

General Gap Information

The Pembroke 'spirit':

In the family atmosphere of Pembroke House School, where everyone helps each other out in a strong ethos of teamwork, which in turns fosters a sense of belonging, Gap volunteers are a very important part of school life. We usually have seven Gaps per term, often in a 4-3 split in favour of girls. One of the Gaps is often a 'Super' Gap: someone who is either a new graduate or taking a year out from their university studies; we usually ask a little more from 'Super' Gaps in terms of duties, report writing and coordinating other Gaps. This position is very suited to anyone considering a teaching career; one of our recent 'Super' Gaps now teaches at Pembroke. Whilst there is no one 'type' of Gap at Pembroke (we invite applications from all over the world), a lot is expected of them while they are here, helping out in many areas of school life and going beyond the call of duty when required.

The vast majority of Gaps love their stay at Pembroke (and we love the life and energy you bring); when time comes to leave, the tears and hugs on the part of pupils show what an impact you can have even over just a term as you become the big brother or sister of the Pembrokiens. The best Gaps are those who approach their commitment in the right attitude: to do their job to the best of their ability, being friendly, punctual, proactive, organised, dedicated, flexible and professional, whilst making the most of the experiences the school and Kenya offers.

What documentation do I need to provide to become a Gap at Pembroke?

The application process is relatively straight forward. You will need to provide six things:

- 1) Your **CV**
- 2) A **character reference** that is from someone in a position of responsibility who knows you well at your current/ex-school/university or current place of work, e.g. housemaster/mistress at your school (and NOT from a friend or family member) or your employer. All references will need to be sent in the form of a PDF letterhead from your school/employer so that our Human Resources department can apply for your **Kenyan Internship Pass**.
- 3) A **Prospective Gap Details Form** (which will be emailed to you)
- 4) A scanned copy of your **passport photo page**. Please check on the expiry date, as most passports require at least six months remaining in order for that person to travel.
- 5) A basic Disclosure & Barring Service Check (<https://www.gov.uk/request-copy-criminal-record>) or a UK police clearance certificate or https://www.acro.police.uk/police_certificates.aspx. The barring service costs around £25 and the certificate around £40; both can be used elsewhere but are normally only valid for a year and they are simple online applications, requiring a form and photos. If you are not a UK citizen/resident, then you will need to get the equivalent document for your home country. These are essential documents for both your permit application (to prove you have no criminal records), but also to meet our safeguarding requirements to work with children, and are a compulsory document for your yearlong Kenyan Internship Pass. Applications for the clearance certificate should be made 2-3 months before you arrive as we will need the most up-to-date record possible. The costs of getting this police clearance/checks will be reimbursed on your arrival at Pembroke.
- 6) A copy of your **travel insurance** (which can be provided closer to your departure)

NB: A place cannot be officially offered to you unless the first five pieces of documentation have been received.

What medical requirements are needed in Kenya?

Consult your doctor for advice about any injections or medication you require to travel to Kenya. **The Yellow Fever inoculation is a legal requirement for entering the country**, so please organise this with your local GP as well as any other recommended immunisations. Pembroke House is located at high altitude (c.6,500 ft) and is too cold for malarial mosquitos, although occasionally malaria is found slightly lower down in Gilgil town, brought in by people living at lower altitudes; most people generally sleep under nets as a precaution. No members of staff or pupils at Pembroke House take anti-malarial medication while at school. However, Kenya does have malarial areas (such as the coast and around Lake Victoria) and if you decide to travel to any of these, it is up to you to decide whether you would like to take any prophylactics. Another thing to note is you **must not drink the water from the taps**. You can get drinking water from the staffroom or buy drinking water if you are travelling.

When to arrive:

Normally, there is a staff meeting held on the Friday/Saturday before term starts. The children normally arrive on Sunday. Gaps are expected to attend the staff meeting and the Gap induction is typically held on Friday or Saturday, depending on when the staff meeting is held. Therefore, Gaps should aim to arrive in Nairobi no later than the **Thursday morning** prior to the start of term, in order for us to pick you all up from Wildebeest Camp in Nairobi and get you to Gilgil (a 2 ½ hour journey). This gives you time to settle in and get your bearings before the busy term begins. We suggest that you stay at Wildebeest Eco Camp (www.wildebeestecocamp.com) on the Wednesday evening beforehand so that the bus will pick you up from there.

Furthermore, it is very important that you purchase a Safaricom SIM card as soon as you arrive. In the past, gap students have used their own phones in line with their UK contracts. However, this tends to be incredibly expensive, and for less than Ksh 500, you can buy a SIM, which will allow you to access the Kenyan network and Internet at a very low cost. It is important for our gaps to have phones in case they are involved in school matches/trips, or if they're simply away for the weekend, so please endeavour to purchase a SIM as soon as you arrive.

Please aim to bring a **small padlock** for your room locker. Petty crime is common in developing countries, and leaving electronics and loose cash around your room is always a temptation for some of the school's auxiliary staff. The school office has a large safe, in which you can also stash large amounts of money or passports too.

Which Visa Should I Get?

The government of Kenya has introduced electronic visa applications and Gaps can visit the electronic visa page at www.ecitizen.go.ke to get their visa online. However, visitors to Kenya can still get a visa on arrival at the airport if they so wish. Gaps should apply for a **3 Month Tourist Visa** which costs US\$50 (you can claim your visa money back on arrival at Pembroke). To avoid confusion, just say at arrival at the immigration desk that you are visiting Kenya on holiday, rather than working or volunteering at Pembroke, as this causes issues over Work or Volunteer Permits. Once at Pembroke, our office will then apply for a 12-month *internship pass* (cost covered by the school). This will allow you to work as a gap student and leave/re-enter Kenya without having to re-apply for another 3-month visa.

What Pembroke offers:

Gaps are volunteers at Pembroke, gaining work experience, so we do not pay our Gaps (as this causes issues over internship passes), but accommodation and food are provided during term time. Gaps are required to arrange their own return flights to Kenya, and visa. You will need some spending money to pay your bar bills (a 20,000/- deposit is required on arrival – the equivalent of c.£140), the odd bit of shopping, Half Term and Exeat trips, etc. How much to bring is quite personal, but generally between 80,000/- and 100,000/- should cover your extra costs. Having a visa/debit card is useful for emergencies, but is not a must. The current groups of gaps recommend using **travel cards** for money rather than using debit/credit cards, as charges for these are very high. In recent times, gaps have used 'Revolut':

<https://www.revolut.com/ke/help/more/revolut-for-travel> and 'Monzo'

<https://monzo.com/features/travel/> travel cards.

If you choose to bring cash, you are fully responsible for your own cash and larger amounts should be kept in the school safe, along with any other valuables, e.g. passports. You must also have **travel insurance** while in Kenya. You will also be made a temporary member of the Gilgil Country Club while you are at Pembroke; this is the centre of social life for teachers and the local school community. Gilgil is around 5km away and although gaps do go out there on occasion, most regular socialising takes place at the Club during term time. Gilgil is a VERY small and underdeveloped town, so do not expect a pumping nightlife there!

Class allocation:

Each Gap student is allocated a class in which they assist during the school day, consisting of morning and afternoon lessons. In the first week Gaps should go to all their class' lessons and find out from the teacher if they are required. If you are not needed by the teacher, you have a free period and some down time. However, at Pembroke, we help out when needed and the Gaps are expected to help teachers if asked, even outside their daily duty, but go and see the Gap Coordinator if you are feeling overwhelmed or being pulled in different directions by teachers. We do try to place Gaps in classes where they feel comfortable, but this is not always possible and Junior classes are allocated Gaps first, as the younger children need more help with reading, times tables and classwork. However, some of you will be placed with Middles and Seniors classes, normally with lower ability groups where you will act as a classroom assistant, fulfilling a variety of roles such as admin tasks, working with smaller groups in a full range of subjects or working one-to-one. Patience is essential with all tasks involving children!

What Sports are played at Pembroke?

Michaelmas term: Major sports – Cricket & Rounders. Minor sport – Athletics

Lent term: Major sport – Hockey. Minor sports – Swimming & Squash

Trinity term: Major sports – Rugby & Netball. Minor sports – Cross-country, Football & Tennis

In addition to these sports, pupils also have paid Extras such as Riding, Golf, Karate and Tae Kwon Do, as well as playing table tennis, table football and chess in their free time, to name but a few.

General Responsibilities & Daily Routine:

Whilst Gaps do many duties around school, the main three areas they are involved in are:

- 1) The Classroom
- 2) The Boarding Houses
- 3) During Games

PEMBROKE HOUSE

General Duties: Inspection in Boarding Houses; morning lessons in class until lunch; Serving at Lunch; Games in the afternoon on certain days; Showers in Boarding Houses; Beds in Boarding Houses. Gaps may also from time-to-time be asked to assist with marketing activities or the web-site, whilst Open Days (there is one each term) will require gaps to help sell school magazines, oversee activities and supervise children whilst teaching staff see parents. As you can see, being adaptable and flexible (as well as hard-working) are essential attributes at Pembroke; you may well be asked to also do one-off duties such as registration or accompanying pupils to doctors/dentists or reading and scribing for learning support pupils for their exams. Every day will be different, hence why we need to have people who are used to being busy, proactive and adaptable.

Time Off, Half Days & Weekend Duties:

In a 'normal' week, in addition to any free periods, Gaps get a Half Day either on a Tuesday, Wednesday or Thursday (**except in the final week of each term when no one has Half Days**), which begins after Break (normally 11.05am, apart from Wednesday when Break finishes at 11.20am). On your Half Day you do not have any duties and you can just relax at school or go and visit Gilgil, Naivasha, Nakuru or even Nairobi, as long as you are back in good time for your duties the following morning.

On weekends (on top of any duties in the Boarding Houses), you are expected to assist the Weekend Activities Team and Activities Staff with Activities on Saturday (2.00–4.00pm) and Sunday (10.30–12.30pm & 2.15–4.00pm). Throughout the term, there will be a gap rota organised, so that TWO gap students are allocated for every weekend to assist with these duties. The weekend rota is organised by the Gap Coordinator, but if there is a big school event on a weekend, ALL gaps and staff are all expected to help out. All Gaps are on duty for the Closed Weekends at the beginning and end of each term.

If you are NOT down for duty that weekend, **your weekend break does not start until 12pm on Saturday**. On Saturday mornings, gaps are expected to assist supervise Hymn Practice (8:00-8:30am), Middles and Seniors Games (8:30-10:00am) and then be available to help with Clubs (10:30-12:00pm), if needed, although this is normally only during closed weekends (at the start and end of each term), and when a significant number of staff are away. Once you're free, you do not need to return until your duties restart on Monday morning.

Sports Fixtures & School Trips:

If the team you are helping to coach goes on an away match, you are sometimes asked to go along to assist, depending on space on the bus and duties at school.

School trips are a good way to get to see Kenya and we are lucky to have some amazing places to go and visit. If there is a school trip, gaps do go along to help out. Which gaps go depends on the Year group and the type of trip, but we do try and give everyone a chance where possible.

You will also be asked on occasion to help out by accompanying a child to a medical or dental appointment in Nairobi or Nakuru; as all children must be accompanied, this is an essential gap task.

Meals:

Breakfast, Break, Tea and Supper are in the Staffroom.

PEMBROKE HOUSE

During the week, Lunch is in the Dining Room and you are expected to help serve (not on your Half Day – you can take your Lunch in the staffroom on Half Days and for all other meals when you're not on duty) On the weekends, Lunch is in the Staffroom. All your meals during term time are catered for and free. However, meals are not available during exeats or Half Term breaks; you will need to factor this into your budgeting.

Dress Code & Conduct:

Always be punctual to your duties; you are an important part of the smooth running of the school and by being late you put unwanted stress on staff, especially in the Boarding Houses! Set an example to the children, e.g. no inappropriate stories, language or behaviour.

Dress smartly for class (men: trousers, shirt & tie; ladies: shoes, blouse/top, trousers/skirt – no jeans or bare midriffs) and sportswear to games (polo shirts & trainers). Bring a blazer; boys use these most days. A suit or dress for important functions is not essential, but at the end of the Trinity Term there is a formal school ball, which most gaps attend at a reduced cost. **NO** flip-flops (men), phones, iPods, chewing gum, hoodies up, hats indoors, etc. around school, when at work.

Smart phones have become an increasing obsession in recent years, so please avoid using your phone outside of your free time, especially when you are meant to be supervising a duty or activity. However, they are pretty much essential as WhatsApp is the #1 way to communicate messages around Pembroke and there will be a Gaps WhatsApp group set up each term, through which important information is sent.

Being near the equator, the weather can get extremely hot, so light-weight clothing does help to keep you cool and sun cream and a hat are a must. However, we are at high altitude (6,500ft) and it can also get **cold and wet** in Gilgil, especially in the evenings, so remember to bring some warm/waterproof clothes as well. The latter are essential during the Lent and Trinity Terms when, firstly, the wet season hits, and secondly, when the African winter arrives in June. **We recommend that you bring enough sun cream and after sun products to last 3 months; they are very expensive in Kenya.**

You are welcome to bring electronic equipment e.g. laptops, iPods, Kindles, as there is Wi-Fi around school, but they are **your** responsibility and you bring them at your own risk. The office does have a safe where you can keep your passport or valuables. We do have good sporting facilities, such as tennis courts, squash courts, a swimming pool, social hockey and rugby. **It is strongly recommended that you bring your own hockey stick (Lent term only), tennis and/or squash racket**, as borrowing equipment means that things get broken and you will have to pay for them to be replaced.

Points of Contact:

Headmistress: Mrs Debs Boyd-Moss

Director of Studies: Ms Ali Omell

Estates Manager: Mr Ben Cork

Head of Boys' House: Mr Edmund Lovatt

Head of Middles: Miss Jess Horner

Director of Sport: Mr Ben Hudson

Head of Weekends: Mr Joe Percival

Deputy Headmaster (Logistics): Mr Mike Aung

Deputy Headmaster (Pastoral): Mr Edmund Lovatt

Head of Girls' House: Mrs Evonne Wheeler

Head of Seniors: Mrs Laelia Surtees

Head of Juniors: Mrs Debs Boyd-Moss

Head of Extras:

Head of HR: Mr Michael Amaru

The Gilgil Country Club:

Across the road from Pembroke House is the Gilgil Country Club. This is the main place where staff, parents and the community go to socialise. There are tennis courts, a snooker room, a bowling green and the golf course which, as temporary members, you are allowed to use. There is also the bar, where Thursday and Friday nights are usually the busiest. The bar is run on an honour system which is taken **VERY** seriously. This means that no money is used in the bar, but you sign for drinks and food on chit books and you **must** pay your bill in full at the end of the month. Unfortunately, past Gaps have left without settling rather large bills, so Gaps are now required to **deposit 20,000/-** which their monthly bills will be deducted from. Any money not used will be returned at the end of term, after other school accounts have been settled, e.g. any café or medical bills; Pembroke has its own café, called the 'Martlet' on school site. The Club is a fun place to go and relax, but as a staff we must be respectful to the community, who are permanent residents – **introducing yourself to members at the beginning goes a long way**. Please read the Gilgil Country Club rules below so you get a feel of what is expected when in the club.

GILGIL COUNTRY CLUB - RULES and Guidelines/Code of Conduct

Parents and Gaps of Pembroke House are welcome to use the Club, but you are doing so as guests and we request that you respect our Rules.

1. There will be a Daily Membership charged to all who use the Club and sign chits. Gaps will be charged Temporary Membership.
2. NO one under the age of 18 shall be served alcohol, nor be allowed in the bar.
3. The barman on duty has the right to refuse to serve a Member or their guest for drunken or disorderly behaviour.
4. The barman on duty has a right to close the bar at **any time**. Thursday is deemed to be mid-week and barmen are working volunteers and are expected to be at work on Friday. They therefore have the right to close the bar from 10.30 p.m.
5. Children under 18 shall be accompanied by a parent or guardian, and such parent or guardian shall be responsible for the behaviour of such children.
6. NO MOBILE PHONES or two way RADIOS – penalty to buy one round of drinks.
7. NO DOGS – fine.
8. No drinking from a bottle – fine.
9. No Hats on in the bar – penalty to buy one round of drinks.
10. Shoes to be worn at all times.
11. Children under the age of 18 years are not allowed to use the Billiard/Snooker table without the supervision of a parent or responsible adult.
12. It is your responsibility to ensure that you write out a chit for all drinks.
13. Barmen – please do not serve anyone unless a chit has been written and signed.
14. Use of tennis courts and / or the golf course is allowed, but you must sign a chit and pay a court or greens fee.
15. Do remember that this Club is a Member's Club. It is run by the Members and respect should be shown to all who volunteer. This is not the local PUB!

We would like you to enjoy the club and its facilities. These few rules do help towards this.