



Beijing BISS International School
北京 BISS 国际学校

New & Prospective CEP Faculty Handbook



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Introduction from Head of Programme

Dear New and Prospective Faculty

Thank you for your interest in joining the Chaoyang English Project! Based in Beijing China, this is a pioneering research project working to develop and apply current methods of EFL teaching and learning that aim to better equip Chinese students with real life English communication skills. The project is run in collaboration between the Beijing Chaoyang District Education Committee and Beijing BISS International School.

Launched in 2011, the Chaoyang English Project boasts a growing team of professional educators, experienced foreign EFL teachers and trainers who collaborate with local Chinese experts and teachers. Together, both foreign and local staff are working to develop communicative, student centred and skills based learning in Beijing's Chaoyang District primary and middle school English classrooms. If you value such a work environment, then we are interested in you!



The goals of the Chaoyang English Project have been established to benefit students, teachers and schools.

For Students: Advance English language skills and communication abilities; promote learner autonomy through more enjoyable student centred learning; increased attention from teachers and exposure to native English speakers.

For Teachers: Explore a foreign–local team teaching model; improve abilities to apply a new teaching methodology and organize teaching effectively; through cooperation develop local teachers' skills and methodology; promote local teachers' English competence.

For Schools: Promote educational research capacity; expand exchanges and promote communication; undertake research into international education; influence and encourage skills based, student centred approaches across other subjects

Teachers and trainers on The Chaoyang English Project make a substantial contribution to educational reform in China, while discovering one of the most exciting cities and fascinating cultures in the world. Through this project you will create a dynamic learning environment that will allow students to develop communicative English skills and teachers to improve their methods. Through regular training you will develop professionally and be exposed to current teaching methods and techniques in the EFL field and how they can be localized. You will hone your skills to become a more effective lesson planner, materials designer and teacher, who can respond and adapt according to the needs of you students. Through team teaching you will learn to work with a Chinese partner, develop cross-cultural communication and relationship management skills. We offer a competitive package, including a working visa and support to help you acclimatize.

Welcome to new faculty – we look forward to working with you all this coming school year. Prospective faculty, hurry and apply! We would love for you to become part of our team!

Warm Regards,

Karen Lindner
Head of Programme

I. GENERAL INFORMATION

About Chaoyang English Project (CEP)

School Calendar

The Chaoyang English Project follows the government-designated calendar according to the Chaoyang Education Committee. The academic year consists of two semesters. The first semester starts in September and ends in January. The second semester runs from February to mid July. The major holiday periods during the year are the Chinese New Year Holiday (approx. 4 weeks) and Summer Vacation (approx. 4 weeks). National holidays are also observed. Newly hired teachers will need to arrive in Beijing by mid August to take part in orientation activities and to prepare for the school year.

School Day

The school day typically begins at 8.00 and ends at 4:00pm. Teachers are required to remain on campus during the school day, with the exception of the lunch break. School lunches are often provided on campus free of charge for staff.

The Curriculum

Teachers are required to use the mandated government textbooks in the school in which they are placed, and to supplement these with additional resources to cater for the needs of their students.

Teachers' Conditions and Benefits

Newly Hired Teacher Arrival Date

The first day of School for students is 1st September, but newly hired teachers are required to arrive in Beijing mid-August (exact dates will be provided to new faculty early in the new calendar year). The time before the rest of the faculty arrive is used to enable new faculty to find and settle into their apartments, complete visa processes, participate in comprehensive orientation activities and prepare for the school year.

Expectations of Teachers

During the school year, teachers are required to be at school from 8.00am to 4.00pm on school days. Teachers should expect to teach approximately 12 contact periods in a week (periods are 40 or 45 minutes), and participate in a further 8+ hours of planning with their teaching partner. Teachers may also be required to participate in co-curricular activities. In addition, teachers are required to attend training at BISS with their teaching partner one afternoon every 1-2 weeks. Teachers are also required to submit detailed lesson plans and weekly reports, in addition to completing portfolios of student work and summative reports as required by the Chaoyang Education Committee.

Responsibilities of Teachers

The CEP Teacher shall during his/her employment under this agreement:

- Teach as and when assigned by the CEP when the School is in session
- Have a teaching load determined by the School based on the CEP's academic, administrative and operational requirements and policies current at the relevant time
- Carry out and fulfil administrative duties as the CEP may from time to time determine
- Carry out and fulfil all assigned duties and/or activities prescribed by the CEP at any time
- Attend all CEP meetings or events as required by the CEP
- Carry out all teaching duties with due care, skill, expedience and diligence

Leave Eligibility

The School may at its sole discretion grant to the Teacher the following special leave with pay provided he/she obtains the written approval of the HOP prior to taking such leave:

- **Compassionate Leave**
A maximum of five (5) working days in each employment term for paid compassionate leave arising from the death or critical condition of immediate family members, with documentary papers.

- **Personal Days**

A maximum of two (2) days paid leave may be applied for during the term of contract. If the Teacher's employment commences or terminates part way through a year, entitlement to Personal Days for that year will be assessed on a pro-rata basis. Written approval of BISS must be obtained one month prior to taking leave.

- **Paternity Leave**

Upon completion of two (2) full years of employment with the School, the Teacher will be eligible to a maximum of 5 paid working days per academic year for up to two children. This must be consumed within the 1st month of the birth of each child. A birth certificate of the new-born child must be submitted to the HR Department.

OR

- **Maternity Leave**

A Teacher who has completed at least two (2) full years of employment with the School will be granted paid maternity leave of up to 60 consecutive calendar days. This includes 15 calendar days of paid maternity leave before the expected delivery date of their child and another 45 calendar days of paid maternity leave starting from the delivery of their child. The first 15 calendar days of paid maternity leave should not be taken after the delivery date. Any other extensions of leave shall not be applicable.

- **Holiday Leave**

Christmas Eve (December 24) and Christmas Day (December 25). Other public holidays plus designated make-up work days) as per government decree, also including any altered dates approved by Chaoyang District Education Committee

- **Medical Leave**

The Teacher shall be entitled to paid medical leave not exceeding 10 working days in each term of employment if no hospitalization is necessary; or 20 working days in each term of employment if hospitalization is necessary (inclusive of the maximum 10 days of sick leave). If the Teacher's employment commences or terminates part way through a financial year his/her entitlement to medical leave for that year will be pro-rated accordingly. When the Teacher absents him/herself on medical leave, he/she must provide BISS with the certificate of a registered medical practitioner as to the cause of the incapacity covering the period of absence from work.

II. PREPARING TO RELOCATE OVERSEAS

Important Documents to Prepare

We should mention that one of the documents that is often cause for concern among teachers going overseas for the first time is the "police certificate". It's not really a certificate, but simply a statement from police officials that you have no criminal record. We suggest that you visit the local police officials and explain to them (often they are puzzled by the request) why you must have such a statement. In the next several months you (and your family) should prepare original and electronic copies of:

Passport(s)		Visa(s)	
Original birth certificate(s)		College transcript(s)	
Original marriage certificates(s)		Police certificate(s) (statement(s))	
Adoption certificate		It is helpful to bring 10 passport-sized photographs with a white background	
Divorce certificate(s)		Will or power of attorney	
Original graduation/qualification Certificates (Bachelor/ Master)		Complete medical history (especially if you have medical issues)	
Original teaching certificate(s)		List of prescriptions/medication	
Health certificate(s)			

Personal Documentation

- Begin a file of all possible important names, addresses, phone numbers, policy numbers, account numbers, etc.
- Secure original (official) copies of birth certificates, marriage licenses, and divorce records.
- Complete and file a will.
- Obtain a signed contract from the school that includes pay schedule, health insurance, responsibilities, travel and allowances, etc.
- Insure that your present health insurance will "overlap" your new policy to provide continuous coverage. (BISS insurance coverage typically commences on August 16 when contracts start for each school year).
- Bring any records of special medical conditions, glasses, or prescriptions in generic name.
- Include extra photocopies of passport, certificates, contracts, household inventories, and drivers' licenses in records binder for convenience - a photocopier may not be convenient when you need a copy.
- Consider applying for absentee ballots so you can vote.
- Home income tax documents to file before deadlines.
- DO NOT CLOSE your bank account at home.
- Bring your credit card with you.
- Make multiple photocopies of important documents (especially passports). Keep them in various accessible locations (e.g. toiletry case, suitcase, document box). Leave copies or originals with family members, as well.

Relocation

- Reservations with airlines must be made well in advance of departure - but make sure you can change date of ticket, if necessary. When purchasing tickets, be certain to check baggage allowances, carry on baggage, extra baggage rates, and departure/arrival times.
- Make "address cards" using your name and the new school's letterhead, address, and phone number for use in notifying family, friends, and businesses of your impending move.
- Arrange mail forwarding with the postal service and leave some large, self-addressed envelopes so it's easy for friends or family to send your mail.
- Obtain an overseas AT&T/MCI or other phone calling card for convenience and reduced rates.
- Open a Skype account.
- Buy and use Foreign Language DVDs so you can understand and speak some of the basics of the language.
- Contact that country's tourist bureau for the latest travel and vacation information.
- Buy informative Guide Books in English, such as Lonely Planets, Frommers, etc.

- Buy an English-Chinese dictionary and phrase book.

Financial Matters

- Establish a checking account in your home country in order to pay any bills while you are overseas, or to receive bank transfers from China.
- Ensure that all your important insurance policies and bills will be paid in the transition period; prepay if necessary.
- Have a credit card that is widely accepted overseas such as American Express, Visa or MasterCard. Be certain to record account numbers, lost card number, and the overseas customer service number in your files.
- Bring sufficient cash to operate while in transition, or ensure you have access to cash via an ATM (it would help if you set up a debit card account before you come if you did not have one, even if just for peace of mind).
- Ensure that your previous employer can forward your tax forms if your home country requires income tax statements. Make sure that you have all the documents you need to prepare your home-country income tax forms each year.

III.VISA PROCUREMENT FOR CHINA

Chinese (PRC) Embassies and Consulates in Various Countries

Foreigners intending to work in Beijing must enter Beijing with a work visa, which can be obtained at your local Chinese Embassy or Consulate upon production of the required documents. The process is relatively detailed and takes time, but providing all documents requested are produced as requested, it is usually straightforward. Please note you need to take responsibility to allow sufficient time to obtain all necessary documentation for this process. The CEP HR department will provide instructions and support, and complete the necessary steps required in China. Please review the steps outlined below, as well as the website of the Chinese Consulate/Embassies for your originating country and considering your nationality in case there are country-specific requirements we are not aware of. Also be aware the regulations have been known to change with very little notice (for example a number of changes occurred on July 1, 2013 with about 2 weeks notice!), so keep an open mind and practice being flexible by rolling with any challenges that come your way!

Chinese (PRC) Work (Z) Visa

CEP reimburses new teachers for all visa application fees, but not extraneous costs such as visa agent costs, transportation or accommodation.

CEP also reimburses the teacher for the basic costs related to the medical check-up up providing the medical check-up is required by the Chinese Consulate for work visa application purposes. Any other medical check-up at the choice of the teacher and will be at the teacher's personal expense. Original payment receipts and full medical check-up report are required for all reimbursement claims. Expenses for non-contractual dependent(s), will be at the teacher's own expense.

Following employment, the school will pay for and assist in securing visa extensions and Foreign Expert Certificate (work permit) during the teacher's employment with the School. The school will cover the application and renewal fees once a year, for the teacher and the contractual dependant(s) stated in the employment contract agreement. Additional application within a year due to personal reasons, such as loss or renewal/extension of passports will be at the teacher's personal expense.

All other incidental expenses (e.g. Chinese driving license) will be at the teacher's own expense; however, the school will provide non-monetary assistance when possible.

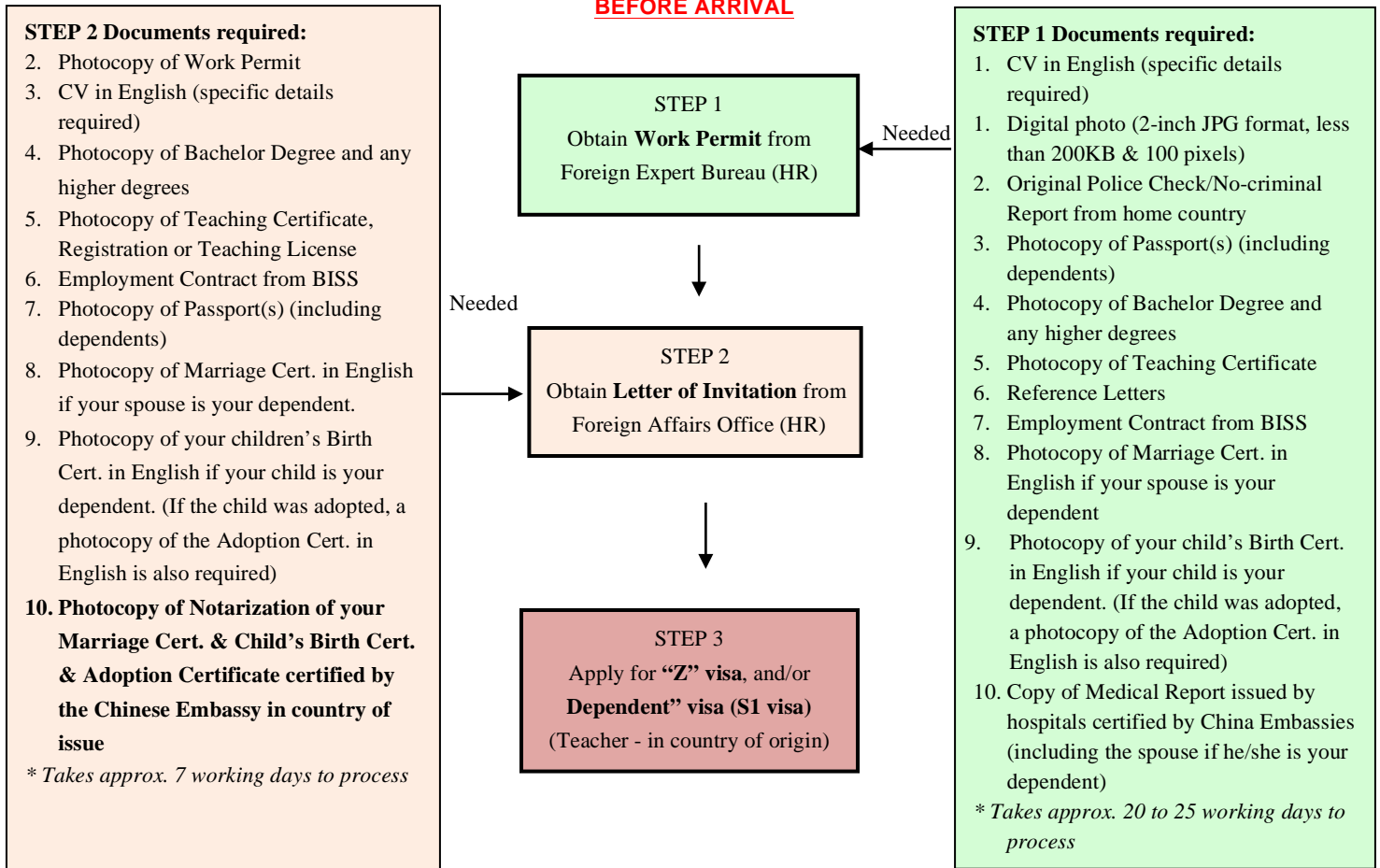
Work Visa Application Procedures

See the flow diagram on the next page for details. As a summary, after you are offered a contract, these are the steps required to obtain your visa and related documents to work in China:

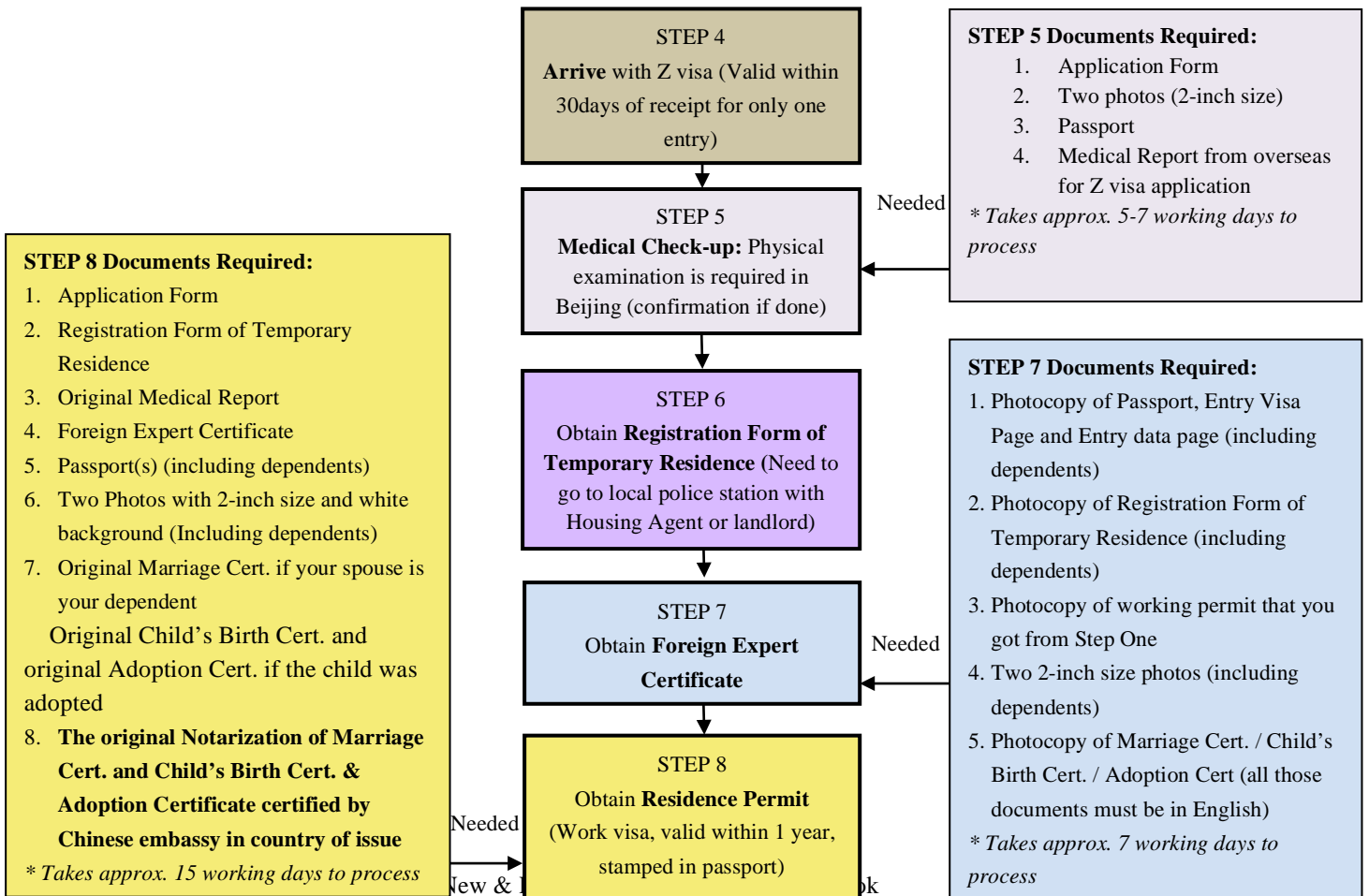
- 1: New teacher sends documents requested by HR to CEP, including medical check and criminal record check. HR uses these to apply for your work permit and letter of invitation, which are couriered back to you.
- 2: New teacher receives the work permit and letter of invitation, and visits the Embassy/Visa Office in country in which s/he is a resident. A work (Z) visa is issued to teacher for a single entry.
- 3: New teacher arrives in Beijing (exact dates will be provided to new teachers closer to the date). Do not plan on arriving earlier than the official dates, as your temporary visa is limited in time and may run out making you ineligible for the permanent visa.
- 4: Upon arrival, the HR department will assist you in completing the in-country steps (4-8 on the diagram), which will eventuate in your receiving a Foreign Expert Certificate (like a passport) and your residency permit.

Work Visa Application Process Flow Diagram (Jan 2015 update)

BEFORE ARRIVAL



AFTER ARRIVAL IN BEIJING



IV. ARRIVING IN BEIJING & AT CEP

Arriving in Beijing

Once the HR department has your arrival information, we will arrange to have a school representative with a van/bus and driver, meet you at Beijing International Airport. After you have claimed your baggage and cleared Customs, the school representative will be waiting for you at the arrival hall with the BISS sign. Every effort will be made to have your housing unit ready for your arrival (providing you have selected your preferred unit prior to coming). You will be taken directly to your housing unit from the airport if it is ready, and be given a schedule for the new faculty orientation program. We will also arrange and assign a “buddy” to assist you in settling into Beijing. They will communicate with you prior to your arrival in Beijing to ensure a smooth transition.

New Teachers Orientation

The CEP team and HR department organise a comprehensive Orientation Programme to help new hires settle in and learn the basics about working at BISS and living in Beijing city. The programme will include:

- Transitioning considerations
- Shopping – for household things, kitchenware, cleaning stuff, grocery, food etc.
- Eating out – local food, restaurant, fast food, supermarket etc.
- Medical examination – for visa application (if necessary)
- Introduction to administrators, teachers and staff
- Comprehensive training
- Introduction to your school and teaching partner

After Arrival/Getting Settled in

- Register at your country’s embassy
- Request reimbursement for travel allowance
- Establish savings/checking account at a local bank
- Familiarize yourself with local area resources, attractions, history and transit system streets and district
- Set up new mobile phones, internet services etc.

Housing

The housing allowance is a needs-based benefit offered to provide faculty suitable housing in areas suitable for expatriates. The allowance amount (listed on your contract) is determined by your category (single teacher, teaching couple, dependents etc.), and based on an average range for apartments typically rented by our faculty. The HR department will work with you to choose an apartment and arrange for a contract with the landlord in your absence. The type of housing recommended to new hires will be in line with your monthly housing subsidy. Once you have acclimatized to Beijing, you may wish to search for your own housing of preference in the following year, but be aware of contractual obligations to minimise transfer costs. Faculty can choose a more expensive unit if they wish to “top-up” the rent from their salary. Note:

- All rentals are paid in RMB
- All lease agreements will indicate fixed RMB amount per month
- All landlords must produce monthly “fapiao” (original receipts)
- Proof of residency in Beijing is required to lease an apartment
- A School Lease Agreement will be given to use with your landlord (required, for your and the school’s protection)

The type of housing you choose will depend on your personal connection to the home, coupled with expectations and experiences from your home country or previous work locations. It will also take time for you to identify ideal housing type and location, as well as for your real estate agent to understand your needs. Therefore, we strongly recommend that you give yourself ample time, maintain a positive attitude and be prepared for things not turning out exactly the

way you thought they would. Keep in mind you can always change your housing after your initial contract is up if you wish. Be aware breaking the contract earlier will result in loss of your deposit (usually 1 month rent).

The school will arrange your lease agreement and rental deposit on your behalf. The allowance will cover rental costs and may include some related expenses, as depending on the actual apartment, the landlord, and your agent's negotiation skills, you might be able to include items such as miscellaneous management fees if any, cable TV, internet/broadband fee, and sometimes even utilities. Large furniture and appliances are also often included in the rent, so always check what exactly is covered.

For any questions about housing and landlords, speak to our HR department. They will guide you and explain all the intricacies. These topics will also be discussed during our Orientation programme.

Term of the Lease

The leases are typically for a period of one year but are often renewable with an exchange of signatures.

Responsibility for Repairs and Maintenance of the Property

It is the owner's obligation to hand over the apartment in good condition, clean and with everything in working order. During the first 30 days of your lease, the owner must take full responsibility for anything that breaks or malfunctions, and has the obligation to organize any repairs within the shortest time possible. At the end of this 30-day period, the owner has the responsibility to repair any major or structural problem, such as a leaking roof. The tenant, however, has the obligation to repair any defect that results from everyday use or wear and tear, such as blown light bulbs, window blinds, leaking taps, etc. Tenants may be responsible for minor plumbing problems, especially if pipes are inside the apartment. Upon departure, the tenant is expected to leave the property in good condition and make good any damages in order to get their deposit back.

Payments Required Upon Signing a Lease

Upon signing a lease the following is required:

- The first month rent.
- A deposit of one month's rent. This deposit will be returned when you leave as long as the property is left in good condition and all the utility bills have been paid. The owner has 30 days following the date of the tenant's departure in order to return the deposit. Typically this deposit is returned providing the conditions are met.
- Some landlords require three months' rent in advance, in which case BISS may negotiate a separate arrangement with you.
- An agency fee may also be required, which is typically one month's rent on apartments.

Housing Options in Beijing

It is difficult to give exact figures for apartments, as even units in the same apartment complex can have wide ranges between units depending on the landlord, size and condition of the unit, number of bedrooms, what is covered (furniture, utilities etc.), and even which direction it is facing. Timing and availability is often a critical factor as well. Suffice to say, the housing allowance provided has proven sufficient for the majority of faculty, with some electing to "top up" for preferential locations or apartments.

Banking in Beijing

As in any international relocation, it takes a while for all the bureaucratic issues to be straightened out. This includes banking, wire transfers, exchange for local currency, getting cash, etc. So that you do not get frustrated, anxious or stressed, we strongly recommend the following:

- Ensure that you have at least enough funds in your home bank to pay your financial commitments for August, September, and October. You will not be able to transfer money out of China until October (due to local law).
- Bring at least \$500 cash with you, and/or an international debit card that you can use at ATMs
- Bring your credit card to use here until you get an ATM debit card from the local bank (if you choose). Note debit cards are more common than credit cards at local banks in China. They are available, but typically start with low limits (unless you keep large amounts in your account which enables you to a VIP card with a higher limit!).

Banking and Credit Cards

We highly recommend all new overseas hire staff to open new or maintain their existing offshore bank accounts, and have an internationally recognised ATM debit and/or credit card.

The local currency is called the Renminbi (RMB). The basic monetary unit is called the “yuan” or “kuai”. The money is used mainly in banknotes of 100, 50, 20, 10, 5, 1 and .5 yuan; and coins of 1 or 5 Jiao (.1 Yuan, or similar to cent), and some even smaller that you are unlikely to see! Read up on details here: <http://www.chinatoday.com/fin/mon/>



China was traditionally a “cash” country, but now more and more places such as supermarkets, department stores, restaurants and hotels accept debit and/or credit cards. It will be worthwhile to bring along your foreign credit cards to China, but be prepared for them to not work at every location!

Expenses & Savings

Beijing city is not expensive by international standards, although it is considered an expensive city to live in within China. Beijingers soon learn where to purchase all ranges of products at very reasonable prices, so unless you are into buying imported luxury brand name goods, you can live on a very reasonable amount per month.

Ultimately, your personal needs and your life style will determine just how much you spend and save. If you eat out several nights a week at expensive restaurants, you can spend a good deal; on the other hand, eating at home or at local reputable restaurants can be fairly inexpensive. See below for some teacher testimonials about savings potential!

Medical and Dental Care in China

The School medical insurance provider MSH (www.MSHChina.com) provides direct billing to some of the clinics and hospitals. A 40% co-payment is required at some of the centres considered ‘luxury’ centres. These are marked with an * below. You can visit their websites for more details:

Beijing United Family Hospital*	www.unitedfamilyhospitals.com
International Medical Center	www.hkclinic.com
International SOS*	www.internationalsos.com
Beijing Vista Clinic	www.vista-china.net
Bayley & Jackson Medical Center	www.bjhealthcare.com
Tiantan Puhua International Hospital	www.puhuachina.com
Sino-Japanese Friendship Hospital	www.english.zryhyy.com.cn
Xiahe (Peking Union Medical College) Hospital Wangfujing	

With incidence of Hepatitis (both A & B) and Japanese Encephalitis in China, it is suggested that people coming to live and work in Beijing consider getting these inoculations. Some of these inoculations (like Japanese Encephalitis) may not be available in some western countries, or may be very expensive, so you could wait till you arrive before getting them. Note, inoculations are not covered by medical insurance.

There are Watson's drug stores available at many locations such as shopping malls, and there is a small local pharmacy across the road from school. Please note that limited prescription drugs are obtainable here, so you are advised to bring any special prescription drugs you require with you, although they are becoming more available at the clinics and hospitals mentioned above. There are also Chinese medicines available locally for all ailments.

Shampoos, conditioners mouthwash, shaving cream, toothpaste, contact lenses and glasses etc. are all available here in Beijing.

V. PREPARING FOR LIFE IN BEIJING AND CHINA

We are delighted that you are soon to be relocating to Beijing. We are sure that you will soon find yourselves enjoying this wonderful country to the fullest, and we shall certainly do our best to ensure that you settle and feel happy living here in the shortest time scale possible!

How to Prepare

1. Try to learn a little Chinese BEFORE you arrive. Studying Chinese in your country before arrival can be a great way to improve your Chinese, and many teachers continue their study of Chinese throughout the year with tutors, weekend or vacation classes in Beijing, and exchanges with Chinese teachers. If you don't know any Chinese, however, do not fret. You can easily get by in the Chinese community knowing only a few words.
2. Read about China and Chinese culture, history, etc. Remember there is a lot of information available on Internet.
3. As the time draws nearer for your departure, be prepared for the initial excitement that you felt when you decided to accept the contract give way to sadness and nostalgia as you begin to say good-bye to friends and family.
4. China is a wonderful country for friends and relatives to visit, but be careful not to invite too many visitors, especially during the initial months, to allow yourself time to acclimatise.

About the City

<p>Geography Beijing is the capital city of China and located in the northeastern part of China. China is the 4th largest country after Russia, Canada and the United States. It is located in Eastern Asia, bordering the East China Sea, Korea Bay, Yellow Sea, and South China Sea, between North Korea and Vietnam</p>	<p>Clothing Dressing in Beijing is casual and modern. Bring along heavy clothing for the cold winter, and light clothing for the hot summer. Please note that most of the clothes and shoes sold in China are small in size. However, it is not very difficult for foreigners to find a good bargain in some local shops where brand name products for export are sold at a very low price. Tailors are also very inexpensive and many foreigners have their clothing made to order.</p>
<p>Population 14 million</p>	<p>Electricity 220 volts, 50 cycles</p>
<p>Land Area 16,808 square kilometres</p>	<p>Utilities Most utility payments are made either to management office of condominiums, who then pay it onto the utility boards or by cash payment at a bank.</p>
<p>City Districts 18 districts – Chaoyang, Dongcheng, Xicheng, Xuanwu, Chongwen, Haidian, Fengtai, Shijingshan, Fangshan, Mengtougou, Changping, Tongxian, Shunyi, Daxing, Huairou, Miyun, Pinggu, Yanqing</p>	<p>Drinking Water The quality of the water in Beijing is variable, and it is not recommended to drink out of the tap. Boiling water will kill germs, but will still leave any pollutants that may be present. Experts recommend either a water dispenser or a water filter in your home. Neither are very expensive.</p>
<p>Government Communist state: Chairman elected by the National People of Congress for five-year terms</p>	<p>Tippling It is not customary to tip and not necessary to do so. A 10% surcharge is addressed to the bill in most hotels and high standard restaurants. But ordinary restaurants usually do not have this requirement.</p>
<p>Language The official language in China is Mandarin but distinct dialects are spoken throughout the country. Chinese from Beijing speak Mandarin.</p>	<p>Travel Flights from China, both internal and external, can be expensive. Beijing is becoming a hub for Asia and is served by most of the world's airlines: Trains and buses are very reasonable if not outright cheap, and tickets for long journeys can be obtained without much difficulty. Overnight sleepers are popular for longer journeys. Booking in advance is a necessity and returning staff can assist you with contact information for reliable travel agents.</p>
<p>Religion China is officially atheist, but traditionally pragmatic and eclectic. 2% to 3% of the population practices Daoism (Taoism), Buddhism and Islam. Chinese</p>	<p>Food and Drink There are a variety of restaurants and cafes serving a wide selection of cooking styles including Chinese, American, Korean French, Italian, Japanese, Mexican and Spanish. There are many</p>

citizens are free to participate in religious activities as long as they do not attend religious activities organized by foreigners.	fast-food chains and continental-style cafes. The visitor should note that food usually varies in price rather than quality and some of the cheap eateries are amongst the best.
Shopping Bargaining is generally not possible in department stores, but usually possible and often expected in smaller shops, particularly where items are not visibly priced. Take full advantage of the open-air markets for its low price and the fun of bargaining.	Shopping Hours Shops generally open around 9:00am and close about 10.00pm, six to seven days a week. Actual hours depend on the nature of the business. Shops in areas frequented by tourists may open earlier. There are a lot of 24-hour convenience stores in Beijing.
Airport The Capital Airport is 30 km from the centre of the city, and taxi fare to downtown Beijing will be around RMB100 (excluding toll fees) and takes approximately one hour (depending on the traffic condition). There is a train from the airport to the Sanyuanqiao subway as well.	Special Festivals January – New Year’s Day February – Spring festival (Chinese New Year) April – Tomb Sweeping Day May – Labour Days June – Dragon Boat Festival (dumplings) September – Mid-Autumn Festival (moon cakes) October – National Day
Mobile Telephones China Mobile is the largest provider, with China Unicom another alternative. You can receive your bills every month and international calls service can be included on request. You can also choose to use a prepaid cards system. You will need first buy a SIM card and then buy a prepaid mobile phone card, which can be purchased at supermarkets, convenient store, post office etc.	Social Conventions Beijing has a long history with an abundance of historical and cultural heritage that represents treasures from the city’s civilizations. As the capital, Beijing is the political, economic and cultural centre of the whole nation. The local culture in Beijing is splendid and gorgeous. You will be spoiled by the places of interests and the cultural activities in Beijing.
Internet Most properties have access to ADSL or broadband. Internet service providers offer free installations while you have to pay for the subscriptions monthly, quarterly or annually.	Smoking No strict legislation exists, but smoking is prohibited in hospitals, on public transport, and in cinemas and theatres. In other public places there is a very relaxed attitude. Non-smokers may find it difficult and frustrating to be in bars, restaurants and concert hall lobbies filled with smoke at times, although the government is increasingly promoting healthy habits.
Currency The currency in China is RMB (Renminbi–people’s money). The unit of currency is the ‘Yuan’, and you will also hear the expression ‘kuai’ used often for RMB.	Mail China’s mail service is generally reliable, but for important items, it is safest to use the registration services. International Express companies such as DHL, FEDEX and UPS are also available in China. Post offices can be found everywhere in Beijing.
Currency Exchange A helpful rule of thumb is divide RMB by 6 to get USD, and times USD by 6 to get RMB (eg. 1USD is about 6RMB, 100RMB is about 16.6USD) See below this table for a snapshot of today’s rates.	Time Zone GMT +8, the entire country recognizes one time zone
Credit and Debit Cards The most common cards accepted in Beijing are Visa cards, but others such as MasterCard are becoming more and more common as well.	Security China is a relatively safe place compared to other countries. The crime rate is low, but it’s good to be careful when you’re out for shopping and keep your eyes on your belongings. Your identification card should be carried with you all the time. It is best to visit or check out the location of your embassy soon after your arrival and register.
Banking Hours Monday to Friday: 9:00am to 5:00pm Most local banks are open during the weekend Bank of China opens 7 days a week for most branches	Health Visitors to China are required to fill in a health declaration form at Immigration Customers upon arrival at the airport. Medical facilities are generally adequate in Beijing. Pneumonia and influenza are common, and there is a limited risk of hepatitis A and B, typhoid, polio, malaria, tuberculosis, dengue fever, tetanus and rabies (especially) in rural areas. In areas where dengue or malaria is found, use mosquito nets or bug spray and wear clothing that covers your entire body, and consider taking

	anti-malarial pills.
Government & Commercial Offices Hours Open from 9.00 am to 6.00 pm, from Mondays to Fridays	Climate Beijing's climate is defined as "continental monsoon". The city has a rather dry, monsoon-influenced humid continental climate (Köppen climate classification Dwa), characterised by hot, humid summers due to the East Asian monsoon, and generally cold, windy, dry winters that reflect the influence of the vast Siberian anticyclone.[44] Spring can bear witness to sandstorms blowing in from the Mongolian steppe, accompanied by rapidly warming, but generally dry, conditions. Autumn, like spring, sees little rain, but is crisp and short. The monthly daily average temperature in January is -3.7 °C (25.3 °F), while in July it is 26.2 °C (79.2 °F). Precipitation averages around 570 mm (22.4 in) annually, with the great majority of it falling in the summer months. Extremes have ranged from -27.4 to 42.6 °C (-17 to 109 °F).

Exchange rates as at Jan 3, 2014 from www.xe.com

	<u>USD</u>	<u>EUR</u>	<u>AUD</u>	<u>MYR</u>	<u>INR</u>	<u>GBP</u>	<u>CAD</u>	<u>HKD</u>	<u>RUB</u>
1 <u>CNY</u>	<u>0.16529</u>	<u>0.12095</u>	<u>0.18540</u>	<u>0.54323</u>	<u>10.2968</u>	<u>0.10056</u>	<u>0.17589</u>	<u>1.28164</u>	<u>5.47041</u>
Inverse:	<u>6.04997</u>	<u>8.26779</u>	<u>5.39365</u>	<u>1.84085</u>	<u>0.09712</u>	<u>9.94450</u>	<u>5.68537</u>	<u>0.78025</u>	<u>0.18280</u>

Some things that might be expensive, or difficult to find in Beijing if you're fussy...

- Cosmetics
- Hair colour
- Deodorant
- Marmite (Vegemite is available in Metro)
- Clothing and shoes in very large sizes

Approximate Prices of Common Items (\$1USD=~6RMB)

ITEMS	PRICE (RMB)	ITEMS	PRICE (RMB)
Mineral water (500ml) (5Litre)	2 15-18	McDonalds meal (Big Mac, large fries and drink)	27
Can of Coca-Cola	3	Double room in a 4 star hotel	700
Daily newspaper	1	Minimum taxi fare	13.5
3 Course meal at an expensive restaurant	300-400	Cinema ticket	60
Single bus ticket	1 or 0.4	1 beer in a restaurant/cafe	30
Pack of 20 cigarettes	20		
Full 3 course meal at Chinese Restaurant	100	Mobile Charges – depends on contract or pay as go, and how much you use it!	30-60/month
Electricity	50/month	Cell phone	0.6/minute
Cable TV	120/month	Maid – part time	15-20/hour
Tutor for Chinese lessons	150/hour	Full-time Ayis	4000 per month
Gym subscription	5000/year	Part-time Ayis	1000 per month
Mail Postage	10-50	Hourly-rated Ayis	25/hour
Internet/Broadband (ADSL)	120/month	Haircut/highlights	25/200
Weekend travel within Beijing	200	Manicure/pedicure	30 - 100
Litre of milk	10-20	Foot Massage	100-150
Flight to Xi'An (round-trip)	600	Entry Ticket to places of interest in Beijing	35-100
Glass of Wine	50	Used car Mitsubishi 1999	150,000
Concert Ticket	200-1500	Used car Volkswagen 2002	200,000

Beijing Emergency Telephone Directory

Police	110
Fire	119
Hospital	120, 999
Weather	121
Traffic Accident	122
Phone Inquiry	114
Post Code Inquiry	11185
Price Complaint	12358
Traffic Rescue	122
Police Station	85225050
Health Bureau	83970909
Environment Bureau	68413817
Tourist Information Centre	85162288

Entertainment and Recreation

Places of Interest in Beijing: www.travelchinaguide.com

An invaluable guide to life in Beijing – with comprehensive information and listings of restaurants, bars, pubs, films, art events, community events – are magazines like “The Beijinger”, “City Weekend” and “That’s Beijing” that can be picked up for free at many locations and at our school.

There are many health clubs throughout the city that have different standards of facilities. Expatriates in Beijing can play tennis, squash, golf and many other sports. There are also associations, groups or clubs like Badminton, Basketball, Bowling, Cycling, Darts, Hockey, Running, Rugby, Soccer and Volleyball. Some of your housing has health club facilities, most of the time at your own cost.

Websites for more details:

www.thebeijinger.com
www.cityweekend.com.cn
www.cultureyard.com.cn
www.thehutong.com
www.cyclechina.com
www.bikebeijing.com
www.ymcabj.com
www.beijingshikers.com
www.clubfootball.com.cn
www.avidgolfchina.com
www.danzcentre.com
www.kungfuinchina.com
<http://www.chinaculturecenter.org>
www.internations.org

Podcast: <http://chinesepod.com/blog/feed/podcast>

There are also an increasing number of places where you can eat many different types of foods and you can also sample ethnic cuisine from various parts of China, at sidewalk cafes or eat out at five star hotels.

Some teachers ship in their own bicycles; however, you can buy them here and very inexpensive. Beijing has no shortage of bicycles! But easy come, easy go – bike theft is common so ensure you lock your bike up when you leave it.

Many of the out of town housing offer inexpensive shuttle services down to the city centre and taxi are relatively cheap. There are also extensive bus routes and the subway/metro/underground networks are very convenient and cheap at RMB2 for any distance!

Food / Grocery

You can buy local fruits and vegetables and other goods (like frozen chicken and fish) at very reasonable prices at local markets and western style supermarkets of varying quality. Many big supermarkets (Carrefour, Walmart, Market Place) have a separate imports section, otherwise, there is the famous Jenny Lou's dedicated to western imports.

There are many restaurants in Beijing, which include Chinese, Western, Italian, German, Indonesian, Japanese, Thai, and Indian etc. Of course, the famous Starbucks, McDonalds, KFC, Pizza Hut, Hard Rock Café, Subway and TGI Fridays. Please keep in mind that the Chinese use MSG in their food.

Chinese Language – Putonghua

Putonghua is the official language of China, although there are many dialects throughout the country. It is not essential to speak Chinese to survive, especially within the school community, but it will certainly make your stay easier and less frustrating to speak and understand a few basic words and phrases. Some staff will choose to learn more about the language by hiring private Chinese tutors or attending Chinese lessons from some schools. There is a comprehensive listing of schools on the Beijinger www.thebeijinger.com, complete with reviews. There is a growing number of local Chinese learning English and you should find it easy to settle in.

Security

As the capital of China, Beijing is a relatively safe city. Of course, like big cities anywhere in the world, there are pickpockets, so please be cautious and aware of personal belongings, especially in crowded shopping areas.

Foreign Embassies in Beijing

1	Embassy of Australia	5140 4111	21 Dongzhimenwai Dajie, Sanlitun	www.china.embassy.gov.au/bjngchinese/home
2	Embassy of Canada	5139 4000	No. 19 Dongzhimenwai Dajie	http://geo.international.gc.ca/asia/china/bj-splash.htm
3	Embassy of France	8532 8080	No.3 Dongsa Street, Sanlitun	http://www.ambafrance-cn.org/accueil.html
4	Embassy of New Zealand	8532 7000	No. 1 Ritan Dongerjie	http://www.nzembassy.com/home.cfm?c=19
5	Embassy of Spain Embassy	6532 1986	No.9 Sanlitun Road	www.embassyofspain.cn/cn/index.htm
6	Embassy of United States	8531 3000	No. 55 An Jia Lou Lu	http://beijing.usembassy-china.org.cn
6	British Embassy	5192 4000	No. 11 Guang Hua Lu	https://www.gov.uk/government/world/organisations/british-embassy-beijing#our-services

BISS Key Contacts

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Project Officer – Rita Xie	rxie@biss.com.cn	18601290044
Head of School – Dr Gwyn Underwood	gunderwood@biss.com.cn	
HR Manager – Lillian Song	lsong@biss.com.cn	

BISS Mailing Address

You can copy & paste to give your family & friends:

TO: {Insert your name here} CEP ENGLISH TEACHER BEIJING BISS INTERNATIONAL SCHOOL 17, AREA 4, AN ZHEN XI LI, CHAOYANG DISTRICT BEIJING 100029 PEOPLE'S REPUBLIC OF CHINA	100029 中国 北京市 朝阳区安贞西里 4 区 17 号楼 北京 BISS 国际学校 语言中心英语教师 {Insert your name here} 收
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VI. TEACHER TESTIMONIALS: WHAT WE THINK ABOUT WORKING AT CEP

Jimi & Cindy

“The CEP program is exciting; It helped us in many ways teaching in a learner-centered setting. We have learned to be more effective in facing various classroom challenges. Now we realize there is no teaching task too difficult or boring to accomplish! “

Nick

“I like how well aligned we are through training and feedback and that we get to work with the same partner and students on a daily basis. The project is awesome because we are integrated in the public school system and our job is to introduce new methodologies to local educators: not only great teaching and content creation skills, but relationship management and cross cultural experience.”

Yogita

“I've been living in Beijing for 6 years, and while I miss home (San Francisco, California), it really has a difficult time matching the buzz and vibrancy of Beijing. I love meeting people from all over the world, and the expat community here is very friendly and welcoming. I really like that there's something to cater to everyone one, whether you're into sports, food, music, arts, or all of the above. Its location in Asia makes it a perfect springboard for visiting other fascinating cities within and outside of China. Life here is never dull.

Here are some of the things I love about CEP: the students, the support from CEP staff, working within a Chinese environment. I'll start with the students, because they're at the core of what we do. Perhaps it's my class, but I have a really great group of students who really appreciate having foreign teacher. I feel like I can contribute to their English education in a way that really compliments what they get from the Chinese teachers. They are, for the most part, really respectful and come from families and a culture that places great value on education, which affirms what we do as teachers. Secondly, It's really nice having the support in the areas of training, assessment and community from CEP staff and fellow teachers. We have a lot of autonomy over our lessons, but it's comforting to know that if we have any questions, we can turn to the mother ship and each other for help. Thirdly, I really enjoy working in an all-Chinese environment. Even though I'm ethnically Chinese, and have been living in China for the past six years, working in a local Chinese school has really helped me better understand the culture and human relations in China. All in all, I feel like I've gained a lot during my year on this program.”