

1. The Japanese Saturday School in London School Rules

Chapter 1 General Rules

1. This school is called The Japanese Saturday School in London.
2. This school is located in 87 Creffield Road, Acton, London, W3 9PU
3. This school aims to provide Japanese pupils of school age, who are studying in schools or international schools in UK, with Japanese language education based on The Course of Study and national curriculum designed by MET and it enables them to adapt to school life on their return to Japan.
4. This school is conducted by Japanese School Limited Company Board of Directors (herein known as 'the Board'). However, the Board gives authority to the School Operational Committee for practical operations.

Chapter 2 School Years, Courses, Term Times and Lesson Days

5. This school consists of Primary Course (6 years), Junior High School Course (3 years), High School Course (3 years) and Japanese Language Course.
6. The academic year begins on the 1st April and completes on the 31st March the following year. There are 3 school terms.
7. Lessons are held on every Saturday, and approximately 40 days per year.

Chapter 3 Admissions & Leaving the School

8. For Primary, Junior High and High school courses, pupils and students who have Japanese nationality and currently enrolled in schools or international schools in UK, as well as meet the following criteria, may enroll.
 - ① Aiming to adapt to school life on their return to Japan.
 - ② Besides ①, Aiming to improve Japanese language with full support at home, and passing the interview and the other tests to prove their Japanese language skills are of a certain standard.
2. For the Japanese Language course, students who are willing to learn Japanese as the second language with full support at home, pass the interview and the other tests to prove their Japanese language skills are of a certain standard, may enroll.
3. Parents/guardians of students who wish to enroll must reside in the United Kingdom.
4. Parents/guardians of students who wish to enroll must apply, attend the 'enrollment guidance meeting' and submit the prescribed application form along with other documents required.
5. School admission is granted by the school principal or the acting principal, and an admission certificate is issued to the parents/guardians.
6. Students who have their admission granted by the principal or the acting principal may enroll in their school age group or below if appropriate.

9. Under special circumstances, the principal or the acting principal may grant a pupil/a student the repeat of the school year.
 10. Parents /guardians of the pupils or the students who wish to leave the school must submit the prescribed form at least 2 weeks before the leaving date.
2. The school principal or the acting principal has authority to exclude pupils/students if:
- ① parents/guardians fail to pay the fee within the given time.
 - ② they cannot be contacted for a long period of time.
 - ③ they make insufficient progress and there is little prospect of further progress.
 - ④ they disrupt the school activities or lessons.
 - ⑤ the school principal or the acting principal decides there is a cause for exclusion.

Chapter 4 Parents/Guardians

11. Upon enrollment of the child/children, parents/guardians must accept our terms and conditions, observe the school rules and provide full support at home.
12. Parents/guardians must report the absence of their child/children by telephone.
13. Parents/guardians must report any change in their circumstance, e.g. address, by submitting the prescribed form.

Chapter 5 Educational activities and Assessment

14. Education for the Primary, Junior High and High School courses are based on the The Course of Study and Japanese national curriculum. For the Japanese Language course, educational activities are devised according to pupils'/students' Japanese language skills.
15. Pupils/students are formally assessed at the end of the 1st and the 3rd terms. The 2nd term assessment is combined with the 3rd term.
 2. Assessment criteria for each year group follow targets listed for the Japanese language study in the Course of Study and national curriculum. For the Japanese Language course, criteria are determined separately.

Chapter 6 School Staff

16. This school has the school principal, the acting principal, qualified teachers sent by MEXT, teachers (employed locally), the office manager and office administrators.
 2. The school principal and the acting principal handle school matters and manage the staff.
 3. Qualified teachers are in charge of school building management as key personnel, guide and advise teachers, teach pupils/students if necessary.
 4. Teachers are in charge of educating pupils/students.
 5. The office manager handles general administrative matters, advises and manages the office staff.
 6. Office administrators handle administrative matters.
 7. In addition, support administrators or relief teachers may be employed as necessary.
17. Roles and tasks of the staff are detailed separately.

Chapter 7 School Fees

18. School fees include the following. Actual costs are detailed separately.

- Enrollment fee
- Lesson fees ● Other fees

Chapter 8 Amendments

19. Any amendments to the school rules requires the Board's approval.

2. The school principal or the acting principal may add any rules not listed here with the approval of the Board.

Supplement

School rules listed here come into effect from 30th April 2003.

6. Life at Japanese Saturday School in London and Rules

Saturday School office (Acton site) is open from **Tuesday** to **Friday**.

Tel: 020-8993-7145

E-mail: sat [London@thejapaneseschool.ltd.uk](mailto:sat.London@thejapaneseschool.ltd.uk)

<http://www.thejapaneseschool.ltd.uk>

(1) Learning Style

In the classrooms, Japanese customs, e.g. greeting at the start of each lesson, are exercised in order for our pupils/students to understand the Japanese school culture.

Lessons are delivered by the class teacher to the whole class.

Lessons are planned in accordance to **the Japan's National Curriculum**, and **the MEXT approved textbooks** are used.

As the number of lessons is limited, classroom work and homework are combined to achieve the academic target.

In classroom lessons, the basics and key concepts are taught. Fundamentally, these are reading out loud, composition, look & write (copying a piece of writing) and kanji.

Please support your child/children at home in order to consolidate what has been taught in class.

Applying what has been learned and further development depend on homework and self-study at home.

Please consider home as the 2nd classroom and yourself as the 2nd class teacher.

(2) Reporting to the school, e.g. absence

UNAUTHORISED ABSENCE IS STRICTLY FORBIDDEN!

If unauthorized absence continues for 2 weeks, we will contact you by telephone. If it continues for 4 weeks, we will write to you. If all this fails, your child/children will be excluded. In that event, the school fee paid will not be refunded.

Planned absence:

Please report to the school using one of the following methods.

- A) Write to the class teacher the day before the absence at the latest. (Prescribed forms are available by the staff room.)
- B) Contact the school office by telephone, letter or email. This has to reach the office by 17:00 on the Friday before at the latest.

Unplanned absence:

Please telephone the office at the Acton Site. Your message is then forwarded to the Brent or the Croydon site.

(3) Leaving the school

Please submit the form 'Notice of Leaving'. Forms are available at each site. If the reason for leaving is return to Japan and the form is submitted at least two weeks before the last attendance, 'Proof of receipt of textbooks' and 'Certificate of Enrolment' will be issued. If 'Notice of Leaving' is not submitted by the deadline and the enrolment carries over to the next term, lessons fees will incur.

(4) Health and First Aid

At each site, we have a school nurse with the first aid qualification. However, by law, it is not allowed to give painkillers, any medical treatment and transfer to hospitals/clinics. Therefore, please ensure you can be contacted on lesson days (Saturdays) in case of emergency.

(5) What to bring to school

Japanese textbooks (designated textbooks for the Japanese Language course), a pencil case, pencils, notebook, a rubber, a Japanese dictionary (Primary Year 3 or older), supplementary materials (Japanese drill books, kanji drill books, workbooks, other documents), a ruler, a water bottle, and anything asked for by the class teacher.

*Anything that has nothing to do with lessons, such as a snack, soft drink, games, is forbidden. Please ensure to write a name on everything.

(6) Envelopes for absence

Please submit three A4 size envelopes to the class teacher on the first day at school. (Please write the address and the name clearly, and put a stamp for 'Large First Class' on each envelope. Please write 'First' in red.) These envelopes will be used to send any handouts or homework in case of absence. If the weights exceeds 100g, these will be sent in two envelopes.

Please ensure used envelopes will be replaced so that the class teacher has 3 envelopes at any time.

(7) ID card

Please wear an ID card when you are in school, and also ensure your child/children carry their ID card in their school bags.

(8) Help and Advice on Education

We are willing to help with any queries about studying with us or any affairs after your return to Japan. Please contact the school office.

(9) Others

Each site has its own rules for attending school, borrowing books from the library, timetables, classroom location and Class Council activities. Please ask at the staff room of each site.

Your help and cooperation is essential for the smooth running of the school. Please follow the rules for each site, and assist the school with tasks that might be necessary.

8. What is it like to study at the Japanese Saturday School in London?

- Lessons take place in Saturday mornings.
- Approximately 40 Saturdays a year.
- The subject taught is Japanese.
- There are 3 sites: Acton, Brent, Croydon
- Courses consist: Primary, junior high, high school and Japanese language (High School and Japanese language courses are in Acton site only.)
- Currently 1,257 pupils/students are enrolled.

School Q & A

Q: What textbooks are used?

A: For primary and junior high school courses, Mitsumura Tosho publishing textbooks, for high school courses, Chikuma Shobo publishing ones are used.

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Q: How lessons are delivered?

A: A class teacher delivers a whole class lesson. Lesson plans are based on the Japan's national curriculum and the designated textbooks are used, while various tasks are devised to make the most of the limited time.

Q: Are there any events?

A: There are events that give our pupils/students opportunities to experience Japanese school life, e.g. entrance ceremony, graduation ceremony, sports day, parents' consultation and lesson observation by parents.

Q: What is the Japanese Language course?

A: It is the course for students who wish to learn Japanese as a 2nd language. Currently we have 8 classes for different abilities.

Q: What is the school catchment area?

A: There are 3 catchment areas. Roughly, it is west/north west/south west London for Acton site; north/north east/east London for Brent site and south/south east London for Croydon site. Please refer to 'School Catchment Areas' for details.

Q: Is there a school bus?

A: There is no school bus, however, a parents group run a voluntary school bus for part of the school route. Please contact the site manager for details.

Q: What are parents/guardians are expected to do?

A: The number of lessons at the school is approximately 1/3 of what the Ministry of Education has set for the

standard education. Therefore, support at home is essential. Key concepts are taught at school and revision, consolidation and application should be done at home. Pupils'/students' academic progress depend on mutual cooperation. In addition, it is essential for all parents/guardians to be involved with any school action run by the 'Class Council'. (E.g. safety watching rota)

Q: How are the school terms and long holidays organised?

A: School year starts in April and ends in March, and there are 3 terms. There spring, summer and winter holidays. Please refer to Lesson dates 2019 (page 8) for this year's schedule.

Q: Can I contact the school during the week?

A: All the queries are handled at the office in Acton site. It is open from Tuesday to Friday but closed on Mondays. Tel: 020-8993-7145, E-mail: sat-london@thejapaneseschool.ltd.uk

For queries on admission, mid-term admission, please refer to 'Admission, Mid-term admission, Leaving school Q & A' (page 15)

9. Admission, mid-term admission, leaving school Q & A

Q: Is mid-term admission possible at any time?

A: An enrollment guidance meeting is held at Acton site approximately once a month. Attending to the meeting and an interview with your child are necessary.

Q: What is the procedure for admission?

A: Admission is open at any time. Please take the following steps.

- ① Visit the school homepage, select 'Admission' and download the admission application form & the personal questionnaire and complete them.
- ② Send the documents to school by e-mail. (This should be after you have a fixed address.)
- ③ Attend the guidance meeting.
- ④ Your child attends an interview. (Time and date are to be discussed.)
- ⑤ Receive an admission certificate. (It will be handed out on the first lesson day.)

*If there is no one on the waiting list, your child can attend the school from Saturday of the week when you attend a guidance meeting.

Q: Are textbooks provided?

A: Textbooks are provided to all the pupils/students registered. If you are arriving from Japan and your child is of primary or junior high school age, please collect textbooks from Japan Overseas Educational Services. (Tokyo office: 03-4330-1341, Osaka office: 06-6344-4318).

Q: How much are the entrance and lesson fees? How can I pay?

A: Admission fee is £195/child. (This is payable only once at the time of admission.) Lesson fee is £218/term and £654/year per child. For pupils/students registered in Acton site, there is an additional £4/term maintenance fee. All the fees must be paid within 10 days of the start of the term via Internet banking. In case of mid-term admission, fees must be paid within 10 days of admission. This will be explained in the guidance meeting.

*There is no discount or day rate available for admission/leaving school at mid-term. Once paid, there is no refund is available.

Q: What is the procedure for reporting change of address/telephone number?

A: Please report any change in address, telephone number and school, using the prescribed forms. Please hand the form to the class teacher or in the school office of the site your child is attending. Please ensure envelopes for absence are replaced to reflect the change.

Q: What is the procedure for leaving the school?

A: When you know your child is going to leave school, e.g. for returning to Japan, please report to the class teacher or the office of the site immediately by submitting the prescribed form 'Notice of leaving the school'.

This form is available at each site. If you are returning to Japan, we issue various documents, e.g. Proof of providing textbooks. If you have any queries on admission and leaving, please contact the main office.

Tel: 020-8993-7145 E-mail: sat-london@thejapaneseschool.ltd.uk

Q: My child will be Year 1 next year. What is the procedure for enrolment?

A: For primary and Japanese Language courses, 'Requirements for application' will be put up on our homepage in early December. Please read it carefully and make necessary preparation. Every year, we are open to applications from January.

Date	Events	Management
Apr 13	A new academic year starts with no of: pupils 1,331, temporary teachers 3, teachers 76 (70 classes)	Board chairman: Hiroshi Hattori (Nippon Yusen) Committee leaders: Shunsuke Yanami (Toshiba Europe) Junichi Ishikawa (Toshiba Europe) Teacher: Takashi Sato (Hokkaido)
Apr 14	A new academic year starts with no of: pupils 1,404, temporary teachers 3, teachers 77 (71 classes)	Board chairmen: Masaharu Nakano (Mitsubishi Tokyo UFJ Bank) Masato Miyaji (Mitsubishi Tokyo UFJ Bank) Committee leader: Ken-ichi Hosomi (European Mitsui Sumitomo Bank) Deputy principal: Yoshikazu Saiki (Tokyo)
Apr 15	A new academic year starts with no of: pupils 1,331, temporary teachers 3, teachers 76 (70 classes) Due to the change of site, Finchley site has changed to Brent site. 50 th anniversary of the Japanese committee.	Board chairman: Hironobu Ishikawa (Mitsui & Co. European Ltd.) Committee leader: Naoki Iizuka (NEC Europe) 9 th school principal: Tokikazu Aoki (Ehime Pref, Senior staff)
Apr 16	A new academic year starts with no of: pupils 1,284, temporary teachers 3, teachers 75 (69 classes) A visit from Mrs Abe, wife of Prime Minister Abe	Board chairman: Takushi Nakai (Nippon Yusen) Committee leader: Minoru Shinohara (Nomura International plc.) Teacher: Yoshihisa Nakano (Nara Pref. Senior staff)
Apr 17	A new academic year starts with no of: pupils 1,261, temporary teachers 2, teachers 77 (71 classes)	Board chairman: Masahiro Kuwahara (Mitsubishi Tokyo UFJ Bank) Committee leader: Kazuo Abe (Hitachi Europe) Executive director: Satoshi Takenaka Manager: Takaki Kashiwabara Deputy principal: Takao Takahashi (Miyagi Pref, Senior staff)
Apr 18	A new academic year starts with no of: pupils 1,291 temporary teachers 3, teachers 77 (71 classes)	Board chairman: Atsushi Kume (Mitsui & Co. European Ltd) Yasuyuki Fujitani (Mitsui & Co. European Ltd.) Committee leader: Koji Nagamine (Mizuho Bank plc.) 10 th principal: Masato Sawabe (Osaka, Senior staff) Deputy principal: Takao Higashiwada (Miyagi, Senior staff)
Apr 19	A new academic year starts with no of: pupils 1,257,	Board chairman: Keiji Kubota (Nippon Yusen) Committee leader: Yuichi Ishizuka (Canon Europe Ltd.)

temporary teachers 3, teachers 75 (69 classes)	Executive director: Masakatsu Nishihara
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11. The Japanese Saturday School in London Class Council & Council Rules

1. Title and Executive Office

This council is called 'The Japanese Saturday School in London Class Council' for Acton site; 'The Japanese Saturday School in London Class Council' for Brent site; 'The Japanese Saturday School in London Class Council' for Croydon site and an executive office is situated in each site.

2. Aim

This council's aim is to promote cooperation between the school and parent/guardians and to support all the pupils/children to grow healthily and happily.

3. Activities

This council engages in the following activities.

(1) Help and support educational activities as and when requested by the school. (2) Any other activities necessary for our aim.

4. Organisation and committee members

This council is formed by parents/guardians of the pupils/students registered in The Japanese Saturday School in London, qualified teachers and other teachers, including the elected roles:

- (1) Council chairman 1 chairman/site (selected by council members)
- (2) Deputy council chairman A few chairmen/site (one must be the site principal)
- (3) Council members Approximately 2 members/class (selected from each class)

5. Term

(1) The term of each member is 1 year. Re-election is permitted.

6. Duty

- (1) Council chairman Represent the council and summon meetings
- (2) Deputy council chairmen Assist the council chairman, and act on behalf of the chairman should he/she is not available.
- (3) Council members Represent the parents/guardian of each class, and be part of the class council and any other groups.
- (4) Parents/guardians Be part of the whole councils.

7. Meeting

This council holds the following meetings, and discusses the necessary matters and acts on them. Attendees for each meeting are, in principle, as follows.

- (1) General meeting All members.
- (2) Class council meeting chairman, deputy chairmen, the school principal, the acting principal, Site principals, council members, the head of school affairs and a school nurse.

8. Fee

There is no fee.

9. Additional notes

This council rules can only be amended if it is discussed and approved by the councils of each site followed by approval at a sites liaison meeting.