

## Useful Tips, (English version...)

### **Your accomodation**

If you are not being accomodated in your host school, it is advisable to look for furnished accomodation for which you won't pay council/residential tax.

If you rent private accomodation, you must sign a written contract and have it checked by a French-speaker, as a precautionary measure. In France, only written contracts are valid if a problem occurs, (in particular, concerning the official period of notice before leaving the flat or the inventory of the place on arrival or departure.

To obtain housing benefit, find out the conditions and formalities from the Caisse d'Allocations Familiales (Family Allowance Office) of your 'département'. A certificate showing your gross and net salary will be provided by the Rectorat to justify your income. The Caisse d'Allocations Familiales will need this document.

### **Your working hours in collège or lycée.**

You are expected to do 12 hours per week during the whole period of your contract. You are not allowed to do extra hours for Education nationale, except for vocational work accompanying students (in collège) or teaching 'crash' courses in English (in lycée)

You are often appointed in two or three different schools. Make sure your contact teachers consult one another to decide on your timetable according to projects and not on a weekly basis. Your working hours are to be considered en bloc over the seven months of your contract so as to be able to work full time in one school for several weeks. Planning by semester is possible if none of the schools have planned on a specific project.

**If you are not an EC national**, when you arrive in France don't forget to apply to the OFII by registered letter with acknowledgement of receipt, (the procedure for any official letter sent by post in France) for a registration certificate. Your application should include:

The OFII certificate form (CERFA n° 13653\*01) 'long stay visa' correctly filled in, together with the compulsory supporting documents as follows:

A copy of your passport

A copy of the customs stamp showing your arrival date in France

The visa sticker

Once you have received your registration certificate by return of post, you will be required to pass a medical examination and validate your long-stay visa within three months. Documents needed for the authentication: medical control certificate, passport, written proof of a home address ( receipt of rent, electricity bill), a full-face photograph.

### **NB for British assistants.**

You are part of the Erasmus programme and you may obtain between 30 and 60 ECTS (see the CIEP site for more details) thanks to your year as an assistant (which is in keeping with a program of mobility) . The head of your school will need to fill in a document and give an assessment which you should consequently send to your university in Great Britain. It's up to you to take the necessary steps to have this document signed and sent off.

### **Before leaving France, resigning, paid holidays**

The dates of your holidays are the same as those of the students in your school. If you need to be away at any other date, you must ask permission from the school head. If you leave the school before your contract ends, you must let him/her know ahead of time. In the case of any unauthorised absence, the corresponding income will be deducted from your salary.