



**SYDNEY** **JAPANESE**  
**INTERNATIONAL**  
**SCHOOL**

**International Division**

**PARENT**  
**HANDBOOK**  
**2021**

## **CONTENTS**

Introduction, Mission and Our Vision	Page 3
Our Values	Page 4
Staff Information	Page 5
Contacting Staff Members	Page 6
The Parent Teacher Association (PTA)	Page 7
School Rules	Page 8
School Uniform	Page 9
Daily Structure	Page 12
SJIS Nut Free Policy	Page 16
Assemblies	Page 17
Library	Page 18
Additional Communication Tools for Parents	Page 21
After School Activities	Page 22
Meetings	Page 25
Transport	Page 26
Primary Curriculum	Page 29
Excursions and Special Activities, Lost Property	Page 32

## INTRODUCTION

*Welcome to a new year at Sydney Japanese International School!* To make the move into the new academic year easier for you and your child we have compiled a Parent Handbook which provides you with important information, key contacts, dates and policies and instructions regarding conduct, expectations and various aspects of the systems used at SJIS. The Parent Handbook is designed to assist in a seamless transition into the new school year, for quick reference and to provide you with peace of mind that you hold all the relevant information to move forward into the start of another school year well prepared and enthusiastic.

Within SJIS there has grown a strong tradition of co-operation and friendship between parents and staff. Where the home collaborates with the school in matters of policy and practice, it is more likely that the children will be able to make the most of the educational experiences. Parents and friends of SJIS are invited to maintain close contact with the school, for it is our wish that there continues to be a very close, constructive and harmonious relationship between home and school.

## MISSION

*Sydney Japanese International School (SJIS) is one school offering two curriculums: Japanese and Australian.*

Authorised by the Japanese Ministry of Education, Culture, Sports, Science and Technology, and registered as an independent school by the New South Wales Education Standards Authority, SJIS provides a unique education which exceeds the regular Japanese and Australian curriculums.

We develop our students to be 'Kakehashi' (bridges), which connect communities and cultures, contributing both locally and to the broader global society by virtue of their exceptional bilingual abilities and cross-cultural understanding. We cultivate this experience at the SJIS campus, in a serene environment surrounded by the natural beauty of Sydney.

SJIS is dedicated to nurturing the individual learning needs of our students. We provide an enriched learning environment that empowers young people to succeed.

## OUR VISION

*Two curriculums, one school, leading to the future.*

To actively nurture our students to become mindful leaders of the future. We encourage them to be Kakehashi, connecting cultures, communities and countries, as the next generation of global citizens.

Our Aim

To equip our students with the skills to flourish as Kakehashi, who create connections and contribute to our ever changing global society.

We achieve this by focusing on three core development areas:

[Thriving in Our Global Society](#)

Students gain language skills and cultural insights through an immersive bilingual curriculum, and skilfully navigate environments and situations with resilience and confidence.

[Fostering Friendship between Japan, Australia and around the world](#)

Students develop communication skills which cultivate respect for people from diverse backgrounds and enable them to build relationships based on trust.

### [Embracing Curiosity and Creativity](#)

Students accept cultures and values wholeheartedly with an open mind, and confidently take initiative going forward.

## **OUR VALUES**

Through our values, we reflect a school community that everyone—students, teachers, and families—can be proud to be part of. These values help build our common culture. They guide us in our decisions, our day-to-day conduct and they form the basis of our school spirit.

### ***Courtesy***

*Act in a courteous manner towards others*

### ***Honesty***

*Be truthful and sincere in all your relations with others*

### ***Responsibility***

*Assume responsibility for your obligations, your actions and your belongings. Be punctual and wear the school uniform proudly*

### ***Justice***

*Seek the fairest and most just way for all*

### ***Generosity***

*Consider others in your daily activities and be generous in your thoughts, deeds and words*

### ***Perseverance***

*Continue in a course of action even in the face of difficulty*

### ***Respect***

*Be respectful of others, yourself and your environment*

## STAFF INFORMATION

LEADERSHIP TEAM		
Principal	Mr. Shinya IKAWA	shinya.ikawa@sjis.nsw.edu.au
General Manager	Mr. Masao MIYAIRI	masao.miyairi@sjis.nsw.edu.au
Deputy Principal (International Division)	Mr. Simon van Dinter	simon.vandinter@sjis.nsw.edu.au
Deputy Principal (Japanese Division)	Mr. Hiromasa Otsuka	hiromasa.otsuka@sjis.nsw.edu.au

KEY PERSONNEL		
Executive Assistant / Enrolment	Mrs. Yoko Subert	yoko.subert@sjis.nsw.edu.au
Head Accountant	Mr. Yasuhiro Yamanaka	yasuhiro.yamanaka@sjis.nsw.edu.au
Fees and Accounts	Ms. Tamami Richardson	tamami.richardson@sjis.nsw.edu.au
Bus Services Coordinator	Ms. Kana Tada	kana.tada@sjis.nsw.edu.au

INTERNATIONAL DIVISION CLASSROOM TEACHERS		
KK	Kathy KUESTLER	kathy.kuestler@sjis.nsw.edu.au
KW	Sandra OYEKU	sandra.oyeku@sjis.nsw.edu.au
1-3	Lisa ESS	lisa.ess@sjis.nsw.edu.au
1-4	Rie MATSUI	rie.matsui@sjis.nsw.edu.au
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3-3	Judy DEADMAN	judy.deadman@sjis.nsw.edu.au
4-3	Fumika ROSS	fumika.ross@sjis.nsw.edu.au
5-3	Nick HAWKE	nick.hawke@sjis.nsw.edu.au
6-3	Vanessa SIMPSON	vanessa.simpson@sjis.nsw.edu.au

## INTERNATIONAL DIVISION SPECIALIST and SUPPORT TEACHERS

Head of Japanese Foreign Language (JFL)	Masayo HANAOKA	masayo.hanaoka@sjis.nsw.edu.au
JFL - Monday to Friday	Yoshinobu SHIMAMOTO	yoshinobu.shimamoto@sjis.nsw.edu.au
JFL - Monday to Friday	Kiyomi SHINOZUKA	kiyomi.shinozuka@sjis.nsw.edu.au
JFL - Monday and Tuesday	Tomoko ONOZUKA	tomoko.onozuka@sjis.nsw.edu.au
JFL - Wednesday, Thursday and Friday	Junko NICHOLS	junko.nichols@sjis.nsw.edu.au
Music	Masayo HANAOKA	masayo.hanaoka@sjis.nsw.edu.au
Library - Monday, Tuesday	Debbie BARTON	debbie.barton@sjis.nsw.edu.au
English as an Additional Language (EAL/D) - Monday, Tuesday, Wednesday	Emma FORESTER	emma.forester@sjis.nsw.edu.au
Literacy Support - Monday, Tuesday, Wednesday	Rebecca LISLE	rebecca.lisle@sjis.nsw.edu.au
Teacher Assistant (K-2)	Ann HESKETH	ann.hesketh@sjis.nsw.edu.au

## CONTACTING STAFF MEMBERS

As teachers are not always available to speak to you when you wish, we suggest the following procedure:

- Email the teacher / staff member directly.
- Send a note in your child's diary / note folder.
- Call the school and leave a message.

Matters of concern about a student must be expressed first to the classroom teacher.

Matters of concern about the school management must be expressed to the Deputy Principal either by:

- i. Email, Letter
- ii. Meeting

If a complaint or grievance is not addressed satisfactorily, a parent may lodge a complaint or grievance with the Principal and/or the Board of Directors in writing.

*The classroom teacher is your first port of call in most matters concerning your child. You may hear things from your child or other parents that concern you, so we urge you to clarify these concerns directly with the teachers and refrain from placing importance on rumours. Please only contact the Principal or Deputy Principal when the above process has not resolved your issue satisfactorily.*

## THE PARENT TEACHER ASSOCIATION (PTA)

We encourage parents to become active members of the **PTA (Parents Teacher Association)**.

SJIS enjoys an active environment that provides parents with many opportunities to be part of the school community.

We have Japanese Division Class Rep Meetings and International Division Class Rep Meetings separately and regularly to enable all parents to raise their voice on any issues as our parents come from many different backgrounds and speak different languages.

The PTA Steering Committee meeting is also held regularly to maintain transparent relationships between the two divisions and school.

The PTA also organises many events such as school festivals, disco parties and other fun activities for children to enjoy at school as well as to raise funds to continuously contribute to improving the school environment for both parents and teachers.

In response to Covid19 restrictions, the PTA has reimagined some of these events and activities in 2020 for children to enjoy and to maintain the fund-raising objective of the PTA.

## **SCHOOL RULES**

The following rules warrant review by students, parents, and teachers. It cannot be assumed that rules not listed here do not exist. Instead, we will assume that most misbehaviour is a result of a student's disregard for the guidance explicit in the Code of Conduct.

### **BEFORE SCHOOL**

- If you arrive at school earlier than 8:30am, place bag in front of your classroom and go to Oval 2 in fine weather and AH in wet weather
- When the 8:30 chime sounds, wait for your teacher calmly in front of your classroom
- If you arrive at school after 9:00am, or leave early get a late/early leave note from Reception

### **LESSONS**

- Be prepared and ready for class when the bell rings

### **RECESS**

- Play outside on a fine day in your playground area
- Do not enter rooms without the teacher's supervision
- Balls must not be used in the classrooms, corridors or courtyards
- If the cone is out, spend time quietly in the classroom
- No hat, no play (apply sunscreen for outdoor play), sit in the shade

### **STAFFROOM**

- Only enter the staff room when absolutely necessary
- Conduct yourself quietly and with respect, using the correct greeting when you go in and out

### **LUNCH**

- Do not share food and drink with friends
- Put your lunch order in before 9am
- Do not leave the classroom for lunch recess until 12:50

### **BUSES**

- Students must be seated quietly in bus lines by 3:25
- Students must only be picked from front main gates

## SCHOOL UNIFORM

As an Australian independent school, SJIS has evolved and is proud of its traditional and sophisticated schooling. At SJIS, there are a few rules for uniforms as set out in the handbook. Your understanding and cooperation is greatly appreciated.

The school uniform must be worn in class as well as to and from school. Some exceptions are made for some excursions and special activities.

- All school items must be labelled clearly with the student's name.
- **Only school regulated** 'soft shell jackets', 'microfibre jackets', cardigans, vests and jumpers are to be worn when cold over school uniform.
- Socks – **Girls** winter - navy blue / summer - white, **Boys** grey all year round. Must be simple with no patterns, marks, bows etc.
- Students must wear **school regulated PE uniform** for all PE lessons.
- Only Kindy children are to come to school in their PE uniform on the days PE is scheduled.
- **Black leather school shoes are to be worn to and from school.** Boots or high-cut sports shoes are not permitted. Students change into sports shoes upon arrival at school.
- For special ceremonies, full school uniform must be worn.
- Winter uniform changes are in Term 2 and summer uniform changes are in Term 4. The changeover occurs during the first week of those terms, as written in the school calendar.
- The navy school cap with flaps to protect the neck and ears must be worn during PE lessons and for morning and lunch recess.
- Hair – Long hair must be tied up with **a simple hair elastic** (black, navy blue or brown).
- Headbands and scrunchies must be simple and black, navy blue or brown in colour.
- Boy's shirts must be tucked into pants.
- Necktie and ribbons must be worn correctly at all times.
- **School regulated school bag** or ransel (Japanese satchel) are to be used.
- As uniforms are worn daily, please ensure that they are cleaned thoroughly, perhaps deep cleaning during the holidays in order for the students to be able to wear clean and fresh uniforms during the term.

## Rules for Uniform (Clothing)

### [From October (Term 4) until March (end of Term 1): Summer Uniform]

- Girls – Open collar dress with SJIS embroidery (no belt) with white socks
- Boys – White short sleeve shirt with SJIS embroidery, necktie, navy shorts and grey socks
- 

### [From April (Term 2) until September (end of Term 3): Winter Uniform]

- Girls – Navy base checkered tunic with white long sleeve blouse (no piping) and a red ribbon with navy socks. Navy cardigan
- Boys – White long sleeve shirt with SJIS embroidery, necktie, navy shorts or long pants and grey socks. Navy jumper or vest
- Students are to wear black leather shoes to and from school (Primary students change into sports shoes while at school)
- Cardigans, vests and jumpers – Only school regulated items are permitted
- Microfibre Jacket – Only school regulated ‘microfibre jackets’ are permitted
- Thick jackets to wear over the school uniform – Only school regulated ‘soft shell jackets’ are permitted
  - ❖ In cooler weather, students are only permitted to wear school regulated microfibre jackets, soft shell jackets, cardigans, vests or jumpers over their school uniform
- Socks – **Girls** Winter – navy blue, Summer – white (Primary) Navy (High School),  
**Boys** grey all year round. All must be simple with no patterns, marks, bows etc.
- Hats – Only SJIS regulated navy PE hat and/or school regulated navy blue wide brim hat are permitted
- PE uniform – School regulated PE uniform is to be worn during PE lessons (see attached photo). Wear normal socks for PE.
- Kindy children are to come to school in their PE uniform on the days PE is scheduled. Timetables and details to be distributed by your class teacher after the first day of school.
- **White socks** are to be worn with PE uniforms for both boys and girls on Sports Day, excursions and other days where students are wearing PE uniforms for the whole day.

## Rules for Uniform (Appearance)

- Hair – Long hair must be tied up with a simple hair elastic (black, navy blue or brown).  
Hair ties and scrunchies must be simple and black, navy blue or brown in colour. HS students are not permitted to wear hair ties and scrunchies.
- Boys' shirts must be tucked into pants.
- Necktie and ribbons must be worn correctly at all times.
- The uniform must be clean without stains.



- Jewellery is discouraged, besides plain earrings.
- Black leather shoes are to be worn to and from school. During school, primary students will change into sneakers.

## Bags

- Kindy and Primary – School regulated school bag or ransel (Japanese satchel)
- HS – School regulated school bag or any other bag

## SJIS Regulated Jackets



## Gender-neutral Uniforms at SJIS (Option for girls to wear trousers and shorts)

### 1. Rationale

- To keep warm in cooler months and to support physical activity for female students
- There is an increase in Japanese schools where female students are allowed to wear pants as part of their uniform
- Also, many girls wear pants in their private time

### 2. Content

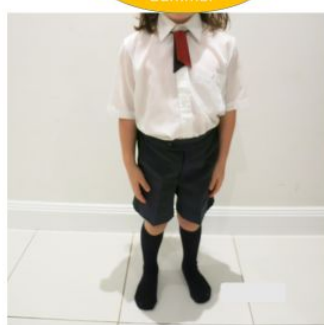
- SJIS will allow female students to wear school regulated pants (same as boys' uniform)
- If girls opt to wear pants, their blouse, ribbon and socks will remain the same (girls' uniform), except for summer shirt (to wear boys' uniform)
- Please refer to the attached photos for correct uniforms

### 3. Others

- All garments worn must be SJIS regulated uniforms

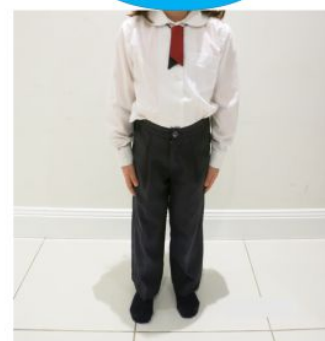
### 女子せいふくズボン Female student wearing pants

- 上 男子生徒開襟シャツ  
standard boys' school shirt
- 下 男子生徒ズボン  
standard boys' school shorts
- 女子生徒リボン  
girls' ribbon
- ソックス (白 又は紺)  
socks (white or navy blue)



### 女子せいふくズボン Female student wearing pants

- 上 女子生徒ブラウス  
standard girls' school blouse
- 下 男子生徒ズボン  
standard boys' school pants
- 女子生徒リボン  
girls' ribbon
- ソックス紺  
socks (navy blue)



## DAILY STRUCTURE

### School hours

**8.30 a.m. - 3.20 p.m.**

It is emphasised that children are expected to be punctual and present for homeroom between 8:30am and 8:45am - **ready for the commencement of the day.**

### Getting to school and going home

#### **Arriving and leaving by car**

- There are members of staff on duty on the playground from 8:00 a.m.
- Children dropped off by car are to leave school bags outside their classroom door and may play on the oval until the bell rings at 8:30 a.m., when they are to go to their classrooms.
- When picking up your child in the afternoon, please meet your child at the front school gates located near the reception area.
- Let the teacher who is supervising Pick Up know that you are leaving with your child.
- Parents are asked not to park or drive in the Bus Zone on the south side of the Assembly Hall.
- Children should not be left at school beyond the prescribed hours.
- In those rare instances when a parent may be late in collecting a child, please contact the school office and advise of an expected arrival time.
- Pupils should not arrive at school unnecessarily early, as there is no supervision before 8.00 a.m.

#### **Arriving and leaving by bus**

- Buses use the **Bus Zone** as a safe drop-off/pick-up area within the school grounds.
- Students arriving before the bell at 8:30 a.m. are to leave their school bags outside the door of their classroom and may play on the oval until the bell rings.

Be sure your child knows the safety rules for both streets and buses. Some of those rules are listed below:

#### **Practising safe behaviour**

- Cross where there are traffic lights.
- Look right, then left, then right again before attempting to cross a road.
- Do not cross if traffic is near.
- Use a marked pedestrian crossing if there is one nearby.
- Walk quickly across the road, but do not run.
- Take special care when getting on and off a bus.
- Do not step out from behind parked cars or buses.
- Play games in a safe place, away from the street.

## ILLNESSES and ABSENCES

The following rules are very important. They concern your child's health and safety.

- Should a child not be well at the beginning of the day, they should not be sent to school.
- If a child/children in your family or care is/are absent from school please send a notification via the school app by **9AM**.

- Please update the school if there is an ongoing illness.
- Should you wish to seek leave for your child or children for more than 3 days, a form should also be submitted to the teacher (Notification of Absence Form).

Appointments with doctors, dentists, etc., should be arranged in out-of-school hours. Children will not be permitted to leave the school unless in the company of a parent or relative.

- If you arrive at school with your child after 8:45am, **you will need to go to reception in the administration building to acquire a 'Late Slip'** which is to be given to the class teacher (your child will take the slip to the class teacher). Please do not go directly to the classroom as your child will be told to go to reception for a late slip.
- If your child needs to leave school early, **you will need to go to reception in the administration building to acquire an 'Early Leave Slip'** which you will need to present to the class teacher on picking up your child (the slip must be given to the class teacher as you collect your child).

We appreciate your cooperation in following these procedures.

**Should your child need to have any form of medication at school, please inform the class teacher by note or letter.** Please do not rely on verbal instructions either to the child or to an older brother or sister. However reliable they may be, confusion can have potentially disastrous results for the child who is to receive the medication. It is of the utmost importance that you inform us if there is anything about your child's health which could affect their work, or participation in activities at school.

Your child should have adequate rest

From time to time we find that some children are tired in the mornings - yawning and unreceptive to work in the classroom. Some comments about television or other activities not directly linked to the children indicate that many of the children go to bed too late. We would ask that children go to bed at a reasonable time, according to their age. A tired student cannot perform well at school.

Hearing and eyesight

Parents should be aware of their child's hearing and eyesight function, and arrange for thorough testing if there is any doubt. Small children frequently become temporarily deaf through colds or allergies. These things can and do affect the child's ability to learn, and we seek your co-operation at all times. Please inform your child's teacher each time you notice any problems such as the above, so that special consideration may be given to the child.

## **Submitting Absentee/Late/Early Leaver Note on the School App**

Attendance is recorded every day. Parents and carers of children at SJIS must ensure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral etc.

Parents must provide an explanation for absences to the school within 7 days from the first day of any period of absence. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unjustified on the student's record.

**We ask all parents and carers to submit absentee/late/early leaver notes through the app** to streamline the process.

**If a child is late** (after 9am), the parent/carer is **required to obtain a Late Slip from the Reception** before proceeding to class. However, this does not apply when the school bus is late.

**If a child is planning to leave early** (before 3:20pm), the parent/carer is **required to obtain an Early Leaver's Slip from the Reception** before collecting the child from reception .

For **extended absences** (more than 3 days), a written form (not digital) is still required. Please see attached form ('Notification of Absence'). This form can now be downloaded from the school app 'Downloadable Forms' section.

We appreciate your understanding and cooperation on this matter.

### **How to submit a digital absentee note on the school app:**

Please follow the instructions below to submit the absentee note on the school app.

- Open the school app
- Go to 'Sections' and tap on 'Daily Absentee Form'
- Choose your Division (JPN DIV or INTER DIV)
- Fill in the necessary information (must include a valid reason)
- Sign digitally (can be signed with your finger)
- Submit the note

If you are having difficulty getting your child to attend school, you are encouraged to talk to the class teacher or the Deputy Principal/Head of your division.

## DAILY STRUCTURE

TIME	PERIOD
8:30am to 8:50am	Home Room
8:50am to 9:40am	Period 1
9:40am to 10:30am	Period 2
10:30am to 10:50am	RECESS MORNING TEA
10:55am to 1m	Period 3
11:45am to 12:30pm	Period 4
12:30pm to 12:50pm	LUNCH
12:50pm to 1:20pm	LUNCH PLAY
1:20pm to 2:10pm	Period 5
2:10pm to 3:00pm	Period 6
3:00pm to 3:20pm	Home Room
3:20pm	Bus line or pick up

## RECESS and LUNCH

**Recess** is from 10:30 a.m. – 10:50 a.m.

**Lunch** is from 12:30 p.m. – 1:20 p.m.

**Recess** and **Lunch** periods are meant to be a break and rest for the students. On a fine day, recess is held in the playground areas and the oval. On rainy days or days of extreme heat, a blue cone is placed in the courtyard to indicate an indoor recess or indoor lunch. Students remain in the classrooms and have a quiet playtime.

Pupils bring their lunches to school or may order lunch from the tuck shop. **Lunch Orders** are placed in the lunch order box in the classroom and taken to the tuckshop in the morning. Any uneaten food is to be taken home. All children eat lunch under the supervision of members of staff in their classrooms.

### Food Allergies

Some SJIS students have severe allergies to certain foods. Parents will be advised of this each year and asked to respect the needs of our students who have life-threatening allergies. It is the parents' responsibility to keep the school informed of all health matters pertaining to their children. **As the NSW Department of Health warns that occurrences of nut allergy are rising, we ask that parents refrain from sending nut-based snacks and lunches to school** (please refer to nut-free guidelines below).

# Sydney Japanese International School Nut Free Policy

## **RATIONALE**

An important issue at Sydney Japanese International School is the prevalence of students who have a mild to severe allergy to nuts, and particularly peanuts. The NSW Department of Health warns that the occurrence of nut allergy is rising and is of concern within the general community. Food allergies affect only a small proportion of the population; however the effect on a susceptible person consuming allergenic proteins can be detrimental to their health and potentially fatal.

## **GUIDELINES**

Our duty of care at this stage is focused upon the students within our care who exhibit a variety of symptoms from minor to extremely severe on the slightest contact with nut based products. In severe cases it may cause anaphylactic shock, a life threatening allergic reaction which causes the heart to stop beating.

In conjunction with the parents of the individual students and their teachers, action plans and awareness have been developed and are in place within the school. The older students themselves are aware of their allergies and can avoid the products when obvious.

The difficulty is that in several instances the smallest and casual contact with nuts, nut dust and nut based spreads including peanut paste and hazelnut spread can cause a severe reaction.

As a result of discussions with the Department of Health and parents we are asking that parents of all students avoid all nuts and the use of nut based spreads in the provision of snacks and lunches to students at the school. This especially means avoiding peanut paste, hazelnut spread, nut bars and bags of nuts (a list of foods to avoid is attached).

Understandably, this is a difficult issue in terms of eating habits of children, however, as we are a caring school community, all parents would appreciate the need for the Sydney Japanese International School and its community to ensure the safety of all students at our school.

## **Foods Containing Peanuts**

The following foods are the most common and likely to appear in school lunches:

- Peanut butter sandwiches
- Peanut butter dips and crackers
- Reeses Peanut Butter Cups
- All Chocolate/Hazelnut spreads
- Nutella contains 68% peanuts, 18% hazelnuts
- Nutella dips and crackers
- Snickers Bars
- Snickers Pods
- Picnic Bars
- Incredibites – Choc/Hazelnut Flavour
- Cadbury/Nestle Fruit and Nut Chocolate
- Mixed fruit and nut snacks
- All cakes and biscuits containing peanuts
- Some Muesli Bars containing peanuts

- Ice creams
- Peters Original Trumpet
- Nestles Original Drumstick
- Streets Vanilla Cornetto
- Easter and Christmas chocolates
- A large amount of Easter eggs, hunting eggs and chocolate Santas made from compound chocolate which contains peanut oil
- We also have a no-birthday cake policy as some students are allergic to contents contained within **(Parents are permitted to provide cupcakes provided an assurance is given to the teacher that no nut products are contained)**.

## ASSEMBLIES

Most weeks an International Division assembly is held to honour achievements and recognise outstanding students. These assemblies fall on Friday afternoons.

There is also a combined SJIS whole school assembly with the International and Japanese Divisions and High School once a month. Special assemblies to honour events or festivals are held periodically and will usually be announced in the newsletter, *Kakehashi*.

Parents are welcome to attend assemblies during non-COVID times.

## LIBRARY INFORMATION

Our library collection consists of both Japanese and English books for students and parents to borrow. Please read the following information in regards to the borrowing and returning of library books.

**The library hours are 8:30am - 3:30pm.**

The International Division teacher librarian is available every Monday and Tuesday and the Japanese Librarian every Friday.

Students in Years 2-6 are welcome to attend the lunchtime library activities on a Tuesday and Thursday.

### International Division Lessons

Each week students in the International Division visit the library for a 45 minute lesson. Lessons will be composed of two main areas; Information Skills and Literature. Students will be taught explicit Information Skills necessary for the inquiry learning process. They will be exposed to a range of literature by various authors and illustrators and will have the opportunity to read a wide range of fiction and non-fiction books. Throughout the year the students may take part in various library events such as the Premiers Reading Challenge, Book Week, Author/Illustrator visits and Book Fair.

## **THE BORROWING PROCESS**

### **English book borrowing:**

- All books must be borrowed using the Oliver library system. No book can just be taken from the library shelves.
- Students will borrow books each week in their library lesson..
- Kindergarten may borrow 1-2 books; Years 1 and 2 may borrow 2-3 books; and Years 3-6 may borrow up to 4 books. All books must be transported in a library bag.
- If parents wish to borrow books they will need to contact the International Division librarian on a Monday or Tuesday.

### **Japanese book borrowing:**

- All books must be borrowed using the Orange library system. No book can just be taken from the library shelves.
- Years 2-6 students in the International Division will borrow books each week during one of their Japanese lessons.
- Students may borrow 3 books during the term and 5 books during the school holidays. All books must be transported in a library bag.
- If parents wish to borrow books they will need to contact the Japanese library staff on a Friday.

## **THE RETURNING PROCESS**

### **English book returns:**

- Books must be returned within the allocated loan period of 2 weeks. Students will be allowed 1 renewal of loans. Overdue notices will be emailed to parents and sent home in paper format.
- Books can be returned to the class library box or the library.

### **Japanese book returns:**

- Books must be returned within the allocated loan period of 1 week. Overdue notices will be sent home in paper format.
- Books can be returned during library lessons or to the Japanese library staff on a Friday. Alternatively parents can put the books in the green box provided under the front counter at any time.

## **LOST OR DAMAGED BOOKS**

For any book that is lost or damaged a replacement notice will be issued. Parents will be charged a replacement and administration cost. Alternatively, parents may purchase a new replacement item.

### **Online Access**

All Students have online access to the English Library System and our English E-book Collection. Log in details are below.

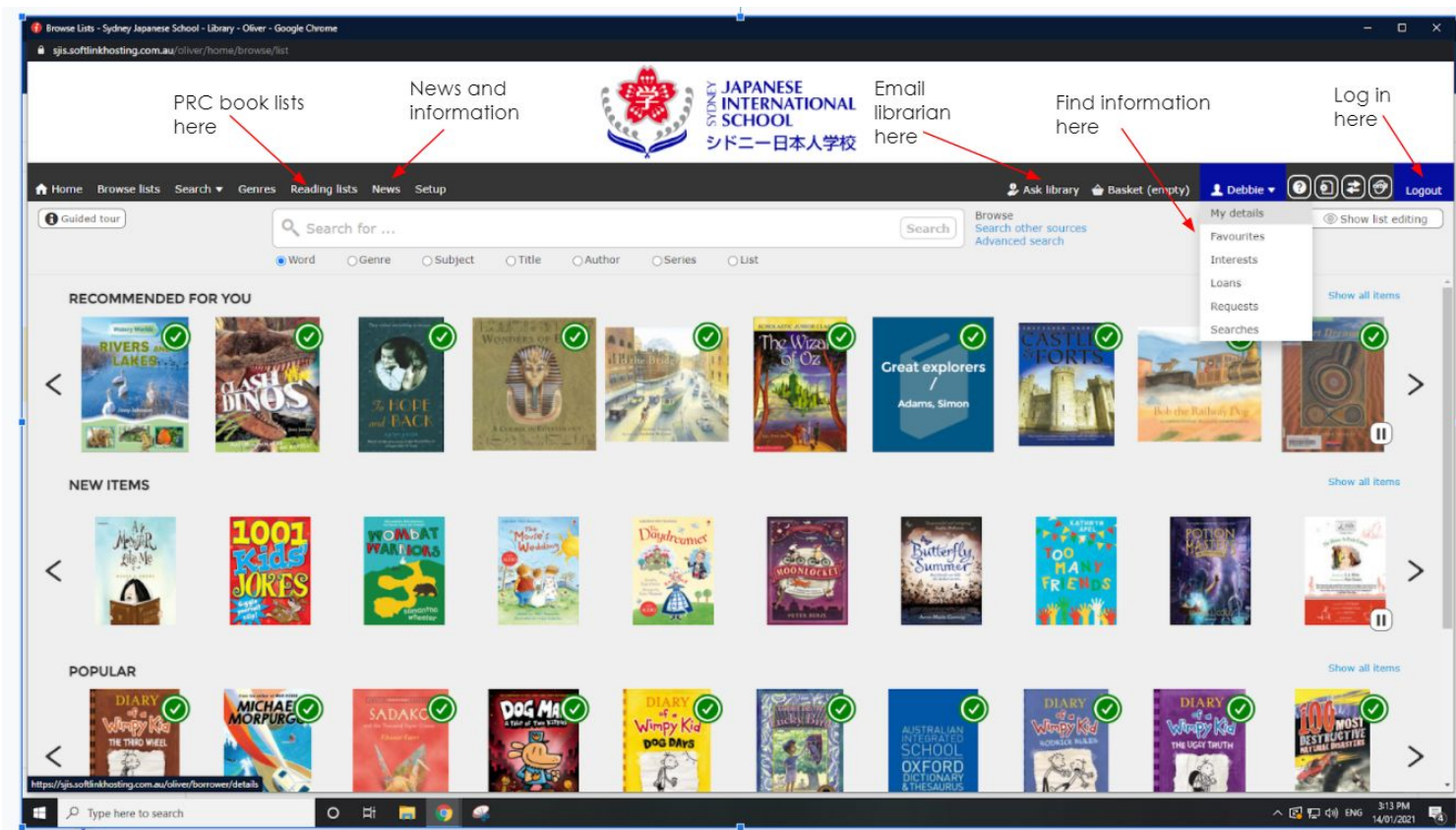
### **Oliver Library System**

<https://sjis.softlinkhosting.com.au/oliver/home/browse/list>

### **Login details**

Username: firstname.surname (lowercase)

Password: library (lowercase)



## SORA E-book platform

<https://soraapp.com/home>

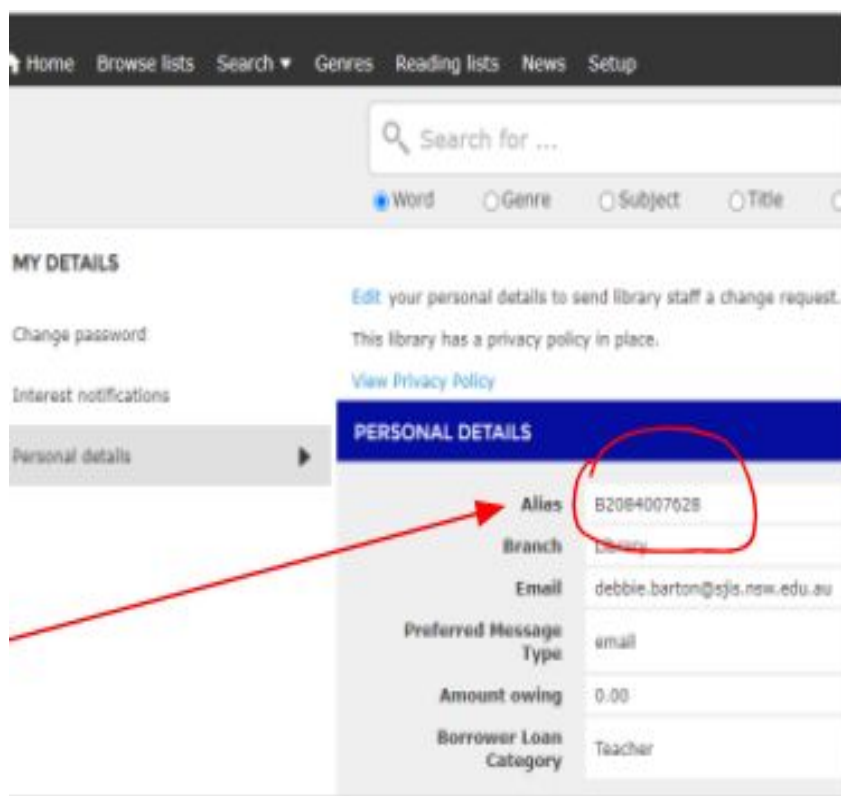
The app can also be downloaded from itunes or Google Play Store.

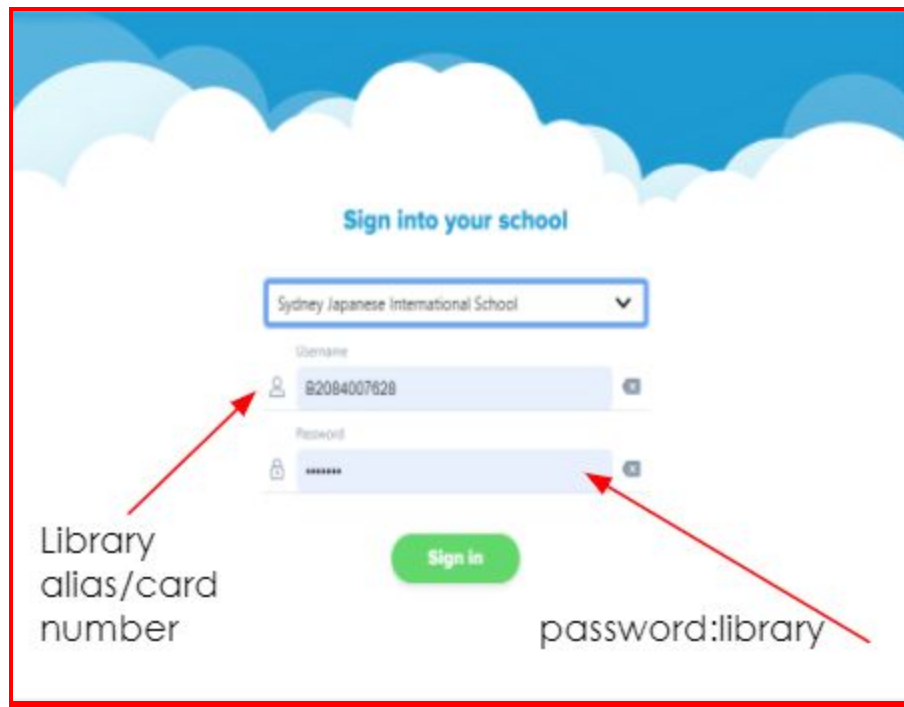
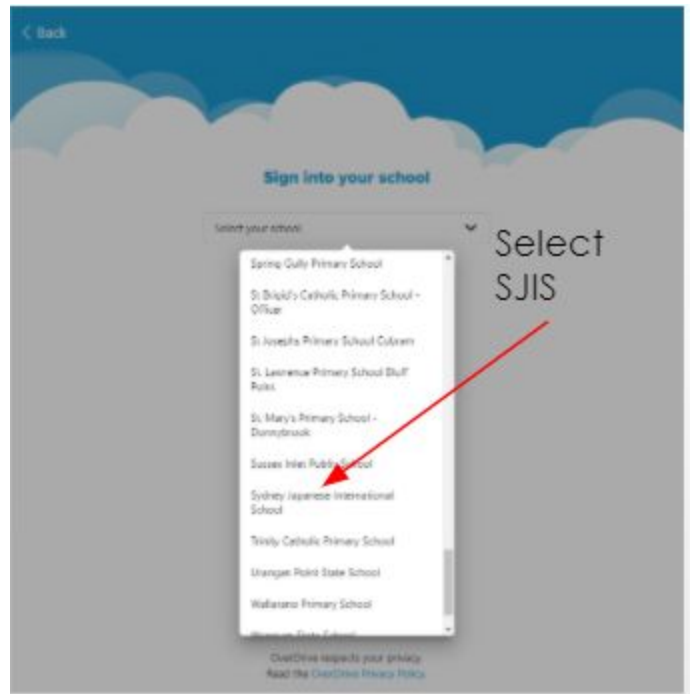
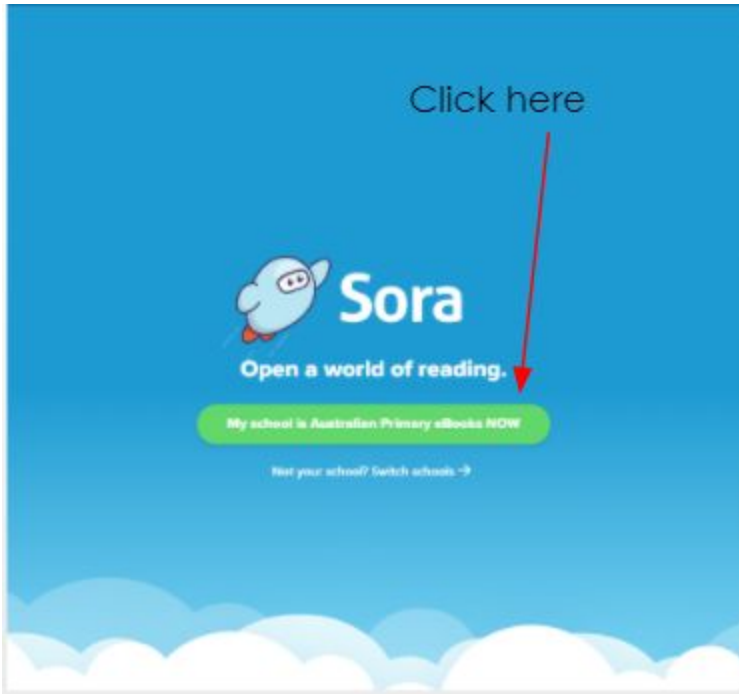
### Login details

Username: B2084 \_\_\_\_\_

Password: library

*Please note: user name is the student's library card number/Alias. This information can be found by logging in to Oliver and checking the Personal Details section.*





## ADDITIONAL TOOLS FOR PARENTS

### KAKEHASHI

The weekly school newsletter, *Kakehashi*, is sent home via email and school app each Friday afternoon.

### SCHOOL APP

App Store:

1. Type “Sydney Japanese International School” in the name search. サーチの箇所に“Sydney Japanese International School”とタイプ。
2. Find SJIS App and click “Get”. 学校のマークが出てくるので、Getをクリック。
3. When it changed to “Install”, click it. 表示がInstallに変わったら、それをクリック。
4. If you are asked for Verification, click “continue”. Varification（承認）をきかれたら、「次へ」をクリック。
5. Type in password “. パスワードを入力。

# Together2020

**SJIS WEBSITE** <https://www.sjis.nsw.edu.au/>

### SOCIAL MEDIA

Facebook <https://www.facebook.com/SJISAU/>

Youtube <https://www.youtube.com/channel/UCUZG2Rvqhpn7ANO75Pvv0bw/videos>

Instagram [https://www.instagram.com/sydney\\_japanese\\_school/](https://www.instagram.com/sydney_japanese_school/)

**ANNUAL REPORT** <https://www.sjis.nsw.edu.au/about-us/school-policies/>

**School Policies** <https://www.sjis.nsw.edu.au/about-us/school-policies/>

## AFTER SCHOOL ACTIVITIES

### MONDAY



#### Karate

**Club Name:** 極真空手 Kyokushin Karate (All welcome)

**Instructor:** John Barker

**mailto:** [tanren.martial.arts@gmail.com](mailto:tanren.martial.arts@gmail.com)

**Starting Time:** 3:45pm

**Finishing Time:** 4:45pm



#### Sado

**Club Name:** 茶道 Sado (Y4 以上/Y4 and above)

**Instructor:** 珠美先生 (Sumi Sensei)

**mailto:** [sumionly@yahoo.co.jp](mailto:sumionly@yahoo.co.jp)

**Starting Time:** 3:45pm

**Finishing Time:** 4:45pm

### TUESDAY and THURSDAY



#### Cheerleading

**Club Name:** チアリーディング Cheerleading

**Instructor:** Akiko Pollock

**mailto:** [akko\\_bsb@hotmail.com](mailto:akko_bsb@hotmail.com)

**Starting Time:** 3:45pm

**Finishing Time:** 4:45pm

### WEDNESDAY



#### Multi-Sports Club

**Club Name:** 運動教室 Multi-Sports Club (to improve basic athletic skills)

**Instructor:** 田代有三 & 寺本貴生 (Mr Tashiro & Mr Teramoto)

mailto: [matefootballclub.sydney@gmail.com](mailto:matefootballclub.sydney@gmail.com)

Starting Time: 3:45pm

Finishing Time: 5:00pm

## THURSDAY



### Guitar

Club Name: ギター Guitar (Y4以上/Y4 and above)

Instructor: Mr Meadows

mailto: [allan.meadows@sjis.nsw.edu.au](mailto:allan.meadows@sjis.nsw.edu.au)

Starting Time: 3:15pm

Finishing Time: 4:00pm



### Chess

Club Name: チェス Chess (Y3 and above or

Y2 with formal training)

Instructor: クストラ先生 Ms Kuestler

mailto: [kathy.kuestler@sjis.nsw.edu.au](mailto:kathy.kuestler@sjis.nsw.edu.au)

Starting Time: 3:20pm

Finishing Time: 4:20pm

## MONDAY, TUESDAY and FRIDAY



### Shodo

Club Name: 書道 Japanese Calligraphy (All welcome)

Instructor: 鈴木マックリン先生 Mrs Suzuki-Macklin

mailto: [suzumack@yahoo.com](mailto:suzumack@yahoo.com)

Starting Time: 3:30pm

Finishing Time: 4:30pm

## FRIDAY



**Basketball** Club Name: バスケットボール Basketball

(Y3以上/Y3 and above)

Instructor: ユウト (Yuto)

mailto: [yuto.i@japamate.com](mailto:yuto.i@japamate.com)

Starting Time: 3:45pm

Finishing Time: 5:00pm

## WEDNESDAY and FRIDAY



**Soccer** Club Name: サッカー Soccer (YK-Y6)

Instructor: Football Star Academy

<mailto:nsw39coach.football@sportstaracademy.com>

Starting Time: 3:40pm

Finishing Time: 4:40pm

## MEETINGS

**Parents & Teachers Meetings** provide parents with an overview of the class syllabus and management strategies of the teachers working with your child. Parents have the opportunity to meet the teachers and ask general questions about the class or subjects being taught. These meetings are held in each classroom at the beginning of each year, usually in January or February. Issues pertaining to your individual child are not discussed in this forum.

Two **Parent-Teacher Interviews** are set up during the school year. The first takes place at the end of Term 1, and the second in Term 3. These interviews may be conducted with the student present if arrangements have been made. Parents are given the opportunity to discuss with class teachers, children's strengths and areas where more work or support may be required, as well as information that may be of assistance in making the children's learning experience happy, rewarding and successful. Work samples from your child are also presented to give you an idea of the quality of your child's work and also the kind of work being completed in the Key Learning Areas.

**Interviews with Japanese Language teachers** are held once a year in Term 2. You will meet with the Japanese Language teacher and discuss your child's progress in this area of study. An introductory Information session will be held at the start of each academic year in Term 1.

**Parent Teacher Association (PTA) Meetings** are held approximately 5 times a year. This forum serves the dual purpose of informing parents in more detail of the significant developments occurring in the International Division as well as to conduct the affairs of the PTA with the class representatives and any parents wishing to attend (see next page for more information about the PTA).

## **TRANSPORT - BUS**

Students are provided with safe and reliable bus transport to SJIS from the North Shore, Northern Beaches and some Western suburbs.

SJIS utilises the NSW State Bus Service for the majority of bus routes, as well as two school charter buses. The state buses are available free of charge to students who have either Australian citizenship or who hold permanent residency, or other eligible visas. For those students on visas that do not entitle them to permanent residency or Australian citizenship, an Opal card will need to be purchased, and a small fee will be charged per trip.

To ensure the safety of students, the school encourages a 'bus buddy' system, which partners Kindergarten students with older students who travel on the same bus route. This system is facilitated by the representative managing the bus stop, who can organise introductions between families.

The School requests that Kindergarten students are dropped off and picked up by parents for the first 3 weeks of Term 1. Thereafter, they can ride the school charter bus or state bus (depending on the route they wish to take home).

Enquiries regarding the bus service can be directed to the SJIS Bus Liaison Officer, Ms Kana Tada, at the school office. A Bus Committee manages all matters concerning bus routes and works with all teachers in keeping the system operating smoothly and safely. One or two parents are selected as bus representatives at each bus stop. Meetings with these representatives are held periodically to keep them informed of all issues related to the operation and safety of bus transport.





# PRIMARY CURRICULUM

## Key Learning Areas

### **English**

The aim of English in Years K-6 is to enable students to understand and use language effectively, appreciate, reflect on and enjoy the English language and to make meaning in ways that are imaginative, creative, interpretive, critical and powerful. In 2014, the new English syllabus linked to the Australian curriculum introduced a greater focus on quality literature, as well as cross curriculum priorities of indigenous history and culture, Asia and Australia's engagement with Asia, and sustainability. In each year students study spoken, print, visual, multimedia and digital texts.

### **Mathematics**

Students learn about Number and Algebra, Statistics and Probability, Measurement and Geometry, and Working Mathematically, while developing problem solving, reasoning, understanding, fluency and communicating skills. The aim of Mathematics in Years K-6 is for students to be confident and creative users and communicators of Mathematics, able to investigate, represent and interpret situations in their personal and work lives and as active citizens. From time to time, classes in some grade levels integrate their Mathematics lessons with the Japanese Division classes in order to enrich their experience in Mathematics as well as second language development. Enrichment programs such as Maths Olympiad are available to students with high abilities in Mathematics, as well as the online support given through the Mathletics program.

### **Science and Technology**

The course includes Digital Technologies, Earth and Space, Physical World, Material World and Living World from K-6. These elements are underpinned by skills of working scientifically, and Design and Production skills. Overall, students will be encouraged to ask questions and seek solutions through trialling, testing and referring ideas. The learning experiences will enable them to succeed in a rapidly developing technological world.

### **Human Society and its Environment (HSIE), including History and Geography**

The HSIE key learning area includes History and Geography. History aims to stimulate students' interest in and enjoyment of exploring the past, to develop a critical understanding of its impact on the present and develop the skills of historical inquiry. In Geography, we stimulate students' interest in and engagement with the world. Through geographical inquiry, they develop an understanding of the interactions between people, places and environment.

### **Creative and Practical Arts**

Students develop the technical competence and skills of designing and performing as well as learning appreciation and self-expression in the Visual Arts, which include Music, Dance and Drama. Music and art classes are taught as a "mixed lesson" for two terms per year with students from the Japanese Division. Instruction in these classes is in both English and Japanese.

### **Personal Development, Health & Physical Education (PDHPE)**

In the key learning area of PDHPE, students learn to develop an active, healthy lifestyle participating in regular physical activity. They develop skills in inter-personal relationships as well as positive values, attitudes and beliefs. Physical Education (PE) classes, which are included in the PDHPE curriculum, are

mixed lessons with Japanese and International Division students during certain terms of the year. Instruction is in Japanese and/or English.

### **Program You Can Do It!**

Resources and concepts of this social-emotional development program are integrated into all International Division classrooms. The programs develop in students positive habits of the mind that support **Resilience, Confidence,**

**Persistence, Organisation, and Getting Along** – the 5 Foundations of Success. Concepts are supported within the existing academic subject areas and lessons are occasionally taught as part of the Personal Development area.



### **Japanese Language and Culture**

What sets our school apart from other schools is the significant exposure to Japanese language and culture. Japanese language classes are held daily for 50 minutes. Students learn the written and oral basics of the language, as well as cultural features that complement their understanding of Japanese language. Students are placed in groups for Japanese language, ranging from beginner to advanced level. Native Japanese speakers are accommodated in our background speakers' classes, while newcomers may receive some intensive assistance prior to joining a levelled group. Language skills are reinforced in Music, art and PE classes during terms when mixed lessons take place. These lessons are taught primarily in Japanese with the International Division students learning alongside Japanese Division students.

## **A POSITIVE AND CARING SCHOOL CLIMATE**

We know that children learn better in a warm, caring and accepting environment. We endeavour to create such an environment at SJIS in all aspects of school life. Learning is enhanced when children feel encouraged and guided. High standards are maintained by close attention to the school climate as well as recognising outstanding achievements in academics and behaviour. Acknowledgement is expressed to students through praise and frequent assessment, as well as through merit certificates and awards.

### **Class environment**

Children have a "home class" which is determined by their grade level. Other forms of grouping may occur to enhance learning, which may involve children learning in small groups, streamed (ability) groups, or by spending time in other classrooms. The 'home' teacher may work with their Japanese counterpart, especially in mixed lessons.

## **SUPPORTING THE CURRICULUM**

### **Library and technology resources**

Our well-resourced library is open to students Monday, Tuesday, Thursday and Friday, with library and research skills taught by our librarian. Students receive a lesson and exchange books each week to compliment the curriculum being taught in the classrooms. The International Division librarian works two days per week.

Each classroom is equipped with interactive whiteboards. Years 3-6 students have individual Chromebooks. We also have two fully-networked computer labs where each student in the class may work on a computer at the same time. When assignments require computer technology, access to that technology is readily available at the school; however there may be assignments to be completed at home. You should contact the class teacher if computer technology is not an option in your home. Students are required to follow internet use guidelines set out in the SJIS ICT Acceptable Use Policy (Years 3-6).

### **Reports, examinations and assessment**

Teachers continually assess students using a variety of methods. Reporting the results of this assessment to parents requires a teacher to consider a student's achievement towards set goals established by the teacher and the school. Parents and students are encouraged to play an active role in the evaluation of student progress. This means that the reports will act as useful indicators of a child's strength and weakness as compared to the grade level goals and expectations. Teachers, parents, and most importantly, students will take the information from these reports to find the most effective strategies for successful learning.

Formal reports are prepared once each semester. In addition to these reports, parents should look at their child's work samples on a regular basis and attend parent-teacher interviews, which take place twice a year. Parents are also encouraged to make an appointment with the classroom teacher if they have any special concerns about their child's progress. Appointments should be made by contacting the school.

### **Handwriting and presentation**

A great deal of emphasis is placed on the handwriting and presentation of every child's work. Every pupil is expected to give their best effort. We seek parents' cooperation in this matter.

Children in lower primary grades use pencil for writing and learn Foundation Writing. Later they will learn cursive writing. Handwriting lessons are a part of the weekly plan in all classes.

The use of ballpoint pens is at the discretion of the teacher and usually requires a degree of handwriting proficiency before students are allowed to write with pens.

### **Exercise books, text books and stationery**

Books and stationery items are ordered and paid for prior to the start of the school year, usually in December.

Every effort is made to anticipate the needs of the children prior to the beginning of the school year. However, it may be necessary to purchase some individual items at other times of the year. Texts and exercise books may be covered in plastic or paper and you will be asked to do this over the course of the first weeks of Term 1.

Pages are not to be removed from exercise books by children or their parents. Teachers gain valuable insights into the progress of a child, and the type of difficulties they may be experiencing, from their errors

as much as from their satisfactory completion of work. Also, books may fall apart and valuable work may be lost if pages are removed.

If a teacher feels it is necessary to remove a page, then he or she may, of course, do so.

## **Excursions and Special Activities**

Excursions and activities may be arranged for students from time to time and are related to their lessons in various subjects or as part of a festival celebration or integrative/team building activity. They are an integral part of the school curriculum, and as such are compulsory. In principle, there is one excursion per term. These events are planned well in advance and will be included on the calendar in *Kakehashi*.

Signed permission from parents is required for all excursions. Parents are occasionally asked to accompany classes on excursions and your help is always appreciated.

A fee is often invoiced to cover the cost of excursions and activities, including bus transport. If a child is not able to participate in an excursion, the teacher must be told well in advance. If a student is absent on the day of an excursion a refund may not be given. Excursion costs are normally invoiced to parents when fees are collected.

**Year 5 and Year 6** participate in an **overnight camp** to learn about our capital city and to build friendships with classmates from the Japanese Division. They also go to **Canberra** for 3 days as part of their study of HSIE. This experience also encourages positive attitudes and relationships between the two Divisions of the school.

**Integration** with other schools is a regular activity involving our students and the students of other local schools or international schools in Sydney. The activities may be in the area of sports, cultural awareness, or friendship. Year 6 are involved with **debating competitions** with local area schools.

## **Lost property**

Articles of clothing and other belongings found at the school are deposited in the Lost Property Container inside the main office of the Administration Building. Enquiries about mislaid valuables such as wallets, watches, bus passes, etc. should be made to the school receptionist.

Property left unclaimed at the end of the year will be given to charity.

## **Valuable articles**

Under normal circumstances, articles of high value and/or large sums of money should not be brought to school. If there is a special reason for doing so, valuables should be left in the care of the class teacher.

## **Jewellery**

The only jewellery items permitted are "sleeper" type ear-rings for girls. No pendulum or "chunky" ear-rings are permitted. Necklaces and bangles are not permitted.

