your employment and move to Qatar is discussed at the outset during processing your application to join the school. The information that was communicated to you during the hiring process is more specific to your situation and you need to refer to the letter of job offer and your emails in case of need.

## ***25- Weather***

The heat is tiring and exhaustive. Canadians take a long time to acclimatize, but it is sunshine almost every day, and warm all the time. Shawls are most one would need during cool days. Rain is rare and is over quick when it happens.