June 2016 Teacher Orientation Schedule

The quality of experience whilst teaching with CWF and Cambodia is our primary aim. This orientation program is designed to give you a taste of the journey ahead, learn more about our vision and mission, and help to ensure your time with us will be beneficial for you and your students!

All transport (tuk tuk) will be provided during this orientation, as is transport for tour of Phnom Penh, and to and from riverside for the picnic. For the way To/ From the teacher house to CWF, teachers will use the bicycles.

Please keep this schedule with you throughout the orientation program.

Day 1 – Wednesday31st of August

8:00am	**Welcome** • We will meet each of you individually on arrival at Phnom Penh Airport (or at an arranged place for those arriving by land). We'll then take you to the teacher house where you can meet the other teachers, and relax.	**CWF Staff**
12.00pm	**Lunch** **Who? All Teachers** **Where? Teacher House**	**Mony, Linda**
2.00pm	• Rest, anything not completed in the morning, or anything specific you want to do, with or without our help.	
5:00pm	**Dinner** **Who? All Teachers** **Where? Teacher House**	**Mony, Linda**

Day 2 – Thursday 1st of September

7:30am	**Breakfast** **Who? All Teachers** **Where? CWF**	**Admin staff**
8.30am Travel by Tuk-tuk	**Tour of Phnom Penh** - A chance to get familiar with the city, and get some basic things done, including: • Visit CWF and meet CWF staff • Take photos for the teacher board • Exchange or withdraw money at the bank • Ride a long Genocide Museum, Independence Monument, Riverside, Post Office, Central Market, Stationary Shop (Get some staff for Khmer lesson and lesson plans), Olympic Stadium and get back to the house. • Buy a mobile phone and/or simcard **Note: You should bring your camera, Phnom Penh map and water.**	**CWF staff**
12.00pm	**Lunch** **Who? All Teachers & CWF staff** **Where? Teacher House**	
2:00pm	**Living at teacher house and Independent orientation** • Review the tour of Phnom Penh • Go over essential house information incl. rules, safety, security and support • Clarify the trip to Kratie • Sign the kitchen policy and bicycle agreement • Collect passport and 3 passport photos • Check who need to get phone or sim-card • *Please bring this orientation schedule.* **Who? <u>Teacher House residents and Independent Teachers</u>** **Where? Teacher House** • **Payment teacher house fee and trip to visit CRDT projects** **Who? Direct teachers** • **Where? CWF**	**Ms. Sok Channrasmey** (AFM) **With Him Solida**(VSC)
4:00pm	• Toul Tom Poung neighborhood tour (eating/shopping) **Who? All Teachers** **Where? Teacher House**	**CWF Staff (Solida)**

	5:30pm	**Dinner** **Who? All Teachers** **Where? Teacher House**	

Day 3 – Friday 2nd of September

	7:40 am	**Meet at CWF**	**All teachers**
	8:00 am	**Khmer Lesson (***Please bring a note book if you plan to continue with lessons)* **Who? All Teachers** **Where? CWF**	**Seanghoin & Kem**
	8:50 am	**Breakfast** **Who? All Teachers** **Where? CWF**	**Admin Staff**
	9.15 am	**Introduction to Conversations with Foreigners (CWF) and the Cambodian Rural Development Team (CRDT); Orientation of the CWF building & facilities.** **Who? All Teachers** **Where? CWF**	**Mr. Huy Sambo (Director)**
	10:15 am	**Introduction to Khmer culture and Geography Student Administration** **Who? All Teachers** **Where? CWF**	**Rasmey**
	12:10 pm	**Lunch** • **Who? All Teachers** • **Where? Teacher House**	**Mony & Linda**
	1.50 pm	**Meet at CWF**	**All teachers**
	2:00 pm	**Health, Safety and Security; Child Safety** **Living in Phnom Penh;** *(bring your Phnom Penh visitor's guide)* **Sign policy agreements** **Who? All Teachers** **Where? CWF**	**Rasmey**
	4:00pm	**Administration and Academic**	**Mak Ny (AC)**
	5:10 pm	**Dinner** **Who? All Teachers** **Where? Teacher House**	

Day 4 – Saturday 3rd of September

	7:40 am	**Meet at CWF**	**All teachers**
	8:00 am	**Khmer Lesson** (*Please bring a note book if you plan to continue with lessons)* **Who? All Teachers** **Where? CWF**	**Seanghoin & Kem**
	8:50 am	**Breakfast** **Who? All Teachers** **Where? CWF**	**Linda &Admin Staff**
	09:15pm	**Teaching orientation:** • **Surprise!** ○ Put yourself in your student's shoes **Who? All Teachers** **Where? CWF**	**David (Education Service Manager)**
	12:30pm	**Lunch** • **Who? All Teachers** • **Where? Teacher House**	
	1.40 pm	**Meet at CWF**	**All teachers**
	2:00 pm	**Teaching orientation: Introduction to CWF curriculum** • Introduction Week • Levels 0-8 • Levels 9-10	**David (ESM)**

- Project Week

Where do I start? How to conduct the first week of the program.

- Introducing yourself
- Language in the classroom
- Teaching Vocabulary
- Games & Teaching Pronunciation

Who? All Teachers
Where? CWF

	5:00pm	**Dinner** **Who? All Teachers** **Where? Teacher House**	

Day 5 – Sunday 4th of September

	7.40 am	**Meet at CWF**	**All teachers**
	8:00 am	**Khmer Lesson (***Please bring a note book if you plan to continue with lessons)* **Who? All Teachers** **Where? CWF**	**Seanghoin & Kem**
	8:50 am	**Break and have breakfast**	**Linda & Admin Staff**
	9.15 am	**Teaching orientation: Workshop** • Hands-on practice • How to use videos and other resources in the classroom • Questions and feedback	**David and other past teachers**
		End of Teaching orientation	
	12:10 pm	**Lunch** • **Who? All Teachers** • **Where? Teacher House**	
	4.00pm	**Tuk Tuk pick up from Teacher House to Riverside**	**Sovan and others**
	5.00 pm	**Picnic dinner on the boat on the Tonle Sap** **Who? All Teachers** **Where? Meet at Teacher House** - 4:30pm - leave from Teacher House - 5:30pm – Boat leave and have dinner - 6:30pm - Visit night market - 7:00pm – Tuk tuks will return to teacher house. Teachers are welcome to stay at riverside, but staff may not be available to help them return home.	**Staff, teachers, friends will join**

Note: If it rains we will change to have dinner at the top roof at teacher house instead

Day 6 : Monday 5th of September (rest day)

Days 7– 10: Tuesday 6th - Friday 9thof September

Visit the Cambodian Rural Development Team (CRDT) in Khos P'dao, Homestay, kratie Province

	Please see the attached CRDT itinerary attached for full details.	
Day 1 7:00 am 7:30 am 01:30 pm 3:00 pm 5:00 pm 6.30 pm	**Who? All Teachers** **<u>Meet at Teacher House</u>** Meet & breakfast at teacher house Leave from the teacher house We arrive in Kratie town, have lunch and check in the guesthouse. Get the orientation of CRDT at CRDT's office to understand more about CRDT work and after that we go to Le Tonle the Training Center for Le Tonle presentation Visit Kratie teacher house Having dinner (organizing by CRDTour)	**CWF Staff and one of CWF's staff member** **CRDT Team members**
Day 2 7:30 am 8:30 am 11:30am 01:00 pm 3:00 pm 6:30 pm 7:00 pm	**To Koh P'dao** Meet at receptionist and having breakfast Get on the bus go to Sambo District (you will visit dolphins &100 pillars pagoda on the way). Get on the boat to go to Koh P'dao. The Island community based ecotourism and settle in the home stay. We will arrive at Koh P'dao and having lunch. Go to the homestay and ride bicycle along the village to see CRDT activities Having Dinner **End of the day**	**Two CWF staff members and CRDTours Guide**
Day 3 7:30 am 8:30 am 10:00 am 11:30 am 1:30 pm 4 – 6 pm 6:30 pm	**Morning on the Island** Have breakfast on the island get on the curt to go to Dambong Island See more CRDT's projects on Dambong Island. Have lunch on the island Take the boat back to Sambo district, take bus back to Kratie town, check in the guest house and rest or explore Kratie town. Free time, you can explore Kratie town. Have dinner in town.	**Two CWF staff members and CRDTours Guide**
Day 4 7:30am 8:30am 3:30pm	**Return to Phnom Penh** Check out and eat breakfast Get on the bus back to Phnom Penh **(lunch on the way)** Arrive in Phnom Penh	**Two CWF staff members**

<u>IMPORTANT INFORMATION ABOUT TRIP TO KRATIE & KOH PDAO</u>

The tour arranged for us by CRDTours is designed so that you should not have to spend any money for the food from when we arrive in Kratie town on Tuesday, to when we depart on Friday morning. All accommodation, meals, snacks, and water are included in the tour fee **except for transportation To/From Kratie, all drink and Lunch on Friday.** However, it is advisable to bring spending money if you would like to purchase anything extra – souvenirs, alcohol, etc.

Approximate Total Cost: <u>up to US$100</u>

Fixed Costs:

- **Homestay/Tour fee – approximately $60 (varies with numbers)**
- **Return chartered bus to Kratie town – Approx. $25 pp (TBC, varies with numbers)**

Optional Costs:

- **Tip for driver $1/person**

Variable Costs:

- **Meals: US$15-20s**
  - Lunch on Friday 10th of June 2016
- **Discretionary spending: Up to you, but we recommend bringing small notes (US$1 & $5, or Riel)**

The variable costs are indicative only. It is possible to spend less (or more) on food if you choose.

- Room sharing preferences will be clarified during orientation sessions prior to departure.
- Working Abroad partner orientation costs are already covered, and we will return to those teachers the balance of the allotted orientation fee.
- For more information or any questions please ask Rasmey (Admin & Finance Manager)

	Days 11&12 – Saturday 10th Sunday 11th of September
Whole Days	**Free Days! Course preparation, sightseeing, or anything specific you want to do.** **Staff will be available on call if you require any help.** **School will be open on SATURDAY & SUNDAY 1PM – 5PM for lesson preparation, photocopying etc.**
	Day 13 – Monday 12th of September
	Classes Begin!