

Date: Y      /M      /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

Notice of    Entrance Ceremony    Graduation Ceremony

Congratulations on:    Your Entrance    Your Graduation

For the \_\_\_\_\_ school year, the school will be holding:

An Entrance Ceremony    A Graduation Ceremony.

Please ensure that you are able to come and attend.

DETAILS

1    DATE:    Year    /Month    /Day  
          Opening time: \_\_\_\_\_ :

\* \_\_\_\_\_ : \_\_\_\_\_ Please register by this time and proceed to the waiting room  
(..... Room).

Students to arrive to school:    As usual       By .....:.....

2    VENUE:    School Gymnasium

\* If you are unsure of the location, please inquire at the staff room or administration.

3    WHAT TO BRING: (For entrance only. Please bring what's ticked)

School Enrollment Form     Indoor Shoes       School Bag (*randoseru*)

Commuting bag                 Extra Bag       Other (                    )

4    OTHERS:

Everyone will need to bring their own indoor shoes.

Please only use designated car parks for parking.

Date: Y      /M      /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

Notice of     School Trip     Indoor Overnight Camp

This is to notify details of the following activity. Please make necessary preparations for this trip (please bring the items that are checked).

## DETAILS:

## 1 PERIOD:

Month                      /Day      (              ) to    Month                      /Day      (              )

## 2 ACCOMMODATION:

[1st Day]	Facility	
	Address	
	Phone no.	
[2nd Day]	Facility	
	Address	
	Phone no.	

## 3 MEETING AND DISMISSAL TIMES AND LOCATIONS:

(1) Meeting Date: Month                      /Day                      at                      :

(2) Meeting point:     School     ..... Station     .....

(3) Finishing time: Month                      /Day                      at                      :                      (expected time)

(4) Dismissal point     School     ..... Station     .....

## 4 WHAT TO BRING:

- Bookmark     Writing material     Lunch box, water bottle     Toiletries     Towel  
 Handkerchief     Tissues     Change of clothes     Rain gear (if necessary)  
 Necessary medication     Garbage bag     Warm clothing (sweater, windbreaker)  
 Pocket money (no more than ¥.....)     Picnic mat  
 Snack (no more than ¥.....)

## 5 CLOTHING

- Gym uniform (shirt, shorts, jersey - top/bottom)     Non-designated jersey (top & bottom)  
 Uniform     Free     Hat     Gym hat

## 6 COSTS ¥ \_\_\_\_\_

- This amount will be automatically withdrawn from your bank account.  
 Pay ¥ \_\_\_\_\_ by Month...../Day..... to the homeroom teacher.  
 Pay in installments.

## 7 OTHERS:

- Please bring your medication (if necessary).
- Look after your health and be physically fit.
- Please consult the homeroom teacher if there are any concerns about health, etc.

ATTENDANCE SLIP FOR:     School Trip     Indoor Overnight Camp

Grade:	Class:	Student Name:	
Guardian Name:			Seal

- I will attend     I will not attend    (Please check the appropriate box)

Date: Y /M /D

Dear Guardian: Mr/Ms .....

From:..... School Principal

## OUTDOOR STUDY NOTICE

This is to notify the following activity. Please make necessary preparations for this trip. (Relevant items are checked).

## DETAILS:

1 Thy type of outdoor study to take place is as follows:

- Field Trip                       Work Experience                       Social Studies Field Trip  
 Sketching Event               Concert or Choir Contest

2 Date: Month / Day ( )

3 Location: \_\_\_\_\_

4 Meeting &amp; Finishing Point &amp; Times:

- (1) Meeting on Month / Day at \_\_\_\_\_ : \_\_\_\_\_  
 (2) Meeting Point     School    ..... Station    Venue     .....  
 (3) Finishing on Month / Day at \_\_\_\_\_ : \_\_\_\_\_ (expected time)  
 (4) Finishing Point    School    ..... Station    Venue     .....

5 Transportation, etc.

- JR    Bus    On foot

6 What to bring:

- Bookmark     Writing material     Lunch box, drink bottle    Handkerchief  
 Tissues         Rain gear (if necessary)    Towel         Needed Medication  
 Warm Clothing (sweater, windbreaker)    Small change (no more than ¥.....)  
 Picnic mat     Garbage bag    Paint set     Instrument     Snack (up to ¥.....)

7 Clothing:

- Gym uniform (shirt, shorts, & jersey-top/bottom)    Non-designated jersey (top & bottom)  
 School uniform    Free         Hat         Gym hat

8 Cost: ¥ \_\_\_\_\_

- This amount will automatically be taken out of your bank account.  
 Pay ¥ \_\_\_\_\_ by Month...../Day..... to the homeroom teacher.  
 Pay from the installment.

9 Others:

\*If the weather is changeable, the following applies:

- Trip to commence regardless of the weather     Prepare to go to class and to go outside  
 The trip is cancelled if it rains     If it rains, the trip will be postponed to a later date.  
 We will contact you and let you know whether or not the trip will take place.

\*Please bring motion-sickness tablet with you if you are likely to get car sick.

Date: Y        /M        /D

Dear Guardian: Mr./Ms.....

From: ..... School Principal

## HOME VISIT NOTICE

Home visits are for the benefit of each student's well being and development. For confidentiality reasons, home visits are conducted by the homeroom teacher.

## DETAILS:

## 1 Date of Home Visit:

Month        /Day        (        )

From:        :        to        :        (estimated time)

## 2 Content of Consultation:

- Student's lifestyle at home and condition at school  
 School needs and inquiries to homeroom teacher  
 No specific issues to be consulted; just confirming location of home.

## 3 Others:

- Please be aware that appointed times are subject to slightly change.
- Please fill in the slip below, tear off, and submit by Month        /Day        to your homeroom teacher. If you need an interpreter and know someone who can, please tell us who we can ask.
- Will only be confirming the location of your home so you will not need to be at home.

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Class    

Year	Group
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    Student Name:

:

## 1 Please read and fill in the relevant information and check the appropriate box.

- Appointed time of visit is suitable.  
 Appointed time is not suitable. Please change to the following date and time:  
Month        /Day        at        :

## 2 Please check the appropriate box that suits your consultation.

- Japanese  
 Interpreter needed

## 3 If you know someone who can interpret for you, please tell us who he/she is:

Interpreter's Name:.....

Contact Number:.....

Date: Y            /M            /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

### Long School Holiday Notice

We would like to notify you of the coming school holiday. You will need to spend this period at home or elsewhere, away from school. Please use this time constructively and fulfill your family role meaningfully and enjoyably. Relevant information is checked below.

#### DETAILS:

1 Type of Holiday:

- Summer Holiday       Winter Holiday       Spring Holiday

2 Duration of Holiday:

Month            /Day            (        ) to    Month            /Day            (        )

3 School Attendance during Holiday:

- All students: Month            /Day            at    :            (arrival time)
- Your grade: Month            /Day            at    :            (arrival time)
- Other            : Month            /Day            at    :            (arrival time)

\*Please attend school on the specified days above. Contact your homeroom teacher if you will be absent.

\*For more details, please see     Events Calendar     School Club Timetable

4 When the holiday finishes, school commences as normal on the following date:

Arrive school: Month            /Day            at    :            (arrival time)

Leave school:           :            (estimated time)

- Please bring:     Indoor shoes     Report Card     Writing material     Homework
- Floor cloth X ....     Lunch box     Lesson materials     School lunch items
  - Health record     Test results
  - Other .....

5 Other Matters:

Please notify the school as soon as possible if you become ill or are involved in an accident.

On weekends (Sat. & Sun.), please contact your homeroom teacher.

School phone number: .....

Homeroom Teacher's number.: .....

Date: Y      /M      /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

## PAYMENT NOTICE

We will be collecting the monthly fee for ..... (month). Relevant information is checked below.

1 Period: Month /Day ( ) to Month /Day ( )

2 Amount: Yen (total amount to be paid)

Breakdown:  Grade/Class Activities - ¥.....  
 PTA membership - ¥.....  
 School lunch - ¥.....  
 School Council - ¥.....  
 Club Activities - ¥.....  
 Teaching materials - ¥.....  
 Field trip (.....) - ¥.....  
 Social Studies Field Trip (.....) - ¥.....  
 Nature School Trip - ¥.....  
 School Trip - ¥.....  
 Health Checkup - ¥.....  
 Practical Training - ¥.....

Payment Method  Please pay by cash.

The above amount will be automatically withdrawn from your account.

Please check in advance that the correct balance is available in your account.

Date: Y        /M        /D

Dear Guardian: Mr/Ms .....

From: .....School Principal

Notice of ( Grade Class) Parent-Teacher Conference  
and Class Observation

For the benefit of students' healthy development, parent-teacher conferences are held where students' lifestyles and environment (in the home and school) are discussed. Please ensure that you are able to attend. Details are as follows:

DETAILS:

1 DATE: Month        /Day        (        )  
From        :        to        :       

2 Location: Classroom (.....Grade.....Class) General-purpose Hall Conference Room  
Library Room Science Room Home Economics Room .....

\* If unsure of location, please enquire at the staff room or administration.

3 Other Details:

Please bring your own indoor shoes    Slippers will be provided at school

Please fill in below and hand in by Month        /Day        to the homeroom teacher.

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Grade:	Class:	Student Name:
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For the Grade Class Parent-Teacher Conference:

I will attend.

I am unable to attend.

(Please check the appropriate box.)

Date: Y /M /D

Dear Guardian: Mr/Ms .....

From:..... School Principal

## Parent-Teacher Meeting Notice

This is a chance for the homeroom teacher to inform the parent/guardian how the student is doing at school and at the same time, listen to how the student is doing at home. These parent-teacher meetings are held to increase support for the student and improve his/her development. Please ensure that you can attend.

## DETAILS:

- 1 DATE: Month /Day ( )  
From : to :
- 2 LOCATION:  Classroom (.....Grade.....Class)  .....
- \* If unsure of location, please enquire at the staff room or administration.
- 3 Other Details:
- Please write in a suitable time below and hand in the slip by Month /Day to the homeroom teacher. Please let us know if you know someone who can interpret for you (if required).
  - Please bring your own indoor shoes  Slippers will be provided at school
  - Please understand that your requested time is subject to change.

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Grade: Class:	Student Name:
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- 1 Please check the appropriate box and fill in a suitable time for your meeting.
- I request a meeting on Month /Day from to :
- The above time is not suitable.  
I request a meeting on Month /Day from to :
- 2 Please check the appropriate box that suits your consultation.
- In Japanese  
 Interpreter needed
- 3 If you know someone who can interpret for you, please tell us who he/she is upon his/her permission:
- Interpreter's Name: .....
- Interpreter's Contact Number: .....



Date: Y        /M        /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

### ATHLETICS DAY NOTICE

Athletics day will be held as follows. We would like for you to attend and encourage your child in competitions and races he/she will partake in.

#### DETAILS:

1 DATE: Month /Day ( )     Substitute Date: Month...../Day.....( )

Opening Ceremony:        :

Closing Ceremony:        :        (estimated time)

\*School closes if it rains.

2 LOCATION: School Ground

3 Other Details:

In the case of postponement:

Information will be provided via emails.

The local representative will be contacted.

Information will be provided over the community wireless system.

Other

When it is held as scheduled:

• Students to arrive by \_\_\_\_\_ : \_\_\_\_\_ and leave at \_\_\_\_\_ : \_\_\_\_\_ (estimate).

Parents can return home with students.

• Student's clothing:  Gym uniform     Gym hat

• Parents and children to eat their own packed lunch together.

• If arriving by car, please park at the designated area.

Date: Y       /M       /D

Dear Guardian: Mr/Ms.....

From: ..... School Principal

PTA Event Notice: PTA General Meeting    PTA Workshop  
PTA Service Work        PTA Parent-Child Activities

The following PTA event will be held. Parents/guardians, please attend if you can.  
For preparation purposes, please notify your attendance or absence by handing in the slip below to the homeroom teacher by Month       /Day       (       ).

DETAILS:

1 DATE: Month       /Day         
      From       :       to       :

2 Location: School Gym    Conference Room    Activity Hall  
 School playground    .....

3 Content:

4 What to Wear and Bring:  
Work clothing    Sports clothing    No specific clothing  
.....

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Grade:    Class:	Student Name:
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For this PTA Event:    I will attend.  
  
I am unable to attend.

(Please check one of the boxes.)

Date: Y        /M        /D

Dear Guardian: Mr/Ms .....

From: ..... School Principal

\_\_\_\_\_ Student Career/Education Survey

A school survey is being conducted. Please fill in the details below. This survey will be used for future reference. Please also use this survey as a chance for you to discuss with your child future options.

Please hand this in to your homeroom teacher by Month \_\_\_\_\_ /Day \_\_\_\_\_ (\_\_\_\_\_).

Thank you.

.....

Student Career/Education Survey

Grade: \_\_\_\_\_ Class: \_\_\_\_\_ Student No. \_\_\_\_\_

Student Name: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Seal \_\_\_\_\_

(seal or sign.)

1 I am considering employment options.

Choice of employment made:  Through school

Through a close associate or family business.

\*Type or name of desired employment:

1st Preference	
2nd Preference	
3rd Preference	

2 I am considering further education.

	Name of School	Course	Major	Field
1st Preference				
2nd Preference				
3rd Preference				