



Parent Handbook



Updated: April 2026

Welcome

Dear Parents,

Welcome to the SMIS Summer School 2026.

This handbook will provide you with information regarding our Summer School programme. It will outline subjects, expectations and general information about this year's exciting 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 ([Internationalcurriculum.com](https://www.internationalcurriculum.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,

Nicolas Foster
Summer School Coordinator
summer-school@smis-mail.org

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

Location and Map

Hyogo

Kobe

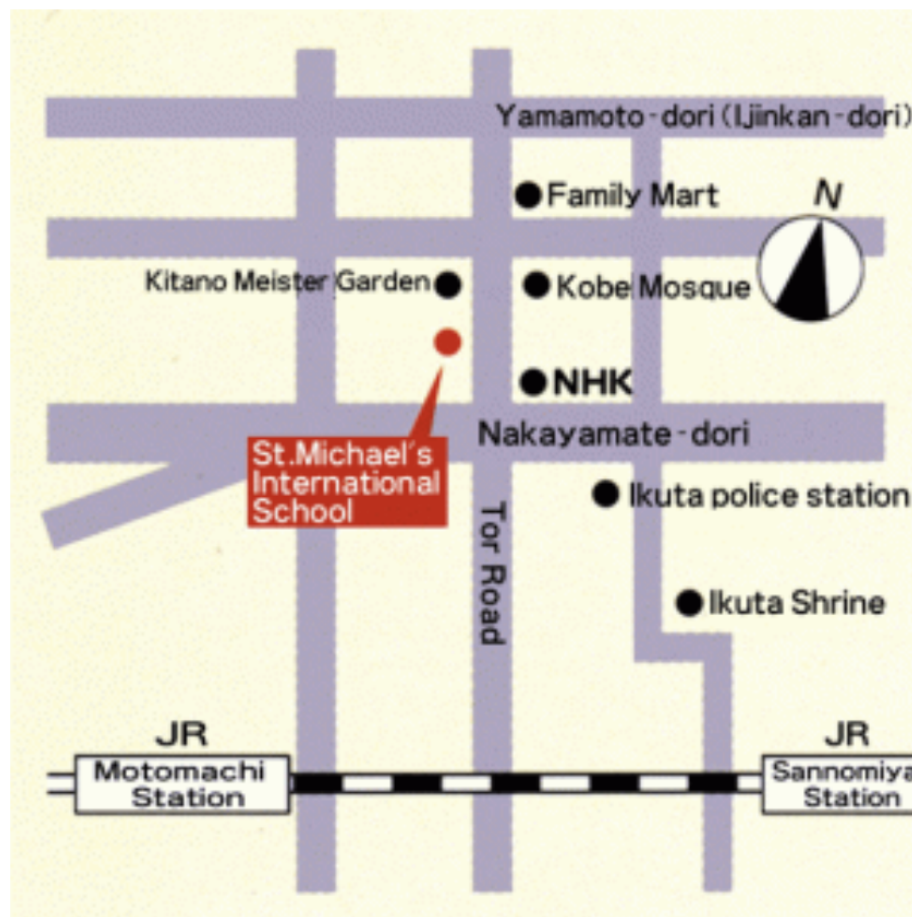
St. Michael's International School

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St. Michael's International School, a British School in the Anglican tradition, provides a quality Primary education within a positive culture of excellence and a caring family community.



SUMMER SCHOOL OVERVIEW

Aims

The goal of the St. Michael's International Summer School is to provide a safe place where children can work, learn, and grow, while maintaining a 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 and active learning.

Ages & Group Placement

Early Years* 3~5 year olds

Lower School (6~7 year olds)

Upper School (7~12 year olds)

The age group cut-off date is **31 July**.

Student placement is based primarily on the child's age; however, final class placement remains at the discretion of SMIS-English and may be adjusted based on enrolment numbers, class balance, student needs, and programme requirements.

***We require all children entering the Early Years class to be toilet trained.**

Lessons & Activities

The majority of the learning will be based upon topics from our International Early Years Curriculum and International Primary Curriculum 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 / Water-based activities
- Technology

Fridays are called 'Fun Fridays' - and for good reason! These days will also be themed, and we will all enjoy a particular focus each week, all packed with summer fun fun fun!

Swimming

Primary age children (6+) will participate in a swimming programme at the local pool twice a week. This programme will focus on water safety fundamentals and stroke development and open for all children enrolled in the Lower School and Upper School classes.

Swimming lessons will be taught by qualified swimming instructors, and supervised by Summer School staff.

Please be aware that our access to the pool is determined by the local pool's policies and that in the event of closure due to COVID-19, adverse weather, or any other reason, we will not be able to run swimming classes at that time.

Staff

Summer School staff will consist of experienced St. Michael's International School Teachers and Assistants as well as additional teachers connected to St. Michael's who have previously worked in one of our summer school programmes.

Attendance

Summer 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 15:30 each day.

Children may start to arrive from 08:45 at which time a duty teacher will open the main school gate. The children will be taken directly to their classes, where they will meet their class teachers.

Children will be released at the school gates at 15:00. Those in the Upper School class (aged 7 and above) can travel to and from school unsupervised if parents have given permission. All other children need to be collected by a specified adult.

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. Families should have left by 15:20 each day when the school gates are closed.

Snack Time / Lunch Time

Children are expected to bring their own **Nut-Free** snack and lunch to school. 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 required. We recommend one with a neck strap. **Please label all items.**

School Lunch Service

**** This option may be unavailable depending on demand and provider access.**

*****Lunch option to be confirmed by April at latest.**

Parents can choose to pay for our school lunch services at a fixed weekly cost in the region of ¥3,750. Fees may vary year to year and depending on the number of lunch users. This fee will be added to your invoice.

Lunch options:

- Regular lunch
- Vegetarian lunch
- Dietary restricted lunch

(eg: allergies to eggs, gluten, nuts, shellfish or pork restrictions)

- **Please note:** the lunch service fee is non-refundable. This applies to all situations, including school closures or sick days. The non-refundable policy is in line with the terms and conditions outlined under the section "Tuition and Rights of the School."

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.**

We suggest applying sunscreen and insect repellent to your child to help protect them from sunburns and mosquito bites while enjoying outdoor activities.

Every Monday, please make sure that 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. **Please label all items.**

Lost and Found Items

Please make sure **all 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 the event of typhoon activity in Kobe, St. Michael's is guided by [JMA](#) advice and has two warning procedures:

i. Chui Ho - Weather warning:

School opens as usual. Parents must use their own discretion in deciding whether or not to keep their child at home.

ii. Kei Ho - Weather alert:

*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 email address. If there is a **Kei Ho** issued in your area but not in Chuo-ku, please use your own judgement.*

If a **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 via a bank transfer. Further details can be found on the application form. The fees are as follows:

Four weeks.....¥200,000 (**weekly rate = ¥50,000**)

Three weeks.....¥157,500 (**weekly rate = ¥52,500**)

Two weeks.....¥110,000 (**weekly rate = ¥55,000**)

One week.....¥60,000

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

Summer School Fees are paid by bank transfer to:

The Bank of Tokyo Mitsubishi UFJ, Kobe Branch

Savings Account (Futsu) # 1264140

In the name of "Sei Mikaeru Kokusai Gakko"

**** Please use your 'Child's Name' and 'Summer School' as the description of payment. For example, [John Smith - Summer School].**

**** Any bank charges are the responsibility of the person or organisation paying the fees.**

Parent Expectations

Parent support is essential to help us to maintain a safe and healthy school environment.

We need your support to minimise the risk of school closure.

We request that parents:

1. Ensure your child arrives on time.
2. Long hair is tied back using a simple band.
3. Send your child with an easy to eat **Nut-Free** home lunch/bento that they can eat **independently**. Please avoid sending packets or tightly closed vacuum flasks that your child can not open by themselves. Children should bring their own chopsticks/cutlery etc.
4. Please telephone or email the office with general enquiries.
5. Telephone the School Office by **14:20** of any change regarding who will collect your child or any change in emergency contact details.
6. Keep your child at home if they have a temperature of **37.5 degrees** or show any signs or symptoms of ill health, however mild.
7. Inform the School Nurse of any health issues, however mild.
8. Be prepared to collect your child at short notice if the School Nurse is concerned about their health.

These protocols are designed to minimise the risk to health and to reduce the likelihood of Summer School having to close.

Terms and Conditions

• Summer School Cancellations & Refunds

We kindly ask that any cancellations be made at least [two \(2\) weeks before the start of St. Michael's International Summer School](#) to avoid cancellation charges.

Lunch fees and insurance fees are non-refundable in all circumstances.

Refunds of tuition fees will be issued as follows:

- **Cancellations received at least two (2) weeks, (14 days+) before the start of the first week of Summer School:** Full (100%) refund of tuition fees.
- **Cancellations received seven (7) to thirteen (13) days before the start of the first week of Summer School:** 80% refund of tuition fees.
- **Cancellations received six (6) days or less before the start of the first week of Summer School:** 50% refund of tuition fees.
- **Cancellations made after Summer School has commenced:** No refund of tuition fees for any registered week(s).

All cancellations must be submitted in writing and are effective from the date written notice is received by SMIS-English.

- **Typhoon, earthquake or other natural disasters:**

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

- **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 behaviour 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.

- **Health related closures:**

- If Hyogo prefecture declares a State of Emergency during the running of the Summer School programme, St Michael's International Summer School reserves the right to close the Summer School program indefinitely. In this case, a refund will be issued for any days on which the programme is not running.

Growing, Working, Learning together.

