



Cambridge International Schools



Approved School of University of Cambridge -Britain
Registered School with Qualifications and Curriculum Authority (QCA) -Britain
Member of The European Council of International Schools (ECIS)



NEW COMERS GUIDE



UNIVERSITY of CAMBRIDGE
International Examinations



**Cambridge Schools
Khartoum
Kindergarten**
Arkaweet –Nakheel Street Ext.
Cel / 0962438888

**Cambridge Schools
Khartoum
Primary School**
Tayef Block 22
Cel / 0915125514

**Cambridge Schools
Khartoum
Secondary School**
Arkaweet –Nakheel Street Ext.
Cel / 0114744800

**Cambridge Schools
Khartoum Bahry**
Kafouri Block 6
Cel / 0907000026

**Cambridge Schools
Omdurman**
Mulazmeen , TV Street
Cel / 0918724504

Code : 12217

P.O.BOX : 15018

Web Site– <http://citcsudan.org> - Email— learn@citcsudan.org

Cambridge International
(Sudan)



WELCOME TO SUDAN
WELCOME TO CAMBRIDGE SUDAN (CITC sudan)

***Guide for New
Comers***

A message from CITC General Manager

Dr. Salah Ahmed

To our newest colleagues

Being a CITC teacher is a rewarding and fulfilling profession, but don't let anyone tell you that it will be easy. Certainly, the first few months will be among the most challenging of your career. As you navigate the road ahead, remember that the management is here to help you do your job.



Too many young, promising teachers get discouraged and leave the school, and that's bad for the profession and bad for kids and students. The best advice I can give you is to reach out to your colleagues and ask for help. The members of this institution are always there to help each other.

The management devotes substantial time and resources to help you get a strong start. The Academic Manager based in your school will be on hand to answer your questions or put you in touch with the people who can.

The school 's Web site is another resource for you. If you have not already, you should visit:

Our Main web site

<http://citcsudan.org>

The new comers teachers:

<http://citic-teachers.com>

What makes our schools powerful is the active participation of its members — you — every day in the schools. I hope that you'll become active in the schools. And I can't emphasize this enough: Just ask for help. We're all there for you.

I want to wish all of our new teachers , the best of luck in this school year. I hope that I have a chance to meet you, in your school or at a school event.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Salah', written over a light blue horizontal line.

Dr. Salah Ahmed

Knowing your organization

Cambridge International Sudan is an approved by Cambridge University)(UK) and approved affiliate of Cambridge International College (UK) and Cambridge College London (UK) and fully accredited by IAO and operates through 8 campuses (One College , 3 Training Centres and 4 schools).

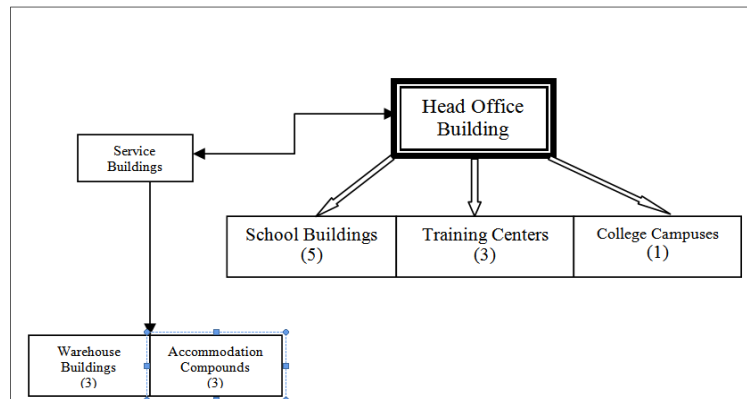
Please see the schools chart on the next page

For Head Office , Training Centres and College charts please ask for it from HR Dept. You may also ask for the complete book of the internal policy .

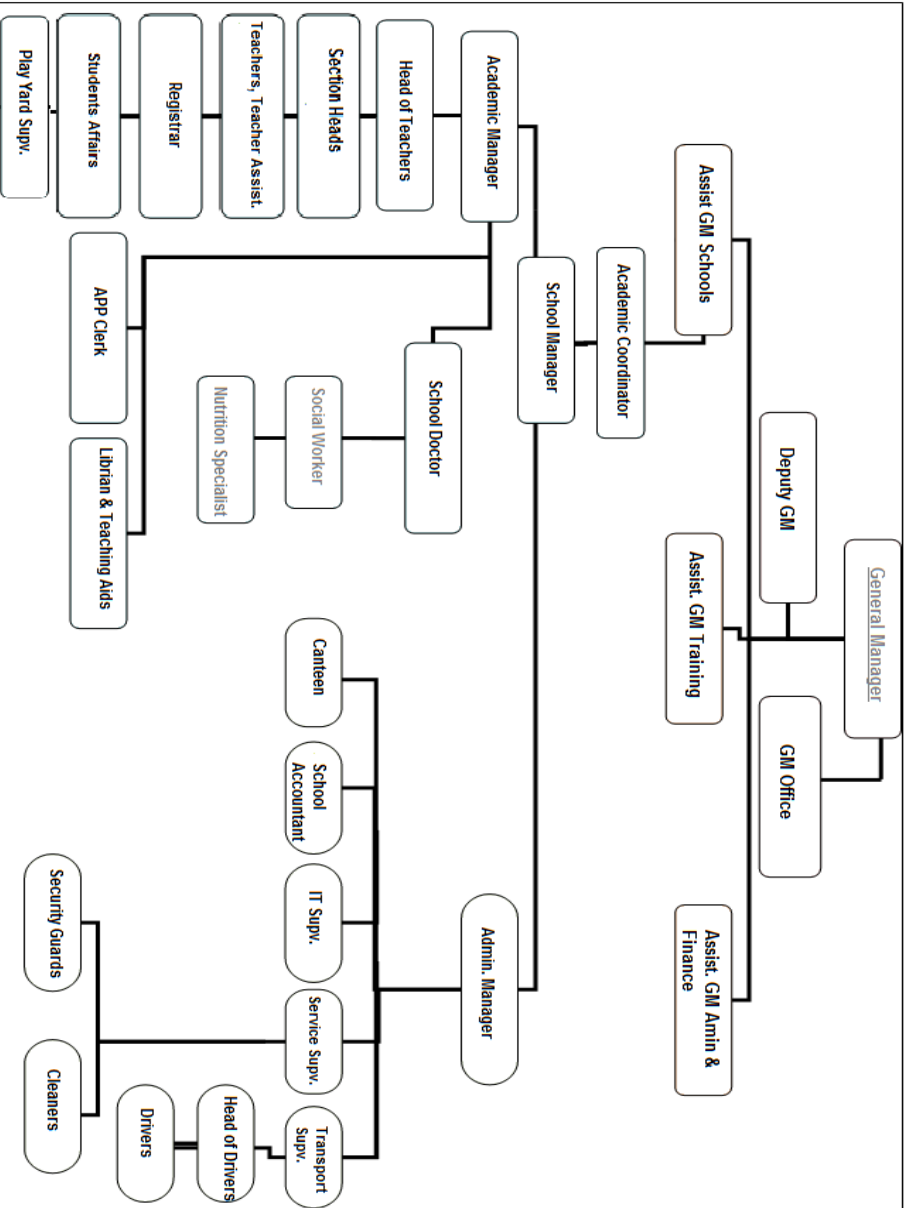
Important notices

Before stating your new job and upon your arrival please make sure of the followings:

- You received your cell phone and you have stored all the important numbers .
- You gave your passport to the PR Officer for registration (must be done within 72 hours from your arrival).
- You have met the General Manager and/or you signed your original contract.
- You gave the HR. Dept in the head office the following documents:
 - * Copy of all your educational and experience certificates.
 - * At least 6 passport size photos (for immigration and medical insurance)
 - * You have made the orientation tour to all branches.



Knowing your organization



Communications

Important Telephone Numbers:

If you have any problem please do not hesitate to call or email the person concerned :

(Mobile numbers from inside Sudan)

Transportation Issues:

Transport Manager / Mr. Motasim

0922255406 (trans@citcsudan.org)

Supply , Maintenance Issues & (Accommodation)

Service Manager / Mr. Mohamed Hassan

0912653016 (Support@citcsudan.org)

Assist GM Admin & Finance / Mr. Yahya

0912208092 (afm@citcsudan.org)

Passport , Residence Issues (PR Dept.):

PR Officer / Ms. Hanadi

0123005348 (pr@citcsudan.org)

Assistant GM for Training Centers : Mr. Emad

0922224100 (htc@citcsudan.org)

Assistant GM for Schools : Mr. Mursi

0912321916 (hsc@citcsudan.org)

HR Dep. Mr. Wann

09 (hrs@citcsudan.org)

Vice Dean of Cambridge College: Dr. A. Monem

0121107775 (vice_dean@citcsudan.org)

For emergency call: 0912653016

Organization Policies :

Here are a brief of some of our policies .

Please ask our Admin. Dept. for Detailed policies:

[Dress Code Policy](#)

Dress no longer "makes the man/woman." However, in many companies it still denotes position.

Men : Please make sure you dress a reasonable dress (not casually). Sometimes, you have even required to wear a coat and tie (in case of meetings and school events)

Women: Please make sure you dress a reasonable dress (not casually) and remember people are judged by the actions (manners) and by their appearance.

Here in Sudan standards are set by culture and Islamic regulations.

[Medical leave/insurance Policy](#)

The school has a resident medical doctor and beside that our Insurance policy is fully cover all type of medical treatment except:

Dental treatment (Except diseases)

Eye glasses

Important : Any medical leave more than 3 days granted by any doctor other than the school doctor must be rechecked by the school doctor and the HR Dept.

[Attendance Policy](#)

Notice of Absence , Lateness or Early Departures.

Please fill and sign (Absence Form) .

Any absence more than 2 hours per day must be subject to the HR approval.

All medical report must be submitted to HR Dept. within 24 hours.

Payment for Overtime Pay

Please fill and sign the (Overtime Approval Form)

Any overtime hours must be approved prior to the work.

Organization Policies :

Termination Policy: (As Per Contracts)

If the school requests the termination, the teacher agrees to carry on in the performance of normal duties for normal pay for a period of 2 weeks, or until a suitable replacement is found, whichever comes earlier. The school will continue to pay for airfare reimbursement and will provide a return air ticket to the teacher point of origin.

If the teacher requests the termination, he/she agrees to carry on in the performance of normal duties for normal pay for a period of 4 weeks, or until a suitable replacement is found, whichever comes earlier.. The school is not responsible for the teacher's return airfare. The **Termination Policy: (As Per Contracts)**

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If the teacher requests the termination, he/she agrees to carry on in the performance of normal duties for normal pay for a period of 4 weeks, or until a suitable replacement is found, whichever comes earlier.. The school is not responsible for the teacher's return airfare. The teacher must pay all expenses related to obtaining of visas.

Workplace Smoking Policy::

Smoking is prohibited in all Cambridge Branches Premises (Inside or out side the classrooms)

Holiday Policy

The weekly (week end) holiday will be on Friday.

All local official holidays (Islamic and Sudanese) will be given to the teacher and will not be counted against the paid leave

KNOW SUDAN

Khartoum (Arabic: الخرطوم *Al-Khartum*) is the capital of [Sudan](#) and is located where the Blue and White Niles merge to form the Nile. The huge, spread-out city is actually made out of three distinct cities - **Khartoum**, **Khartoum North** or **Bahri**, and **Omdurman** - which are divided by the Nile and its two arms. The Blue Nile flows between Khartoum and Bahri, the White Nile between Khartoum and Omdurman, and the merged Nile between Bahri and Omdurman. The confluence of the Blue and White Nile, known as Al-Mogran, lies just north of the bridge between Khartoum and Omdurman.

Khartoum proper is the seat of the Sudanese government and is the largest of the three cities. The older part of the city lies beside the Blue Nile while the newer parts, such as Al-Amarat and Khartoum Two, spread out to the south across the railway line and ring road, and around the airport runway. The city, both old and its newer extensions, is mostly laid out in a grid. Omdurman has a more Middle Eastern atmosphere with maze-like streets and is home to the huge Souq Omdurman. Bahri is largely industrial and residential.

Nile Street or Shari'a Al-Nil: شارع النيل الخرطوم: Probably the prettiest street in Khartoum. With the Blue Nile on one side, the street is lined with pretty, albeit decay-ing-looking, colonial buildings, most of which are used as ministries, schools and even a hotel, the Grand Holiday Villa Khartoum. The Presidential Palace, also front-ing the Blue Nile, is a pretty building but you will not be allowed to walk in front of it - the guards will ask you to cross the road and proceed behind and around the build-ing. You will also see the modern side of Khartoum along this street - the egg-shaped, Libyan-owned Al-Fateh Tower; and the Chinese-built Friendship Hall (looks like it had been plucked straight out of Tiananmen Square and plonked here).

KNOW SUDAN

The National Museum is also along Nile Street. The road is tree-lined most of the way (except towards the west) and has a sidewalk, so walking is quite pleasant. Many people sit on the concrete walls along the river.

Confluence of the Blue and White Nile: If you have the stamina, you will reach the confluence of the two branches of the Nile if you continue walking west along Nile Street for about 3-4km from the Presidential Palace. The confluence is called **Al-Mogran** and it is best seen from the metal bridge (the old one, not the newer concrete one) linking Khartoum and Omdurman or **Al-Mogran Family Park**. It is said that one can actually see the two different colours from the different branches come together and flow separately for a distance downriver before mixing together. The **Al-Mogran Family Park**, which has a ferries wheel and other rides, is located near the bridge.

Warning: There is a signboard saying NO PHOTOS from the bridge. Please heed it as people have been arrested for taking photos of the confluence!

Souq Arabi: If you want to see crowds and action, this is the place. The commercial heart of town, Souq Arabi (Arabian Market) can provide everything you need (see "Buy" section for more details on shopping options). The market is huge and spread over several squares in the center of Khartoum proper just south of the Great Mosque (Mesjid al-Kabir) and the minibus station. Come here to see Khartoumites go about their daily lives.

Sudan National Museum Surprisingly impressive museum that has recently had a bit of a revamp. The large hall contains exhibits that rival those in the ancient Egypt sections of the British Museum or the New York Met, however if you've arrived in Khartoum fresh from temple gazing in Egypt things may look familiar. The gardens contain three temples relocated from Aswan. The joy of the place is that you'll have it all pretty much to yourself. Best visit in the mornings, and give yourself 2 hours, tends to close at 12 noon but not reopen at 3pm, contrary to the sign on the door. Open from Monday to Friday. Entrance 1SDG, Nile Street, next to the Friendship Hall, just west of the Libyan-financed Burj el-Fatih sail-hotel.

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Omdurman

Souq Omdurman: Said to be one of the largest markets in Africa and you can get handicrafts here. The handicraft street is quite difficult to find - its towards the northern end of the market, near the gold section (not on the western side, as stated in the Bradt guide). The street is actually a covered lane between two buildings with gates at either end. Its not very busy (in comparison with the rest of the market) and they can lock up and go home in the evenings, and sometimes on Fridays also.

The Khalifa's House: Abdullah al-Taasha [2], also known as "The Khalifa" succeeded as leader of the Mahdists on the death of the Mahdi. His house is now a museum and is worth a visit if you want to get a flavour of Omdurman's history. Exhibits include various remnants from old battles and some interesting old British newspaper clippings reporting the British efforts in the Sudan. The museum shuts early (somewhere between 1 and 2 pm is usual) and costs 1SDG. Its next to the Mahdi's tomb and walking distance from Souq Omdurman .

Sufi dancing (aka dhikr / whirling dervishes): Rightly recommended as a must do for visitors to Khartoum. Every Friday (except during Ramadan) tourists and visiting



foreign aid workers flock to the Hamed al-Nil tomb with cameras in hand. A very colourful and noisy celebration. Its about 2km south of the Omdurman souq - ask your taxi driver to go to Ghobba al-Hamed al-Nil . Starts around 4-5pm. Free

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Bahri (Khartoum North)

Bombed Al-Shifa pharmaceutical factory - a fascinating place to explore, and well off the Khartoum tourist trail (if Khartoum even has such a thing). Tomahawked in 1998 the remains are an eerie reminder of Sudan's precarious relationship with the West. It's quite easy to reach get a minibus to Bahri, then get a taxi. The guards are quite friendly and will let you in for a wander - a contribution of 10SDG would be gratefully received.

Nuba Wrestling – Every Friday at 4pm two teams of wrestlers battle it out in front of several hundred spectators – and it certainly is quite a spectacle and well worth the trip. Finishes around 6pm and cost 1SDG. It's about 12km from central Khartoum next to souq Sita Al Haj Yousef – best get a taxi there (around 20SDG) but you can easily find a bus back to al-Arabi in central Khartoum for 1SDG There are many international clubs spread along Amarat & Khartoum. Ozone is an elegant cafe to sit in & watch the country high class society.

A wander around Tuti island is highly recommended if you want to see green rather than the brown of Khartoum. If you are heading to Omdurman a good way of unwinding after the chaos of the souq is to catch the ferry across to Tuti from Omdurman (except Fridays) or take the newly opened Tuti Suspension Bridge. Aim for around 5-6pm to enjoy Tuti in the evening light. The construction of Tuti bridge was finished in March of 2009.

Shopping

Saad Gishra: This is a covered market place, it is bahris main shopping market.

Prices here can be a little higher than those in souq omdurman however it is much more easily navigable for tourists.

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Eat

Khartoum has a good sprinkling of restaurants, with new ones popping up every couple of months – other than restaurants attached to hotels there is little quality eating to be had in Khartoum's city centre. Amarat hosts the majority of the better eateries, although Ridyah and Khartoum 2 also have some places. Omdurman and Barhi have a light sprinkling of simple restaurants. All restaurants have about 15% government tax and 3-14% service charge.

Universal Amarat St. 27. Italian flavoured, offering pleasant al fresco dining, priced with the expat wallet in mind.

Solitaire Amarat St. 15. Decent 'international' cuisine, air conditioned, wifi and low ceilings. Has a bit of a café feel to it, but the food is good. **Habesha Ethiopian restaurant*** Arkawet Area, east of Afra Mall. +249 912302410. Good atmosphere, good food and very affordable. The restaurant is on two floors (there is a pleasant internet cafe on the 3rd floor), upstairs is more lively with Ethiopian pop on the plasma screen. About 25SP each for a big meal and coffee. A good choice if you are looking for somewhere with music playing and a bit of atmosphere.

Korean Restaurant. Africa Street (next to Hotel Africa). The only kimchi for 1,000km! Pretty good Korean food, including cook-your-own bulgolgi and other favourites. You can also enjoy some kinds of Chinese foods. They have a 10% service charge and also government tax.

Thai-Mex-Sizzlers Restaurant. Prof Abdalla Attayb Street, Riyadh. Probably the only Thai restaurant in Sudan. Set in a pleasant lawned garden with lots of big fans keeping things cool this place adds a bit of variety to Khartoum's international cuisine. The vegetarian dishes tend to be tastiest (and best value), with the kitchen choosing to keep down costs by using poor quality meat.

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Thai-Mex-Sizzlers Restaurant (Cont.)

The 'fresh' fruit juices (6SP) seem to be fresh from the bottle, and the menu is priced with international clientele in mind (40+SP for a 2 course meal). That said it is worth trying if you are looking for something different.

Asian Biryani Restuarant. Khartoum North - As the name suggests this place specialises in Biryanis - and very tasty they are too. More of a cafe than a restaurant this is a good choice for lunch rather than a slap-up dinner. Lamb Biryani and a some salad for 8SP. The restaurant, and the supermarket next door, sells excellent mango juice for 1SP a bottle (Maaza). Easy to get to, head over the Burri Bridge, take the first right, and its on your left.

Lebanese Village. Good atmosphere and well-served food. They have lots on the menu including luncheons and light meals. A little bit costly, normally about 40~50SP per person (all are included). They charge 12% government tax and 14% service charge.

Papa Costa. Located in the center of Khartoum, and reasonably priced. Service charges are minimal, food is reasonably good, but service level is so-so. You can choose food from steak to pasta. They charge 3% service charge and 10% government tax.

Kandahar, souq libya Eating at Kandahar in souq libya is probably the most unique and authentic culinary experience in khartoum. The format there is rather different firstly you choose the meat that you want cooked usually a choice between camal meat and lamb, you then hand over the meat you have choosen to be cooked and prepared as part of a meal.

Kandahar is one of the few places in khartoum where you can find camal meat. It is

KNOW SUDAN

Kandahar is one of the few places in Khartoum where you can find camel meat. It is located in Souq Libya in the peripheries of Omdurman.

There are several large restaurants along Africa Road facing the runway that are popular with Sudanese and offer good local fare:

Amwaj Restaurant. Airport Road, Al-Amarat (on the corner with Street 15 or "Shari'a Khamsa ta-Ashaara"). Big, airy and spotless, and really good food. Extremely popular with locals and visitors. Menu offers shawarmas, kebabs, grilled chicken, lamb stews and others, all accompanied by bread, soup and salad. Delicious fruit juices and shakes too. Dishes cost between 20 and 60 pounds.

Royal Broast. Airport Road, Al-Amarat. Another popular place a few doors from Amwaj.

Delicious Restaurant. Al-Amarat Street 1. Nice place to eat in. They have another branch in Ryad area.

Tasty Pizza Restaurant. Another nice place to eat in.

Afra Mall Chinese restaurant and food court. Afra Mall, Africa Street, Arkawet.

Located on the first floor of Khartoum's only shopping mall.

Drink

It's best to prepare yourself to be alcohol free for your stay - there are places serving 'special tea' dotted around and non-alcoholic beers are available, but in general it's more hassle than it's worth to track down alcohol during a short visit. For long-termers however the market does exist - via diplomatic bags and other routes... apparently.

KNOW SUDAN

Get Out

Sabaloga Gorge: This gorge is also known as the 6th Cataract. It is approximately 50 to 60 miles north of Khartoum and can be reached in about 2 ½ hours. It is essential that a 4-wheel drive vehicle be used, and it is wise, as is true in all cases in traveling outside Khartoum, to travel with at least two vehicles. On arrival, visitors can stroll around a Sudanese village and inspect Ansar forts that once bombarded steamers on their way to relieve General Gordon. It is advisable to take this trip in the cooler months.

Jebel Awlia: This dam was completed in 1937 and is approximately 25 to 30 miles south of Khartoum on the Jebel Awlia road. A 4-wheel drive vehicle is not required for this trip as the road is paved to the dam. However, if you intend to cross the dam and travel on the other side, a 4 WD will be needed. The area around the dam itself has a number of large trees and flat grassy land which are ideal for picnics. For those interested in bird watching, there are numerous birds to be seen, such as pelican, herons, kingfisher, wader, plovers, etc. One of the fringe benefits of a trip to Jebel Awlia is a short drive up to the dam itself. Here the fishermen sell their catch, which they have just brought in. The prices are about half of what they might be in Khartoum. It is advisable to bring along suitable wrapping and ice/coolers for any fish purchased.

Meroe: This site is approximately 200 miles north of Khartoum. There is also a hotel in Shendi (very basic) where one could be based. The trip should be arranged with a tour agency unless someone in the party really knows his/her way around the desert tracks. There are some paved roads to Meroe but you do have to drive off the main road on to some sandy areas. Four-wheel driver vehicles are a necessity for this trip. The Pharaonic influence left its imprint in the hieroglyphic language, the religion of Amon, and building of the pyramids, which were a simplified version of the

KNOW SUDAN

Egyptian model with no rooms or corridors. The Greek and Roman architectural influence is evident in the pillars of temples and the classical forms of the statues of men and women. The Meroe ruins are a four-hour drive from Khartoum. But there are various other sites in the area, so a two or three day trip should be contemplated, and a knowledgeable guide is essential for the best understanding of the ruins. National Geographic's book Splendors of the Past provides excellent background for such a trip.

Dinder National Park: The Dinder National Park is said to be one of the most unique in the world. It is totally "unorganized," and the visitor can truly see game in its natural state. The site is about 300 miles south of Khartoum on the Blue Nile near the Roseires Dam. Travel by 4-wheel transportation from there to the park is recommended. Inside the park there is a small tourist area consisting of round, grass thatched huts. Inside these huts are beds, a chair and a table. The huts are burned and rebuilt every year after the flood season. This park is only accessible for a few months of the year from December through May. It is essential that the visitor travelling to Dinder make thorough preparations for the trip.

The Red Sea Area - [Port Sudan]: The Red Sea is noted for its magnificent under water diving, the clearness of its water and the variety of marine species. Visitors generally reach the area by flying Sudan Air. Daily, one hour and a half flights are available, but you may drive on paved road to Port Sudan in about 12-14 hours. Travelers should be completely self-sufficient with all fuel as well as food and water. It is about 510 miles to Port Sudan. Visitors may want to stay at the Red Sea Hotel. This hotel is booked for most of the year, and it is necessary to have reservations confirmed in advance. The Hilton Hotel has opened in Port Sudan. It is located about

KNOW SUDAN

Get Out (Cont.)

It is located about half an hour drive from the airport, along the harbor. Outdoor swimming pool, three restaurants, and a gymnasium, are some of the facilities available.

Erkowit: This area has been recently reopened after a closure of several years. It is 39 km southwest of Port Sudan, and it is the only developed summer resort in Sudan. The altitude is 1,200 feet above sea level.

Jebel Barkal Unesco World Heritage site - [Northern state]:Jebel Barkal or Gebel Barkal (Arabic: جبل بركل) is a very small mountain located some 400 km north of Khartoum, in Karima town in Northern State in Sudan, on a large bend of the Nile River, in the region called Nubia. Around 1450 BC, the Egyptian Pharaoh Thutmose III extended his empire to that region and considered Gebel Barkal its southern limit. There, he campaigned near the city of Napata that, about 300 years later, became the capital of the independent kingdom of Kush. The 25th Dynasty Nubian king Piye later greatly enlarged the New Kingdom Temple of Amun in this city and erected his Year 20 Victory stela within it. The ruins around Gebel Barkal include at least 13 temples and 3 palaces, that were for the first described by European explorers in the 1820s, although only in 1916 were archeological excavations started by George Reisner under a joint expedition of Harvard University and the Museum of Fine Arts of Boston. From the 1970's, explorations continued by a team from the University of Rome La Sapienza, under the direction of Sergio Donadoni, that was joined by another team from the Boston Museum, in the 1980's, under the direction of Timothy Kendall. The larger temples, such that of Amun, are even today considered sacred to the local population.

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For these reasons, the mountain, together with the historical city of Napata and other ancient sites, were considered by UNESCO, in 2003, World Heritage Sites.

Buses leave daily from Khartoum to Kerma, However the most comfortable and convenient way of getting there is by Car. The route is tarmaced, but you will still require the best part of a day to get there.

Embassies

England



British Embassy in Khartoum.

British Embassy
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Cambridge International Schools



New Comers Guide

For More Information go to
<http://citc-teachers.com>



Cambridge International (Sudan) Colleges - Training Centers - Schools

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- Our Branches
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Dear teacher,

We are greatly honoured to invite you to join our teaching staff at Cambridge International in Sudan.

CITC Sudan is a College , Training Centers and schools ... [More](#)

Our Branches,

CITC operates through 7 campuses (One College , 3 Training Centers for adults and 4 Schools) using a full British Curriculum and text books.... [More](#)

Our Vacancies, Offers and Contracts,

We have many job vacancies for Academic Managers, School Teachers and TEFL teachers. The positions of School Teachers are commencing immediately with full time contract of one year or 9 months contracts.. [More](#)

Information for New Comers,

The school will provide a lockable fully furnished private room in a secure location. See selection of testimonials about Sudan and CITC Sudan from existing and x teachers and CITC recreational Program, .. [More](#)

About Sudan and Answers to FAQ's,

Do I need a visa to Sudan?. Will the school pay for the airfare?. Will there be someone to meet me at the airport?. Will the school provide accommodation?. Will there be any orientation or training when I arrive in the school?. How old are the kids/Adults I'll be teaching?.. [More](#)



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