

Northbridge International School Cambodia

Overseas Hire Handbook



I. Introduction

This **Handbook** addresses frequently asked questions from qualified teachers and specialists seeking teaching or special area jobs at *Northbridge International School Cambodia* (*NISC*).

Qualified teachers [See: *QUALIFICATIONS FOR CERTIFIED STAFF* on page 6] who are hired to work as faculty members at the school are termed “*Certified*” employees. Single persons and both members of a teaching couple who are brought to Cambodia by the school to teach are defined as “*Overseas Hires (OSH)*.” On the other hand, teachers who are employed by the school from the pool of qualified expatriate residents in Phnom Penh (i.e. who have been brought to Cambodia by some other agency, are presently in Cambodia due to a spouse’s job, or are in Cambodia of their own accord) are defined as “*Local Hires*”.

One of the goals of this handbook, besides being as informative as possible, is to impress upon the reader what life might be like in Cambodia; Phnom Penh and Cambodia are perhaps worlds apart from many places you may have experienced or read / heard about. Most people living in Phnom Penh find it fascinating and intriguing, but others find the city and the country somewhat intimidating. Over the last few years, though, the country’s economy and infrastructure have experienced enormous growth and have stabilized in numerous ways.

Cambodia’s history is a long and interesting one – highlighted by the Angkor Empire, with its ancient temples and monuments rising out of the jungles and above the plains for miles around the town of Siem Reap, just to the north of the great Tonle Sap Lake. Its people are warm and friendly and its culture is rich and vibrant.

At present, Cambodia is a full member of ASEAN. In addition, Cambodia has reclaimed its seat at the United Nations. The country also enjoys comparative political stability. Peaceful elections have taken place successfully over the past several years, which is further proof that Cambodia is on the road to recovery.

With the positive turn of political events, increasing aid money, and growing international recognition and support, Cambodia’s future looks robustly prosperous. Investment is booming and the economy is experiencing an upward cycle in earnest. For the past several years Cambodia was one of the fastest growing economies in the world.

Cambodia is a country trying hard to find its place in the modern world. It is in the process of redefining its laws and improving its infrastructure, in order to assure that its goal of bringing peace and prosperity to its people becomes a reality.

The potential for good things to come about in Cambodia, both now and further into the twenty-first century, makes the presence of a premier educational institution such as *Northbridge International School Cambodia* an integral part of Cambodia’s bright future.



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II. School Background

NISC is a proprietary school. It was built in 1996-97 and owned until February 2007 by Northbridge Communities Ltd., with its base of operations located in Bangkok, Thailand.

In February 2007 the entire Northbridge project – housing community and international school – was purchased by the *Royal Group*, a diversified company owned and operated from within Cambodia.

Now in its thirteenth academic year (SY 2009-2010) *Northbridge International School Cambodia* enrolls students from Nursery (3 years old) through grade 12. The elementary school is represented by classes from Nursery through grade 6; the middle school centers its programs and offerings on grades 7 and 8; and grades 9 through 12 represent the high school years. In June 2010, we will graduate our ninth senior class.

NISC is fully licensed as an international school with the Cambodian Ministry of Education under the name of *International School Cambodia, Ltd.* It is registered with and recognized by the Cambodian Ministry of Economy and Finance and is in compliance with all required tax laws. The school is in concert with the Ministry of Labor and its required personnel regulations. Furthermore, *NISC* is in good stead with the Ministry of Interior, through which it secures visas and work permits for its teachers and staff.

In June 2001, *NISC* was awarded a full six year status of accreditation through the **Western Association of Schools and Colleges (WASC)**. The school completed a successful mid-term visit from **WASC** in April 2004. In April 2007, the school once again entertained a WASC Visiting Team. Another full six year term of accreditation was awarded to *NISC* through June, 2013.

The school is committed to employing and retaining the best professional administrators and teachers available. *NISC* makes every effort to assure that faculty members hired to teach are degreed, certified and experienced in their fields, and have excellent recommendations. In addition, the school seeks, where possible, to hire teachers with advanced degrees in their areas of expertise and successful teaching experiences both in their home countries and abroad.

Currently, the *NISC* faculty is able to provide successfully for up to about 310 students (from Nursery through grade 12). In the short term, *NISC* has the physical facilities to accommodate up to 400 students, and in future years (through additional classroom construction on available land) to more than 700. In either case the search for, and employment of top-notch teachers will continue to be of paramount importance.

Class sizes at *NISC* at present average around 22 students. Due to the economic recession, we opened school year 2009-2010 with around 290 students, and by early November 2009 we had 310 students enrolled. The enrollment in the Early Childhood grades

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(Nursery, Pre-Kindergarten and Kindergarten) was 68; in the Elementary School (grades 1 to 6) there were 128 students; while grades 7 and up had about 111 students – 37 in grades 7 and 8 and 74 in the high school.

At present, most grades at *NISC* are made up of only one class of students. Exceptions exist at Kindergarten and First Grade, where there are three multi age classrooms. The school's classes are self-contained units based on student age. While combination classes often provide valuable and positive educational settings for selected groups of students, it is the school's intention to keep all future classes self-contained.

Our class size guidelines are flexible in order to accommodate student, teacher and family needs, and NISC finances. Our general target is 20 students in the lower elementary grades (Nursery to grade 1), 24 students in the intermediate grades (2–6), and 25 students in the upper grades (7–12). These class size guidelines are meant to allow, among other things, adequate time for teachers to work individually with students.

The school's facilities currently consist of five main buildings – a three-story air-conditioned academic block, which includes the library, 2 science labs, 3 computer labs, 2 music rooms, 11 full-size classrooms and several smaller teaching spaces; the Arts Building, which houses two art classrooms, as well as six spacious classrooms for grades 2 through 5; a new six-classroom Early Childhood Center (ECC) for Nursery, Prekindergarten, and Kindergarten classes; an air conditioned cafeteria / Multi-Purpose Hall (MPH) with a full-service kitchen and performance stage; and a covered gymnasium with changing / shower rooms. Complementing these facilities is a 25-meter by six-lane wide competition size swimming pool and related facilities. In addition, extensive outdoor sports facilities – grassed and equipped with proper watering and drainage systems – are in frequent use. Further building on available land will take place as needed. An architectural Master Site Plan has been commissioned, which will highlight a major high school building project planned to get underway in the near future.

A word about SECURITY at *NISC* – The school, as part of the Northbridge Community, has been proactive to recognize the need for meaningful security measures as well as continual vigilance for the protection of our students, families and staff. We feel that our school, set within the gated Northbridge Community and protected by a 24-hour guard force, is relatively safe and secure.



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III. The Curriculum

Northbridge International School Cambodia is an English language, coeducational, non-sectarian, college-preparatory day school, providing a solid academic program (including support services & co-curricular offerings) for children from Nursery through grade 12.

Our school's inclusive and "whole child" philosophy of education serves as the foundation of the programs at *NISC*. Within a liberal arts setting, this philosophy fosters respect for the dignity and worth of each individual child, supports equal education for all according to their abilities and emphasizes a free exchange of ideas.

We endeavor to nurture the well-being, growth and learning of each individual student. We encourage students to think, reason, create and collaborate through active participation in the learning process. Through a positive and personalized educational atmosphere, each student has the opportunity to grow emotionally, socially, intellectually, technically, aesthetically and physically. Overall, we strive to help our students become global citizens with a lifelong love and respect for learning.

Instruction and learning at *NISC* emphasize the attainment of basic skills and the development of high academic standards in all areas. The school's challenging curriculum helps to provide students with a solid foundation for transferring successfully to international schools elsewhere or returning to schools in their home countries.

As the school continues to grow, develop and mature, we provide a well-coordinated program of studies leading to college and university admission, in addition to an expanding array of student support services and a wider variety of co-curricular and after school activities.

This year we have "candidacy" status through the *International Baccalaureate Organization (IBO)* to implement the *Primary Years Program (PYP)* and we have employed a full time PYP Coordinator to help achieve our goal of authorization. Our eleventh and twelfth graders currently have the option of enrolling in the US-developed and supported *Advanced Placement (AP)* program, leading to the *APID – Advanced Placement International Diploma*. While we have realized an excellent success student rate with AP, we are currently looking into the possibility of offering the *International Baccalaureate Middle Years and Diploma Program* to future middle and high school students at *NISC*.

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IV. The School's Mission & Beliefs (currently under review)

Our Mission:

Northbridge International School Cambodia fosters student learning in a high quality K – 12, American-style, college preparatory program. Our curriculum is founded on best practices and is delivered within an exceptional learning environment. *NISC* is a multi-cultural learning community, where each child is prepared for academic, social and personal success. This is accomplished, in part, through a strong school / community partnership based on communication and collaboration.

Our Beliefs:

- Everyone belongs, has something to offer and can achieve success.
- Everyone has a right to feel safe.
- We embrace diversity, and together we can create a culture of respect and trust.
- We are responsible for our choices, decisions and actions.
- A balanced life contributes to personal well-being and accomplishments.
- We learn in different ways and at different rates.
- Learning is an active process and a responsibility shared by the entire school community.

v. Expected Schoolwide Learning Results (ESLRs)

At *NISC* we expect students to learn, achieve and be able to demonstrate the following:

Knowledge:

1. Access and evaluate information with appreciation and understanding
2. Make significant connections between ideas, disciplines and cultures
3. Apply knowledge in meaningful ways
4. Achieve the standards and benchmarks set out in the *NISC* curriculum

Skills:

1. Participate actively in the learning process
2. Communicate fluently and clearly
3. Apply technical skills and processes
4. Use creativity, critical thinking and problem solving skills



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5. Self assess and self correct
6. Demonstrate knowledge and understanding in a variety of ways

Attitudes:

1. Demonstrate honesty, integrity and responsibility
2. Act with compassion and empathy
3. Show self motivation to study and learn
4. Work both independently and co-operatively with others
5. Respond to challenges and choices with curiosity and confidence
6. Produce quality work
7. Practice habits of good health and personal well being

VI. Qualifications of Certified Staff

Important Points: The school does not hire single Overseas Hire (OSH) teachers with dependent children or a couple who has dependent children but where only one of the parents teaches. Neither does *NISC* aim to employ an OSH teacher with a dependent (i.e. non-teaching) spouse – in the event of such, please refer to **Section XI: Benefits** for particular details (p. 8).

Each OSH teacher or specialist hired to work at *NISC* must possess the following qualifications:

1. A valid passport from a country, which will prove trouble free in securing visas and permits to live and work in Cambodia.
2. A minimum of a Bachelor's Degree in the subject(s) or area(s) he / she is hired to teach, coordinate or supervise.
3. A valid and current Teaching Certificate or License from a recognized institution, state or country in the subject / area of hire.
4. A minimum of two (2) full years of recent successful and relevant experience teaching the subject / working in the area of hire.
5. (Not required, but preferred) Experience teaching overseas in an international school.

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VII. Expectations & Responsibilities

OSH faculty members are expected to work closely with the administration to provide additional opportunities for meaningful student involvement outside of the classroom and, as is often the case, outside regular school hours and on weekends. *NISC's After School Activities (ASA)* program and *Cambodian Studies Trips (CST)* are two areas of such expanded involvement.

In addition, the OSH faculty member is expected to take on committee responsibilities for curriculum development, preparation for special events, coaching, student clubs and activities and so on. Besides these areas, the School Head may assign extra duties to OSH faculty members, as he deems necessary for the improvement of the school and its student programs.

Here's how this generally works: In some combination each teacher is expected to serve actively on at least one school Standing Committee, participate on task forces or focus groups, offer a specific after school activity during at least one (1) ASA session or provide for an ongoing student activity or assist regularly with an ongoing co-curricular program / offering. Every teacher is expected to take an active and productive role in addressing the appropriate components of the *WASC School wide Improvement Plan (SIP)* and IB implementation and authorization.

All home room and class teachers from grade 5 to 12 are expected to plan and accompany their students on the annual Cambodia Studies Trip (CST), when class groups travel for three days and two nights to a variety of interesting locations within Cambodia. Other teachers are expected to participate in the CST trips as needed.

Important Note: Due to the fact that the school's enrollment, along with its faculty and staff, are relatively small, everyone needs to pull together and work closely with one another, cooperating and sharing responsibilities--to give our students the maximum attention and provide them with the best quality education possible.

VIII. Requirements for Residing / Working in Cambodia

Necessary Documents:

The following documents are required for registration with the Cambodian Customs Office and Police. **Copies** of the applicable documents must be submitted to the School Head by the new teacher prior to his / her arrival in Cambodia to work. These include:



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1. Passports – Adults & Children
2. Passport Photos – Twelve (12) per person
3. College Transcript(s)
4. College Diploma(s)
5. Teaching Certificate(s)
6. Child/ren's Birth Certificate(s)
7. Completed School Registration Document for each school-age child

IX. Period of Service and Duty Days

The initial contract period at *NISC* is for two (2) years, renewable thereafter (generally a year at a time) at the discretion of the relevant Principal and School Head.

Full-time certified faculty will be contracted to work a minimum of 190 duty days between late July and mid-June. Approximately 180 of these days will be designated in the school calendar for direct student contact. Normal school vacations and holidays will be considered non-work days for faculty. For school year 2010-2011, new faculty members are expected to arrive in Phnom Penh by July 25th. For your planning purposes, new teacher orientation is expected to be July 26th, 27th and 28th. All teachers will be on site July 29-August 3 and school starts for children on August 4th.

NISC will arrange and pay for three days housing accommodation while new teachers look for permanent housing.

[Ref: APPENDIX A: DRAFT *NISC'S* SCHOOL CALENDAR 2010-2011]

X. Salary

Placement on the Salary Schedule for certified OSH faculty members arises from three (3) basic assumptions, which are:

1. A minimum of an earned Bachelor's Degree in area(s) of hire.
2. A Certificate / License in area(s) of hire.
3. At least two (2) years of recent successful, relevant experience in area(s) of hire.

Step placement on the Salary Schedule is on a year to year basis, to a maximum entry level of Level F, requiring a minimum of five (5) complete and successful years of recent relevant experience. Credit will not be given for student teaching, internships, substitute teaching, Peace Corps work, military service, work at a volunteer agency, or for teaching time at a college or university. The employee must have worked more than half-time (that is, 60% or

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more) for more than one-half of a school year (at least 100 days) to earn a year's credit for placement on the *NISC* Salary Schedule.

NISC faculty and staff salaries are paid exclusively in US dollars in eleven (11) equal amounts (generally at the end of the month) from August through June. At the time of payment, the salary is deposited into the teacher's bank account the school's bank of choice in Phnom Penh.

XI. Taxes: Home Country & Cambodian

Since there is the possibility that your home country may tax your income while you are living and working overseas, we strongly suggest that you research the potential tax burden placed on you from your home government. The paying of such taxes is the full responsibility of each employee. At the conclusion of each calendar year the school's business office issues to each teacher an official statement of salary and Cambodian taxes paid for the year. The school does not issue W-2's for American employees.

Presently the *Personal Income Tax (PIT)* liability on the income of foreign employees in Cambodia amounts to between 10 and 11 percent (10% - 11%) of their base salary. Note that this tax percentage increases with the increase in gross income. Taxes on benefits paid to the employee are charged at the rate of twenty-five percent (25%) of the actual cost of the benefit. *NISC* employees should expect to have Cambodian income taxes deducted from their paychecks.

Severance Benefit

From August through June, the school's business office will deduct from the employee's pay an amount figured at 5% of the gross salary including the housing allowance. Under Cambodian law, this amount is non-taxable, if used at the end of the year as a severance benefit and paid directly to the employee. Therefore, in June of each year of employment, the school will pay the employee an amount equal to 5% of his/her base salary as a tax-free severance benefit. This will be in effect whether the employee actually ends his / her contract at that time or continues to be employed for an additional period.

XII. Expenses & Savings

By most standards, Phnom Penh is a relative inexpensive place to live. Those of us familiar with shopping in Phnom Penh have learned where to purchase many products locally at reasonable prices. Unless you are into buying only imported or luxury goods or shopping exclusively at such places as *Lucky* or *Bayon Supermarkets* (which have arguably the highest prices in the city), you can live here for a very reasonable amount per month.

Certainly, your personal needs and your lifestyle will ultimately determine how much of your monthly salary you spend and how much of it you are able to save. For example, if you



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eat out several evenings each week at the expensive hotel restaurants, you will spend a good deal (possibly in between \$35 - \$55 per couple for each meal with drinks). On the other hand, eating at home or at the many very-good inexpensive restaurants around town can be much less expensive (possibly in between \$15-20 per couple for each meal with drinks). It is fair to say that a teaching couple at *NISC* will be able to save at least one of their two salaries and maybe more per year.

Estimated savings potential for *NISC* teachers: Single teachers should be able to save at least half of their salary annually; while a teaching couple should be able to put away up to \$25,000 a year. Even a teaching couple with two children can save a good deal.

xiv. Banking, Currency & Credit Cards

As mentioned above in *Section X: Salary* (p. 8), school personnel are paid exclusively in US dollars. Payday falls usually three (3) workdays before the end of each month (Note: payday comes early in December and June). *NISC* employees are paid by direct deposit, from the school's account at the *Australia-New Zealand (ANZ) Bank* in Phnom Penh, into the employee's personal checking account at the same bank. From here it is easy to cash a local check for US dollars. There, *NISC* employees may arrange for electronic bank transfers to send money to their home country or other bank accounts. Note that the cost of sending money in this manner is expensive – about \$35 to send out \$5,000. Teachers may wish to opt for either a checkbook or a debit card (or both) for doing business through their ANZ bank accounts.

The local currency is called the “riel.” As of mid November, 2009, this currency was valued at around 4,100 riels to US\$1.00. In Cambodia, one can use either dollars or riels; however, dollars are favored in the market place, at restaurants, in grocery stores and at hotels. Change of less than one dollar is transacted in riels only.

Most of the hotels now accept credit cards. However, established companies and airlines still generally prefer cash (dollars) or local bank checks. The people in Phnom Penh still like to operate on a cash and carry basis, so you will pay for almost all of your shopping purchases with cash.

xv. Medical / Dental Care & Drugstore Items

Medical and dental care in Cambodia, though limited, is ever-improving. The school has developed a relationship with an organization called *International-SOS*, which operates a quality clinic and dentist office (with qualified western doctors and dentist(s)). While the clinic is capable of handling minor ailments and even some limited surgery (stitches, minor bone setting, etc.), any serious ailment or injury has generally required evacuation procedures. Bangkok is the designated evacuation point for medical emergencies in Phnom Penh. The *Royal Rattanak Hospital* (staffed and operated by the highly recognized *Bangkok*

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Hospital of Thailand) is now open in Phnom Penh. Its reputation as a quality medical facility is growing steadily.

Inoculations

Due to the incidence of hepatitis (both A and B) and Japanese encephalitis in Cambodia, we suggest that people coming to live and work at *NISC* consider getting inoculations for these diseases before arriving. Other preventative treatment – for typhoid, for example – is really up to the employee. It is always better to be safe than take chances.

Other Health Concerns

Dengue fever, malaria and other mosquito borne diseases are present in various parts of Cambodia and need to be guarded against. This can be accomplished quite easily by vigilant use of repellants and avoidance of mosquito-infested areas.

Pharmacies

In Phnom Penh there are some good pharmacies – *Raffles* and *La Garre*, to name two. At these drug stores one can buy many over-the-counter medicines (such as cough syrup, headache tablets, etc.), as well as some prescription drugs (i.e. antibiotics) without prescriptions. It is advisable, though, to bring your own vitamin supply, as the stock is limited and the cost fairly high.

Lucky, Bayon, Thai Huot, Pencil and *Sydney Supermarkets* sell shampoos, toothpaste, shaving cream and so on. Since it is likely that none of these stores may carry an individual's preferred brands, we suggest that teachers coming to Cambodia for the first time bring with them a supply of their favorite or necessary medicine cabinet items. Bring special or favorite cosmetic items as well.

xvi. Entertainment & Recreation

A number of "old-time" Southeast Asia hands have commented that Phnom Penh today is somewhat like Bangkok was twenty or so years ago. Life in Phnom Penh, which only a couple of years ago seemed unhurried and moving at a fairly leisurely pace, is changing rapidly – especially considering the hectic and congested traffic on the streets these days. While the main roads are paved and fairly well maintained, some of the secondary or side roads are still unpaved or else in poor repair.

Traffic is pretty congested at the beginning and the end of each workday and at lunch time, and the streets are becoming more and more crowded with cars, trucks and motorbikes. It is taking longer all the time to get anywhere in the city to meet someone, go to a restaurant or to shop; and finding parking spaces is always a challenge.

Brand name televisions, VCR's, cassette and CD players, etc., are readily available for purchase in Phnom Penh. Furthermore, numerous shops sell "inexpensive" (and mostly



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“pirated”) videos, CD’s, DVD’s and cassette tapes. Television reception requires a satellite dish or hook up to a cable provider (costing about US \$10 per month).

New and used paperback books are becoming more readily available in Phnom Penh in hotel shops and a couple of book stores – e.g. *Monument Book Shop*. Even so, it is advisable to bring books by your favorite authors to read. Of course, the school library provides an ever-expanding source of reading material, and it subscribes to about 20 popular periodicals. Current newspapers are available at several shops and many hotels, and the local English language newspapers (delivered directly to the school) – the *Cambodia Daily* and the *Phnom Penh Post* – provide a decent source of up-to-date local and international news.

Of course, like any overseas posting, people living in Phnom Penh provide much of their own entertainment and set up their own recreation. Having social evenings and dinners with friends is a very common occurrence. There are many good restaurants in Phnom Penh, and the variety of food choices is excellent. While fast food restaurants such as *McDonald’s* and *Burger King* do not (yet) exist here, local substitutes such as *Lucky Burger* and *Khmer Fried Chicken (KFC?)* are open for business. Recently coming to Phnom Penh have been *Pizza Company* (from Bangkok) and the real *KFC*. Good pizza is available everywhere and a new delivery service is bringing a variety of restaurant food directly to our doors.

At Northbridge, there are opportunities for socializing, barbeques, and all kinds of sports – from swimming to jogging, basketball, softball, rugby, soccer and tennis. **The Club** at Northbridge offers a variety of recreational activities and **The Club** is a good place to enjoy relaxing snacks and a cold drink. There are now two golf courses only about half an hour or so each outside of Phnom Penh beyond the airport.

Phnom Penh also has a couple of ten pin bowling alleys, a number of legitimate (and many “sleazy”) bars, hotel lobby bars with some decent entertainment, and gambling casinos throughout the city.

Many NISC teachers belong to informal running and bicycling clubs that venture into the countryside every weekend on wonderful exercise and sightseeing excursions. Such opportunities abound for these with a sense of adventure. In addition, tour bus travel is very inexpensive (\$8.00) for trips to the beach or to Anchor Watt.

All in all, life in Phnom Penh is what we make it!

XIII. Miscellaneous

1. Khmer Language

It is always good to learn at least a little of the local language in any country where you live and work. Learning Khmer to a high level of proficiency is not necessary in Phnom Penh. English is the language of preference, though some people still speak French and a lot of others speak Mandarin Chinese, Thai and Vietnamese. In the

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marketplace, for instance, most of the sellers speak adequate English; and some speak English very well. On the other hand, household helpers (maids and guards, for example) do not tend to speak much English. To avoid frustration when dealing with domestic help, it would be wise to learn to communicate with them at least on a basic level. Tutors are readily available.

2. Maids & Guards

Maids and other household help (such as cooks and nannies) are also available; however, while this is changing, many of them have little training in dealing with Western people and their standards. Expect to do a lot of teaching and be prepared to be patient. Some people choose to have live-in maids to clean and cook and to be available at all hours; while others (teachers especially) prefer non live-ins, who come to their home for an eight hour workday (or less) from Monday through Saturday. Maids cost families between \$100 and \$150 per month to begin with; though other expenses may be required to cover food (while they are at your house) and some medical care allowances.

A guard or at least a houseboy (24 hours a day and seven days per week) is advisable to protect single family residences in Phnom Penh itself. At *Northbridge Communities*, however, security is assured by the presence of a professional guard force. A guard or houseboy (working 10 – 12 hours per day) costs an average of about \$100 a month, including a meal allowance.

3. Getting Around

In Phnom Penh one can get from place to place on foot, by bicycle, by taxi, “took-took” (tuk tuk), “cyclo” (tri-cycle carriage) or “moto” (motorbike) taxi at negotiated rates or by private car. Both new and used cars are available for sale in Cambodia. Some of the school’s OSH teachers have purchased automobiles, while others have motorbikes or even both.

While teachers living within *Northbridge Communities* can simply walk to school, teachers living outside of Northbridge need to find their own means of transport to / from school each day.

4. Electricity

Don’t forget that the electric current in Cambodia is 220 volts / 50 cycles. Transformers and various adapters are available locally. While most 110 - 120 volt appliances will work well through a transformer, some appliances that rely on timers, motors or heating elements become less effective or may not work at all when the current is transformed. Appliances in Phnom Penh are fairly reasonably priced, and re-selling them (when you leave) is a good possibility.



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5. Computers

Note #1: *NISC* uses PC compatible computers and platforms only.

Note #2: Apple / Mac products are becoming more available in Phnom Penh, and service or repair this brand of computer can sometimes be a problem.

6. Mail, Internet & E-mail

The central office for Posts and Telecommunications in Phnom Penh is responsible for mail and most local telephone service. Each day mail is taken to and picked up from the post office by the school's driver. In operation also are several private companies organized to provide Internet and E-mail service to the city's residents. Providers include *Mobitel*, *On-Line* and *Camnet*. Costs for service vary, so it is advisable to shop around for the best deal. Each teacher at *NISC* is eligible to have his / her own e-mail account through the school – i.e. "[Name](mailto:Name@NISC.edu.kh)"@[NISC.edu.kh](mailto:Name@NISC.edu.kh) (internal) or "[Name](mailto:Name@NISCambodia.com)"@[NISCambodia.com](mailto:Name@NISCambodia.com) (external).

7. Buying & Preparing Food

It is worth noting here that a good practice to develop (for yourself or your maid / cook) when preparing fresh fruit and vegetables, especially if you plan to eat them raw, is to peel or wash them in a disinfectant solution, which is available locally.

8. Drinking Water

The water supply in Phnom Penh is thought to be okay for washing clothes and for taking showers, but it is generally felt (by expats) that the water is not safe enough for drinking. A variety of brands of bottled water is available at most stores. The water supplies at *NISC* and *Northbridge Communities* will eventually be internally treated and made safe for general uses (including drinking). Presently at *Northbridge Communities* we have three sources of water: Our "lake" for irrigation water; city provided water for washing and for flushing toilets; and purchased bottled water for drinking.

9. Pets

To our knowledge, Cambodia does not have regulations in place to restrict the importation of household pets; and in principal, *NISC* has no objections to bringing pets to Phnom Penh. It would be best, however, for the OSH faculty member to inform the School Head early on in the hiring process of plans to bring a pet. Currently dogs and cats are allowed in the *Northbridge Communities'* apartments and the surrounding property but must be kept housed in the apartment when the owners are not present and at night. Dogs are not allowed (even if accompanied and on a leash) on the school campus.

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Contact Information

School Addresses, Phones, Fax & Web Site:

Mail & Small Packages

Northbridge International School Cambodia

P.O. Box 2042, Phnom Penh 3, Cambodia

DHL, Fed-Ex, UPS, etc.

Northbridge International School Cambodia

Corner of Northbridge Street and Sorla Highway, Phnom Penh, Cambodia

School Tel.: (855) 23 886-000 / -006

Fax: (855) 23 886-009

School Web Site: www.niscambodia.com

Mr. Roy G. Crawford, School Head

Hand Phone: (855) 12-832-449

Work E-Mail: roy_crawford@niscambodia.com OR

Personal E-Mail: rcrawford49@hotmail.com

John Arndt, Elementary Principal

Hand Phone: (855) 092-921-475

Work E-Mail: john@niscambodia.com

Personal E-Mail: arndtjcm@gmail.com

Steve Paterson, Upper School (grades 6-12) Principal

Hand Phone: (855) 077-555-968

Work E-Mail: steve_paterson@niscambodia.com

Personal E-Mail: summitmpr@yahoo.com

Margie Gomez, School Office Manager

Hand Phone: (855)12 866-350

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