



**SHINAGAWA  
INTERNATIONAL  
SCHOOL**

# **Admissions & School Information**

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## Introduction

**Dear Parents,**

Welcome to SIS,

Shinagawa International School (originally which was the Jingumae International Exchange School) began its life in the May of 2007 for students from age 3 through grade 6. In the beginning, it was situated inside the Jingumae Public Elementary School Campus in Shibuya-ku. At the end of June, 2018, SIS moved to its new campus location near to Shinagawa Seaside, Aomono-yokocho, and Oimachi stations in Shinagawa, Tokyo.

Members of our dynamic school community represent over 20 different nationalities which give us a great mixture of different experiences and cultures. This factor makes SIS a stimulating place for all involved. The school campus has Preschool classes (Ages 3 and 4), a Kindergarten and Primary School (Grade 1-6).

As an IB PYP school, SIS offers a comprehensive education that incorporates the five essential elements of the IB program (Knowledge, Skills, Attitudes, Conceptual Understanding, and Action). The SIS mission and education philosophy promote a balance of acquiring knowledge, developing skills and promoting positive attitudes and attributes that will contribute to every students' capability to be inspired lifelong learners. The students' action is represented in SIS vision statement that will guide them to be global learners who contribute towards world peace. On top of this, classes are timetabled with Japanese lessons, depending on the ability of the individual, we follow Japanese Kokugo textbooks (Japanese as a Native Language) or JAL (Japanese as an Additional Language).

SIS is considered to be a community of learners. We are fortunate to have teachers and students from all over the world, resulting in a multicultural and diverse learning community. We celebrate our diversity not only in our regular class activities but also by hosting an International Children's Festival every year. Teachers design learning activities which empower students' academic achievement and personal passion for life-long learning. Social development is a high priority at SIS, and our mixed age group After-School Program activities promote interaction among children of different ages. All lessons, activities, and school events are designed based on our students' culture, beliefs, and background. Our unique cultural features are respected and celebrated in order to encourage understanding and appreciation of diversity. The result is a challenging, non-discriminatory learning environment which is responsive to the needs of its learners. Teachers plan lessons and learning activities based on students' needs. A high teacher-to-student ratio allows us to know our students well and differentiate instruction to best help each child achieve his or her learning, personal, and social goals. Each student is respected as an individual with different strengths and interests. The SIS learning community includes representatives from a wide variety of backgrounds. Events like Japanese Culture Day and exchange activities with local schools encourage respect and appreciation for other cultures and our local community in Tokyo. The SIS learning community is based on mutual respect and open communication between staff, parents, and students. Our parents cooperate in many aspects of school life, such as participating class activities, volunteering to enhance our library and media center, accompanying classes on field trips and holding fundraisers like a bake sale for International Children's Day.

We look forward to seeing you at SIS.

**Mehmet Deniz  
Principal**

## **Mission and Educational Philosophy**

### **Our Vision**

Our vision is to foster passionate, independent, highly-motivated learners who actively contribute to world peace.

### **Our Mission**

The mission of Shinagawa International School is to provide a multicultural learning community which nurtures passion for academic, social, and personal success.

### **Educational Philosophy and Principles**

SIS aims at educating each of its students to be:

- inspired and independent life-long learners.
- academically, artistically, socially, and physically balanced.
- inquirers and problem-solvers.
- multilingual communicators.
- responsible and principled internationally-minded citizens.
- appreciative of our local community

# Admission Policy and Student Placement

## Course Structure

Preschool 3 through Grade 6

## Enrollment Age

### Standard Admission

A child with the appropriate age for the grade level before 1<sup>st</sup> September of that academic year is eligible for standard admission. Appropriate ages for the grades are:

Preschool 3	3 years old
Preschool 4	4 years old
Kindergarten 5	5 years old
Grade 1	6 years old
Grade 2	7 years old
Grade 3	8 years old
Grade 4	9 years old
Grade 5	10 years old
Grade 6	11 years old

### Exceptional Admission

A child whose birthday is on or after 1<sup>st</sup> September of that academic year but has exceptional academic skills and appropriate social maturity may still be considered for admission into a particular grade. Acceptance is contingent upon a successful interview and previous school records.

### Enrollment Time

Most children are admitted in September, but if vacancies exist, the school will normally admit children throughout the course of the year.

## Enrollment Interview and Assessment

All students must go through a level test and an individual interview in order to be accepted into SIS. As a part of the application process all parents must sit the enrollment interview, which is to ensure the school's philosophy and programs match parent's educational beliefs and expectations.

Factors that contribute to acceptance depending on the grade are:

### Preschool

Ability to separate from parents, social maturity, self-help skills, language ability, fine and gross motor skills and the current makeup of the class. Students must be able to toilet themselves independently.

### Kindergarten

Ability to separate from parents, social maturity, self-help skills, language ability, fine and gross motor skills, academic ability and the current makeup of the class. Students must be able to toilet themselves independently.

### Primary School

Age-appropriate social skills, language ability, academic ability and the current makeup of the class.

## Application and Admission Procedure

All prospective students must first complete an application form. Students may apply within one year of the proposed starting date. Application forms are available online from the school's website [www.sistokyo.jp](http://www.sistokyo.jp) or direct from the Admissions Office by visiting the school in person, writing, telephone, fax or e-mail: [shinagawa@sistokyo.jp](mailto:shinagawa@sistokyo.jp).

The completed application form, with the student's photo and other documents specified by the school should be returned to the Admissions Office by mail, fax or in person. If you fax the application, please call us to confirm receipt and bring the original copy on the interview date. Each application is for one child only and carries a non-refundable fee of 20,000 JPY for each child applying. This fee should be remitted to the school bank account at the time of application and the transfer receipt attached to the application documents. The bank account details are given on fees page. The fee covers all the administrative assessment and processing.

After receiving the completed application form, our admissions committee will review the application in accordance with our admissions criteria. The admissions criteria include:

- age
- availability of places
- English language proficiency
- previous school records
- siblings
- special abilities
- previous international educational experience

Your child may or may not then be invited for an interview and placement assessment. A placement assessment helps us to determine the grade placement and whether English-as-a-Second-Language (ESL) or other specialized assistance is required. Families will be notified of assessment dates. The child's previous school records (originals and English translations if not already in English) and a passport copy must be submitted at least 1 week before the assessment date otherwise the assessment cannot take place. An official copy of your child's academic record can be obtained from your child's previous school.

After reviewing the assessment results and previous school records, the school will decide whether the child may register. Families will be notified as soon as possible of admission decisions and it is at this stage that actual registration can take place. Once a place has been offered, the family has a limited time, specified by the school, to accept it. Within one week of accepting the offer the Enrollment Fee must be paid. All other fees must be paid by the dates notified by the school otherwise your child's place may be withdrawn and given to another applicant.

Please note that SIS policy is that students must be in full-time residence with at least one parent or a legal guardian.

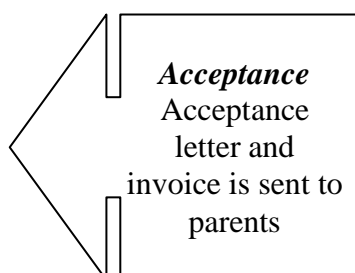
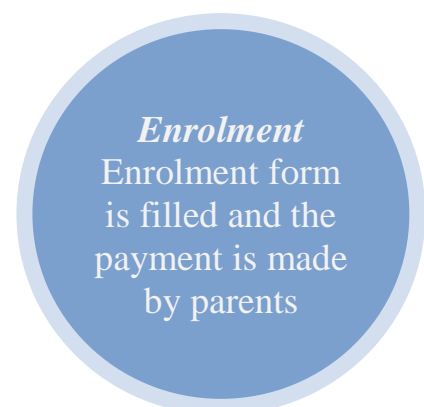
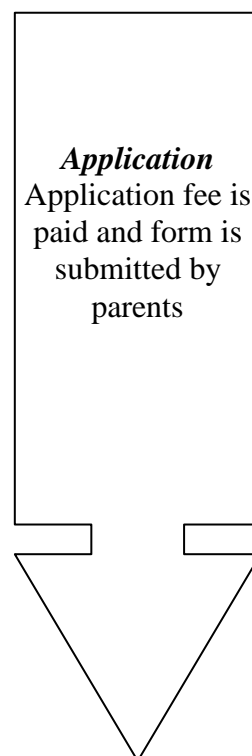
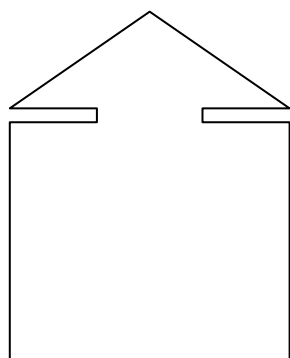
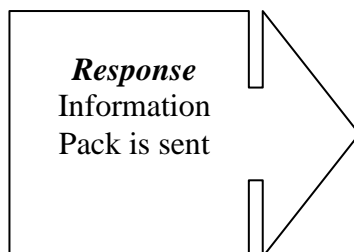
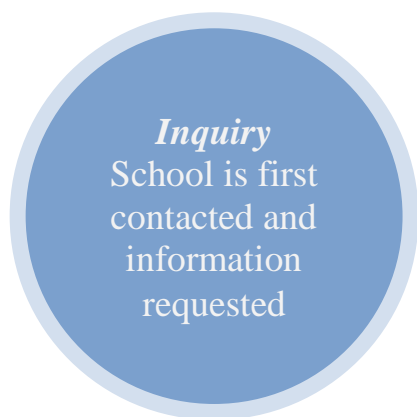
## **Admissions Checklist**

This checklist will assist you in completing the application process in a timely manner. The enrollment fee, tuition and other fees are to be paid in accordance with the stated times throughout the application processes. If you are making an application during the term, then all fees have to be paid before the student can start at SIS.

1. Official copies of academic records from each school previously attended over the past three years (if available), translated into English.
  - a) First grade students must provide Kindergarten reports (or the equivalent).
  - b) Kindergarten students are not required to submit reports, although a progress report from the child's preschool program is very useful.
  - c) A student portfolio with photocopied examples of the most recent class work is recommended.
2. The completed Application Form.
3. The application fee of 20,000 JPY paid by bank transfer.  
Please attach the receipt with the Application Form.
4. A photocopy of the student's passport or birth certificate for verification of birth date.
5. A guarantee letter from your company if it is paying the school fees and tuition.

## Admissions Procedure

Please view the admissions procedure for prospective parents. Please note that below is the regular procedure and the school can make necessary arrangements for those families whose situation requires flexibility. Feel free to contact the school office for further information.



## Tuition & Fees

### Fees Policy

Fees are fixed for the school year September 2018 to June 2019. They are reviewed annually by the school board and any changes to the school fees for the next school year is announced by the end of May.

At SIS, the school fees consist of an application fee, enrollment fee, building fund, tuition and maintenance fee. All fees should be remitted in Japanese Yen.

### Fees

<b>Application Fee</b> (one-time fee)	20,000 JPY		
<b>Enrollment Fee</b> (one-time fee)	300,000 JPY		
<b>Building Fund</b> (one-time fee)	200,000 JPY		
<b>Maintenance Fee</b> (annual)	Fall Term 40,000 JPY/ Winter Term 30,000 JPY/ Spring Term 30,000 JPY		
<b>Tuition</b> (annual)	<b>Fall Term</b>	<b>Winter Term</b>	<b>Spring Term</b>
Preschool – Kindergarten	660,000 JPY	495,000 JPY	495,000 JPY
Primary (Grades 1-6)	660,000 JPY	495,000 JPY	495,000 JPY
2 <sup>nd</sup> Child Discount	A 20% discount is available for the 2 <sup>nd</sup> child's tuition fees only		
3 <sup>rd</sup> Child Discount	A 30% discount is available for the 3 <sup>rd</sup> child's tuition fees only		

#### **Application Fee** (one-time fee)

A fee of 20,000 JPY is due upon submission of each student's application. The application fee is non-refundable.

#### **Enrollment Fee** (one-time fee)

The enrollment fee is 300,000 JPY per student and is payable within one week from the confirmation of the student's admission to SIS.

#### **Building Fund** (one-time fee)

The building fund is 200,000 JPY per student and is payable within one week from the confirmation of the student's admission to SIS.

#### **Maintenance Fee** (annual)

The maintenance fee is 100,000 JPY per student and is per year payable in three installments.

#### **Tuition** (annual)

The tuition is per year payable in three installments.

### Other Fees

#### **Uniform**

The school uniform is compulsory for all grades. The uniforms can be ordered throughout the year. The overall cost depends on the number of items ordered.



## Payment of Tuition

Tuition can be paid in three installments.

Autumn Term Payment Due Date: July 20

Winter Term Payment Due Date : November 20

Spring Term Payment Due Date : March 20

Alternative payment dates will be suggested for enrolments made at irregular times.

## Refund of Fees

No refund of tuition fees, in part or in whole for a term will be granted, except in the case where SIS does not grant admission or when a student does not attend school at all during the term. However, in case of complete absence, an appropriate notification from the parent is required before the term starts. Please note that application, enrolment and building fund are not refundable even in the case of complete absence.

## Bank Account Details

Fees should be paid directly into the bank account below. Please include the student's name to help us identify the source of payment.

Bank name	Mitsubishi UFJ Bank (0005) 三菱 UFJ 銀行
Branch name	Yokohama Ekimae Branch (251) 横浜駅前支店
Account no	Ordinary 普通 0086152
Account name	Tokutei Hi Eiri Katsudou Houjin Kokusai Kouryu Gakkyu Rijicho Deniz Mehmet 特定非営利活動法人国際交流学級 理事長 デニズ メフメット

For oversea money transfer, please see the information below:

Bank: MUFG Bank, Ltd  
SWIFT Code: BOTKJPJT  
Bank Key: 0005251 (Bank Code# & Branch #)  
Branch: Yokohama-Ekimae Branch  
Bank Address: 1-11-20 Kitasaiwai, Nishi-Ku, Yokohama, Kanagawa 220-0004 Japan  
Beneficiary's Account Number: 251-0086152  
Beneficiary's Name: Shinagawa International School  
Beneficiary's Address: 4-8-8 Higashishinagawa Shinkan Bldg. 3<sup>rd</sup> fl. Shinagawa-ku, Tokyo 140-0002 Japan

## School Hours

Regular Program (All grades)	08:25 ~ 15:15
After School Programs (Option)	15:20 ~ 16:00
Day Care	15:15 – 18:00

## School Bus Service

As our school expands, new routes have been added to our bus service. These are established in response to demand from current and prospective parents.

Please see the following school bus stops. These stops may change depending on the number of students using them and if there is not sufficient demand for a stop, it may be removed from the route. In addition, if there is enough demand for an additional stop that is located near the route, it may be added. Please inform us early of your interest to use the school bus service so that we may consider how to accommodate your needs.

### Routes

- Waseda – Shinjuku – Yoyogi – Gaien – Aoyama – Meguro - Gotanda
- Tatsumi – Shinonome – Ariake – Odaiba – Shibaura - Konan
- Akasaka – Roppongi – Azabu – Hiroo – Shirokanedai – Shinagawa
- Kyodo – Setagaya Shinmachi – Komazawa Park – Kakinokizaka – Kitasengoku - Omori