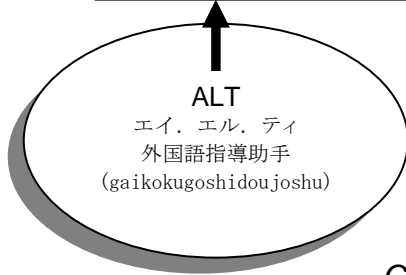


*MEETINGS:  
information,  
not discussion*

## SCHOOL PERSONNEL

*Staff are busy*

Department coordinators 課長 (kachou)	Principal 校長先性 (kouchousensei)	Parents' association PTA (PTA)	Office boss 事務部長 (jimubucho)
	Vice-principal(s) 教頭先生 (kyoutousensei)		
Subject teachers 先生方 (senseigata)	Year level coordinators 学年主任 (gakunenshunin)	Club coaches (teachers) ... の顧問 (...no komon)	Office ladies OL (ooeru)
ALT supervisor ALT の担当 (ALT no tantou)	Home room teachers 担任先生 (tanninsensei)	Club captains (students) For non-traditional clubs キャプテン (kyaputen) For traditional clubs ... の部長 (...nobuchou)	School nurse Maintenance staff Gardeners Cafeteria staff Cleaning staff
	Student/students 生徒/生徒たち (seito/seitotachi) 子供/子供たち (kodomo/kodomotachi)	Seniors 先輩 (sempai)	
	... year students ... 年生 (... nensei)	Juniors 後輩 (kouhai)	



**COURTESY to all, QUERIES to your supervisor  
COMPLAINTS? Seek help from JET representatives**

SCHOOL SUBJECTS	
English 英語 (eigo)	Maths 数学 (suugaku)
Japanese 国語 (kokugo)	Science 理科 (rika)
History 歴史 (rekishi)	P.E/Sports. 体育 (taiiku)
Music 音楽 (ongaku)	Home ec. 家庭科 (kateika)

(A FEW) SCHOOL CLUBS	
English 英語部 (eigobu)	Tea ceremony 茶道 (sadou)
Baseball 野球部 (yakyuubu)	Broadcasting 放送部 (housoubu)
Ping Pong 卓球部 (takkyuubu)	Calligraphy 書道部 (shodoubu)
Brass band 吹奏楽部 (suisugakubu)	Japanese chess 将棋部 (shougibu)

SCHEDULING	
Warning bell 予鈴 (yorei)	Teachers' meeting 職員会議 (shokuinkaigi)
Class/lecture 授業 (jugyou)	School lunch 給食 (kyuushoku)
Cleaning 掃除 (souji)	Entrance ceremony 入学式 (nyuugakushiki)
Exams 試験 (shiken)	Graduation ceremony 卒業式 (sotsugyoushiki)

## BEING THE NEW KID AT SCHOOL...

After you meet your *tantou*\* (or another *JTE*<sup>1</sup>) they'll probably take you to a *shogakkou*, *chugakkou* or *koukou*<sup>2</sup>. You'll take off your shoes in the *genkan*<sup>3</sup> and put them in your *kutsubako*<sup>4</sup>; then you'll be given *uwabaki*<sup>5</sup> and slide your way to the *kouchousitsu*<sup>6</sup> where you'll be introduced to *kouchousensei*\*. Here's a good chance to try out your "*Hajimemashite*"<sup>7</sup> and "*Douzou yoroshiku onegai shimasu*".<sup>8</sup>

At some stage you'll be shown to your *tsukue* in the *shokuinshitsu*.<sup>9</sup> With any luck you'll get a basic tour of the school, taking in the *taiikukan*<sup>10</sup>, *toshoukan*<sup>11</sup> and the *insatsushitsu*.<sup>12</sup> This will probably include a visit to the *jimushitsu*<sup>13</sup>, where you'll be shown where you are expected to stamp your *hanko*<sup>14</sup> every day when you arrive.

It will be *natsuyasumi*<sup>15</sup>, but there may still be some *seito/kodomo*<sup>16</sup> hanging around – greet them, introduce yourself and ask them simple English questions. If they faint with shock, take them to the *hokenshitsu*.<sup>17</sup>

When you leave for the day, don't forget to say "*Osakini shitsureishimasu*"<sup>18</sup>, to which your co-workers may reply "*Otsukaresamadeshita*" or "*Gokurousamadeshita*".<sup>19</sup> Like all new staff, you'll need to earn respect and the right to have your ideas heard by your colleagues; smile and persevere!

**More school vocabulary (thanks to Jill and others) can be found at:**  
<http://ithinkimlost.com/modules.php?name=Forums&file=viewtopic&t=5741>

### NEED TIME OFF?

#### **NENKYUU – paid, annual leave**

The number of days varies depending on your CO. Ask your supervisor how and when to fill out forms asking for your paid leave, do it well in advance; and try as far as is practicable not to ask for time off when classes are in session.

#### **BYOKYUU – sick leave**

Japanese teachers take sick leave only for extended illnesses. They tend to use nenkyuu if they need to come in late or leave early to visit the doctor. You may need a doctor's certificate to take sick leave – check with your supervisor early on.

#### **DAIKYUU – replacement leave**

If you are asked to work on a weekend, you will probably be reimbursed with replacement days off.

#### **STUDY LEAVE (e.g. for a Japanese course)**

Some Contracting Organisations may grant study leave, but they are not the majority.

\* See "School personnel" chart

<sup>1</sup> Japanese teacher of English.

<sup>2</sup> Primary school, Junior High, Senior High

<sup>3</sup> Entrance way

<sup>4</sup> Shoe box

<sup>5</sup> Indoor shoes

<sup>6</sup> "Shitsu" is room – whose?

<sup>7</sup> "Nice to meet you"

<sup>8</sup> "Please grant me your good favour" (this one is tough to translate!)

<sup>9</sup> Desk, Teachers' room

<sup>10</sup> Gymnasium

<sup>11</sup> Library

<sup>12</sup> Copy room

<sup>13</sup> School office (jimushitsu if it is one small room, jimushou if it is more than one room)

<sup>14</sup> Name stamp

<sup>15</sup> Summer vacation (winter vaction – fuyuyasumi, spring vacation – haruyasumi)

<sup>16</sup> Students/children (adding "tachi" makes it obvious that you mean the plural)

<sup>17</sup> Nurse's room

<sup>18</sup> I apologise for leaving first

<sup>19</sup> The former is more polite, but they both imply "You worked hard today". Note that the latter is only used by people of higher rank.

# Calendar of School Events

April	May	June	July
<ul style="list-style-type: none"> <li>- Selected teachers transfer schools</li> <li>- Start of new school year (middle of Apr)</li> <li>- Entrance ceremony.</li> <li>- Various tests</li> <li>- Health checks</li> </ul>	<ul style="list-style-type: none"> <li>- Golden week holiday (first week of May)</li> </ul>	<ul style="list-style-type: none"> <li>- Prefectural sports meet</li> <li>- Trainee teachers' work experience</li> </ul>	<ul style="list-style-type: none"> <li>- End-of-term tests</li> <li>- Summer vacation begins (around July 20<sup>th</sup>)</li> </ul>
August	September	October	November
<ul style="list-style-type: none"> <li>- Summer vacation</li> <li>- High school baseball competition (Koshien)</li> <li>- Other sports meets</li> </ul>	<ul style="list-style-type: none"> <li>- Start of second term (beginning of Sept)</li> <li>★ School sports festival (Taiikusai)</li> </ul>	<ul style="list-style-type: none"> <li>★ School excursions (shuugakuryoko)</li> </ul>	<ul style="list-style-type: none"> <li>★ Culture festival</li> </ul>
December	January	February	March
<ul style="list-style-type: none"> <li>- End-of-term tests</li> <li>- Winter vacation begins (around Dec 20<sup>th</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>- Start of third term</li> <li>- National university entrance exams (high school)</li> </ul>	<ul style="list-style-type: none"> <li>- University entrance exams</li> <li>- End-of-year tests</li> </ul>	<ul style="list-style-type: none"> <li>- High school entrance exams (junior high)</li> <li>- Graduation ceremony</li> <li>- End of school year (middle of March)</li> <li>- Spring vacation</li> </ul>

\*\*\* The events marked with ★ are generally held in the month shown above, however this may vary from school to school. \*\*\*

## TOP 10 TIPS!!

1. **BE PRO-ACTIVE!** If you have nothing to do at school then find something – visit another class, join a club, offer to help another teacher. Every situation is what you make it.
2. **COMMUNICATE!** Talk to your teachers and peers – make friends, learn about your community and improve your Japanese!
3. **GET INVOLVED!** Participate in official school events, activities and meetings. You will become a part of the school a lot sooner.
4. **BE NICE TO YOUR SUPERVISOR!** He/she is responsible for you and can help you when you need it.
5. **DON'T FIGHT THE POWER!** Japan does things differently to the West and it isn't going to change. Work around problems rather than getting angry or giving up.
6. **BE PUNCTUAL AND LOOK GOOD!** Punctuality and appearance are highly valued in Japan.
7. **INTERACT!** Talk to students whenever you can, eat lunch with them and join an after-school activity.
8. **OMIYAGE!** Buy gifts ('omiyage') for your school when you go on trips...it will be appreciated.
9. **HAVE FUN!** Enjoy what you do! This will have a positive effect on your students and your experience.
10. **BE YOURSELF!** Teachers and students will appreciate you for who you are.