2022

Guide for the Parents and Students of Japanese Class at Roppongi Junior High School



The Japanese Class at

Roppongi Junior High School

6-8-16 Roppongi, Minato-ku,Tokyo 106-0032

TEL 03(3404)8855 (Teachers' office)

03(3404)8500 (Direct Line)

FAX 03(3404)8856

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(1) For Admission

Your admission is confirmed by arrival of the application form. After all the procedure is done and your admission is confirmed, conference among the student, his/her parent(s), and the principal and Japanese teacher of Roppongi J.H.S. is held.

In the conference, we assess the student's ability of Japanese and explain commuting and what to bring.

After the conference, we discuss and decide what days and periods the student comes to our class with the homeroom teacher of the enrolling school. We make an individual schedule with consideration of the lesson schedule of your enrolling school. However, it' not always possible to make it fit to your demand. We will appreciate your understanding. We will inform you the student's schedule after it is decided.

(2) For the First Day at Our Class

Your first lesson is ready to start when you get your schedule.

On the beginning, the student fills out "Emergency Card." Emergency Card is made in case of accidents and troubles. It has the address, phone number of Roppongi J.H.S, and names of the teachers of the Japanese class. The student writes to add his/her name, the address, the phone number of the school he/she is enrolled in. All the students commute to our class and home with it.

(3) What to Bring on Our Lessons

Students bring these items below.



・Notebook
・Pencils and pens
・File
・Studying materials
・Shoes for inside (Please bring them on the first day and leave them in our shoe box. Shoes should be like ones used at your enrolling school. No slippers and sandals are allowed.)

(4) Commuting

Each student comes once or twice (2 hours a day) a week depending on his/her Japanese ability.

① Lessons on the 1st and 2nd period (8:30~10:20)

If you have lessons on the 1st and 2nd period, commute to our class J.H.S. directly from home. After the lessons, go to your enrolling school. Please don't go back home for your safety.

② Lessons on the 5th and 6th period (1:50~3:20)

If you have lessons on the 5th and 6th period, commute to our class after school lunch at your enrolling school. Please make sure that your homeroom teacher knows if you go back to your enrolling school or home after the lessons.

(5) In Case Of Absence

→ **Phone call from the homeroom teacher of the school you are enrolled in is required.**

① The student's absence, leaving school early on the day of our lessons

The homeroom teacher calls us before the lesson starts if the student is absent from our lessons because of the student's reason.

② School Events / change of the school schedule

Events of the enrolling school such as tests, sports day (including practice), school festival

are given priority over our lessons.　The homeroom teacher of the enrolling school lets us know your absence before the day of the lesson.

(6) The Rules of Daily Life

Rules in our class are based on those of Roppongi J.H.S.　We talk about the rules in the admission meeting and lessons.　We may have a contact with the teachers of the enrolling school about our guidance and counselling in need.

※If you have any questions, please feel free to contact us.

