



Ras Al Khaimah Academy



Teacher Recruitment Information Booklet 2018



RAK ACADEMY GUIDING STATEMENTS (Revised)

Vision

A Centre of Excellence in Learning at the Heart of the Community

Mission

- Creating a culture of lifelong learners who are committed to a sustainable future within and global society
- Delivering a diverse curriculum providing an inclusive supportive education for all learners
- Creating a stimulating learning environment promoting engagement of students in the learning process
- Providing holistic learning opportunities to enrich student's lives

Global Citizenship

As global citizens our students can demonstrate empathy for the situations of others, openness to a range of perspectives and an understanding of their own and others beliefs and values

Excellence in Learning

Students acquire and develop new and consolidated knowledge, skills and understanding in different ways and over different time periods, embrace challenge and take responsibility to achieve their academic potential.

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils and staff.

Our Story

RAK Academy was founded in 1975. Since then the school has dramatically grown in size and has developed an internationally-focused, co-educational, multi-cultural environment for the students, as well as providing an academically challenging education. We are committed to our mission of life-long learning and global citizenship.

The school operates as a fully registered private school under the patronage of His Highness, Sheikh Saud bin Saqr Al Qasimi, the Ruler of Ras Al Khaimah.

The school is divided into 3 parts; The British Curriculum School which follows the National Curriculum for England and Wales, Primary Years Programme (PYP) which is part of the International Baccalaureate Organisation (IBO) and Secondary which follows a modified version of the National Curriculum up until year 11. Students then have the option of taking the IB and AS levels for a further 2 years.



Many of the pupils are local to Ras Al Khaimah (approximately 60% UAE) the remaining students have come from over 60 countries, including countries as far away as Japan, Mexico, Canada and New Zealand.

This has played a vital part in promoting and understanding the international mindedness at RAK ACADEMY.

Teaching Staff

The majority of teaching staff across the Academy come from overseas. All our teachers are required to have the necessary teaching qualification and experience in their teaching specialism. Arabic and Islamic teachers are mainly from the surrounding gulf countries and are experienced in their teaching specialism.

A Primary Teacher's First Impressions: 2014

"Signing up with RAK Academy was my first overseas post so as my family and I left the UK early one damp and drizzly morning we were filled with excitement and nervous anticipation. The moment we landed we were met by a Rak Academy staff member and it was so reassuring to see other new staff and have someone to chat to and answer all your questions."

"We soon discovered there is a great atmosphere and rapport amongst the staff here and everyone supports each other and helps you through all the initial systems such as visas, driving licenses etc."

'We had set out with all good intentions to live a new, healthy lifestyle particularly after we had been introduced to the amazing facilities at the Hilton Beach Resort. We have discovered some great little spots to eat and I don't know of anywhere else that actually delivers KFC to your front door!'

"RAK appears quiet initially but there is always something going on and I would advise you to join the expat group who get email updates of all that is happening.

<https://groups.google.com/forum/#!forum/rak-expats>

Other useful sites to consider:

RAK Market place – Facebook

RAK Ladies – Facebook"

"Another must, particularly for families, is to buy The Entertainer... It is a book of vouchers that give you loads of great things to do and places to eat, it is also good for your visitors.

RAK is an experience, it is not Dubai but the glitz of the city is only an hour away and RAK gives you the opportunity to live in a real expat community."

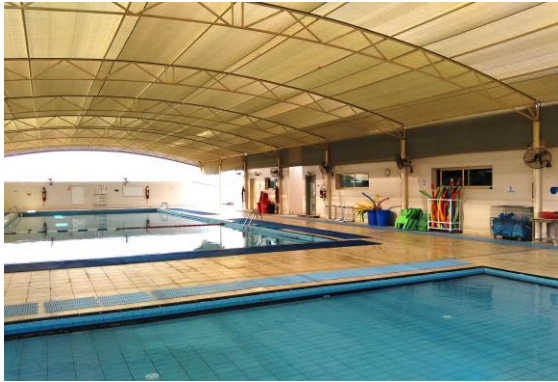
A Primary Teacher's First Impressions: 2015

"Arriving in a new country at night would have been a bigger challenge had I not been met by the warm smile of one of the RAK Academy members of staff who awaited me as I exited Sharjah International Airport."

"The 45 minutes' drive to my apartment was quite reassuring as everything had happened just as I had been informed in all prior communications with the school. I was shown into my apartment which had been well prepared for my arrival and I settled in with ease. Returning staff assisted me not just in school, they also took me to malls and I was able to buy groceries and whatever I needed to make my apartment a home. Interacting with the teachers also enabled me to get used to understand schedules much easier. The best part of my first few days was that I was surrounded by people that I could count on to answer my 'settling in' questions."

"It is a joy to work in Rak Academy."

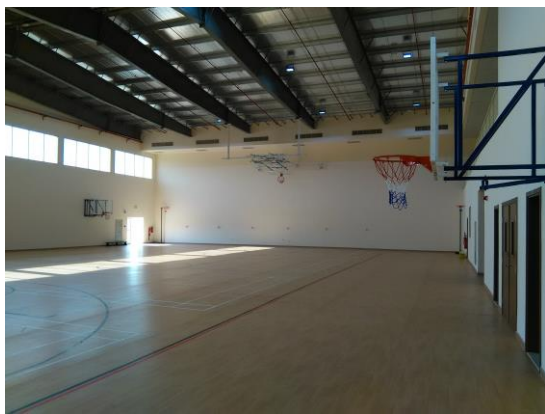
School Facilities



Swimming Pool



Canteen



Sports Hall



Auditorium



Class Assembly



Science Week

The United Arab Emirates

The UAE is a land of contrasts: mountains and beaches, deserts and oases, modern and traditional, from Bedouin markets to Dubai's legendary duty-free shopping.

It is made up of 7 Emirates – Dubai, Sharjah, Ajman, Umm Al Quwain, Fujairah, Ras Al Khaimah and Abu Dhabi. They are all developing at their own pace with Dubai at the forefront. The development and construction in all of the Emirates has exploded in the last 5 years and it is one of the most vibrant, multi-cultural places in the Middle East. Abu Dhabi, the capital, is modern and flourishing. Sharjah is a more traditional Emirate but is ever-expanding and merging into Dubai. In the other emirates life moves at a slower pace where the more traditional lifestyle is obvious but modernisation and development is increasing rapidly.



Ras Al Khaimah

Ras Al Khaimah (RAK) meaning "head of the tent" is the most northern, of the 7 emirates, making up the United Arab Emirates. The UAE is located on the edge of the Rub Al Khali Desert, which is part of the much larger, Arabian Desert. Ras Al Khaimah is the fourth largest emirate, covering an area of 1,700 Square Km. The Emirate of Ras Al Khaimah is lucky to boast some of the most scenic and fertile land in the UAE. RAK borders with the surrounding emirates

Umm Al Quwain, Fujairah and Sharjah. The Sultanate of Oman borders the north and the south. The northern part of Ras Al Khaimah has the amazing views of the Haj jar Mountains, offering great opportunities to enjoy time in the desert off road, exploring the Wadis, and taking in the local camel racing in the winter months.

To the East, the Emirates boast the fascinating mountain range, called Ru'us Al Jibal, which is part of the Haj jar Mountains. This fascinating mountain range, climbs to 1200 meters in parts! The Emirate is also famous for its palm gardens and fertile grounds, which have provided food and shelter to the locals for centuries.

To the west, the Emirate borders with the Persian Gulf, a 65km stretch of beautiful sandy coastline, with several 5 star hotels taking in some amazing views.

The city of Ras Al Khaimah can be found at the foot of the Al Haj jar Mountains and is divided by a natural creek into the old town on one side and the new business center of Al Nakheel on the other. Of course, if you crave a more modern life then Dubai is about an hour drive away, on the Emirates Highway. RAK is becoming increasingly popular with holiday tourists from Northern Europe, benefiting from the UAE high reputation as one of the safest destinations to visit and maintaining one of the lowest crime rates in the world. Also, don't forget, that the sun shines all year round.

Setting up Home

The RAK Academy staff live all around Ras Al Khaimah, you are provided with free, furnished, air conditioned accommodation as part of your contract. Some staff live in accommodation which they have acquired themselves in other areas of Ras Al Khaimah, such as Al Hamra and Mina Al Arab.

Below are photographs of examples of staff accommodation provided as part of the overseas employment package.



Union Tower



Al Qurum



It is worth remembering, especially if you have not lived in this type of climate before, that the insects you might find in any accommodation are different from those in more temperate climates. Fly screens are provided on doors and windows, but this will not keep out all insect life. Insect repellents are ready available.

Another common surprise for people is that the water coming from the cold tap (faucet) when you arrive is unlikely to actually be cold. This is because we live in the desert, so even water pumped from underground does not get cold in the summer. A useful tip is to turn off your water heater and use the hot tap for cold water, as this is usually stored within the building and can therefore be cooler than that coming from the ground! The water is drinkable, but bottled water can be delivered to your door for around 8 dirhams for a large container.

Depending on number of bedrooms, here is a basic list of the furniture/furnishings in the accommodation:

Double bed	Toaster
Single bed	Kettle
Dressing table with chair	Set of saucepan and frying pan
Sofa set with coffee tables	Iron and Ironing board
Dining table with chairs	Cutlery set
Study table with chair	drinking glasses
Crockery set	Bath towel and hand towel
Pillows	Quilts with bed sheet and pillow cases

Other Useful Information

Childcare

If you have children of school age (3 years to 18 years) then two of them are entitled to free education at RAK Academy. If they are not of school age, then there are various options available to you. You may be a non-working spouse and there is a great support network for mother and child in RAK. If you work, you may want to hire a Nanny to look after your child. It is usual to find a live in or live out nanny here in RAK and people at school will be able to assist you with this process.

Non-working Spouses

There is a good support network for non-working spouses in RAK and they meet regularly to have coffee, chat, go on excursions, etc. There are also the many leisure facilities on offer in RAK – beach club, golf course, water sports, etc. You will find plenty to fill your time.

A good way to meet new friends is to sign up to RAK Expat Social Meet up Group.

Postal Service

There is no standard address system in the UAE, making mail-to-the-door delivery impossible. RAK Academy has a PO Box 975 which you can have your mail delivered to, and it is then put into your school pigeonhole in the staff room. When having items couriered here it is best to give the school address as the school has 24 hour security that can take delivery of items and store them until you can collect them.

Shopping in Ras Al Khaimah

In Ras Al Khaimah it is possible to buy most everyday items. The main shopping centers are Manar Mall, Al Hamra Mall and RAK Mall. There is also a new mall called Al Naeem Mall opening shops and restaurants on a weekly/monthly basis. There are many other smaller outlets and new shops are opening all the time.

Manar Mall



Carrefour is the main supermarket where locals and Expats carry out their weekly food shopping. You will find this in Manar Mall and there is also a Carrefour in Al Safeer Mall.

Here you can also find electrical items as well as home furnishings.

There is also a food court with all your regular fast food options, a cinema and a Fun City for the kids.



RAK Mall

Rak Mall is located on Khuzam Road and is a distinctive landmark, with easy access from all the major thoroughfares and ample parking facilities.



Al Naeem Mall

This is the newest up and coming mall to the Emirate. There are many well-known shops and restaurants opening on a weekly/ monthly basis. Al Naeem Mall houses a Spinney's supermarket which stocks a great deal of imported goods including a dedicated pork section for non-Muslims.

In all malls you will find electrical shops for all your iPhone, iPad and iPod needs.



Al Hamra Mall

Based in Al Hamra Village approximately 15-20 minutes' drive from RAK City. Taxi prices from Rak City are approximately 50 dirham (very cheap).

With over 100 stores to choose from, shoppers can delight in designer clothing, electronic appliances, and furniture and daily groceries. Al Hamra Mall contains a Spinney's supermarket which has a dedicated pork section for non-Muslims. Be warned Spinney's prices are higher than Carrefour and Lulu's but nice to shop here for the treats you are missing.

Home Centre/ Ikea

Home Centre is based in Safeer Mall as well as one being located on the Nakeel side. It is the UAE's renowned chain, specializing in furniture and home furnishings. Ikea is situated in Festival City in Dubai and RAK Academy will often organise a trip here during your induction week.

Kuwaiti

The Old Souk and bazaars have an unmistakable feel and charm of the past. One can enjoy the experience of traditional shopping, including haggling over the prices of carpets to spices. Many of the local outlets and Souks expect you to haggle to get a good bargain.

Relaxation Time

One of the major differences a teacher coming direct from the UK will find is that you have more leisure time. Classroom teachers have up to 30% PPA time so a lot can get done during the normal working day.



Hilton Beach Resort and Spa

The beach resort in Ras al Khaimah has 1.5 kms of private beach, a fully supervised kids club, 14 dining and lounge choices, including 4 specialty restaurants, a spa with treatments, ham am Turkish baths, saunas, steam rooms and whirlpools, 7 outdoor pools, beach club, watersports center and a 24-hour fitness center.

[http://www3.hilton.com/en/hotels/uae/hilton-ras-al-](http://www3.hilton.com/en/hotels/uae/hilton-ras-al-khaimah-resort-and-spa-RKTRSHI/index.html)

[khaimah-resort-and-spa-RKTRSHI/index.html](http://www3.hilton.com/en/hotels/uae/hilton-ras-al-khaimah-resort-and-spa-RKTRSHI/index.html)



Cove Rotana

The Cove Rotana has a 600m pristine beach, bodylines Fitness & Wellness Club includes Jacuzzi, steam, sauna, 7 massage rooms, fully equipped gymnasium, fitness classes, cardiovascular and weight training, H Style hairdresser salon, Flipper's Kids' Club, 2 outdoor swimming pools, Kids pool, and offsite activities include sightseeing trips, desert trips, fishing trips and water sports activities.

<https://www.rotana.com>

Both hotels offer added benefits to RAK Academy staff that will be explained to you on your visit to both hotels during induction week. We recommend you make your mind up once you have visited both hotels.



Waldorf Astoria

Set in a charming beach front location with an array of bars and award winning restaurants. The Lexington Grill is said to be the best steak in town and Camelia is a lovely setting for an afternoon tea.

Al Hamra Golf Club

The Golf Club contains three different venues Pesto, Lagoons Sport Bar and Maison Mathis. **Pesto Restaurant** - is a Modern Italian Authentic Restaurant that features real original Italian cuisine which serves fresh handmade pasta and Pizzas as well a wide selection of traditional Italian Food in a casual atmosphere with energetic, friendly service.

Lagoon's Sports Bar – Considered by many as the '19th hole' Lagoons sports bar provides the perfect meeting place either before or after golf. Watch live sport on the many television screens whilst enjoying your favorite tipples or relax on the terrace overlooking the 18th green and reminisce over the day's game.

The Lagoons menu features many of the old favourites' such as burgers & club sandwiches with a variety of beers and cocktails to accompany your chosen dish.

Marjan Island

Marjan Island is a fast growing development with new hotels springing up every year.

Rixos

It contains the magnificent Rixos Hotel - The World of Rixos Hotels has no time and space limits. Day or night, you can have fun of your choice with different activities at all hours. The sun, the sea and the swimming pools are a source of joy and enliven your day. This hotel is becoming very popular with staff at RAK Academy with the many restaurants, all-inclusive access and it's very own night club.

Marjan Island Hotel (a dry hotel)

The Moorish designed Marjan Island Resort & Spa offers impeccable standards of service combined with distinctive style reflecting its Arabic heritage and a tradition of hospitality. The newest destination and most discerning resort attraction of Ras Al Khaimah is a genuine place to experience world-class tourism in a setting where Arabian hospitality complements our amiable culture.

Hilton Double Tree

This charming resort is close to shopping and entertainment at Marjan Island and Al Hamra Mall. Discover remarkable restaurants, bars and beach parties within.

Other Useful information

Local Culture

It is important to remember that you are moving to a country that is not the same as the West. The UAE is governed by Islamic law, and it is vital to bear in mind that we are guests in this country and, as such, should show respect for the religion, morals and culture of our hosts. Arabs are considered to be among the most hospitable people in the world, but we still should take note of a few cultural musts when interacting with locals.

It is best to ask permission of local women before taking their photograph and most likely you will be told "no". Also, be aware that some Muslim women and men will avoid shaking hands with members of the opposite gender as per Islamic tradition. This should not be taken as an offence and it is simply best to wait and see if the other person extends their hand in greeting first. Local men will typically greet other local men by touching noses or kissing cheeks. Public displays of affection (such as kissing or holding hands) between members of the opposite sex are not permitted, although you will see men (typically Asian expats) holding hands with other men when walking. This is a cultural norm and merely an expression of friendship.

If you are invited to enjoy a coffee, tea or traditional meal with a local family there are a few guidelines to keep in mind. Before entering a home, shoes should be removed. When sitting, take care

to avoid pointing the soles of your feet in anyone's direction as this is considered rude in Arab Muslim culture. Food and drink (and there will be a lot of it!) should be taken with one's right hand.

Weekends

The Emirates have a lot to offer the weekend traveler, and RAK is no exception. It can be as busy or as relaxing as you want. Once you have a car it is definitely worth exploring the UAE. Get yourself a good guide to the Emirates, ask staff for recommendations and enjoy your weekends!

Mountains and Wadis

The mountains of Ras Al Khaimah rise to a height of 2000 meters, and are dotted with a plethora of Wadis (steep-sided valleys) that wind their serpentine ways through the mountains. The most popular excursions are through Wadih's, all of which offer exciting fun-filled sojourns for the adventurous tourists.

The challenge to reach remote places, places out of range of even 4-wheel drive, is tempting, though the terrain is rocky, rough and physically demanding. Professional mountaineers can scale the sheer faces rising out of the Wadih Bih. Also a venue for a popular relay run, the Wadih Bih crosses the mountains from Ras Al Khaimah to Dibba, climbing to over 1,000 meters, and covering a distance of 7 kilometers.

The Desert

The desert, evoking a sense of vastness and adventure, lends a unique majesty to Ras Al Khaimah's natural charm. The breathtaking red dunes that lie to the west of Digdaga and course through a northerly direction, out south of Kharran provide one of the most scenic camping sites in the country. Surprised tourists find camel camps, farms, oasis and beautiful valleys on their drive through these desert passes.

Mangroves

So rare and beautiful are Ras Al Khaimah's mangroves that they have been designated as part of an Environmental Protection programme. Easily accessible and great fun to explore by canoe, Ras Al Khaimah's mangroves run northward along the coast in sheltered inlets, and are teeming with bird and marine life.



Khatt Springs

Situated in Ras Al Khaimah's western mountain range, this oasis is renowned for its hot springs of sulphuric water, sought-after for its therapeutic and relaxing properties. During a 1992 archaeological survey, almost 170 sites, comprising stone tools to 19th century mud-brick fortification towers, were discovered at Khatt, establishing that the place was also popular in ancient times.

Parks and Gardens

Ras Al Khaimah boasts a number of lush green parks that are ideal for family outings. Saqr Public Park, located in the Suheelah area, is one of the most popular, with its vast expanse of greenery and gaming facilities for the whole family. Khuzam Park, another beautiful location, in addition to its verdant scenery, also has games and entertainment facilities like electronic arcades and snooker tables for children and adults alike.



Musandam

Perfect for an outing out of the city, a drive up the coast will bring you to Khasab in the Omani enclave of Musandam. A dhow cruise involves taking a boat ride around the picture-postcard coastal villages where inhabitants eke out a living by fishing and goat herding. You can also swim and snorkel in serene beach spots and come across dolphins frolicking in their natural habitat.

Al Dheeb Farm and Awafi Desert Drive

A desert drive through the Awafi is a thrilling experience, especially when smashing the sand dunes with a sun set in the backdrop. Also visit the Al Dheeb Farm, a typical farmhouse that was used during summer in the past.

Oman, Bahrain, Kuwait are all on the doorstep and worth a trip away.

It is easy to travel in and out of the UAE and there are many exciting and interesting countries to visit nearby. It is important to note, however, that according to Dubai's Department of Tourism and Commerce Marketing's (DTCM) website, 'nationals of "Israel" may not enter the UAE.' So resolute is this ban that the British Passport Office has been known to issue second passports to UAE-resident Britons wishing to visit Israel so that Israeli entry/exit stamps don't appear in the same passport as that containing a Dubai residence visa. The border guards for Israel also understand this and will often give entrance and exit stamps on a piece of paper. If you have an Israeli stamp in your passport, it is highly advisable to get a new passport before coming to the UAE.



Hospitals and Medical Centers

Ras Al Khaimah has numerous medical centers and several hospitals. Employees receive medical insurance which can be used at selected private hospitals in Dubai and RAK.

RAK Hospital is conveniently situated in the center of Ras Al Khaimah.

Travel

Airports that serve RAKA are:

Ras al Khaimah Airport (<http://www.rakairport.com/>) which is developing itself and adding more flights all the time. Located about 15 km from RAK, the airport serves among others, Muscat, Bahrain, Doha, Cairo, Al Ain, Qeshm, Meshad, Uzbekistan, Krasnodar, Calicut and is a connecting destination from Colombo, Delhi, Bombay, Karachi, Tehran, Trivandrum, Madras, Tiruchirappalli, Manila and other places.

Sharjah Airport operates flights for the budget airline Air Arabia (<http://www.airarabia.com/>) as well as some other airlines. Dubai Airport is the main airport for Emirates flights, as well as many, many other carriers. Abu Dhabi Airport, the furthest from RAK, is also a major hub and the center for Etihad.

Car Rental Recommendations

<http://fastuae.com/index.asp> - special promotions for teachers, located in RAK, used by staff

<http://www.maximumrentacar.com> - located in RAK, competing with 'Fastuae', and located two doors along

www.thriftyuae.com - located in Al Hamra Mall (RAK), mention you are from RAK Academy, special teacher discounts, used by staff

<http://alshamsicarrental.com/> Office in RAK, mention you are from RAK Academy, used by staff

www.dollaruae.com based in Dubai, but deliver car to RAK for you – a one-off 100AED charge, used by staff

www.budget-uae.com located at Al Hamra Beach Resort (RAK), offer special deals for teachers

www.rentalcars.com make sure you specify your Search located in UAE and in AED currency. However, charge still might be in GBP? Good deals come up?



Considerations:

- Ask staff about their experiences and other recommendations
- Size of vehicle
- Monthly or yearly leases
- Level of insurance, included in price or not
- Limited or unlimited kms
- Will need Teacher ID for discount
- Check if they accept foreign driver's license, or what is the grace period before you have to get UAE license, or will only accept UAE license
- Second driver or not
- Accident insurance is only valid with police report
- Driving in UAE only, or include Oman
- Zero tolerance on drink driving

TAXI Information

When you first arrive in RAK your best means of getting around will be by taxi, however don't be afraid to ask for a lift with an existing member of staff. The taxis are cheap and you can generally hail one from outside your apartment building.

The drivers are very accommodating and honest. Most staff have a regular driver and contact them directly rather than the switch board. Females should sit in the back seat.

8001700 is the general hotline for reaching the taxi call centre **and** for booking a female taxi driver.

Recommended Driver

Kamrul	(+971) 0562773353	Mohsin	(+971) 0508481052
Abid	(+971) 052906560	Sahib	(+971) 0507663129
Lincon	(+971) 0507407795	Shabbir	(+971) 055 2515677
Bilal	(+971) 0556118238	Naqeeb	(+971) 0553619380
Asghar	(+971) 0553877234		

Setting up Home

Welcome Pack

You will have a typical **welcome pack** in your apartment when you arrive which will include the following items: Water, sugar, tea, coffee, milk, cereal, butter, 2 toilet rolls, bread, fruit juice, soap, tissues, a sponge.

Plug sockets are three pin (UK style)

You may require an adaptor and these can be purchased from local supermarkets such as Carrefour, Lulu, and Spinney's as well as electrical shops around the city.

Electricity

If you are staying in accommodation provided by the school the **electricity** for your apartment will be paid for by the school. Upon receiving a bill for your apartment, simply bring this along to school and hand this into accounts located in the Secondary School main foyer on the ground floor. It's a good idea to write your apartment number of the bill and print your name clearly.

Gas

In all school accommodation there will be one gas bottle provided upon moving in. After this gas is payable by yourself and there is a service where it is delivered directly to your apartment. There are many companies which offer this service; here are the numbers to use:

072462701 - Al Didgada Gas

072446106 - Al Hana Gas

072282429 - GASCO



Get connected

Television and internet are payable by yourself if you wish to have these facilities. Etisalat is the **ONLY** provider for internet access. They offer various TV packages which include your phone line as well as internet. The basic package costs around 359 Dirham's per month. To set this up, you will have to take along your original and copies of your passport and visa, Emirates ID to an Etisalat stand. These can be found in Manar Mall, Al Hamra Mall and also the main Etisalat building. Internet could take up to 4 weeks to be installed. However, the school does have Wi-Fi access. www.etisalat.ae



Mobile Phone

It is advisable to bring an unlocked phone from your home country. Once you are through immigration and collected your baggage at the airport, you can proceed to the Etisalat stand where you can purchase a 'pay as you go' 'Visitor' sim card. Alternatively, you can purchase one from the malls at a later date. Once you have your official Emirates ID card, then you can purchase more economical packages suited to your needs.

There is a new provider called, 'Du'. Best asking staff about their support and service. <http://www.du.ae/personal/mobile>

Dress for Teachers

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

Male staff

- Trousers (no shorts)
- Shirt & Tie
- Shoes
- A Jacket is optional but may be required for more formal occasions.

Female staff

- Skirts (below knee)
- Trousers (no denim)
- Tops (not revealing) must cover shoulders
- Shoes (no trainers or beach style flip flops). Back strap required.

N.B: Smart/Casual clothes can be worn during the Induction week of school.



Rules for Non-Muslims & Respecting the Culture:

- There are no nude beaches in the UAE.
- Topless sunbathing is not allowed anywhere on the beaches or within the confines of your hotel.
- Thongs or very revealing swim wear may receive complaints and visitors will be required to replace or cover up, in case of complaints.
- Unaccompanied females are advised not to wear skimpy bathing suits on public beaches especially on Fridays.
- When shopping or out of the hotel please respect local traditions, religion and culture and refrain from wearing very revealing clothing.

The school provides medical insurance. This entitles you to cheaper healthcare. There are a range of doctors and dentists listed in the booklet you will be given with your insurance card. There are many doctors and medical centers around Ras Al Khaimah, however most staff use RAK Hospital.

When you visit one of the medical insurance listed doctors, you have to produce your Insurance card and pay 50 AED. Some medication and tests are covered by the medical insurance provided and these are stated in the booklet. Until insurance cards are issued, the cost of medical treatments will be payable by you. All receipts are to be kept and you will be reimbursed at a later date.

Emergencies:

RAK & Saqr Hospital provides an accident and emergency department should you need it. In the event of an emergency, before your medical card arrives, please pay cash at the hospitals, then take your bill and receipt to school accounts to redeem your money. RAK Hospital Phone: (+971) 07 222 5555

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

Dentistry:

Dentistry is covered under RAK Insurance up to the amount of 1500 Dirhams. This **excludes** scaling, bleeding gums and cosmetic treatment. There are many dentist clinics around RAK city and this is paid per visit. Local clinics will sometimes send out discounted rates for RAK Academy staff. Dentist appointments can also be made at RAK hospital.

Optician:

Optical work is not covered under RAK Insurance. Samir Optical in Manar Mall gives a comprehensive eye test and glasses are usually ready quickly. They offer a 25% discount to staff at RAKA.

The best advice is to talk to staff about their experiences and get recommendations from them

Doctor and Medical Information

Banking

During staff induction week the school will organise for a few banks to come in and speak to staff regarding opening an account. It is a fairly straightforward process but does take time once the relevant paperwork has been filled in. There are several banks in RAK but the most popular with the school staff is HSBC or RAK Bank. If you already bank with HSBC outside the UAE you will still have to open a new account here. You will receive a relocation amount of 1500 Dirhams in the first few weeks upon your arrival. In an emergency you can request an advance on your wage with authorisation from the Executive Principal. Most staff use a bureau de change to send money home, as bank charges are

more expensive. The most popular one is the UAE Exchange in RAK Mall or at Al Ansari exchange found inside the malls.

Sending Money Home

You will need the address of your bank in your home country, the swift number, IBAN number, the BIC number and ID. If you have your residency card you can use this or your passport. The first time you send money home the UAE Exchange will set up your details and provide you with a Gold Card, the process will then be quicker each time you send money home. At present the charge for sending money home is 45 dirham plus the charge of the bank in your home country.

Alcohol

Alcohol is allowed to be consumed at home and can be purchased at a number of outlets. There is an Off-license near the port of RAK, one behind the Bin Majid hotel, Al Hamra Cellar and one near to Spinney's supermarket outside Al Hamra Mall. All 4* and 5* hotels have licenses to sell alcohol.

Please be advised you need a license to have alcohol in your vehicle when driving in Dubai and under no circumstances should you drive through Sharjah with alcohol in your car (this is a dry emirate).

Pharmaceutical Drugs

Please see the guidelines for carrying personal medicines;
http://abudhabi.usembassy.gov/restricted_medication.html

Ramadan

During the Holy Month of Ramadan (when Muslims fast from sunrise to sunset) non-Muslims are also expected (by law) to refrain from eating (including chewing gum), drinking or smoking in public during the daytime.

There are designated areas within school that non-Muslims are allowed to eat and drink, usually the canteen and/or staffroom. The start and end of Ramadan is based on the sighting of the moon and therefore it can be very last minute when Ramadan is called.

Ramadan is expected to start 6th May 2019

Useful UAE website:

<https://www.gov.uk/foreign-travel-advice/united-arab-emirates/local-laws-and-customs>

Guidance on Documentation required for Equivalence

For teachers or other professionals wishing to work in the UAE and many other countries, it is important to realise that the host country needs to verify that qualifications are valid and equivalent to the host country. Therefore there is an assurance process to go through. The MoE must approve of any teacher working in any school in the UAE.

Equivalence: this is the process whereby the professional submits his/her qualifications to the Ministry of Education (MoE) to verify their quality.

<https://www.moe.gov.ae/En/EServices/ServiceCard/Equ/Pages/RequiredDocs.aspx>

Attestation: this can be viewed as the host country making sure that the qualifications rightly belong to the owner of the documents. This process should be carried out in the home country of the document holder.

<https://www.gov.uk/get-document-legalised>

This process has a cost to it and it is the professional's obligation to meet this cost.

The equivalence process has no cost to it and it is carried out with support and guidance by the Academy's Human Resources Department.

Below are estimates of what the costs could be and in this case we are using the UK as an example.

- Having your (single) document signed by a Notary or Solicitor £50
- Having your document processed by the Foreign Office £50
- Having your document processed by the UAE Embassy £30
- A Criminal Record Check at **Enhanced** Disclosure level, often referred to as an **Enhanced DBS**, is the highest level required for positions that can involve caring for, training, supervising or being in sole charge of children or vulnerable adults. £44

<https://www.gov.uk/db-check-applicant-criminal-record>

Documents that require attestation:

- a) DBS Enhanced Disclosure Level
- b) University certificates i.e. degree
- c) A 'Level certificates (if graduated after 2000)
- d) Post Graduate Certificates
- e) Marriage Certificate
 - i. If you are travelling with a spouse who is not employed as teacher and you have dependent children.

- ii. If you are travelling with a spouse who is not employed as teacher and have no dependent children.
- f) Transfer Certificates (TC) for each child of school age stating the last school and year/grade group attended on headed paper.

Other documentation you may have to provide but will not require attestation:

- a) Transcripts for all modules studied in university (if graduated before 2000)
- b) Certificates of GCSEs (attested by the LEA, college or school within the issuing country and if you graduated after 2000)

Before committing to a school abroad, you should check the host countries requirements and consider the investment that you will need to make in terms of expense. For families travelling to the UAE and other popular overseas teaching posts the total cost can be 'expensive' but hopefully worth the effort.

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