

## The Japanese Department at Kogai Elementary School

### 1. Introduction

The Japanese Department at Kogai Elementary School was founded to serve the needs of foreign students and returnees from overseas who are attending elementary school in Tokyo's Minato Ward.

Such students spend as much time as possible in the regular classroom, but commute to the Japanese Department for a certain number of hours each week. In the Japanese Department, teachers work with students individually or in small groups to help them acquire Japanese language and adjust to school life in Japan.

The Japanese Department is located on the fourth floor of the school, with areas for individual and group instruction as well as space for international exchange activities. To smooth the adjustment of newly arrived students, the department maintains a supply of standard Japanese school equipment, such as backpacks and gym uniforms, that can be borrowed as needed.

In addition to Japanese language learning materials, the department maintains a library of books and videos about other countries that are used by all students in the school.

### 2. Goals

We hope to raise children who: enjoy their studies. Are outgoing when speaking with teachers and other students Recognize and value the differences between people, and Value the language and culture of the country of origin.

### 3. Instruction

In the Japanese Department, we emphasize the following points:

- Making correct greetings in a variety of situations.
- Correct and clear pronunciation.
- Reading and writing in hiragana, katakana and kanji.
- Terms and expressions used in the classroom and in textbooks.
- Proper sentence structure to facilitate reading and writing.
- Understanding Japanese school customs.
- Being able to follow regular classroom instruction in all subjects such as mathematics, social studies and science.
- Promoting international understanding by providing opportunities for students to share their culture with other students.

### 4. Admission

To be admitted to the Japanese Department at Kogai Elementary School, students must:

- 1) Be enrolled in Minato Ward public elementary school;
- 2) Be unable to follow regular classroom instruction in Japanese, or have difficulties adjusting to Japanese school customs.
- 3) Have a safe means of commuting from their home school to Kogai Elementary.

In order to enroll in the Japanese Department:

- 1) Parents should make a request to the homeroom teacher and principal of the school at which their child is enrolled.

2) The principal of that school will make a formal request to the principal of Kogai Elementary School.

3) The principal of Kogai Elementary School will interview the parent and child.

☆ In general, children may remain enrolled in the Japanese Department for two years.

### 5. Schedule

In general, students enrolled at Kogai Elementary School are pulled out of the regular classroom for about one hour a day of specialized instruction in the Japanese Department. Children enrolled at other elementary schools in Minato Ward may commute once or twice a week to Kogai for two-hour lessons, a maximum of four hours of instruction per week. Each child's schedule of instruction is set in consultation with the parents and the classroom teacher.

	Mon	Tue	Wed	Thu	Fri	Sat
1	<div style="border: 1px solid black; padding: 5px;"> <p>Morning hours (8:50~10:25)</p> <p>Students come directly from home to Kogai and return to the home school.</p> </div>					
2						
3						
4						
Lunch						
5	<div style="border: 1px solid black; padding: 5px;"> <p>Afternoon hours (13:35~15:10) After lunch, students commute from the home school to Kogai and return directly home.</p> </div>					
6						

