

Primary School- Showa



Welcome Information
for New Families
Year 4-6

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Message from the Head of the Primary School

A very warm welcome to The British School in Tokyo (BST) Primary School. It is a great privilege to be leading this excellent School, offering an outstanding British education from Nursery at age 3 to Year 6 at age 11, with wonderful facilities in central Tokyo.

I firmly believe in the importance of providing an innovative and challenging all-round education during the Primary School years. I am therefore delighted that our last ISI inspection report affirmed that BST offers an “excellent education” to students at all levels.

Our committed and highly professional staff offer outstanding teaching of a broad and contextually enriched curriculum, individualised to meet the needs of all students. Together, with the wealth of extra-curricular activities, we strive to develop potential from within, encouraging each student to grow in confidence, flourish academically and develop a life-long love of learning.

Together with the staff and students, I look forward to welcoming you.

Eleanor Loran
Head of Primary



Contacting Senior Staff

The Primary Leadership Team are based on different sites during the week. Please note that this is subject to change daily or weekly.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|-----------------|-----------------|-----------|----------|-----------------|
| Eleanor Loran | Shibuya / Showa | Shibuya / Showa | Showa | Shibuya | Shibuya / Showa |
| Karl Wilcox (Hannah Pinkney) | Showa | Showa | Showa | Showa | Showa |
| Nicola Hill | Shibuya | Shibuya | Shibuya | Shibuya | Shibuya |
| Ben Girling | Showa | Showa | Showa | Showa | Showa |
| Rebecca Remnant | Shibuya | Shibuya | Shibuya | Shibuya | Shibuya |

Attendance

If your child is absent or late, please email priabsence@bst.ac.jp with the following information:

Student's Full Name:

Class:

Absent or Late:

Reason for absence/lateness:

These emails will be delivered straight to our Front Reception Desk Teams who will notify teachers. You will receive an automated response to let you know that the message has been received by us. Any emails sent to teachers will be forwarded to this email address, so please email priabsence@bst.ac.jp directly to avoid any confusion.

Lateness

Any child arriving after the registers have been taken (8.50am) must report to the Receptionist before entering class.

Request for leave of absence

Regular attendance at school is expected, so please refrain from arranging family holidays during term time. If you need to take your child out of school please contact the Head of Primary in writing by email loran@bst.ac.jp.

General Health & Safety

Children with a fever, nausea, sore throat etc., are to be kept at home until all symptoms have subsided. The school must be notified at once if a child has contracted a contagious disease such as mumps, influenza, or chicken pox. [Please see our website for our COVID-19 policy.](#)

Please keep your child at home until the contagious period has passed. Your local doctor must be advised and consulted. If a child is ill while in school, parents/guardians will be informed and asked to come to pick up their child.

To notify the nurses at BST please email nurses@bst.ac.jp.

Morning Drop-Off (COVID-19 Dependent)

Year - 4 - 8:25am

Year - 5 - 8:25am

Year - 6 - 8:25am

BST school buses leave for Showa from outside the Shibuya campus at 8.20am and at 8.25am. On arrival, children should make their way directly to Leo Place.

Seats on the bus need to be booked and paid for one term in advance. Failure to do so may result in your child being refused admission onto the bus. For further details and payment arrangements, please contact bstar@bst.ac.jp.

For students not using the school bus, we highly recommend commuting on public transportation, as car drop-off is not a viable option at our Showa campus. Japanese highway rules prohibit vehicles from stopping anywhere on Route 246, and there is very limited paid parking nearby.

Bus rules for students

- At the end of the school day students must go directly to the bus, board the bus in an orderly manner and proceed to a seat.
- Eating, drinking, or littering is not allowed.
- Use of iPods, electronic games or any device in a manner that will disturb others on the bus is not allowed. All device use must be in line with the School's Acceptable Usage Agreement.
- Behaviour must be in line with school expectations.
- Seatbelts are to be worn at all times.
- Students shall remain seated until the bus comes to a complete stop.
- All school and personal items must be properly and safely stored.
- Students should behave respectfully towards the driver and bus monitor.
- All behaviour issues will be reported to the Head of Primary and parents.
- Children misbehaving more than once will not be allowed to use the bus service.

Bicycles & Parking

Please note that there are limited bicycle parking spaces on the Showa campus. A termly lottery is held to ensure fair distribution of spaces.

Children who wish to come to school by bicycle should be aware of the parking restrictions in the neighbouring area. There are official bicycle parks at Sangenjaya Station. Children are not allowed to leave bikes attached to railings outside Showa.

For children using the intra-school bus, bicycle parking is available at Shibuya from 8am until 4.10pm only. Please note that any bicycles left outside of these times will be removed so that the school bus can park.

Children who come to Shibuya by scooter to catch the intra-school bus may leave them in the corridor at the side of the Shibuya campus.

Dismissal times

All children in Years 4, 5 and 6 are dismissed at 3.30pm. Class teachers bring their classes down to the ground level. Children are then dismissed to the school buses or free to walk to the main school gate either to be picked up or to make their own way home.

School buses leave Showa at 3.40pm and 3.45pm. They arrive at Shibuya at 4pm (traffic permitting).



Club Bus Arrangements

Any Showa Primary pupils who are waiting for their Showa Primary sibling to finish a club taking place at Showa after school can wait in the Showa Library, as long as the school is made aware. There they can complete their homework or a quiet activity while they wait. Both children can then travel back to Shibuya together on the school bus, be picked up from the Showa school gate, or make their own way home together.

After-school buses leave Showa at 4.50pm on Mondays, Tuesdays & Fridays, and at 4.35pm on Wednesdays & Thursdays.

Seats on the bus need to be booked and paid for one term in advance. Failure to do so may result in your child being refused admission onto the bus. For further details and payment arrangements, please contact bstar@bst.ac.jp.

Club Programme

The school runs a wide range of clubs before and after school and during the lunch break. These are advertised in the Club Booklets issued at the start of each academic year. There are four different programmes:

- Curricular Clubs delivered by BST staff.
- Sports Clubs delivered by BST staff.
- Music Clubs delivered by the music department staff and peripatetic instrumental teachers.
- Externally Run Clubs delivered by external providers.

All information about these programmes is included in the Club Booklets. Please consult this to confirm drop-off and pick-up arrangements. Any enquiries about the programme should be sent to the Clubs Team at clubs@bst.ac.jp.

Swimming

Swimming is part of the BST PE curriculum. Every year group (from reception up) has compulsory swim lessons at some point during the school year.

Japanese swimming pools operate strict hygiene standards, which means that all children must wear a swimming cap (a basic cloth mesh cap is sufficient). Other required kit includes a swimming costume, towel and goggles.

Student Council

The Showa Primary Student Council is composed of representatives from Years 4 to 6 and plays an active role in the following objectives:

- Creating a spirit of teamwork among students.
- Organising and running student events.
- Developing responsibility and leadership in students.



Snack Time

Please provide your child with a small, healthy snack each day such as fruit or rice crackers. This is eaten in the classroom during a short break in the middle of the morning.

Lunch Time

Please provide your child with a packed lunch each day. At BST encourage healthy eating. Please bear this in mind when preparing your child's meal and avoid chocolate bars, and other unhealthy snacks.

As we have children in our school who have severe allergies to nuts, the school operates as a nut-free zone.

Lunch Option

As an alternative, you can arrange for a meal to be delivered to your child at lunch by Kiwi Kitchen, the BST service provider. This service is available everyday, except on Japanese national holidays. All orders and payments should be made directly to Kiwi Kitchen. For more information, visit: www.bst.ac.jp/useful-information/lunch-options.

Drinks

Children are actively encouraged to drink water on a regular basis throughout the day. Please provide your child with a water bottle, clearly labelled with his or her name. These bottles will be stored in the classroom and used throughout the day. Please do not send in fizzy drinks, fruit juice or drinks in glass containers.



School Uniform

The details & ordering procedures for BST school uniforms are shown on the uniform page of the BST website:

www.bst.ac.jp/useful-information/school-uniform. Delivery times can be variable so please take this into consideration.

Children are required to be in complete uniform at all times while in school. Complete uniform means shirts are to be tucked in or can be out as long as they are smart (ironed and tailored) at all times while in the building. They are also required to be in uniform when entering and departing the school premises.

The children will need a pair of trainers (sneakers/joggers) for outdoor PE, and a pair of white indoor PE shoes (trainers or plimsolls with light, non-marking soles) for indoor PE.

All school uniform items MUST be named.

Second-hand uniform sales are run by the PTA, details of which are announced either on the PTA social media accounts or the school newsletter, The Lion. Or you may email pta@bst.ac.jp for updates.

Seasonal uniform changes

The winter uniform can be worn from the Monday after half-term in Term 1 (October) to the end of Term 2 (April).

Dress code

The dress code applies to all students regardless of year group:

- Hairstyles should be appropriate. No dyed hair or extreme hairstyles. Long hair must be tied back with dark blue/black bands or clips.
No jewellery.
No makeup
Only white undershirts, without print or lettering, should be worn under uniform shirts.



Parents in Class (COVID-19 Dependent)

We actively encourage parents to help with a variety of activities. These may include helping with creative and technology sessions, supervising groups of children on trips, or being a member of our volunteer reader programme.

Please inform the class teacher if you have a particular skill or interest that you would like to offer.

Every class also has one or two class parents, who help find volunteers for the trips, arrange shared lunch events & organise class/yeargroup/social/coffee events. If you are interested in becoming a class parent, please email classparent@bst.ac.jp

PTA

All parents are members of the Parent Teacher Association (PTA) automatically, by way of their child's enrolment at the school. Whilst there is an Executive Committee, all parents are encouraged to attend and participate in the many activities and events that the PTA organises. These include: The Spring Fair, Parent Workshops, Tours, lunches and coffee mornings.

Shortly before your child starts at BST, you will receive an email from the PTA Welcome Committee, to invite you to a Welcome Lunch and Coffee. If you would like to contact them, please email pta-welcome@bst.ac.jp

For other PTA related enquiries please email pta@bst.ac.jp or join our Mums and Dads Facebook page at www.facebook.com/bst.pta.1/

Parent coffee mornings

A coffee morning is usually held every Friday morning in the library on the Shibuya campus, and monthly on the Showa campus. This is a good opportunity to meet other parents, ask questions and sample some delicious baked treats.



Library

Both BST campuses have fully stocked libraries.

Returns

All library returns should be placed in the blue boxes by the entrance doors as the children come into school.

Books can be renewed during any library session; it is not necessary to have the book with you to do this.

If a library resource becomes damaged while you are borrowing it, please alert us so that we may repair it. All broken parts of the magazine or book are required to be returned. If a book is lost or completely damaged, you may be charged for the item using Amazon Japan rates.

Parent loans

The Shibuya Library has an ever-growing number fiction and non-fiction books for parents. Non-fiction books can be found in the main library and the fiction books are shelved in the little office at the back. They may be borrowed at any time. Parent loans are for one term at a time.

The PTA also pays for subscriptions to the following magazines which you can borrow as well:

Australian Women's Weekly (Australia)
BBC Good Food (UK)
Donna Hay (Australia)
Marie Claire (UK)
North and South (New Zealand)
OK! (UK)
Red (UK)

For further information, please contact our librarian, Richie Steven, at rsteven@bst.ac.jp.

Communication with Teachers

If you have any questions, please do not hesitate to contact the relevant member of staff. Teachers are available before and after school for brief queries. You can also arrange to make appointments by email. The teachers' email addresses are available by contacting the communications team at comms@bst.ac.jp.



Communications

BST uses many communication channels, ranging from the website and Twitter to letters and posters to keep you informed of what is going on at the school.

For more information, please refer to the Communications page of the BST website: <http://www.bst.ac.jp/useful-information/communication>

The website itself is a key element in school communications. The Calendar is regularly updated, and you can find the weekly newsletter, The Lion via the BST Hub.

It is essential that the school be notified immediately when there is a change in address, telephone number, or email. Please contact data@bst.ac.jp if such a change occurs.

Emergency Communications

Emergency procedures are drilled on a termly basis. Both BST campuses are equipped with two-way radios and provisions for other methods of electronic communication (e.g. mobile phone, email, website).

Please note that during the 2011 Great North East Japan earthquake, the most effective, immediate forms of communication were Facebook, Twitter and other web-based communication applications. For this reason, we recommend that parents set up Facebook and Twitter accounts and follow us. Please remember to click on the 'Get Notifications' option for Facebook.

<http://www.facebook.com/bst.tokyo>

http://twitter.com/bst_tokyo

<https://www.facebook.com/bst.pta.1>

<https://www.facebook.com/groups/BSTMumsandDads>

For further information and details, please note the emergency page on the BST website:

<http://www.bst.ac.jp/useful-information/emergency-procedures>

Equipment Checklist

Your child will need the following items on the first day of school:

- Backpack (navy / black)
- PE kit, including a pair of trainers for outdoor PE in a drawstring bag
- a sunhat, plain blue/black or the School's hat, preferably with a brim and neck cover.
- a raincoat, which can be rolled up and stored in the back pack
- a water bottle labelled with a permanent pen or name sticker
- a snack and lunch in a labelled container
- a pair of indoor shoes (trainers or plimsolls with light, non-marking soles and plain as possible (no lights and/or wheels).

Lost Property

Lost property clothing items will be placed in the boxes provided on the 4th floor. Electronic items and valuables should be handed in immediately to Reception.

In the last week of the term, lost property items will be displayed. Please encourage your children to check lost property at this time and reclaim any lost items. All remaining unclaimed items will be donated to the second-hand uniform sale, or disposed of. Parents/guardians are advised to clearly label all of their child's clothing and personal belongings.



Term & Holiday Dates

BST is open on most Japanese national holidays.
Please refer to this page on the BST website:

www.bst.ac.jp/useful-information/term-dates



Useful Contacts

School offices

Shibuya Reception: 03 5467 4321

Showa Reception: 03 3411 4211

The Business Centre: 03 6418 5777

Finance team

For all invoice, school fees & CCP enquiries, contact bstfinance-inv@bst.ac.jp

Communications team

For newsletters and school information enquiries, contact comms@bst.ac.jp

Data team

To update telephone, address, emails and emergency contact details, contact data@bst.ac.jp

Admissions team

For notification of departure and submission of leaving forms, contact admissions@bst.ac.jp

The Admissions Officer must receive a leaving form one complete term in advance of the planned withdrawal date. In cases where this does not occur, the family will forfeit the complete term's fees in lieu of such notice. Once this leaving form is submitted, the student's place is released from the date notified on the form.

PTA

For membership, fundraising, events, school uniform & social information enquiries, contact pta@bst.ac.jp



Map & Directions

www.bst.ac.jp/useful-information/facilities-directions

Address

The British School in Tokyo
Showa Womens' University Bldg. 5
1-7-57 Taishido
Setagaya-ku
Tokyo 154-8533

ブリティッシュ・スクール・イン・東京 昭和
〒154-8533
東京都世田谷区太子堂1丁目7番57号 昭和女
子大学5号館3F

Train times

www.hyperdia.com/en



THE
BRITISH SCHOOL
IN TOKYO