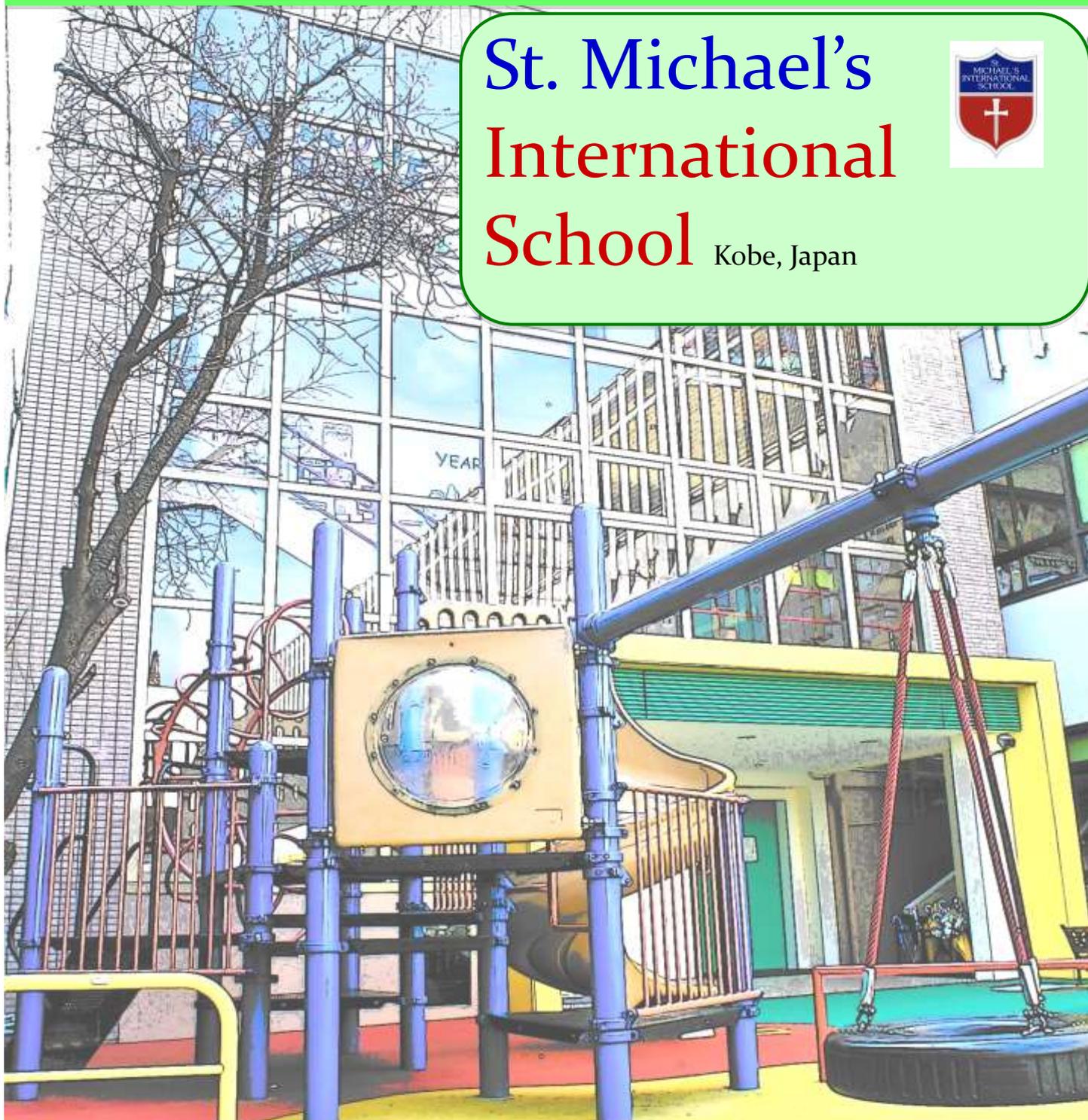


SUMMER SCHOOL 2019

St. Michael's International School

Kobe, Japan



Monday, 1st July – Friday, 26th July 2019
9:00 a.m. - 3:00 p.m.

17-3 Nakayamate-Dori, 3-Chome, Chuo-ku, Kobe, 650-0004
Tel: (078)-231-8885 Fax: (078)-231-8899

www.smis.org/summer-school

Welcome

Dear Parents,

Welcome to the SMIS Summer School 2019!

This handbook will provide you with information regarding our Summer School programme. It will outline subjects, expectations and general information about this year's programme.

This year's programme has been designed to challenge and motivate children through a balance of academic and practical activities, giving students numerous opportunities to have a fun but productive summer.

Our programme will be based upon topics from the school's International Primary Curriculum (www.greatlearning.com) in which the children will work collaboratively to explore, problem-solve and create. Although there will be a heavy focus on oral learning, active learning and group tasks, the children will also spend time each day building upon their Literacy and Numeracy skills.

I look forward to working with your child at this year's Summer School. If you have any questions or concerns, please do not hesitate to contact me.

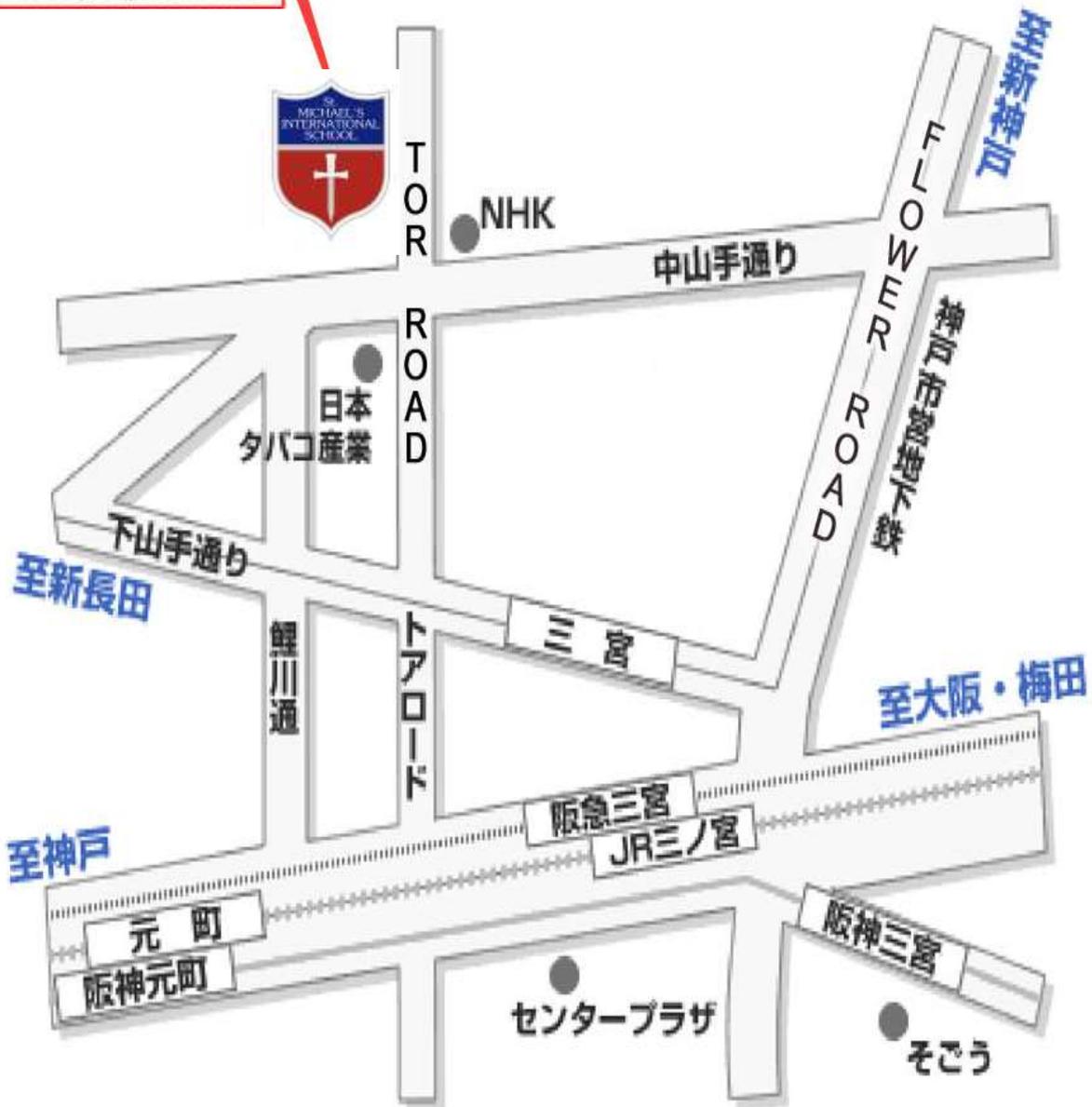
Yours sincerely,

Henry Cammell
Summer School Coordinator
summer-school@smis.org

Gill Tyrer
Head of School
St. Michael's International School

Location Map

17-3 Nakayamate-Dori,
3-Chome, Chuo-ku
Kobe City 650-0004
Tel. No.: (078)-231-8885
fax : (078)-231-8899



SMIS Summer School Overview

St. Michael's International Summer School's goal is to provide a safe place where children can work, learn, and grow, while maintaining a safe, caring and creative environment. It will provide an appropriate balance of academic and creative hands-on activities through which children can develop, socially and academically during a summer of fun active learning.

Lessons & Activities

The majority of the learning will be based upon topics from our International Primary Curriculum (www.greatlearning.com/ipc/) and will involve using the following skills:

- Reading/Creative writing/Phonics /Language development
- Applying Numeracy skills to solve problems
- Practical Science Exploration
- Art/design/crafts
- Physical Education/Swimming Lessons
- Information Communication Technology
- Weekly field trips

Swimming/Pool

The Early Years and Lower School (Aged up to 5) will enjoy water fun in our pools set up on the roof, where shade can be provided when needed. Children in the Upper School (Aged 6-12) will have a swimming programme at Kobe Club pool twice a week. This programme will focus on water safety fundamentals and stroke development and will be run in conjunction with Linkworks swimming instructors.

General Information

Staff

Summer School staff will consist of experienced St. Michael's International School Teachers and Teacher Assistants including:

- Henry Cammell (Year 2 teacher at SMIS)
- Rebecca Price (Year One teacher at SMIS)
- Akiko Nakagawa (Year 2 Teaching Assistant at SMIS)
- Nicholas Foster (EY Teaching Assistant at SMIS)
- Gabe Inter (ESOL Coordinator at SMIS)
- Gloria Tang (ESOL teacher at SMIS)
- Avani Shah (Year 5 and 6 Teaching Assistant at SMIS)

Attendance

School starts at 09:00 and finishes at 15:00. If arriving late, leaving early or absent, please make sure to call the office in advance. The office will be open from 08:45 and will remain open until 15:20. each day.

Children may start to arrive from 08:45 at which time a duty teacher will open the main school gate. Most classes will be met in the playground by their teachers and then taken inside. However, children in the Early Years class may be taken directly into the classroom by a parent at 09:00.

Children will be released on the playground at 15:00. Those aged 8 - 11 years old can travel to and from school unsupervised if parents have given written permission. All other children need to be collected by a specified adult. A form will be given at a later date for parents to indicate this information.

Please inform the teacher in the morning if you have made arrangements for your child to be picked up by someone else at the end of the day. The school must be cleared by 15:20 each day as the school gates are locked.

Snack Time / Lunch Time

Children are expected to bring their own snack and lunch to school, as no catering is available. Please pack a healthy mid-morning snack, lunch and a drink. It is essential that children have plenty of water to drink, so a personal refillable bottle is needed.

What to Wear

Children should wear casual, light summer clothes and light shoes. No additional indoor shoes are needed. Children in Nursery, Reception and Year One are required to bring a change of clothing that can be kept at the school until needed. Please label all items of clothing.

Every Monday, please make sure your child brings a swimsuit, towel and appropriate wet footwear (Crocs, flip flops, water shoes). Goggles are optional. These will be returned every Friday for washing.

Lost and Found Items

Please make sure personal belongings are named. At the end of Summer School, we will display any lost and found items. Please understand that any leftover items not claimed will be disposed of.

Parking

Please use the car parks in the vicinity of the school. It is illegal to park outside of the school on Tor Road. We appreciate your cooperation in this matter.

Typhoons

In case there is typhoon activity in Kobe, St. Michael's has the following two warning procedures:

- ㄥ☞ **Chui Ho:** School as usual. Parents must use their own discretion in deciding whether or not to keep their child at home.
- ㄥㄥ☞ **Kei Ho:** *If this warning continues until 07:00. there will be no school for that day. An email will be issued at 07:00 to your specified address. If there is a Kei Ho issued in your area but not in Chuo-ku, please use your own judgment.*

If the Kei Ho is announced during school hours, students will be kept at school until collected by parents. If in doubt, please telephone the school office after 08:45.

Earthquakes

Although unlikely, the school has a planned and practised procedure that will be followed in such an event.

As such, any communication/transportation problems arising from major tremors/earthquakes, students will be kept in school or at the evacuation location until collected by parents. In the unlikely event of an overnight stay being necessary, staff will remain with the students.

In the event of such an emergency, our evacuation location is located at the **Tor Shimin Park.**

Fees

All fees must be paid prior to attending the Summer School. These can be paid in cash to the school office or via a bank transfer. Further details can be found on the application form. The fees are structured as follows:

Four Weeks¥120,000 (*weekly rate = ¥30,000*)

Three Weeks.....¥100,000 (*weekly rate = ¥33,333*)

Two Weeks.....¥75,000 (*weekly rate = ¥37,500*)

One Week.....¥45,000

If not a current SMIS enrolled student, you will be charged an additional fee of ¥2,000 for insurance.

Terms and Conditions

I. Summer school tuition:

- We ask that you make any cancellations two weeks prior to the beginning of the St. Michael's International Summer School so as not to incur any cancellation costs.
- Canceling one week prior to the start of the first week of Summer School: 80% refund of tuition fees.
- Canceling three days or less prior to the start of the first week: 50% refund of tuition fees.
- Cancelling during a week already registered for: No refund of tuition fees for such week(s).

II. Typhoon, earthquake, or other Natural causes:

- No refund for any summer-school-related fees in the case of cancellation of school and/or of activities due to typhoon, earthquake, or other extreme events beyond the control of school and its staff.

III. Rights of the school:

- St. Michael's International Summer School reserves the right to reject the application—even after the start of summer school—of any student who is unable to function at an age-appropriate level in the English language, and/or whose behavior is consistently inappropriate. This includes those children entering the Early Years class who are not toilet trained. After a written warning to the family, any student who is asked to leave the summer school programme based on circumstances covered in the aforementioned will receive a full tuition refund for any week(s) he/she is enrolled in that follow the week in which he/she is asked to leave. There will be no tuition refund for the week in which he/she is asked to leave.