

2018 (Heisei 30)  
Japanese Introductory Course for the City of Koka



# Kawasemi Course Guide

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Koka City

## Introduction/はじめに

This guide shows an overview of Kawasemi Course. We hope that everyone, including the students who need help with the Japanese language, as well as the community, schools and parents may come together in order to grow progressively.

Kawasemi (Kingfisher) is the official bird of Koka city, whose nickname is “Flying diamond”. Certainly, this well describes our heartfelt desire for the students; namely, spreading their wings and flying away to go anywhere and achieve whatever they wish.

We hope that Kawasemi Course provides needed assistance for many students and parents by giving them both the opportunity to interact with Japanese language and culture!

## Welcome to Kawasemi Course! /ようこそかわせみ教室へ

Koka city has been striving to be the no.1 city in providing a healthy environment to live in where all citizens – including people from other countries, make a significant contribution while being supportive of each other. In order to achieve this, all students shall recognize the coexistence of different nationalities and races, as well as accept distinct cultures, customs and values so that they can cultivate a respect among themselves.



Many students in Koka city who need help learning Japanese start their studies without understanding Japanese or the school rules and are exposed to a deep concern and anxiety every day. To assist these students, Koka city has launched an introductory Japanese educational program called “Kawasemi Course” beginning from September of 2018 that helps foreign students and others who may need aid in learning Japanese. The course is designed to give an efficient personal support for students, taking into account their own culture as well as the advancement in study, in addition to Japanese introductory assistance to help them get used to public schools.

We hope that many students begin their studies studying at Kawasemi Course to enable the smooth adaptation to Japanese public school life. It is our earnest desire that as many foreign students as possible have a smooth and pleasant school life on the basis of what they learned in Kawasemi Course. Hopefully, they will consider Koka city their irreplaceable “Furusato (hometown)”, and keep on stepping toward their dreams.

Superintendent of Koka City Board of Education/甲賀市教育委員会教育長  
Yamashita Yoshiyuki

山下 由行

**Q1. What assistance does Kawasemi Course provide? / かわせみ教室は何の教室ですか。**

**A. Kawasemi Course helps foreign students, and others that live in Koka city, the opportunity to learn Japanese and learn about school life.**

かわせみ教室は、甲賀市内の小中学校に在籍する外国籍児童生徒等が基礎的な日本語や日本の学校生活について集中的に学習する教室です。

**Q2. What is the purpose of Kawasemi Course? / かわせみ教室の学習目的は何ですか。**

**A. Kawasemi Course helps students to get a basic knowledge of Japanese so that they can have a healthy and pleasant life in Japanese schools.**

かわせみ教室での学習の目的は、子どもが健康で楽しい日本の学校生活を送ることができるよう、必要な基礎的知識を習得することです。

**Q3. Where is Kawasemi Course? / かわせみ教室はどこにありますか。**

**A. Kawasemi Course is located in Koka City Bantani Elementary School.  
For more details, refer to page 8.**

かわせみ教室は甲賀市立伴谷小学校内にあります。詳細は本紙 8 ページをご覧ください。

**Q4. What is the content of each session? / かわせみ教室では、どんな内容を学習しますか。**

**A. Kawasemi Course helps students to master *hiragana* and *katakana* through the course (level of 1<sup>st</sup> grade of elementary school in 3<sup>rd</sup> term), and encourages students to have good communication with their friends and teachers. In addition, students have the opportunity to learn about Japanese customs and lifestyle.**

かわせみ教室での学習が修了するまでに、「ひらがな」、「カタカナ」を完全に使いこなせるように進み（小学校 1 年生 3 学期での学習段階）、クラスの友達や先生とのコミュニケーションがとれるよう学習をします。さらに、日本の習慣や生活様式を学ぶ授業も実施します。

**Q5. Can parents join Kawasemi Course? / 子どもと一緒に保護者がかわせみ教室に通ってもいいですか。**

**A. Yes, they can.**

問題ありません。

**Q6. How can parents know the progress of their children? /**

かわせみ教室での学習経過は知らせてくれますか。

**A. A meeting with teachers and parents will be held once in a month. The teacher tells parents about the progress of the students and asks them to give assistance to their children at home.**

かわせみ教室では、保護者を対象に月に一回懇談会をします。

子どもの学習状況や内容を理解していただくのと同時に、家庭での子どもへの支援をお願いします。

**Q7. Is there a parents' day? / 授業参観等がありますか。**

**A. Kawasemi Course regularly invites parents to come and observe the class. Normally, a brief meeting with a teacher is held after the class.**

随時、教室を開放し、学習参観や来室を呼びかけています。

保護者会では懇談や相談とともに、保護者の日本語や日本文化などの簡単な研修も行います。

**Q8. Won't students be late in learning other subjects if they enroll in Kawasemi Course?**

かわせみ教室に通級の間は、在籍校の学習が遅れることはありませんか。

**A. First of all, it is quite important for students to learn Japanese to get used to school life in Japan. We recommend joining Kawasemi Course in order to keep up with what they will learn in the school they are enrolled in.**

まずは日本語の基礎を学んで、学校生活に慣れることが大切です。

在籍校の学習について行けるようにするためにも、かわせみ教室への通級をお勧めします。

**Q9. Can preschool kids join the Kawasemi Course? / 就学前年齢の子どもを入れたいのですが。**

**A. No, they can't.**

受け入れはできません。

**Q10. What if the student doesn't get used to Kawasemi Course? / 子どもが馴染めなかったら、どうなりますか。**

**A. Parents can always consult Kawasemi Course teachers. If necessary, it is also possible to terminate the course before the determined period.**

随時、相談ができますし、場合によっては通級中止も可能です。

**Q11. How long is Kawasemi Course? / 通級できる期間はどのくらいですか。**

**A. In principle, Kawasemi Course lasts 3 months. You can start at any time of the year.**

原則は3ヶ月程度です。



# Admission Procedure/通うまでの手順及び通級手続き

Start/スタート

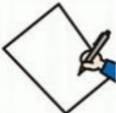
In case parents want their kids to join Kawasemi Course before entering a public school.  
子どもを市立学校に入れたいが、最初はかわせみ教室に入れたい。

In case kids are already going to public school, but parents want them to join Kawasemi Course.  
子どもが市立学校に通学しているが、かわせみ教室に入れたい。

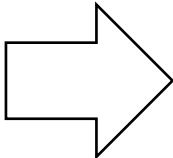
Consult the Board of Education, school education division.  
甲賀市教育委員会学校教育課と相談

Consult the school.  
学校と相談

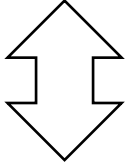
Begin admission paperwork  
通級手続き



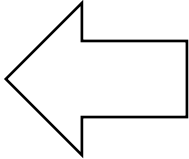
Fill out forms no.1 and no.2.  
様式 1 及び様式 2 を記入する



Submit the documents to the school.  
それらを学校に渡す


Parents and school are informed of the results.  
保護者や学校に連絡



Evaluation by the school and the Board of Education.  
学校と市教育委員会が協議する





## Tuition/費用

Kawasemi Course is a free course. However, school lunch fees will be deducted monthly from the bank account registered at the school where the student is enrolled. In addition, material expenses will be charged according to the following table.

授業料は不要です。ただし、在籍校で登録された預金口座より給食費が引かれます。また、教材費などについては保護者負担とします。

Monthly expenses 1ヶ月分の費用		Payment method 支払い方法	Remarks 備考
School lunch fees / 給食費	Elementary school ¥3,500 Junior high school ¥4,000	Direct debit 口座引落し	26th of every month 毎月26日
Materials, etc / 教材費など	¥500	Collect in envelopes 封筒で集金	At the beginning of the month 毎月上旬



## Preparation/準備物

- Stationery (5 pencils, 1 red pencil, eraser, pencil sharpener, scissors, glue)  
筆記用具（鉛筆5本、赤鉛筆1本、消しゴム、鉛筆削り、はさみ、のり）
- 2 dustcloths  
雑巾2枚
- Lunch kit (*Hashi*, handkerchief, plastic cup, toothbrush)  
給食セット（お箸・タオルハンカチ・プラスチック製コップ・歯ブラシ）
- Indoor shoes  
上ぐつ



## Clothing/服装

Kawasemi Course does not require any specific clothing, so students may choose whether to wear a school uniform or casual clothes. Either way, clothing must be decent and proper for school life.

かわせみ教室に通っている期間は、在籍校の標準服・制服でも、私服でも結構です。ただし、私服の場合、学校生活に相応しいものにしてください。



## Commuting/通学方法

Parents should drop off and pick up elementary school students (Bantani Elementary School students may commute by themselves). Junior high school students are allowed to come by bicycle or use public transport.

小学生は、保護者の送迎を原則とします（伴谷小学校在籍児童は徒歩通学可）。中学生は自動車通学、または、公共交通機関の利用も可とします。



## Important Points/注意点

- Earrings, watches and other accessories are not permitted.  
ピアス、腕時計、その他のアクセサリーの装飾は認めません。
- Please consult the teachers in advance if the student needs to bring a cell phone.  
Teachers will keep the cell phone and give it back to the student after class.  
携帯電話を持たせる場合は、職員に事前相談が必要です。  
持ってきた場合、朝に職員に預け、帰りに返してもらうようにします。
- Please inform Kawasemi Course by 9:00 AM in case of absence from school.  
やむを得ず休む場合、9:00 までにかわせみ教室に連絡してください。



## Daily Schedule/教室の一日の流れ

8:30 – 9:10	Students arrive 登校
9:10 – 9:30	Morning activity (reading books, etc.) 朝の学習（読書活動など）
9:30 – 9:35	Morning meeting 朝の会
9:35 – 10:20	1 <sup>st</sup> period (45 min.) 1 時間目（45 分）
10:20 – 10:40	Break 休憩
10:40 – 11:25	2 <sup>nd</sup> period (45 min.) 2 時間目（45 分）
11:25 – 11:30	Break 休憩
11:30 – 12:15	3 <sup>rd</sup> period (45 min.) 3 時間目（45 分）
12:15 – 12:55	Lunch 給食
12:55 – 14:00	Break, cleaning 休憩・清掃
14:00 – 14:45	4 <sup>th</sup> period (45 min.) 4 時間目（45 分）
14:45 – 15:00	Closing meeting 帰りの会
15:15	Student pick up 下校



## Holiday Schedule/開級日及び閉級日

Kawasemi Course is held Monday to Friday according to the time table above.  
The classroom will be closed during the following times.

開級日は、月曜日から金曜日の 8 時 30 分から 15 時 15 分までとします。閉級日は、次のとおりとします。

- ① Saturday and Sunday  
土曜日及び日曜日
- ② National holidays  
国民の祝日に関する法律に規定する休日
- ③ Period prior to the beginning of the new school year. (from April 1<sup>st</sup> to April 7<sup>th</sup>)  
学年始休業日  
4 月 1 日から 4 月 7 日まで
- ④ Summer vacation  
夏季休業日  
(from July 21<sup>st</sup> to August 31<sup>st</sup>)  
7 月 21 日から 8 月 31 日まで
- ⑤ Winter vacation  
冬季休業日  
(from December 24<sup>th</sup> to January 6<sup>th</sup>)  
12 月 24 日から 1 月 6 日まで
- ⑥ Period after the closing of the school year  
学年末休業日  
(from March 25<sup>th</sup> to March 31<sup>st</sup>)  
3 月 25 日から 3 月 31 日まで
- ⑦ Days other than above as determined by the Board of Education.  
上記以外のほか、特に教育委員会の指定する日



## Course Content/指導の内容

- School rules  
学校生活での決まりについての指導
- Basic Japanese conversation  
学校生活で必要とされる最小限の日本語会話能力の指導
- Writing and reading of *Hiragana, Katakana, Kanji*  
ひらがな、カタカナ、漢字の表記、読み方についての指導
- Experience Japanese culture and customs through activities with volunteers from the local International Society  
国際協会ボランティアによる日本文化や風習の体験



## Textbook and other Materials/使う教材

- *Daisuki Nihongo*  
「だいききにほんご」
- Cards, printed materials, etc.  
その他初期指導に適切なカード・プリントなど

\* Some picture books and textbooks are available. Please, feel free to ask to borrow these books.  
※教室には日本や外国の絵本・教科書・参考書も置いてあります。一部は貸し出しも行いますので、お気軽にお申し出ください。



## Teachers Contact Information/職員・連絡先

Classroom manager: Akemi Kita  
【室長】 喜多 朱美

Assistant manager: Miho Ishizu  
【室長補佐】 石津 美穂

Linguistic Assistant: Henrique Yamada  
【母語支援員】 山田 エンリケ

Linguistic Assistant: Takaaki Ito  
【母語支援員】 伊藤 孝明

Address: 〒528-0064 Koka-shi, Minakuchi-cho, Bannakayama, 2252  
Koka City Bantani Elementary School  
TEL: 080-2418-8565



## Who to Contact when the Classroom is Closed/教室が閉鎖の時の相談・連絡先

Koka City Board of Education/甲賀市教育委員会事務局学校教育課

Address/所在地: Koka-shi, Minakuchi-cho, Minakuchi, 6053 (Koka City Hall 4F)  
(滋賀県甲賀市水口町水口 6053 番地 甲賀市役所水口庁舎 4F)

TEL: 0748-69-2243

FAX: 0748-69-2293

Office hours: Monday/月曜日 – Friday/金曜日 8 : 30 - 17 : 15



## Map to Kawasemi Course/「かわせみ教室」地図

Address: 〒528-0064 Koka-shi, Minakuchi-cho, Bannakayama, 2252  
Koka City Bantani Elementary School  
TEL: 080-2418-8565

