Guidebook for Elementary Schools for Foreign Parents/Guardians

HOGOSHA — parents/guardians, whoever responsible in raising the child.
保護者 — 親や家族など、その子どもを責任を持って育てている人のことです。

Cap
First grade pupils should wear a yellow cap.
帽子
1年生は黄色い帽子をかぶります。

Shoes and socks
Pupils should wear socks and sports shoes which the child can put on by him/herself.
くつした と くつ
必ずくつしたをはき、自分で脱いだりはいたりできる運動ぐつを使います。

LANDOSERU
"Landoseru" is a school knapsack used by elementary school pupils to carry textbooks, notebooks, pencil case, lunch mat, etc.
ランドセル
教科書やノート、ふで箱、テーブルクロスなど、学校で使うものを入れます。

What to wear
Pupils should wear casual clothing that is easy to put on and take off.
学校へ着ていく服
自分で脱いだり着たりでき、汚れてもいいもの、動きやすいものを着ます。

Burglar alarm
防犯フザー

Handkerchief
Pupils should have their handkerchief in his/her pocket.
ハンカチ
服のポケットにいれましょう。
Table of Contents

1. Procedures for Starting School 2
2. A Day in School 4
3. The Role of Parents/Guardians at Home 5
4. Annual Schedule 7
5. Activities Involving Parents/Guardians 9
6. Things Used at School 10
7. Preparation Before School Starts 12
8. School Rules 12
9. Health 13
10. Costs 14
11. Communication Between School and Family 15
12. Educational Terms 17
13. Educational Counseling 19

This guidebook provides general information about the public schools in Mitaka city. Be sure to attend the school orientation of the school in which your child will enroll, in order to get necessary specific information!
1. Procedures for Starting School

Every child who is six years old on April 1, should enter elementary school (SHOUGAKKOU) within the month. Preparation starts in October of the previous year.

① before October School Entrance Application for Foreign Children

If a child’s nationality is not Japanese, parents/guardians need to apply for school entrance at the local Municipal Board of Education (KYOIKU IINKAI). Visit the School Affairs Section (GAKUMU-KA) on the first floor of the Education Center for an application. Bring the child’s Certificate of Alien Registration or passport for application. (School Affairs Section TEL 0422-45-1151 ext. 3232/3233) If a child holds Japanese nationality, this application is not necessary.

② around November Pre-School Medical Check-up

Children should have his/her medical check-up at the school in which he/she will enroll. Those who have applied for school entrance will receive an invitation for their check-up.

③ around January Guidance Letter for Entering School

“Guidance letter for entering school (SHUUGAKU TSUCHI)” will be sent by mail to all pupils who will enroll in April. There will be a postcard inside the envelope which parents/guardians should fill in the necessary information and send back to the board of education. The guidance letter for entering school (SHUUGAKU TSUCHI) should be kept and brought to school on the entrance ceremony day.

④ January or February School Orientation

Every school has school orientation in January or February. Parents/guardians must participate in the school orientation at the school where his/her child will enroll. Important information such as what to prepare for, before school starts will be explained.

⑤ April Entrance Ceremony (NYUUGAKU SHIKI)

The Entrance Ceremony will be held in April. Parents/guardians must bring the guidance letter for entering school (SHUUGAKU TSUCHI).
Child Guidance Card  “JIDOU SHIDOU CARD”

Parents/guardians should fill in information about their child and submit it upon entering elementary school.

Child Guidance Card

○ Name and age (grade) of the child, parents/guardians and other family.

○ Contact Numbers in Case of Emergency

Write the telephone numbers of the person who can come to pick up the child when he/she gets sick, injured, or in the case of an emergency. Parents/guardians will need to provide phone numbers for 3 or 4 contacts who can be responsible in taking care of the child.

○ Important Information for the Teachers

Inform the teacher if the child has any health problem such as food allergy or health concerns.

If the child has difficulty with the Japanese language, it should also be mentioned here.

Ex 1) アンナは にほんごが じょうずに はなせません。
ゆっくり はなすと わかります。
Anna cannot speak Japanese well but understands if spoken slowly.

Ex 2) ケンイチは ともだちと にほんごで おしゃべりしますが、
ほんを りかいしたり むずかしいことは わかりません。
Ken-ichi can communicate with his friends fluently in Japanese, but has difficulty in reading books or understanding difficult expressions.

○ Requests on the Child’s Education

Ex) つうやくが ひつよう です。
He/she needs an interpreter.

※ If the parents/guardians are not confident about their Japanese, it should be mentioned here also.

Ex 1) わたしは、ひらがなと カタカナは、よめます。
かんじは むずかしいです。
I can read Hiragana and Katakana, but cannot read Kanji.

Ex 2) わたしは、にほんごが、あまりわかりません。
I cannot understand Japanese well.
2. A Day in School

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15~</td>
<td>Go to School (TOUKOU)</td>
<td>- children should take the designated route to school (TSUUGAKU RO).</td>
</tr>
<tr>
<td>8:25</td>
<td></td>
<td>- parents/guardians should inform the school if the child will be late or absent. (→ p.15)</td>
</tr>
<tr>
<td>8:30~</td>
<td>Meeting (SHUUKAI)</td>
<td>- Every pupil (JIDOU) must attend this meeting held at the gym or school ground to listen to the teachers speak.</td>
</tr>
<tr>
<td>8:45</td>
<td>Morning Homeroom (ASA NO KAI)</td>
<td>- morning homeroom is held in each class. The teacher will announce important information of the day’s activities.</td>
</tr>
<tr>
<td>8:45~</td>
<td>Classes (JYUGYOU)</td>
<td>- All subjects are taught by the homeroom teacher (TAN-NIN).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- There will be 4 classes in the morning, 45 minutes each. The subjects vary according to the day of the week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- There will be a 5 minute break (YASUMI JIKAN), and a longer break of 25 minutes (NAKA YASUMI). Children can go to the rest room during break time.</td>
</tr>
<tr>
<td>12:25~</td>
<td>School Lunch (KYUUSHOKU)</td>
<td>- School lunch is provided by the school. Parents/guardians pay for the cost. (→ p.14)</td>
</tr>
<tr>
<td>13:05</td>
<td></td>
<td>- The children will take turns serving lunch to their own class.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(KYUUSHOKU TOUBAN)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- There are days with no lunch. The lunch schedule will be announced through letters from school (OSHIRASE).</td>
</tr>
<tr>
<td>13:05~</td>
<td>After Lunch Break (HIRU YASUMI)</td>
<td></td>
</tr>
<tr>
<td>13:45</td>
<td>Cleaning Time (SOUJI)</td>
<td>- Pupils and teachers will clean the classrooms and school grounds.</td>
</tr>
<tr>
<td>13:45~</td>
<td>Classes (JYUGYOU)</td>
<td>- There are days with no classes in the afternoon.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Afternoon Homeroom (KAERI NO KAI) – The class teacher will distribute letters from school (RENRAKU PURINTO) and announce important information about the next day or other matters related to school life (GAKKOU SEIKATSU) such as friendships, cleaning times, school lunch, breaks, etc.</td>
</tr>
<tr>
<td></td>
<td>Going home (GEKOU)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After classes (HOUKAGO)</td>
<td></td>
</tr>
</tbody>
</table>

**GAKUDOU CLUB** — Pupils whose parents/guardians are not at home after school can join the Gakudou Club. Application needed. (→ Community Welfare Council TEL: 0422-45-1151 ext 3511)
3. The Role of Parents/Guardians at Home

① The role of parents every day after school

1. Check the Correspondence Notebook (RENRAKU CHO) (→p.15)
   • The Correspondence Notebook (RENRAKU CHO) is used for pupils to write down important announcements from school, and for the communication between teachers and parents/guardians.

2. Check all Letters from School (RENRAKU PURINTO)
   • Important information about school activities and class schedules will be announced through letters from school (RENRAKU PURINTO. Also called “OTAYORI” or “OTEGAMI”)

3. Help your child’s Homework / Assignments (SHUKUDAI)
   • Grade one pupils usually have homework such as practicing Hiragana and Kanji, or counting/calculating.
   • They also have assignments called ONDOKU, meaning reading aloud their Japanese (KOKUGO) text book (KYOKASHO).

4. Preparation for the next day
   • Parents/guardians should support their child in preparing for the next day. Parents and child must check what is written in his/her Correspondence Notebook (RENRAKU CHO) and be sure everything is put inside their LANDOSERU.
   • Be sure to prepare the appropriate textbooks and notebooks, since subjects studied each day vary according to the day of the week.

What are the subjects on Monday?

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② Necessary items for school

- Check on the schedule for items needed to be brought to school. For example, swimming suit, KENBAN harmonica, flute, ruler, etc. Parents/guardians should buy or prepare on the said schedule.

③ Wash on weekends and bring them on Monday

- Every Friday, pupils must take home their PE uniforms and indoor-shoes.
- The child in charge of school lunch (KYUUSHOKU TOBAN), will need to take home the school apron.
- Wash these and be sure the child will return them to school on Monday.

④ If the child will be late or has to leave early...

- Parents/guardians must inform the school if their child will be late for school (CHIKOKU) or have to leave school early (SOUTAI). (→ p.15)
- If the child is arriving late for school (CHIKOKU), parents/guardians should accompany them to school.
- If the child has to leave school early (SOUTAI), parents/guardians should pick them up.

"Teachers will be worried if they cannot find the pupil in school, so always be sure to inform them!"
## 4. Annual Schedule

Schools are closed on Saturdays, Sundays and National Holidays.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Entrance Ceremony (NYUGAKU SHIKI) - Ceremony to celebrate newly enrolled first grade pupils.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICHI GAKKI</td>
<td>Opening Ceremony (SHIGYOU SHIKI) - Ceremony of the first day of the semester.</td>
</tr>
<tr>
<td>(4/7～7/20)</td>
<td>Physical Check-up (SHINTAI SOKUTEI) - Pupil’s height and weight will be measured. Also pupils’ health will be examined by a doctor.</td>
</tr>
<tr>
<td></td>
<td>Closing Ceremony (SHUUGYOU SHIKI) - Ceremony of the last day of the semester. Pupils will receive their school report (TUUCHI HYOU). (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Break</th>
<th>There will be a swimming class (SUIEI SHIDOU) at school for a certain period during summer break.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATSU YASUMI</td>
<td>Pupils will have Summer Assignments. Assignments should be submitted on the first day of the second semester.</td>
</tr>
<tr>
<td>(7/21～8/31)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Opening Ceremony (SHIGYOU SHIKI) – There will be a “Pick-up Drill (HIKITORI KUNREN) (2) after the opening ceremony.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI GAKKI</td>
<td>Closing Ceremony (SHUUGYOU SHIKI)</td>
</tr>
<tr>
<td>(9/1～12/24)</td>
<td>Pupils will have Winter Assignments. Assignments should be submitted on the first day of the third semester.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Break</th>
<th>Opening Ceremony (SHIGYOU SHIKI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUYU YASUMI</td>
<td>Ceremony of the last day of the school year (SHUURYOU SHIKI)</td>
</tr>
<tr>
<td>(12/25～1/7)</td>
<td>Graduation Ceremony (SOTSUGYOU SHIKI) – Ceremony to celebrate the graduation of the sixth grade pupils.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Opening Ceremony (SHIGYOU SHIKI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN GAKKI</td>
<td>Ceremony of the last day of the school year (SHUURYOU SHIKI)</td>
</tr>
<tr>
<td>(1/8～3/20)</td>
<td>Graduation Ceremony (SOTSUGYOU SHIKI) – Ceremony to celebrate the graduation of the sixth grade pupils.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Break</th>
<th>After the Spring Break, all pupils will proceed to the next grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARU YASUMI</td>
<td></td>
</tr>
<tr>
<td>(3/21～4/6)</td>
<td></td>
</tr>
</tbody>
</table>

(1) **School report (TUUCHI HYOU)** – The school report is to show the parents/guardians the grades of each pupil. School reports have names such as “AYUMI” or “YUME”. They are given to the pupils on the closing ceremony (SHUUGYOU SHIKI) and should be returned to school on the next opening ceremony (SHIGYOU SHIKI) with the parents/guardians’ “HANKO” (3)

(2) **Pick-Up Drill (HIKITORI KUNREN)** – The Pick-up Drill is a simulation drill for an emergency such as earthquakes. Parents/guardians should go to school to pick up their children.

(3) **HANKO** – Parents/guardians should press their HANKO to the space where it says “保護者印” or with the mark ㊞. Signature is not accepted.
School Activities (GYOJI)

- **Sports Day (UNDOKAI)** – Sports day is an event for pupils to enjoy sports activities such as short distance race, relays, and dancing. All pupils will participate. Parents/guardians are also invited.

- **Field trip, Excursion (ENSOKU)** – Pupils will bring a packed lunch (OBENTOU) from home and visit places outside the school.

- **Nature Class (School Trip) (SHIZEN KYOUSHITSU, SHUUGAKU ROKYOU)** – All 6th graders will go out on an overnight trip.

- **Musical & Theatrical Performances (GAKUGEI KAI)** – Pupils of each grade will present a theater piece. All pupils and parents/guardians are invited.

- **Music Day (ONGAKU KAI)** – Pupils of each grade will perform songs or play musical instruments. All pupils and parents/guardians are invited.

- **Exhibition (TENRAN KAI)** – All pupils will present their art work. All pupils and parents/guardians are invited.

- **Presentation of Study (GAKUSHUU HAPPYOU KAI)** – Pupils will exhibit or present work such as a drawing, poem or written reports made in class. All pupils and parents/guardians are invited.

- **Swimming Classes** – There are swimming classes as part of PE, between June and September. On that day before going to school, parents/guardians should take the temperature of their child, record it in the “Swimming Card” (SUIEI Card), press their HANKO and make sure the child submits the card to school.
Communication with the homeroom teacher (TAN-NIN) and other parents are very important.

① Parent/Teacher Meeting (HOGOSHA KAI)

Parent/Teacher meeting (HOGOSHA KAI) is held once in every semester. Parents/guardians and the homeroom teacher (TAN-NIN) will discuss topics such as students’ studies and activities in school and how the students spend their time after school.

② Open Class (KOUKAI JYUGYOU)

Parents/guardians can visit and observe classes during the Open Class day in order to know how their children are doing. They can also observe break time and lunch hour.

③ Individual Interview (KOJIN MENDAN)

Parents/guardians can talk individually with the homeroom teacher.

This is a good opportunity for non-Japanese parents to talk with the teacher. You can ask the teacher to speak slowly using simple Japanese. You can also ask any questions regarding your child.

④ Home Visitation (KATEI HOUMON)

The homeroom teacher will visit the house of his/her students to talk with the parents/guardians.
6. Things Used at School

The full name of your child must be written on every item.

① Things provided by the school

<table>
<thead>
<tr>
<th>Name tag</th>
<th>Cap</th>
<th>Text books</th>
</tr>
</thead>
<tbody>
<tr>
<td>名札</td>
<td>帽子</td>
<td>教科書</td>
</tr>
<tr>
<td>name tag</td>
<td>cap</td>
<td>text books</td>
</tr>
</tbody>
</table>

Notebooks for each subject will be provided by the school. When the pupil uses up the first notebook, his/her parent must buy a new one.

② Things to prepare for that the school requires.

<table>
<thead>
<tr>
<th>Indoor shoes &amp; bag</th>
<th>Disaster protection hood &amp; bag</th>
<th>P.E. wear, red &amp; white cap, P.E. bag</th>
</tr>
</thead>
<tbody>
<tr>
<td>うわばき うわばき入れ</td>
<td>防災ずきん ふくろ</td>
<td>体育着 紅白帽 ふくろ</td>
</tr>
<tr>
<td>indoor shoes &amp; bag</td>
<td>disaster protection hood &amp; bag</td>
<td>P.E. wear, red &amp; white cap, P.E. bag</td>
</tr>
</tbody>
</table>

Second hand is fine, you don't need to buy these new.
### ③ Things to prepare for when school starts

<table>
<thead>
<tr>
<th>用品</th>
<th>日文名称</th>
<th>英文名称</th>
</tr>
</thead>
<tbody>
<tr>
<td>運動靴</td>
<td>運動ぐつ</td>
<td>sports shoes</td>
</tr>
<tr>
<td>手さげぶくろ</td>
<td>手さげぶくろ</td>
<td>handy bag</td>
</tr>
<tr>
<td>ランドセル</td>
<td>ランドセル</td>
<td>Landoseru (school bag)</td>
</tr>
<tr>
<td>テーブルクロス ふくろ</td>
<td>テーブルクロス ふくろ</td>
<td>lunch mat &amp; bag</td>
</tr>
<tr>
<td>かさ レインコート</td>
<td>かさ レインコート</td>
<td>umbrella &amp; raincoat</td>
</tr>
<tr>
<td>ぞうきん</td>
<td>ぞうきん</td>
<td>cleaning rag</td>
</tr>
<tr>
<td>筆記用具</td>
<td>筆記用具</td>
<td>stationary</td>
</tr>
<tr>
<td>Bか2Bのエンピツ</td>
<td>Bか2Bのエンピツ</td>
<td>pencils (B or 2B)</td>
</tr>
<tr>
<td>あかエンピツ</td>
<td>あかエンピツ</td>
<td>red pencils</td>
</tr>
<tr>
<td>けしゴム</td>
<td>けしゴム</td>
<td>eraser</td>
</tr>
<tr>
<td>ふでばこ</td>
<td>ふでばこ</td>
<td>pencil case</td>
</tr>
<tr>
<td>したじき</td>
<td>したじき</td>
<td>“Shitajiki” (plastic board)</td>
</tr>
<tr>
<td>じゆうちょう</td>
<td>じゆうちょう</td>
<td>“Jiyu-cho” (plain notebook)</td>
</tr>
<tr>
<td>“Zoukin” is a stitched towel used to clean the classroom. It has a loop at the edge.</td>
<td>“Zoukin” is a stitched towel used to clean the classroom. It has a loop at the edge.</td>
<td></td>
</tr>
</tbody>
</table>

### ④ Additional things to prepare

| キャンプハーモニカ | キャンプハーモニカ | KENBAN harmonica |
| なわたび | なわたび | jumping rope |
| 水着 水泳帽 ふくろ | 水着 水泳帽 ふくろ | swimming suit, cup & bag |
| 定規 | 定規 | ruler |
| テープ のり はさみ | テープ のり はさみ | scotch tape, paste, scissors |
| クレパス 色エンピツ | クレパス 色エンピツ | crayon, color pencils |
7. Can your child do things on his/her own?

☐ Can go to the rest room on his/her own.
  Can use Japanese-style rest room.

☐ Can change clothes.
  Can take off and put on shoes.

☐ Can read and write names in Hiragana.

☐ Can reply “Hai” when his/her name is called.
  Say his/her address and telephone numbers.

☐ Can go to school taking the designated school route (TSUUGAKU RO), paying attention to the traffic lights and cars.

☐ Can eat with chopsticks and spoon.

☐ Can tell the teacher or friends when he/she has something wrong or has any problems.

☐ Can put away his/her things and umbrella on his/her own.

If your child is not yet confident with any of these, please have him/her practice before entering school!

8. Things not allowed in school

× Dying hair, wearing pierced earrings and other accessories are not allowed.

× Pupils must not bring money, food, sweets and toys to school.

× Pupils must not use bicycles to come to school.

× Pupils must advise if absent from school, or must not leave school without informing their teachers.
9. Health

The school takes care of pupils' health and safety.

① HEALTH CARE ROOM (HOKEN SHITSU)

Every school has a school clinic (HOKEN SHITSU) and a nurse (HOKEN NO SENSEI). When a child gets injured or sick, he/she will receive first aid in the HOKEN SHITSU. If necessary, the nurse will inform the parent/guardian to pick up the child.

② HEALTH SURVEY SHEET (KENKO CHOSA HYO)

A Health Survey Sheet will be given to pupils soon after entering school. Write in the parents/guardians' contact numbers in case of emergency, any medical history before entering school, and records concerning the child’s allergy and vaccination. Submit to school after filling up.

③ HEALTH CARD (KENKO KA-DO)

The health card shows the results of the physical check-up of a pupil. Parents/guardians check the results and press their HANKO before returning it to school.

④ INFECTIOUS DISEASE (KANSEN SHO)

When a pupil catches infectious diseases such as influenza, mumps (OTAFUKU KAZE), measles (HASHIKA) and chicken pox (MIZU BOSO), he/she must stay at home until the doctor gives permission to get back to school. This is to avoid infecting other children with the disease.

⑤ TEMPORARY CLOSING OF CLASSES (GAKKYUU HEISA)

When one third of the class is absent due to an infectious disease, the whole class will be cancelled.

⑥ SLEEP EARLY AND GET UP EARLY (HAYANE HAYAOKI)

Children should eat breakfast before going to school so that they can have a good, active day at school. At night, go to bed early and get enough sleep.

Children have nothing to eat until lunch. Be sure they will eat their breakfast before going to school!!
10. Costs

① Textbooks and Tuition fee
- Textbooks in elementary and junior high schools are free of charge.
  Tuition fee is also free.

② School Lunch Fee (KYUUSHOKU HI)
- The school lunch fee (KYUUSHOKU HI) must be paid.
- Parents/guardians have to open an account at the bank designated by the school,
  and the fee will be withdrawn from there.

③ Educational Material Fee (KYOZAI HI)
- Fees for education materials must be paid from time to time.
- When it is time for collection, the homeroom teacher will give the money collection
  envelope (SHUUKIN BUKURO) to each child.
- Parents/guardians should put the exact amount of money so that no change is
  needed. The child can take the envelope on the due date.

④ PTA Fees
- PTA fees are to be paid around May with the money in an
  envelope.

PTA (Parents and Teachers Association)
Every parent/guardian will be a member of the PTA. The representatives from each
grade (GAKUNEN) will lead the management of the PTA. The activities include
events of the district and safety patrols at the time children go to school and come
back home.
11. Communication Between School and Family

① Use Correspondence Notebook (RENRAKU CHO)

- When the child needs to be absent or is to come late to school, write so in the Correspondence Notebook (RENRAKU CHO) and ask his/her brother/sister or a friend to take it to school.

<example>

おはようございます。Good morning.

My child will be absent today because of illness.

きょうは びょうきで やすみます。

My child will be absent due to fever.

きょうは ねつがあるので やすみます。

My child will be late because he/she has to go to the hospital.

きょうは びょういんに いくので ちこくします。

My child has to leave early since he/she has to go somewhere.

きょうは ようじがあるので そうたいします。

I will pick him/her up after the third session.

よろしくおねがいします。Thank you very much.

Always start with “Good morning”.

Always end with “Thank you”.

- In Japanese schools, illness and injuries are regarded as the only reasons for being absent from school.

- Without informing (RENRAKU) the school of absence (KESSEKI) or of lateness (CHIKOKU), teachers may worry that the child may have met an accident. Be sure to inform the school.

- If the child cannot participate in P.E. class due to illness or injuries, write so in the Correspondence Notebook (RENRAKU CHO) to inform the teacher.

② Always check GAKUNEN DAYORI!

Pupils will receive many letters from school (RENRAKU PURINTO).

The most important is the Letter of each Grade Level (GAKUNEN DAYORI).
(The name of the letter varies between schools and grade level.)
Activities for the month and things to prepare for are written.
Always read it yourself or ask someone to read it for you for further understanding.
(→ p.5)
③ Submit application forms

When your child is going to participate in a school event or activity (GYOJI), fill out the name in the application form and let the child give it to his/her homeroom teacher.

Example:

```
○年○月○日
○○○小学校

×××のお知らせ

写入

○年○組
児童名 ○○△△
保護者名 ○○▽▽ ㊞

×××に 参加します
参加しません
```

- Cut off this line and submit the bottom part.
- Write your child’s name.
- Write the name of the parent/guardian and press HANKO if there is a ㊞ mark.
- Circle one of the two. 参加します “Will participate” 参加しません “Will not participate”

④ Contact Network (RENRAKU MOU)

Contact Network (RENRAKU MOU) is a network-type list of children’s names and contact numbers to relay the important message from school by telephone.

If there is anything you don’t understand, do not hesitate to ask other parents!
Let the school know if you cannot read Japanese!
### SUBJECTS 科目・教科

<table>
<thead>
<tr>
<th>科目</th>
<th>教科</th>
<th>国語</th>
<th>Japanese</th>
<th>図工（図画工作）</th>
<th>Art &amp; Crafts</th>
</tr>
</thead>
<tbody>
<tr>
<td>さいず</td>
<td>Mathematics</td>
<td>体育</td>
<td>Physical Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>せいが</td>
<td>Science</td>
<td>道徳</td>
<td>Moral Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>しゃかい</td>
<td>Social Studies</td>
<td>総合 (総合学習)</td>
<td>Integrated Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>おんがく</td>
<td>Music</td>
<td>善写</td>
<td>Calligraphy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☆Life Studies (SEIKATSU) is only for grade 1 & 2. Grade 3-6 will study Science (RIKA) and Social Studies (SHAKAI) instead of Life Studies.

### TEACHERS & STAFF 先生

<table>
<thead>
<tr>
<th>先生</th>
<th>担任の先生</th>
<th>School Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>校長先生</td>
<td>許任の先生</td>
<td>Homeroom Teacher</td>
</tr>
<tr>
<td>副校長先生</td>
<td>許任の先生</td>
<td>School Nurse</td>
</tr>
</tbody>
</table>

### SCHOOL FACILITIES 学校の施設

<table>
<thead>
<tr>
<th>施設</th>
<th>教室</th>
<th>school library</th>
</tr>
</thead>
<tbody>
<tr>
<td>校門・正門</td>
<td>school gate</td>
<td>school library</td>
</tr>
<tr>
<td>校舎</td>
<td>school building</td>
<td>faculty room</td>
</tr>
<tr>
<td>校庭</td>
<td>school ground</td>
<td>teachers’ room</td>
</tr>
<tr>
<td>受け付け</td>
<td>reception desk</td>
<td>corridor</td>
</tr>
<tr>
<td>げた箱</td>
<td>shoe boxes</td>
<td>gymnasium, gym</td>
</tr>
<tr>
<td>昇降口</td>
<td>entrance</td>
<td>toilet, wash room</td>
</tr>
</tbody>
</table>

### THINGS USED IN DIFFERENT SCHOOL ACTIVITIES 道具

<table>
<thead>
<tr>
<th>道具</th>
<th>包含</th>
<th>booklet, guidebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>お弁当</td>
<td>packed lunch</td>
<td>change of clothes</td>
</tr>
<tr>
<td>水筒</td>
<td>flask, water bottle</td>
<td>jacket, coat</td>
</tr>
<tr>
<td>しきもの</td>
<td>picnic sheet</td>
<td>underwear</td>
</tr>
<tr>
<td>おてふき・おしぼり</td>
<td>small damp towel to wipe hands</td>
<td>umbrella and rain coat</td>
</tr>
<tr>
<td>ビニール袋 (スーパーの袋)</td>
<td>plastic bag (supermarket bag)</td>
<td>umbrella left at school for sudden rain</td>
</tr>
</tbody>
</table>
### SCHOOL SUPPLIES  学用品
<table>
<thead>
<tr>
<th>Japanese</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>えんぴつけずり</td>
<td>pencil sharpener</td>
</tr>
<tr>
<td>粘土</td>
<td>clay</td>
</tr>
<tr>
<td>粘土板</td>
<td>clay board</td>
</tr>
</tbody>
</table>

### SCHOOL LIFE  学校生活
<table>
<thead>
<tr>
<th>Japanese</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>学習</td>
<td>to learn, to study</td>
</tr>
<tr>
<td>学級、クラス</td>
<td>class</td>
</tr>
<tr>
<td>男・女</td>
<td>boy / girl</td>
</tr>
<tr>
<td>低学年</td>
<td>grade 1 &amp; 2</td>
</tr>
<tr>
<td>中学年</td>
<td>grade 3 &amp; 4</td>
</tr>
<tr>
<td>高学年</td>
<td>grade 5 &amp; 6</td>
</tr>
<tr>
<td>班</td>
<td>squad, group</td>
</tr>
<tr>
<td>当番</td>
<td>on duty, shift</td>
</tr>
<tr>
<td>係</td>
<td>person in charge</td>
</tr>
<tr>
<td>日直</td>
<td>on day duty</td>
</tr>
<tr>
<td>読書</td>
<td>reading books</td>
</tr>
<tr>
<td>読書週間</td>
<td>book reading week</td>
</tr>
<tr>
<td>自主勉強</td>
<td>self-study</td>
</tr>
<tr>
<td>名簿</td>
<td>list of names</td>
</tr>
<tr>
<td>チャイム</td>
<td>chimes</td>
</tr>
<tr>
<td>起立・着席</td>
<td>Stand up, sit down</td>
</tr>
<tr>
<td>校歌</td>
<td>school song</td>
</tr>
<tr>
<td>めあて</td>
<td>objective, purpose</td>
</tr>
</tbody>
</table>

### HEALTH  保健
<table>
<thead>
<tr>
<th>Japanese</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>手洗い</td>
<td>wash hands</td>
</tr>
<tr>
<td>うがい</td>
<td>gargle</td>
</tr>
<tr>
<td>平熱</td>
<td>normal temperature</td>
</tr>
<tr>
<td>排便</td>
<td>stool</td>
</tr>
<tr>
<td>検便</td>
<td>examination of the feces</td>
</tr>
<tr>
<td>尿検査</td>
<td>urinalysis</td>
</tr>
<tr>
<td>ぎょう虫検査</td>
<td>threadworm test</td>
</tr>
<tr>
<td>予防接種</td>
<td>vaccination</td>
</tr>
<tr>
<td>つめ</td>
<td>nail</td>
</tr>
<tr>
<td>おもらし</td>
<td>wet one’s pants</td>
</tr>
<tr>
<td>虫歯</td>
<td>cavities</td>
</tr>
<tr>
<td>三角巾</td>
<td>triangular cloth to cover one’s head</td>
</tr>
<tr>
<td>チュウセン</td>
<td>apron</td>
</tr>
</tbody>
</table>
13. Where to Consult when you have Problems

① About your child’s growth or relationship with friends

・Consult your child’s homeroom teacher.
・School Counselor – You can also consult a school counselor. Contact the school to make an appointment.

② Financial Problems

・Financial Assistance for School Expenses (SHUGAKU ENJO SEIDO)
  Mitaka City has a financial support program for those who have difficulty in paying the school lunch fee or buying school supplies. Consult your child’s homeroom teacher.

③ Japanese Language Ability of your Child

・Interpreter and Japanese Language Teacher at School
  If your child has difficulty in Japanese language, he/she can avail support for a certain period such as having an interpreter while taking classes or having special Japanese language lessons. Consult your child’s homeroom teacher.

・Japanese Class for Children
  PINATTO (a volunteer organization) is supporting children who have difficulty in Japanese language. PINATTO teaches Japanese language and also provides support in their studies for some subjects.
  (→ PINATTO TEL:0422-34-5498)

④ Japanese Language Ability of the Parents

・PINATTO — Pinatto provides Japanese language lessons.
  (→ PINATTO TEL:0422-34-5498)

・MISHOP — MISHOP supports parents who have difficulty understanding letters from school. It can also send volunteer interpreters to parent/teacher meetings (HOGOSHA KAI) and other school activities. There is also a Japanese language class.
  (→ MISHOP TEL:0422-43-7812)

⑤ Professional Consultation

・Educational Consultation Desk (SOGO KYOIKU SOUDAN MADOGUCHI)
  If you want to consult a professional counselor outside the school, you can consult the Educational Consultation Desk in the Mitaka City Education Center.
  (→ TEL:0422-45-1151 extension 3291)