

Japanese Sunday School Incorporated (JSSI)

シドニー日本語日曜学校



School Information

*Our children's future we would like to cherish
and
Japanese culture we would like to pass on to
our children...*

*Our Japanese culture shows different colours from season to season.
It is our wish to pass it on to our children in Australia.
We would like our children to feel the depth of
Japanese culture.
This is our wish for our children.*

School History

Japanese Sunday School Incorporated (JSSI) is a non-profit organisation which was established in September 1992 by nine Japanese mothers who had a passion for their children to have opportunities to learn Japanese in Australia. In the beginning, the school had only 17 students in three classes; today, the school has grown to accommodate about 80 students studying Japanese enthusiastically every Sunday. The school was recognised as a Community Language School in 2004 by the NSW State Government and authorised by ATO as a NPO in 2012.

School Operation

The school's incomes are mainly generated from the school entrance fees, annual fees, tuition fees and NSW Government Community School Language Per Capita Grant (CLS Grant), as well as through various fundraising activities in the school. These incomes are critical to cover the school's operating expenses such as teachers' salaries, teaching material costs and school maintenance fees.

This school is operated by numerous volunteers including committee members and assistant teachers.

The School Committee is mainly in charge of operating the school. Seven volunteers are nominated as committee members each year. All the parents and guardians are required to co-operate by participating in the school events and undertaking school roster duties throughout the year. Students' admissions are accepted on the assumption that their parents and guardians will co-operate and get involved with these school activities and duties.

Location and Contacts

Hannans Road Public School : Hannans Road, Riverwood NSW 2210

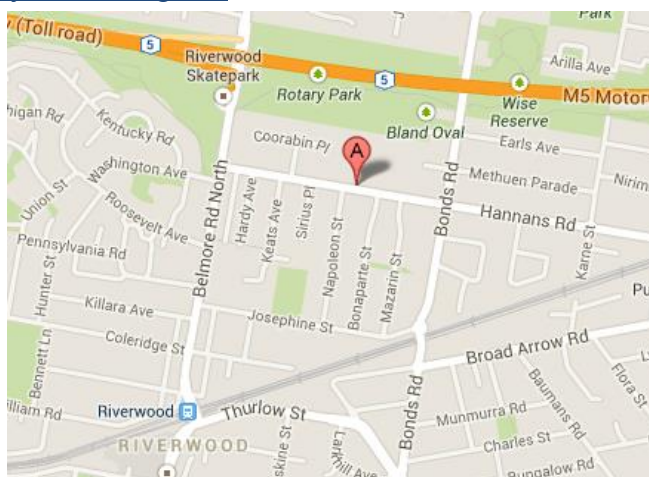
PO Box 387, Riverwood, NSW 2210

*Please send all JSSI related mails to PO Box.

E-mail : jsss2004@hotmail.com

Homepage: <http://www.japanesesundayschool.org.au/>

Approx 10 minutes walk from
Riverwood Station
(East Hills Line/Airport Line).



School Overview

Term: 4 Terms as per NSW Education system.

Hours: 10:00AM – 12.45PM on every Sunday during school terms.
3 periods (45 minutes / period), 2 recesses (15 minutes / recess)

1st period : 10:00-10:45 (recess 10:45-11:00)
2nd period : 11:00-11:45 (recess 11:45-12:00)
3rd period : 12:00-12:45

Qualification for admission:

In principle, students have to be between pre-school and Year 12 in the NSW school education. * Class P is for pre-schoolers. *International class is for high school students

Number of students: 80 students (as of July 2026)

Levels: Class P, K, Class 1 to 5, and an international class.
Class P, K, Class 1 to 5: Direct Method
International Class: Indirect Method

Class P	Students are encouraged to get familiar with Japanese language. The focus is on learning the language through songs, games and craft activities.
Class K	Students in class K will continue to learn and develop their listening and speaking skills. Reading and writing skills in Japanese are introduced at this level where the students will learn to read and write words in the Hiragana character script.
Class1 - 5	Students learn listening, speaking, reading and writing skills in Japanese. Students of Level 1 to 6 use Japanese textbooks (authorised by the Department of Education in Japan) in their classes. The final objective of Level 6 is to complete the Year 6 Japanese textbook.
International Class	International class is conducted in both Japanese and English. This class provides individualised education in accordance with the abilities and objectives of individual students- including HSC preparation available for Y6-Y12 students.

Capacity: 20/class (15/class P)

Entrance Fee: \$70p.p.
* Anyone who previously belonged to the school need not pay the re-entry fee.

Annual Fee: \$70/family

* \$35/family (50 % of annual fee) for the family who starts the school after Term 3.

Tuition Fee: International class \$220p.p.
Class P \$170p.p.
Class K、 1~6 \$140p.p. (Enrolled in the local school)

* Tuition fee to be paid by the end of previous term in advance.

Refunds cannot be permitted in any circumstances.

CLS Grant:

Our school operates as a Community Language School (CLS) and receives funding from the NSW Government. The amount of funding we receive is based on the number of students included in our application. However, funding is not provided for students whose attendance rate in Term 1 is below 70%.

We kindly ask for your cooperation in ensuring that your child maintains an attendance rate of at least 70% during Term 1.

CLS Grant Compensation:

There is an expectation that students will attain at least 70% attendance in Term 1. Otherwise, the CLS Grant funding for that student is not allocated to the school. It then becomes the family's responsibility to cover half of the CLS Grant shortfall for students who do not attend at least 70% of the lessons throughout Term 1. Non-schoolers (under kindergarten, over Year 12) who are not eligible for the CLS Grant are required to cover the total expected amount of CLS Grant. Please note that the CLS Grant per individual is approximately \$200.

CLS Grant Compensation for student starting mid-year:

Half of the CLS Grant shortfall must be covered by a student who starts after term 2 but is divided by 4 terms. **Payment should be \$25 per term.**

Starting from term 2 **\$75**

Starting from term 3 **\$50**

Starting from term 4 **\$25**

School admission process:

Once you receive a notification of admission from the school, the school entrance application form and the consent form must be submitted to the school. A payment of an entrance fee within 10 days is required. The entrance fees are not refundable under any circumstances.

Procedures of temporary absence from the school:

Please submit the temporary absence form to the school committee.

A temporary absence fee of \$35/term (All classes) per student is also required to be paid to the school to hold the position open. If you are planning for your child to attend the school only a few days in the term, the tuition fee is \$35/day. In both cases, the fees are required to be paid **in advance by the last day of each term for the following term.**

These payments are NOT refundable.

Examples: (International class)

Absence from school for one term: \$35

Attending 1 to 6 days in a term : \$35 X day (ex: \$35 X 6 days = \$210)

Attending 7 days or more in a term : \$220 (same as normal tuition fee)

(Class P) Absence from school for one term: \$35

Attending 1 to 4 days in a term : \$35 X day (ex: \$35 X 4 days = \$140)

Attending 5 days or more in a term : \$170 (same as normal tuition fee)

(Class K and 1 to 5)

Absence from school for one term: \$35

Attending 1 to 3 days in a term : \$35 X day (ex: \$35 X 3 days = \$105)

Attending 4 days or more in a term : \$140 (same as normal tuition fee)

*Students who have previously studied at the school but withdrew from study are able to recommence studying at the school without paying a second entrance fee.

School Events

- Various Japanese events are introduced to the students throughout the year, such as *Setsubun* (Bean Throwing Festival), *Hinamatsuri* (Doll's festival), Kodomonohi (Children's Day), *Tanabata* (Star Festival), Undoukai (Sports Carnival) and the Christmas Party.
- Open Class Days for parents are held twice a year.
- Open Day for prospective students and their families is held in Term 3.
- General Meetings are held in Term 1 & 3.
- And other various activities including Japanese-style bread sales, and garage sales are held twice a year as a part of the school fundraising activities.

School Facilities

School Library: The school library offers Japanese books for various age groups. You can loan up to 3 books at a time for a period of 2 weeks (except for School holidays). The library is located in the library box in front of the office (main).

1. Choose books from the library box. (Maximum of 3 books at a time)
2. When borrowing / returning books, bring the books to the administration office in Room 4, and fill out a library form. Please ask the committee member to confirm your record.

Administration office: A first-aid kit is available at the office. Self-serve tea/coffee for \$1, black and white copy and laminator are available at 10c/copy and \$1/laminate. Japanese exercise books are sold at the office at \$3ea.

What to bring

Students need to bring lead pencils, a set of colouring pencils and/or texters, an eraser, a pair of scissors, glue and an A4 folder. Please also bring morning tea and drinks. The class teachers will notify students if there are any other items are needed to bring to school. Please put student's name on all their belongings.

Trial System for new enrollees

A trial lesson is available for prospective students. Please contact the committee member who oversees student administration for further details.

Important Notes

Allergy Policy:

Our school does not have a Nut Free Policy. However, to protect all students who are allergic to nuts, please try not to include foods containing nuts in your child/children's bags and encourage your child/children not to share foods with their classmates.

Questionnaire about student's health and allergies conditions Form:

Students' allergies and health conditions are asked to be declared on the school entrance application form. If students have any health concerns, a questionnaire about the student's health condition form needs to be filled in and to be submitted to the committee member who oversees student administration.

It is your responsibility to update your child/ren's medical conditions to the school immediately, if any changes happen.

Please note that a first-aid kit is available in the administration office, however, the school does not conduct any medical practices without parent's consent. Please ensure you are contactable while your child/ren is/are attending the school. In case the school fails to reach their parents, and teachers and the committee judge that the student requires emergency medical treatments, the school will request ambulance services. The parents are responsible for the any cost on this matter. Parents of students with allergies in infant levels have a responsibility to inform the school. Finally, please report all student injuries received during Japanese Sunday School hours to the office for insurance purposes.

Parking–Restriction of parking at the school premises:

Parking at the school premises is forbidden. Cars are not to be driven into the school premises to pick up or drop off their children. For safety reasons, do not drop off or pick the students up from in front of the main school gate.

School Regulations:

Our school runs under the cooperation from a local public school that kindly let us use their school facilities. It is important to ensure that we will follow the school regulations below and do not cause any trouble and damage to the local school.

Please note, if students and their families intentionally break, destroy or cause damage to any assets owned by our school or leased public primary school, any expense incurred by the damage will be paid by their families.

In the event of any accidents for students and their families during commuting to and from the school, or during classes and recesses within the school premises or around the school, students and their families need to take complete responsibility for that act.

- Do not enter the classrooms before the bell rings. During the recesses, students are not permitted to remain in the classroom without their teacher's permission.
- Do not touch classroom items (i.e., computer and art works)
- Do not eat or drink in the classrooms. Students eat food or drink outside the classrooms and dispose of any rubbish into the rubbish bins which are allocated by the Japanese School.
- In case of younger siblings entering the classrooms, parents must supervise them all the time.
- During the recesses, students are permitted to play in the school ground. Ball games are not allowed in the courtyard area and near the classrooms.
- Students are not allowed to play with toys or electronic toys in the classroom during the lessons.
- Do not talk to other students in class (both Japanese and English)

Other

Distribution documents: The teachers send you weekly class newsletters, and the committee issue JSSI newsletters irregularly to your email address.

Classroom Awards: Classroom Awards are given to each student once per year. The term students receive their award will vary. The awards and small gifts are presented at the end of each term.

A prize for perfect attendance:

Students who attend all lessons during each term are awarded a prize for perfect attendance. As an incentive, four perfect attendance awards can be exchanged for a small gift at the administration office.

School Roster Duties

Parents and guardians are requested to be involved in the school roster duties with the nominated committee member on duty.

In case you do not take up your school duties on the scheduled date without any notice or a late notice to the committee member, or you request to the committee to waive your school roster duties under any circumstances, you are required to pay penalties, \$70/term (\$280/year).

School Roster Duties (Approximately three times a year):

Each week, three nominated parents on the school duties roster will assist a nominated committee member for duty. One parent is required to attend the front gate at the opening and closing of the school for Gate Keeper duty. The other two are required to assist in opening and closing the classrooms and assisting committee members throughout the day as follows:

- Arrive at school by 09:30am. Confirm the duty work of the day with the person in charge.
- Open all curtains/blinds in classrooms (Room No.2-9&11-12).
- Check each classroom including Heater ON/OFF. If you notice anything wrong, please report to the nominated committee member on duty. (At the end of the school day, everything must be back in the original condition of the classrooms as you found them in the morning).
- Cover each rubbish bin in every classroom with a plastic bag. Hang each large plastic bag on the rails near the Room No.11 and No. 3.
- Place hand sanitizers and hand soap in each classroom.
- Check with the nominated committee member on duty about your school duties jobs on the day (ex; Printing documents and distribution letters to classes).
- Close the school gate at 10:15am
- Ring the bell at the end of the first period (10:45), at the end of the second period (11:45) and the last period (12:45).

- During a recess (10:45~11:00 & 11:45~12:00), walk around the school premises to observe children and ensure their safety.
- Ring bell 2~3 min prior to the resumption of lessons.
- At the end of the day, close all blinds/curtains and make sure all windows are locked.
- Drive teachers to Riverwood station as instructed by the nominated member on duty.
- Collect all rubbish and put it in the big rubbish container near the entrance.
- If necessary, clean classrooms and tidy up desks and chairs.
- If you notice anything unusual, please report to the nominated committee member on duty in charge of the day.

== Gate Keeper duty ==

- Prevent suspicious person to enter the school, block vehicle to enter school and give warnings to parents parking / stopping in front of the gate for drop off or pickup
- Wear a Hi Vis vest and carry a personal alarm device and traffic wand
- Arrive at school by 9:45am ※Please park your vehicle outside of the school
- Open the gate at 9:45am and stand in front of the gate.
- Close the school gate at 10:05am. This concludes your morning gate keeper duties.

- Re-open the gate at 12:30pm and stand in front of the gate.
- Close the school gate at 13:00pm. This concludes your afternoon gate keeper duties.

School Committee

The School Committee is mainly in charge of operating the school. All the parents and guardians are required to co-operate by participating in events and undertaking school roster duties throughout the year.

The tuition fee discount will be applied to the first child of the committee member. If the committee member takes on the role for the first time, the tuition fee for the first child will be reduced by \$100 per term. When the committee member takes on the role for the second time and further, the tuition fee for the first child will be waived.

Positions	Main roles
Representative	Presiding of the school. Liaising with external organisations (FCLS, Hannans Road Public School) Organising TC meetings and the General meetings.
Vice Representative	Supporting of the Representative. Co-ordination of school events. Purchasing school stationeries.
Treasurer	Formulating the school budget, financial statement and Bookkeeping.
Administration in charge of teachers	Employing teachers. Arrangement of casual teachers. Providing support to teachers. Organising Classrooms.
Administration in charge of students	Preparation and conducting of the Open day and Open Day Organising students' enrolments and class composition. Applying for CLS Grant. Maintaining textbooks.
Secretary	Formulating the school annual calendar, the term calendar (incl. the list for the nominated parents on the school roster duties) Creating JSSI newsletter and its distribution. Minutes taking for TC meetings and General Meetings. Maintaining the students and teacher's lists.
Fundraising in charge	Organising fundraising activities (incl. Garage Sales) Purchasing and minding the school canteen and bread sales. Maintaining of the school library and stationeries.

※In addition to the above roles, the committee members take turn in opening / closing the school gates and classrooms.

How to pay the school tuition fees

The tuition fee is \$140 /Student/term (**International class \$220/Student/term.**). Please pay the tuition fee in advance by the last day of each term for the following term. If the school does not receive your payment by the first day of the new school term, a \$10 administration fee will be applied for each week outstanding.

(For example): The school does not receive BY

The first day of new term, the fee will be applied **\$230 (\$220) + \$10**

The first day of the second week, the fee will be applied **\$240 (\$220) + \$20**

The first day of the third week, the fee will be applied **\$250 (\$220) + \$30**

Payment by internet banking or money transfer through a bank.

Please enter the details of sender (student's surname) for Treasurer to identify your payment.

Name of the bank: Commonwealth Bank of Australia

Branch: George & Market Streets

Account Name: Japanese Sunday School Incorporated

BSB: 062-005

Account Number: 10880729

If you are sending money through a bank, since there is no column for sender's details in the form, please bring your receipt to the Treasury.

*Creative Kids Vouchers can be accepted as a partial payment for school fees. For further information, please contact our Treasurer.

Student Expectations and Responsibilities at the Japanese Sunday School

1. Listen to teachers.
2. Go to your classroom when the bell rings.
3. Be kind to your friends.
4. Look after your classroom.
5. Look after all properties.
6. Put away your belongings by yourself.
7. Eat all foods outside of the classrooms.
8. Talk to teachers when you have any problems.
9. Speak Japanese as much as you can.
10. Enjoy learning Japanese and play safely.