



# 学校要覧

## School Handbook

### 1. 学校の概要 - Outline of the School -

#### [学校の名称・設立] - School Name -

ニューサウスウェールズ日本語補習校は、2004年5月1日に非営利団体の学校として設立された。

The N.S.W. Japanese School Incorporated was founded as a not-for-profit organisation on 1st of May 2004.

#### [学校所在地] - School Location-

Lewisham Public School - The Boulevarde, Lewisham NSW 2049 の一部を学期中の毎土曜日のみ使用する。

N.S.W. Japanese School has access to the facilities at Lewisham Public School - The Boulevarde, Lewisham NSW 2049 every Saturday during school terms only.

#### [学校設立の主旨] - Student Outcomes -

ニューサウスウェールズ日本語補習校は、これから新しい時代を築いていく子供達が、日本語教育を通して、新しい視野・見聞を広め、真の国際人へと育っていくことを願い、開校された。多くの子供達に、楽しく日本語・日本文化を学習する機会をつくることを目的としている。本校教師はコミュニティーの一員としての役割を自覚し、質の高い学習活動を提供すると共に、保護者と協力しながら文化的活動に積極的に参加、貢献する。

N.S.W. Japanese School was founded with the objective of providing children who will build the future with an opportunity to enjoy learning the Japanese language and culture, in the hope that they will broaden their perspective and knowledge, and become truly 'Multicultural' through their studies. Teachers at our school are required to acknowledge that they are responsible members of the community. They are also required to provide high quality teaching as well as participating and

contributing to the cultural activities within the school community, in cooperation with the parents/guardians of the students.

[学校教育理念] – School Educational Philosophy –

●日本語の習得と同時に、日本文化・伝統にも親しみ、国際社会人として生きる力を育む。

To provide students with an opportunity to acquire Japanese language skills and to familiarise students with Japanese culture and traditions, hence providing students with the ability to live as ‘Multicultural’ members of society.

●日本文化の一つとして、マナーや礼儀作法も積極的に指導し、豊かな社会性と道徳観を身につけていく。

To instill in students manners, ethics & benevolent social skills which are part of the Japanese culture & its traditions.

●子供が、明るく、楽しく、活気に満ちた学校生活を送られるように、生徒・教師・保護者、三者間の信頼関係を樹立する。

To enable students to maintain a fun, positive school experience by building trust and positive relationships amongst students, teachers and parents/guardians.

●やる気・元気・根気の信条のもとに、他を思いやり、自己をいかす能力を身につける。

To nurture in students the skills of care, respect for others and a sense of self through the principles of motivation, vigour and patience.

**幼児部 教育目標 – Pre-primary Classes –**

●日本語での会話を重視し、歌や手遊び、伝承遊びに親しみながら、楽しく日本語を学んでいく。

We encourage all students to converse in Japanese only during school hours. Students learn Japanese Language through songs, hand play and other traditional games and activities.

●簡単な数の学習や工作などを取り入れ、子供たちのあらゆる興味関心を引き出しながら日本語学習を進めていく。

Simple mathematical study, arts and crafts are used to interest students in various ways, whilst continuing the study of the Japanese Language.

●読み書きの基礎となるひらがな・カタカナに親しむ。

Students are familiarised with HIRAGANA and KATAKANA writing forms, the foundation of Japanese literacy.

### 小学部 教育目標 – Primary Classes –

- 個々の子供の能力にあわせて、日本の教科書(国語)を取り入れ、日本語能力の向上を図る。

While catering to the educational needs of individuals, students work through a range of Japanese Primary School textbooks, in order to increase their knowledge of the Japanese language.

- 四技能(読む・書く・聞く・話す)をバランスよく身につける。

Students achieve a good balance in the study of the four skills of Reading, Writing, Listening and Speaking.

### 2. 学校の運営 – School Administration –

補習校は、運営委員会が中心となり、教員と保護者の協力のもとに運営される。

The school is administered by the School Management Committee with the support and cooperation of parents/guardians and teachers.

#### [PTA] Parents & Teachers Association –

全ての保護者と教師は PTA のメンバーであり、学校運営に進んで協力する。

All parents/guardians and teachers are members of the PTA and are to support the school administration.

### 3. 授業概要 – Outline of the Lessons –

#### [対象年齢とクラス編成] – Age / Classes –

- ニューサウスウェールズ日本語補習校で「生徒」および「子供」と表現されるものは、在籍する全ての幼児、児童、生徒を指す。

The terms 'Students' and 'Child/ren' refer to all the preschool, primary and high school students who are attending N.S.W Japanese School Incorporated.

- 対象年齢: 満 3 歳(2 月 1 日現在)から Year 6 まで。

Accepted age: from 3 years old (as at 1st of February)\* to Primary School Year 6.

- 卒業対象者本人が強く学習の継続を希望する場合は、面接により主任教師の判断で卒業を 1 年まで延期できる。

Students currently enrolled who have reached the highest class may be able to extend their study for another year, only if they have a strong desire to do so. The decision shall be made by the Head Teacher upon an interview. The extension is one year only.

●ニューサウスウェールズ日本語補習校では、子供の日本語能力を考慮したクラス編成を行なう。

At the N.S.W Japanese School, classes are formed on the basis of the students' Japanese language ability.

[授業日数] - Lessons -

毎年 1 月から 12 月までを 1 年として、オーストラリアの学校と同じ 4 学期制を採用している。各学期の土曜日のみ開校する(年間 36 日)。ただし、やむをえない事情により 臨時休校となった場合は年間授業数が 36 日に満たない場合もありうる。臨時休校による 代替授業は行わない。

The School runs every Saturday from January to December following the NSW School Term and School Holiday system (maximum 36 Lessons per year). However, there may be times when the school must close due to extraordinary circumstances and the number of lessons for that year will be less than the scheduled number. In these cases, there will be no substitute or additional classes arranged to replace the missed lessons.

[時間割] - Timetable -

登校時間 (Arrive at school)	9:20
1 時間目 (1st Period)	9:30 ~ 10:30
休憩 (Recess / Morning tea)	10:30 ~ 11:00
2 時間目 (2nd Period)	11:00 ~ 12:15

[補習校の決まり] - School rules -

●「ニューサウスウェールズ日本語補習校のきまり」をよく理解し、きまりを守ること。

Parents/guardians and students are expected to abide by and respect the policies, rules and disciplines of the school.

●「ニューサウスウェールズ日本語補習校のきまり」が守れない場合は、学校がこれと判断した場合 退学処分もあり得る。

The school may expel or suspend any student who behaves in an unsatisfactory manner.

●保護者の迎えが遅れる場合は事務手数料、教師の残業代として 50 ドルの罰金を徴収する。

If a parent/guardian does not arrive to collect their child by the appointed pick up time, there is a fee associated with the late collection. The school will charge \$50 to compensate teachers for their time.

#### 4. 納入金 – School Fees –

[入学金] – School Enrolment Fee –  
子供 1 人当たり\$50 二人目以降\$40

\$50 per child and \$40 per child for other children from the same family

[授業料] – School Tuition Fee – (2020 年度入学以降に適用 Applicable to students enrolled in 2020 onwards)

子供 1 人当たり 每学期\$150

\$150 per term per student.

●授業料の計算は学期単位とし、日割り計算はしない。

Payment on a daily or per class basis is not accepted.

●学期を通じて休学する場合は、籍を維持するための費用として 1 学期当たり授業料の半額を支払うものとする。

50% of term tuition fee will be applied to who wishes to take a leave of absence from school for the entire term.

●本校はニューサウスウェールズ州が推進する Creative Kids program の登録プロバイダーであり、本プログラムの規定に基づき Creative Kids Voucher の利用が可能。

N.S.W. Japanese School Inc. is an approved service provider for Creative Kids Program supported by NSW government. Creative Kids Voucher applicable based on the regulations.

[州政府グラント補填金] – Supplementary fee for Preschool aged child and school aged students who are not eligible for the Community Languages School Program Per Capita Grant –

未就学児の生徒および何らかの理由(1 学期の出席率が 70%に達しなかった、Grant 支給対象外のビザを保有している等)で NSW 州 Community Languages School Program Per Capita Grant の支給対象外となった生徒は、それを補填するために所属クラスに関わらず、**前年度の生徒 1 人あたりのグラント支給額に準じた額を支払うこと(総額を 4 学期で割り、各学期支払う)**。編入生は編入した学期から支払う。

Preschool aged students and those school aged students who do not meet the criteria are not eligible for the Community Languages School Program Per Capita Grant. In order to cover the operating cost, those students are required to pay the supplementary fee that is in accordance with the actual amount of the grant per student of the previous year regardless of the class they belong to. The total amount of the grant per student is divided by four terms and to be paid for each term. Those students who join the School mid-year shall pay the supplementary fee from the term they join the School.

[教材費] – Text Books and Teaching Materials –

各クラスの必要経費を実費で徴収する場合がある。教科書やクラフト材料などを購入した際には、各クラスで指定された期日までに支払うこと。

The cost of textbooks and teaching materials may be charged on a use by use basis as advised by the class teacher. Such payments must be made in time by due date.

[年会費] – Annual Membership Fee –

**1 家族につき 年間 \$70**

An annual fee of \$70 per family

本校は NPO 組織であるため、この年会費は主に、保険料支払い、教材の一部の購入に充てられる。

N.S.W. Japanese School Inc. is a non-profit organisation. The Annual Membership Fee helps to pay for insurance and educational equipment.

[負担免除金] (希望家族のみ) –Volunteer Exemption Fee (Optional)

**1 家族につき 年間 \$400**

An annual fee of Exemption– \$400 per family

学校運営には保護者の協力が不可欠であるが、学校代表、教務、会計などの運営委員やクラス委員、クラス分担作業、ゲート当番などを通じた学校運営への関与ができない保護者は、負担免除金を支払うことによりこれらの活動から除外される。支払われた免除金は学校の運営に使用する。ただし、免除金を支払った場合でも PTA 総会、臨時総会には出席する義務がある。

Volunteer work is essential to the operation of the School. Any family who is not able to do any volunteer work can pay this exemption fee. Volunteer work includes working as a member of the School Committee (School Director, Administrative Manager and Treasurer) or Class Representative, Class volunteer work, gate duty etc. The volunteer exemption fees are part of school income. However, those who pay this exemption fee must still attend the PTA Annual General Meeting and any extraordinary general meetings called by the School Management Committee.

[支払い方法と条件] – Payment of fees –

上記の料金は、銀行振込みにて支払うこと。手数料は支払人が負担する。その際に必ず FAN(Family Account Number)を明記する。チェックおよびマネーオーダーによる支払いは受け付けない。現金の支払いは受け付けない。

All School Fees are to be paid by bank transfer. The payer is responsible for any bank charges or fees incurred for the payment. Please make sure to write the FAN (Family Account Number) issued to you upon enrolment on your payment advice. Payments by Cheque or Money Order are not accepted. Cash payments are not accepted.

Account Name (口座名)	N.S.W. Japanese School Inc.
BSB(支店番号)	032-289 (Westpac Macquarie Centre)
Account Number(口座番号)	21-2229

●振込を済ませた後、支払済みの旨を所定のフォームにて連絡する。

Upon completion of payment by bank transfer, please fill out the form provided to advise that you have made a payment.

●毎学期に定められた支払い期限内(通常は前学期の第 6 週から第 8 週目)に次学期分の支払いを済ませること。これにより在籍が確約される。

Payment is required by the designated due date (typically between the 6th week to 8th week of the preceding term) to guarantee your child's place.

●既定の確認期日までに本校オンラインバンキング口座で入金を確認できない場合は、その日より 1 家族につき追徴金\$20/ 週が課せられる。

If the payment is not confirmed using the school's online banking account by the designated confirmation due date, a late penalty of \$20 per family per week will apply.

●支払い額と方法などは、年度の途中に関わらず、やむを得ぬ事情により変更されることがある。

School Fees and payment rules are subject to change at any time for any reasons.

## 5. 入退学 – Enrolment / Withdrawal

[入学資格] – Requirement for enrolment –

国籍を問わず、満 3 歳(2 月 1 日現在)から Year 6 までの子供が入学できる。ただし、次の 3 点を満たしていることを条件とする。

- 1) 日本語での指示を概ね理解し、クラス活動ができること。
- 2) 3 歳児は、基本的な生活習慣を身に付けており、トイレのしつけができていること。
- 3) 就学する年齢に達したとき現地の学校に通っていること。

The School allows enrolments of students from 3 years of age (as at 1st of February) to students in Year 6, and the School welcomes students of all backgrounds. However, students must satisfy the following requirements:

- 1) Students must be able to understand basic instructions in Japanese, and can take part in class activities.
- 2) Students 3 years of age must be capable of basic daily tasks and be fully toilet trained.

3) Students must attend a local school when they reach school age.

利用している学校設備の関係により入学定員を制限、変更する場合がある。

Due to the limited facilities of the school, there may be times when student numbers are restricted or changed.

[入学手続き] – Enrolment –

●下記の E メール連絡先に入学希望の旨を連絡、教務が入学希望者リストに記載する。

Please request information on enrolment by email (address below) and the school administration will contact you.

●入学希望者リストに記載された者から、新入/編入トライアルが受けられる。トライアル後、担当教師の判断で入学合否が決定される。

Once your child's name is on the list, the school administrator will contact you about a trial lesson. After the trial lesson the teacher in charge will decide on the placement or acceptance of the student depending on the trial results.

●入学確定後、「同意書」「個人調査書」「メディカルフォームおよび緊急対応同意書」に記入の上教務まで提出、入学金・授業料・年会費の払い込みが確認された時点で入学手続きの完了となる。

Upon acceptance, we will require Enrolment and Student information Forms to be completed and submitted to the school administration and all fees paid in order for the child to be entitled to enrol at the school.

●3 学期以降の途中入学に関し、年間費は半額となる。

Students enrolling at the school during or after the beginning of Term 3 are only required to pay half of the Annual Fee.

[休学] – Temporary leave –

●学期を通しての休学を希望する時は、学校 ウェブサイト(下記リンク参照)から「休学届け」をダウンロードし必要事項記入と署名の上、事前にこれを担任に直接提出するか、教務へ E メールに添付して提出し手続き完了とする。

A student who is going to be absent from school for one complete term and would like to stay on the class roster will be required to submit an absence form in advance to his/her teacher in person or to the school administration via email. The form can be downloaded from the school website (see the link below).

●休学の場合、学籍保存のために、この期間の授業料は半額とする。なお、授業教材は一括して E メールで担任より送信される。



Students absent for extended periods but wishing to return are still required to pay half the amount of school fee each term in order to keep the place. The homework will be sent via email by the class teacher.

[退学] – Withdrawal –

●退学を希望する時は、学校ウェブサイト(下記リンク参照)から「退学届け」をダウンロードし、必要事項記入と署名の上、事前にこれを担任に直接提出するか、教務へEメールに添付して提出し手続き完了とする。

A student who wishes to withdraw from school will be required to submit a withdrawal form to his/her teacher in advance to his/her teacher in person or to the school administration via email. The form can be downloaded from the school website (see the link below).

●退学の場合、いかなる理由においても、入学金・年会費・授業料・負担免除金の返金はしない。

The Enrolment Fee, Annual Membership Fee, Tuition Fee and Volunteer Exemption Fee will be forfeited should the student withdraw from the school or be expelled part way through the term or School year.

6. 連絡先 – Contact –

学校への連絡やお問い合わせは、Eメールをご利用ください。

Any general inquiries – please use the school email below.

緊急の場合は、各担任の携帯電話へご連絡ください。

In case of emergency – Please call the class teacher's mobile phone.

Email:	nswjs2014@gmail.com
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