

**GUIDANCE FOR THOSE
THINKING ABOUT
ENROLLING IN MINATO
CITY MUNICIPAL
ELEMENTARY SCHOOLS**

October, 2023

Minato City

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INTRODUCTION

This guidebook, "Guidance for Those Thinking about Enrolling in Minato City Municipal Elementary Schools" was created for children and their parents/guardians with foreign background. It is available in "Easy Japanese," English, Chinese, and Korean.

The guidebook provides pre-entrance information for elementary school as well as what children will do while attending school.

We hope that it helps children, their parents/guardians and others who support them to navigate and enjoy their elementary school life in Minato City.



※ The Japanese words often used at school are listed in the chapter 15 Commonly Used Words at School. Please be familiar with those words.

1 THE JAPANESE EDUCATION SYSTEM

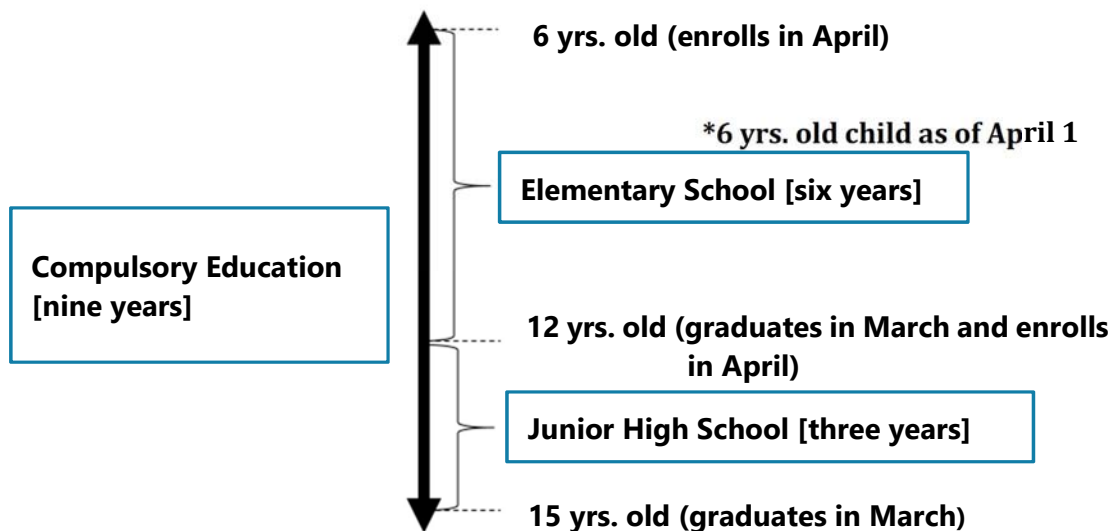
In Japan in general, the school year starts at the beginning of April and ends at the end of March. Children enter elementary school in the April following their sixth birthday and attend elementary school for six years. They go on to junior high school in the April following their 12th birthday and attend junior high school for the next three years. Those nine years are compulsory education.

Many students (who graduate from junior high school) continue their studies for another three years in senior high school. Then, after graduating from high school, they have the choice to continue their education at universities, junior colleges, vocational schools, and so on or to start their careers.

There are different types of academic institutions such as national, municipal (Minato City, Tokyo Metropolitan Government, and others), and private for them to choose from.

This guidebook is an introduction to Minato City municipal elementary school life.

"Compulsory Education"



2 PRE-ENROLLMENT TIMELINE

Detailed information will be given to parents/guardians when they go to the School Affairs Section counter to hand in the application form.

End of September	<ul style="list-style-type: none"> ●Notification of Enrollment in Elementary School is sent by mail <p>Minato City will send this letter to all parents/guardians who have registered as a Minato City resident and have children starting the first grade in April of the following year.</p>
On October 1	<ul style="list-style-type: none"> ●Enrollment Period starts <p>Parents/guardians submit their child's application at the School Affairs Section counter* in person by the deadline. Applications are not on a first-come, first-served basis.</p>
During October	<ul style="list-style-type: none"> ●School Selection Form is sent by mail <p>A school selection form will be sent to the parents/guardians who have already submitted their child's application in person, at their registered residential address. (refer to 3 School Selection System and Pre-Enrollment Procedure)</p>
Early November	<ul style="list-style-type: none"> ●Submission Period for School Selection Form starts <p>Parents/guardians fill out the School Selection Form and hand it in to the School Affairs Section counter either by mail or in person before the deadline. Please be sure to meet the deadline; otherwise, parents/guardians will not be able to choose a school.</p>
Late November	<ul style="list-style-type: none"> ●Application Status is announced <p>The number of applicants to each school will be announced on the Minato City website. Call the School Affairs Section if you have any questions.</p>
Early December	<ul style="list-style-type: none"> ●Lotteries for the Waitlist are held <p>If the number of applicants to a school exceeds the limit, Minato City will hold a lottery to decide the order of priority. This is not to determine whether or not your child can enter the school you requested. Minato City will send the result of the lottery to the parents/guardians applied.</p>
Mid-January	<ul style="list-style-type: none"> ●Attendance Notice and a Notice of the Entrance Briefing for the new first graders are sent by mail <p>Once the school is finalized, Minato City will send parents/guardians an Attendance Notification and a Notice of the Entrance Briefing for the new first graders. However, for the parents/guardians who submitted a school selection form and were placed on a waitlist, please note that it is still possible for the school to change. If parents/guardians would like to request a school that is different from the one written in the Notification due to moving or other reasons, they will need to go to the School Affairs Section to complete the procedure.</p>
February to March	<ul style="list-style-type: none"> ●Entrance Briefing for the new first graders are held at each school <p>Parents/guardians and incoming children are welcome to this informational meeting. The school will provide useful information on how to prepare for the school year. Don't miss this chance to learn more and ask questions!</p>

- Please refer to "16 Inquiries (Consultation Service)" for contact information of the section(s) in charge.

3 SCHOOL SELECTION SYSTEM AND PRE-ENROLLMENT PROCEDURE

In principle, children in Minato City are required to attend a designated school depending on where they live. However, they can make a request for one of the adjacent schools by using the "school selection system" if they prefer.

Schools that parents/guardians can make a request for (School Selection System)

The designated school and adjacent schools

You can find the list of adjacent schools on the Minato City website or ask Minato City School Affairs Section

In the event you move to Minato City from another city after the school year has started, acceptance at the requested school depends on vacancy at the time of your application.

Things to Consider when Selecting a School

Students are required to commute to school on foot, by train or by bus. They are prohibited to commute by bicycle or car. Children commute to school every day, so please take this into consideration when you select a school and check in advance how safe the route to the school is.

Pre-Enrollment Procedure when Moving to Minato City

- (1) Register as a Minato City resident at the resident registration counter* at Minato City Hall or one of the Regional City Offices*.
- (2) Fill out and submit the Application form for Foreign National Student Enrollment at the School Affairs Section counter.
- (3) Make an appointment with the school to meet the principal with your child.

※ If you have already registered as a Minato City resident, follow the procedure from step (2).

- Please refer to 16 Inquiries (Consultation Service) for contact information of the section(s) in charge.
- Please check out the website of Minato City when you need information of the resident registration counter of the Regional City Offices.
- Minato City website: <https://www.city.minato.tokyo.jp/>



4 A DAY IN ELEMENTARY SCHOOL

Daily schedule will vary by school, so please carefully read any communications from the school.

Time	Activity
8:10 -	<p><u>Going to School</u></p> <ul style="list-style-type: none"> • Students go to school. • Students will go to school on a fixed route (school route) every day. • Parents/guardians must inform the school when their child is late or absent from school. • Parents/guardians must accompany their child when going to school late.
8:30	<p><u>Homeroom (morning)</u></p> <ul style="list-style-type: none"> • Greeting and morning announcements • Occasionally all the students gather at the schoolyard or the gym as morning assembly:
8:40 -	<p><u>Classes</u></p> <ul style="list-style-type: none"> • In the morning there are four <u>45-minute</u> classes. • Students go to the bathroom during break times.
12:15 -	<p><u>Lunch time:</u> Lunch is provided by the school.</p>
12:45 -	<p><u>Lunch Break</u></p>
13:10 -	<p><u>Classes</u></p> <ul style="list-style-type: none"> • In the afternoon there are one or two <u>45-minute</u> classes. • There are days with no afternoon classes.
15:00	<p><u>Homeroom (afternoon)</u></p> <ul style="list-style-type: none"> • Announcements mostly about the next day's schedule <p><u>Leaving School</u></p> <ul style="list-style-type: none"> • Students go home. • Students sometimes clean the classrooms before going home.

※ The Japanese words often used at school are listed in the chapter 15 Commonly Used Words at School. Please be familiar with those words.

5 A YEAR IN ELEMENTARY SCHOOL

The schedule will vary by school. Please carefully read your school's schedule or ask the homeroom teacher for more details.

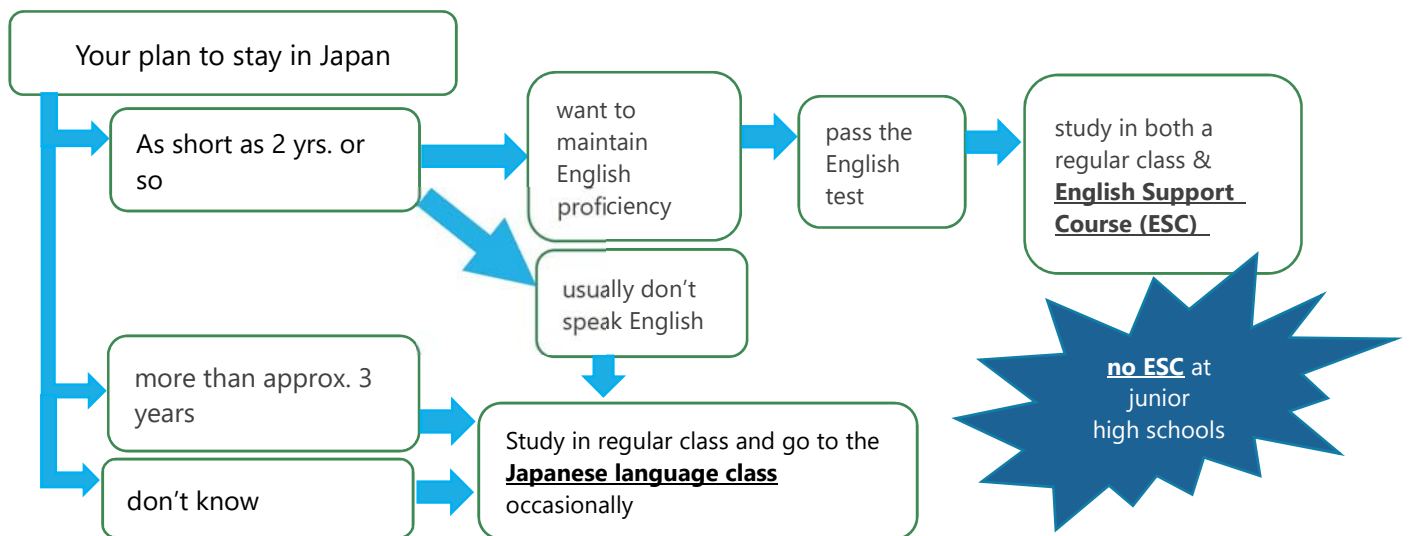
First Term		
April	Opening ceremony*1	An opening ceremony which is held on the first day of each term. All students and teachers participate.
	Entrance ceremony	A welcome ceremony for the new first graders. Parents/guardians are welcome to attend.
	Medical checkups	A doctor comes to the school and conducts several types of exams (physical, vision, etc.) to make sure that students are healthy.
	Parents/guardians meeting*2	Parents/guardians gather at the school to exchange information with their child's homeroom teacher. This is a good opportunity for parents/guardians to socialize with each other.
	Field trip/ Out-of-school excursion	Students and teachers go out, usually by bus or public transportation, to enjoy and learn about particular topics in various environments.
May	Sports day	Students participate in various sports/activities and compete. Parents/guardians are welcome to attend and cheer for them.
	Open school day*3	Parents/guardians are welcome to observe their child's classes and see how their child is doing at school.
June	Start of swimming instruction	Swimming lessons start in physical education (PE) class.
July	Parents/guardians meeting	Same as *2
	Closing ceremony*4/ summer vacation	A closing ceremony which is held on the last day of each term. All students and teachers participate. Summer vacation starts the day after the ceremony and ends at the end of August Students have homework during summer vacation.
August	School summer trip (5th grade)	The students stay overnight together, learn how to work together, and enjoy group activities in natural surroundings.

Second Term		
September	Opening ceremony	Same as *1
	Emergency pickup drill	Pickup drill in the event of disasters or emergencies: students wait for their parents/guardians at the school to come to pick them up.
	End of swimming instruction	Swimming lessons end in PE class.
	Open school day	Same as *3
October	Overnight field trip *The trip may be more than one night. (6th grade)	Students cultivate a sense of autonomy through group activities that are accompanied by overnight stays and develop an attitude that voluntarily follows group discipline and order.
November	School festival and presentation	The students present what they've been learning. Parents/guardians are welcome to attend.
December	Parent/guardian-teacher interview	This is a one-on-one meeting: parents/ guardians discuss their child's studies, activities and behavior with the homeroom teacher.
	Parents/guardians meeting	Same as *1
	Closing ceremony/ winter vacation	Same as *4 Winter vacation starts the day after the ceremony and ends at the beginning of January
Third Term		
January	Opening ceremony	Same as *1
	Open school day	Same as *3
March	Graduation ceremony	A ceremony to celebrate a student graduating from elementary school. The Parents/the guardians of the graduates are welcome to attend.
	End of school year closing ceremony/ spring vacation	An end of school year closing ceremony which is held on the last day of the third term. All students and teachers participate. Spring vacation starts the day after the ceremony and ends at the beginning of April.

* Parents/guardians dress formally (e.g. suits) when they attend an entrance or graduation ceremony. There is no dress code, but it may be helpful to ask other parents/guardians if you have any questions.

6 SELECTION OF LANGUAGE SUPPORT FOR CHILDREN

Minato City provides different ways to support for children who need some help learning Japanese language and study in Japanese. The following chart may be helpful in determining what makes most sense for your child. If you have any questions, please contact the School Affairs Section*.



English Support Course (ESC)

- Available only at Nanzan Elementary School and Higashimachi Elementary School
- "ESC" is intended to maintain students' existing English proficiency, so it may be helpful for the students who don't plan to stay in Japan for very long. The aim is not upgrade their English competence/performance. Students need to pass an English test to get into this course.
- Students learn only Japanese and Mathematics in English in the course, while they learn all other subjects in Japanese with the rest of their classmates. Homeroom teachers speak in Japanese
- ESC students can't attend "the Japanese language class" nor receive other Japanese support from school.
- Please come to the School Affairs Section at the Minato City Hall, if you would like to enroll your child in the ESC.
- Please contact the Education Research and Training Center for the details of the ESC program.
- ※ The students who plan to go to junior high school in Japan should attend "Japanese language classes" one or two times every week or take "Japanese language adaptation guidance" for two hours per week to learn and improve their Japanese skills. Take a look at [7 Language Support Classes for learning the Japanese Language](#) on the next page for further details on "Japanese language classes" and "Japanese language adaptation guidance".
- Please refer to [16 Inquiries \(Consultation Service\)](#) for contact information of the section(s) in charge.

7 SUPPORT FOR LEARNING JAPANESE LANGUAGE

There are two ways to support child learning Japanese language:
“the Japanese language class” and “the Japanese language adaptation guidance”.

*The students enrolled in “English Support Course (ESC)” are not eligible to take either of these Japanese language support.



[Considerations when making your decision]

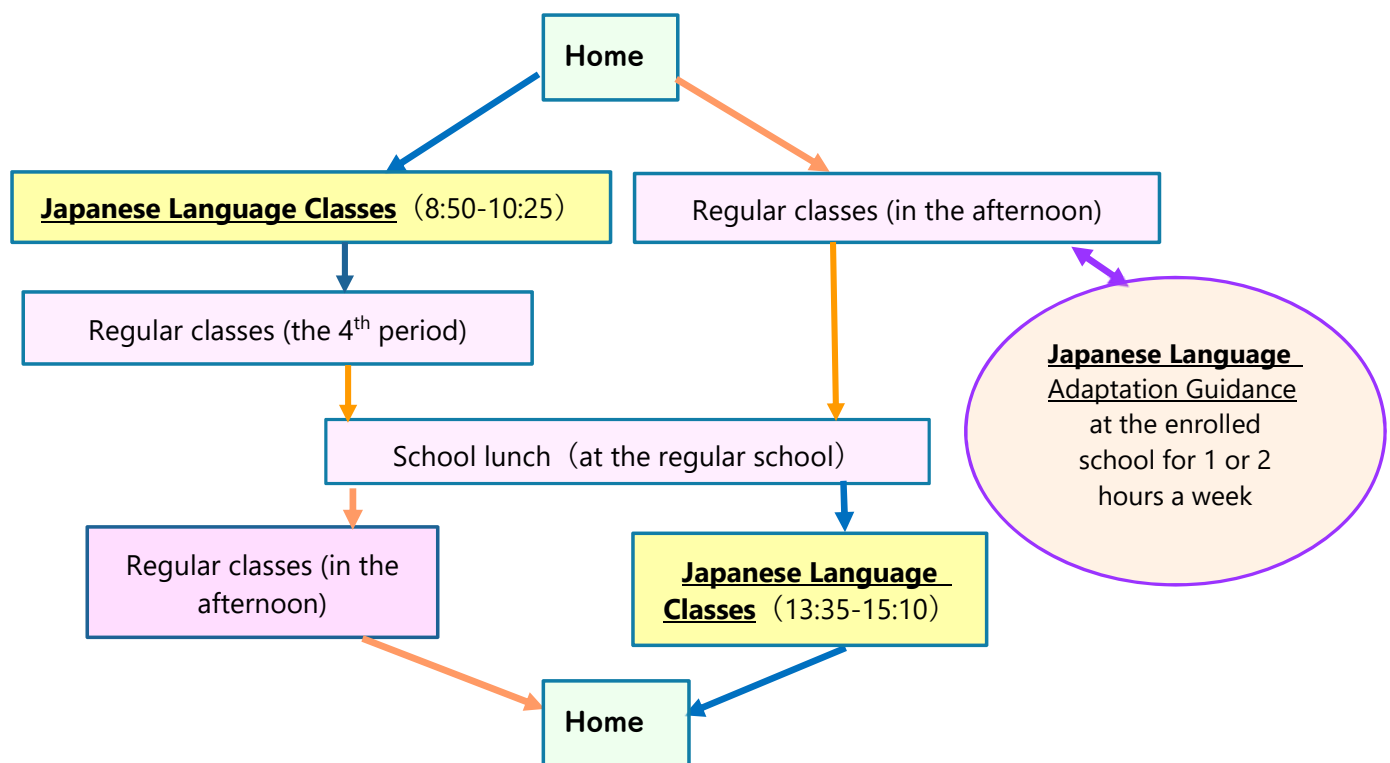
1. First consider enrolling in “the Japanese language class”.
2. It may make sense to opt for “the Japanese language adaptation guidance” in the case that you are unable to drop your child off and pick her/him up for “the Japanese language classes” which is different from his/her regular classes/school.
3. Your child can take only one of the two programs, “the Japanese language class” or “the Japanese language adaptation guidance”.

If you have any questions, ask the School Affairs Section*.

Japanese Language Classes

- While attending regular classes with other classmates, the children take the Japanese language classes separately to learn Japanese that will benefit them at school and in their daily life.
- These Japanese language classes are held only at Azabu Elementary School and Kogai Elementary School. Students not enrolled in these two schools can also take the Japanese language classes by travelling between their regular schools and either Azabu and Kogai elementary schools. Their parents/guardians then need to drop them off and pick them up.
- Students can enroll in Azabu or Kogai Elementary School if they live within the school district. Other students can request these schools by using “School Selection System” if there is a vacancy. (Please refer to [3 School Selection System and Pre-enrollment procedure](#).)
- Parents/guardians interested in enrolling their child in “the Japanese language classes” should contact their child’s school.
- Please contact the Education Research and Training Center* for the details of the Japanese language classes.

Example of weekday schedule when participating in the Japanese Language Classes from schools other than Azau & Kogai Elementary Schools :



Japanese Language Adaptation Guidance

- The students who can't attend "the Japanese Language classes" for some reasons can take "Japanese Language Adaptation Guidance" at the school they are enrolled in.
- This is a one-on-one lesson and the students learn Japanese with an experienced instructor for one or two hours a week, totally max. 48 hours per year.
- The instructor can understand the student's native language: English, Chinese, Tagalog, Korean, Nepali, Spanish, Vietnamese, Portuguese, Thai, Indonesian, Russian and Bengali are available.
- If parents/guardians are interested in "Japanese Language Adaptation Guidance", ask the homeroom teacher about it after enrollment.
- Please refer to 16 Inquiries (Consultation Service) for contact information of the section(s) in charge.

8 WHAT PARENTS/GUARDIANS DO

Things to Do Before Enrolling/On Enrollment Day

- Walk from home to school with the child so that he/she can go to school by him/herself.
- Prepare school items for the child (ref: [9 Items Used at School \(Given, Borrowed, and Purchased\)](#))
- Write the child's name on everything he/she brings to school.
- Some elementary schools use standard school attire, so you may need to purchase it.
- Fill in documents to be submitted to the school, and then submit them by the deadline(s).
- Go to the school's entrance ceremony. (ref: [5 A year in Elementary school](#))
- Open a bank account at the bank designated by the school (ref: [10 School Expenses](#))

Things to Do Every Day After Enrolling

- Call the school when the child will be absent or late.
- Read the report book and letters from the school. (ref: [13 Communication from the School](#))
- Make sure the child has done his/her homework.
- Get the child ready for school on the next day.
- When the child brings home his/her indoor shoes, gym clothes, and white apron (clothes for lunch duty), wash them and have the child bring them back to school. (ref: [9 Items Used at School](#))

Things to Do Multiple Times a Year (the school will provide information)

- There may be days when there is no school lunch. Please prepare lunch for the child to bring to school.
- Have the child bring a water bottle with him/her on hot summer days, etc. Water bottles may contain water or tea only. (No juice is allowed in the water bottle. Do not have the child bring a disposable plastic water bottle).
- Attend the parents/guardians meetings. These meetings have important messages from the child's teachers. (ref: [5 A Year in Elementary School](#))
- Attend the parent/guardian-teacher interview and talk with the child's homeroom teacher about how the child is doing. (ref: [5 A Year in Elementary School](#))
- Attend the open school and see how the child is doing at school. (ref: [5 A Year in Elementary School](#))
- Attend school events such as sports day. (ref: [5 A Year in Elementary School](#))

Other

- When parents/guardians go to the school, they must wear a name tag provided by the school.
- If the child will be late for school, make sure to accompany him/her to school.
- If the child will leave school early, it is a must to come and pick him/her up.

Things to Keep in Mind/Be Careful Of

- Children cannot bring money, sweets, toys, or games/video games, etc. to school.
- Children cannot bring a smartphone to school. (If it is absolutely necessary that the child bring a smartphone, then discuss it with his/her teacher.)

9 ITEMS USED AT SCHOOL (GIVEN, BORROWED, AND PURCHASED)

Items vary slightly depending on the school. Carefully read notices from your child's school. Talk with your child's teacher if something is unclear or confusing.

Items given by the school: All students use these items

Textbooks



Photos and illustrations in this chapter are all examples.

Items handed out by the school, but you have to pay for them later:

You cannot choose and buy these items yourself

Workbooks / Notebooks / A stationery case used as a desk drawer / Report book (ref: **13 Communication from the School**) / "Communication bag" for handouts and report books



Stationery case



Report book and Communication bag

Items borrowed from the school:

(To be returned to the school when a student graduates or transfers)

GIGA device (iPad)

- ※ Is used for learning purposes
- ※ Is used in accordance with rules set by the school



Items designated by the school, which you will purchase at designated stores

Indoor shoes / Gym clothes / White & red hat (worn during physical education class) / Swimsuit / Lunch mat and bag to put lunch mat in (used for school lunch)



Indoor shoes



Gym clothes



White & red hat

Items to purchase

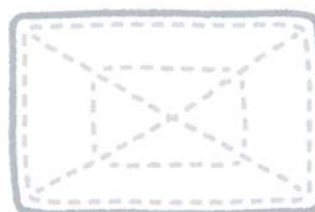
School backpack / Athletic shoes / Rags (towels used for cleaning) / Handkerchief and tissues / Masks / Raincoat / Umbrella



School backpack



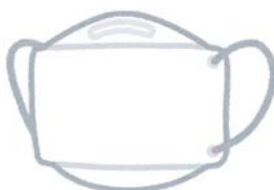
Athletic shoes



Rags



Handkerchief



Masks



Raincoat

10 SCHOOL EXPENSES

There will be school expenses, for which you will be notified in detail before you have to pay. Sometimes the money will be withdrawn from your bank account, and in some cases your child will have to bring it in person to the school. Before enrolling in a school, open a bank account at the bank designated by the school. The money will be automatically deducted from your bank account on fixed dates, so ensure that you have enough money on your account on those dates.

(1) School lunch fees	Paid monthly. Approx. 6,000 JPY/month.
(2) Teaching/learning materials fees (instrument used in music class, sewing set, paint set, etc.)	Paid monthly. Varies by school and grade. In some cases this money will be brought to the school in person.
(3) Out-of-school excursion fees (field trips, etc.)	Paid as needed. Check announcements from the school.

*You will be notified by the school when money is required for special classes or events.

11 SCHOOL EXPENSES ASSISTANCE

There is a system to assist with the costs of school supplies and school lunches, etc. for parents/guardians who, due to financial reasons, find it difficult to pay the necessary fees for their child to attend school.

Eligibility

Households that are residents of Minato City and that are receiving public livelihood assistance or Child-rearing Allowance or whose household income for the previous year falls within the standard amount set by the Minato City Board of Education*.

* If you would like to know whether you are eligible for school expenses assistance, then contact the School Administration Support Subsection*, School Affairs Section, School Education Department, Secretariat of the Board of Education.

Application Method

Eligible households will receive a "Notice regarding school expenses assistance," an "Application form," and a "submission envelope" from the school that the child is attending. Fill out the application form and bring it to the School Affairs Section counter*.

12 CHILDREN'S HEALTH/NURSE'S ROOM

- Medical checkups are held every year to check the children's health. The school will notify you if your child requires treatment, in which case you should take your child to a hospital.
- Ensure that your child "Goes to bed early, gets up early, and eats breakfast."
- There is a nurse's room in each school, and the school nurse monitors the children's health and physical condition. The school nurse does not treat illnesses, but if a child is injured or feels unwell then they can rest in the nurse's room.
- If a child is injured or becomes unwell at school, the school will contact the child's parents/guardians.
- If the school decides that it is better to take the child to a hospital, the child's parents/guardians will pick the child up from school.
- If a child has an infectious disease then they cannot go to school.
- When many children are absent from school due to an infectious disease, the school may be closed ("school closure") or a class may be closed ("class closure").
- Please refer to 16 Inquiries (Consultation Service) for contact information of the section(s) in charge.

13 COMMUNICATION FROM THE SCHOOL



<Main Items that are Distributed>

(1) School Newsletters / Grade Newsletters	Is distributed on a regular basis. The "School Newsletter" contains information from the school and future plans. The "Grade Newsletter" contains information about your child's grade and future plans.
(2) Annual event schedule	Contains the schedule for the school year. Is distributed in April, so make sure to look at what is planned for the school year.
(3) Monthly event schedule	Is distributed monthly. Contains the school's schedule for one month. Make sure to look at the monthly schedule because it may contain information not included in the annual event schedule.
(4) Application forms for participation in school events	Fill in whether or not your child will participate in out-of-school excursions or whether you will participate in parents/guardians meetings, etc., and submit to the school. Some events are only for children, others only for parents/guardians and some for both. You or your child will not be able to participate in an event if you forget to apply, so make sure to read and submit application forms.

※ In addition to the above, a variety of other information and notices will be distributed. Most of these will be in Japanese. If you cannot read them or do not understand them, then make sure to ask somebody who understands Japanese to read it to you. If you have any problems, please consult with your school's teachers.

<How the Report Book (Renrakuchou) is Used>

- In elementary schools, a "report book (Renrakuchou)" is used for daily communication between the school and parents/guardians.
- Your child will copy the content of the classroom's "report blackboard" (such as things to tell parents/guardians) on the report book.
- Important information, notices, and correspondence are written in the report book.
- You should make sure to read what is written in the report book when your child comes home.
- In addition to the report book, the school may contact parents/guardians through email, zoom, social media, or the "Manabi Pocket (app on your child's GIGA device)" portal. The school will provide you with instructions on how to register for and log into the Manabi Pocket web portal, so make sure to read the information, register, and then log in. If you don't understand how to use the Manabi Pocket web portal, then ask the school or someone who understands Japanese.

14 SCHOOL EMERGENCY CONTACT SYSTEM

There is an emergency email system that provides information from the school to parents/guardians in the event of a major disaster or if a suspicious person is found at the school or in an area where the children live. This information is sent in Japanese only.

Registration is optional, but many parents/guardians register to ensure that they receive information in the event of a disaster.

At the beginning of the school year (around April), the school will explain how to register (by distributing a notice that contains the explanation).

15 COMMONLY USED WORDS AT SCHOOL

〈Classes/subjects〉

All students from grade 1 to 6 learn those subjects except the ones with *1, *2, and *3.

Japanese	How to read	English	Japanese	How to read	English
国語	kokugo	Japanese	音楽	ongaku	Music
算数	sansuu	Math	図画工作	zukousaku	Arts and Crafts
理科*1	rika	Science	体育	taiiku	Physical Education
社会*1	shakai	Social Studies	家庭科*2	kateika	Home Economics
英語	eigo	English			
Japanese	How to read	English	Details		
生活*3	seikatsu	Life	Students study everyday life and nature.		
書写	shosha	Writing	Students write Japanese characters with a pencil or brush.		
道徳	doutoku	Morals	While talking with everyone, students consider good and bad and how to act.		
学級活動	gakkyuu katsudou	Class Activities	Everyone in the class discusses and engages in activities conducted as a class under the rules adopted by everyone in the class.		

*1 (Science · Social Studies): Grade 3-6 only

*2 (Home Economics): Grade 5 and 6 only

*3 (Life): Grade 1 and 2 only

〈Teacher〉

Japanese	How to read	English	Japanese	How to read	English
先生	sensei	teacher	担任の先生	tannin no sensei	homeroom teacher
校長先生	kouchou-sensei	principal	保健の先生	hoken no sensei	school nurse
副校長先生	fuku-kouchou-sensei	vice principal			

〈Rooms/facilities〉

Japanese	How to read	English	Japanese	How to read	English
教室	kyoushitsu	classroom	校舎	kousha	school building
校庭	koutei	schoolyard	職員室	shokuinshitsu	staff room
体育館	taiikukan	gym	図書室	toshokan	library
トイレ	toire	toilet	廊下	rouka	hall
保健室	hokenshitsu	nurse's room			

〈Events〉 Names of the events introduced in the chapter **5 A Year in Elementary School**. Please take a look at the chapter for details.

English	How to read	Japanese	English	How to read	Japanese
opening ceremony	shigyoushiki	しぎょうしき 始業式	school summer trip	kakigakuen	かき がくえん 夏季学園
entrance ceremony	nyuugakushiki	にゅうがくしき 入学式	emergency pickup drill	Hikiwatashi-kunren	ひ わたし くんれん 引き渡し訓練
medical checkups	kenkoushindoan	けんこうしんだん 健康診断	overnight field trip	idoukyoushitsu	いどうきょうしつ 移動教室
parents/guardians meeting	hogosyakai	ほごしゃかい 保護者会	school festival and presentation	gakugetai happyokai	がくげいはっぴようかい 学芸発表会
field trip / out-of-school excursion	ensoku/kougai gakushuu	えんそく / こうがい 遠足 / 校外 がくしゅう 学習	parent/guardian-teacher interview	mendan	めんだん 面談
sports day	undoukai	うんどうかい 運動会	winter vacation	fuyuyasumi	ふゆやす 冬休み
open school	gakkoukikai	がっこうこうかい 学校公開	graduation ceremony	sotsugyoushiki	そつぎょうしき 卒業式
closing ceremony	shuugyoushiki	しゅうぎょうしき 終業式	end of school year ceremony	shuuryoushiki	しゅうりょうしき 修了式
summer vacation	natsuyasumi	なつやす 夏休み	spring vacation	haruyasumi	はるやす 春休み

<School Activities>

It is useful to be familiar with those Japanese. Please check the chapters to confirm the usage.

C*: Chapter number in the guidebook

C*	English	How to read	Japanese	C*	English	How to read	Japanese	
4	parent/guardian	hogosha	ほごしや 保護者	8	gym clothes	taisougi/ taiikugi	たいそうぎ たいいく 体操着・体育 着	
	attendance	shusseki	しゅっせき 出席		9	white apron	hakui	はくい 白衣
	go to school	toukou	とうこう 登校			lunch to take to school	obentou	お弁当
	fixed route (school route)	tsuugakuro	つうがくろ 通学路			water bottle	suitou	すいとう 水筒
	going to school late	chikoku	ちこく 遅刻			leave school early	soutai	そうたい 早退
	absent from school	kesseki	けっせき 欠席			textbook	kyoukasho	きょうかしよ 教科書
	homeroom (morning)	asa-no-kai	あさ かい 朝の会	a stationery case		dougubako	どうぐぼこ 道具箱	
	morning assembly	chourei	ちようらい 朝礼	communication bag	renrakubukuro	れんらくぶくろ 連絡袋		
	class(es)	kyuusyoku	じゅぎょう 授業	white & red hat	kouhakubou	こうはくぼう 紅白帽		
	lunch (time)	hiruyasumi	ひるやす 昼休み	swimsuit	mizugi	みずぎ 水着		
	homeroom (afternoon)	kaeri-no-kai	かえり かい 帰りの会	rag	zoukin	ぞうきん		
	leave school	gekou	げこう 下校	school closure	gakkouheisa	がっこうへいさ 学校閉鎖		
clean	souji	そうじ 掃除	class closure	gakkyuuheisa	がっきゅうへいさ 学級閉鎖			
5	event	gyouji	ぎょうじ 行事	13	school newsletter	gakkoudayori	がっこう 学校だより	
	pupil	jidou	じどう 児童		grade newsletter	gakunendayori	がくねん 学年だより	
8	report book	renrakuchou	れんらくちよう 連絡帳		Manabi Pocket	Manabi pocket	まなびポケ ット	
	homework	shukudai	しゅくだい 宿題	boys	danshi	だんし 男子		
	Indoor shoes	uwabaki	うわばき 上履き	girls	jyoshi	じよし 女子		
English						How to read	Japanese	
Grade 1 and 2						teigakunen	ていがくねん 低学年	
Grade 3 and 4						chuugakunen	ちゅうがくねん 中学年	
Grade 5 and 6						kougakunen	こうがくねん 高学年	

16 INQUIRIES (CONSULTATION SERVICE)

<Inquiries about the Guidebook and Schools>

- Concerning studies and school life, first consult with your child's homeroom teacher.
- If it is difficult to consult with your child's homeroom teacher, then consult with the school counselor at the school. Ask teachers at the school about how to contact the school counselor.

[About the Guidebook]

School Affairs Section (Minato City Hall 7F)

Educational Affairs Subsection: **03-3578-2726~2729** or

School Administration Support Subsection: **03-3578-2730**

[About Schools]

Education Guidance Section (Minato City Education Center 4F): **03-5422-1541**

<General Consultations for Problems>

• **Consultation Services for Foreign Residents**

Global Community Planning Subsection, Community Promotion Section (Minato City Hall 3F):

03-3578-2046 or 2524

Available languages: Easy Japanese, English, or languages listed below via interpretation tablet.

Hours: Monday to Friday 9:00 to 17:00 except 12:00 to 13:00

[Available Languages via Interpretation Tablets]

English, Chinese (中文), Korean (한국어/조선어), Portuguese (Português), Spanish (Español), Thai (ภาษาไทย), Russian (Русский язык), Tagalog, Nepali (नेपाली भाषा), Vietnamese (Tiếng Việt), Indonesian (Bahasa Indonesia), Hindi (हिंदी), French (Français)

- Interpretation tablets are available when visiting Minato City Hall, Regional City Offices, and Minato City municipal schools.
- If you want to use an interpretation tablet at your child's school, please consult with the school's teachers in advance.

• **Minato International Association: 03-6440-0233**

Available languages and hours : Easy Japanese and English Monday to Friday 9:00 to 17:00
Chinese Tuesday 9:30 to 16:30

<Consultations about Children>

• **Minato City Education Center**

Consultations regarding worries or concerns about your child.

- In-Person Consultations: **03-5422-1545**
Monday to Friday 9:00 to 17:00
- Telephone Consultations: **03-5422-1546**
Monday to Friday 9:00 to 19:00
Saturday 9:00 to 17:00
- Online Education Consultations (Apply via the two-dimensional code to the right):
Tuesday to Friday 9:00 to 17:00

- * Simultaneous interpretation devices can be used for in-person consultations.
Telephone consultations are only available in Japanese.



**GUIDANCE FOR THOSE THINKING ABOUT ENROLLING
AT MINATO CITY MUNICIPAL ELEMENTARY SCHOOLS**

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