



**ST. MICHAEL'S INTERNATIONAL SCHOOL**  
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**Academic Year 2022-2023**

Revised: January 2022

*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 environment.*

We welcome applications from parents with children aged between 3 and 11 years of age.

## **ADMISSIONS POLICY**

Choosing the right school for your child is an important decision. At St. Michael's International School we aim to help you make the right choice for your child. Our Admissions Officer, Naoko Kimura, will guide you through the application process step-by-step. If at any point you have further queries, please feel free to contact her at [admissions@smis-mail.org](mailto:admissions@smis-mail.org).

We welcome all nationalities to St. Michael's International School and applications are encouraged from internationally-minded families in search of a British style curriculum which is delivered by internationally qualified, native English-speaking teachers. Students wishing to join St. Michael's International School should display a positive attitude and the ability to fully participate in and benefit from the school's curriculum and high achieving environment.

### **English as an Additional Language**

Applications from children with only a little English are welcome; however, places on our English Language Learners programme (ELL) are limited. Applicants for places in Nursery, Reception (see level placement chart below) can be beginner English speakers, but they should have language and literacy skills in their first language appropriate to their age. Applicants to Year One, who have not been enrolled in our Early Years programme, will benefit from having attended an international pre-school or at least one parent should be a native English speaker. Applicants for places in Years Two to Year Six should have age-appropriate first language skills and understand sufficient English to allow them to cope in our all English environment. Successful applicants are given the help and support they need to benefit from the full curriculum as soon as possible; however, they are encouraged to also enroll in our after school English Language Section (ELS) programme.

Progress reports and parent-teacher consultation meetings are all in English so it is useful if at least one parent has some level of confidence in English. We offer English language classes for adults on a full and part-time basis in our ELS.

### **Special Educational Needs**

At St. Michael's International School we teach all of our children in mainstream classrooms however, we do accept a limited number of applications from parents who have children with mild special educational needs. These additional needs may include: learning difficulties; language and communication delay; children with social or emotional problems or children

with gaps in their learning due to moving around different school systems. As we are not a barrier-free school we have limited facilities and provision to support children with physical disabilities.

Admission for students with additional learning needs is done on a case-by-case basis and determined by the belief in our ability to provide a meaningful education for them. Please contact [admissions@smis-mail.org](mailto:admissions@smis-mail.org) for further details.

### Level Placement Chart

As a British international school our year groups are determined in accordance with the National Curriculum of England and Wales. In order to determine for which age group your child is eligible, please see below:

<b>Age Group (From 1st September)</b> 9月1日時点の年齢	<b>UK School System (August - June)</b> 聖ミカエル国際学校 (イギリス) 8月～6月	<b>Japanese School System (April -March)</b> 日本の学校 (4月～3月)	<b>US School system (August-June)</b> アメリカの学校 (8月～6月)
3-4 year olds (3-4歳)	Nursery ナーサリー	Hoikuen/Yochien 保育園／幼稚園	Pre-K
4-5 year olds (4-5歳)	Reception レセプション	Hoikuen/Yochien 保育園／幼稚園	K1
5-6 year olds (5-6歳)	Year 1 イヤー1	Hoikuen/Yochien (Final year)保育園幼稚園年長	K2
6-7 year olds (6-7歳)	Year 2 イヤー2	Grade 1 小学1年生	Grade 1
7-8 year olds (7-8歳)	Year 3 イヤー3	Grade 2 小学2年生	Grade 2
8-9 year olds (8-9歳)	Year 4 イヤー4	Grade 3 小学3年生	Grade 3
9-10 year olds (9-10歳)	Year 5 イヤー5	Grade 4 小学4年生	Grade 4
10-11 years old (10-11歳)	Year 6 イヤー6	Grade 5 小学5年生	Grade 5

### Birthday Chart for Academic Year 2022-2023 (Starting in August 2022)

<b>SMIS Class</b>	<b>Age in Years as of 31st August 2022</b>	<b>Date of Birth</b>
<b>Nursery</b>	3	1 September 2018 – 31 August 2019
<b>Reception</b>	4	1 September 2017 – 31 August 2018
<b>Year 1</b>	5	1 September 2016 – 31 August 2017
<b>Year 2</b>	6	1 September 2015 – 31 August 2016
<b>Year 3</b>	7	1 September 2014 – 31 August 2015
<b>Year 4</b>	8	1 September 2013 – 31 August 2014
<b>Year 5</b>	9	1 September 2012 – 31 August 2013
<b>Year 6</b>	10	1 September 2011 – 31 August 2012

## Academic Year and Terms

St. Michael's International School academic year begins in late August and ends in June. Please refer to this year's School Calendar for details.

The School runs three terms:

Term 1	Term 2	Term 3
August – December	January – March	April – June

## Reservation

The school must operate within acceptable educational limits and we aim to provide a positive outcome for all pupils and parents. We reserve the right to refuse entry to St. Michael's International School on the following grounds:

- If in our professional judgement, the applicant is not suited to the programme which the school offers.
- If in our professional judgement, the applicant needs a level of resources and individual support which would impact disproportionately on other pupils in the school.

## Application Procedures

Applications for the next academic year are welcome from January onwards. All decisions made by the School in regard to eligibility, admission and enrolment are confidential and final.

When a year group is oversubscribed applicants will be entered into our wait pool after successful completion of the Interview and Assessment process. Our capacity to admit wait-pooled students varies from year to year, and we will contact you when an opening becomes available for your child.

When places exist, mid-year enrolment is possible. Places are limited however, parents are encouraged to make an early application.

### Application Procedure for Families Residing in Japan

#### **Step 1: Completion of the online application form and Payment of Application Fee.**

1. Submission of the **online application form**. Click on the link or type <https://smis.classe365.com/form/view/smisapplication> into your search bar.
2. The following items are required to be uploaded onto the application form.
  - Recent photo of your child taken within 6 months. This should be a jpeg file no bigger than 1.5 MB.
  - PDF or jpeg file of an ID with your child's date of birth, e.g. a scan or photo of passport. Dual passport holders must submit a copy of both passports.
  - Files of two recent school reports (if applicable). They must be PDF, doc or docx files. School report submission is a requirement for Years 2-6 applicants.
3. The Application Fee must be paid at the time of application, either by cash or by bank transfer. This fee is non-refundable. Applications will not be considered complete until School confirms the fee payment. (Please refer to the Payment Policy for bank

details.)

4. An open disclosure of learning, medical or behavioural problems or disabilities must be made at this time. If your child has been diagnosed with having learning, medical or behavioural problems or disabilities, documents must be emailed to our Admissions Officer, Naoko Kimura at [admissions@smis-mail.org](mailto:admissions@smis-mail.org). Should it subsequently come to light that any relevant information has been knowingly withheld, the school holds the right to review the child's place at St. Michael's International School.

### **Step 2: Confidential Recommendation from Current School:**

- St. Michael's International School will directly contact your child's most recent school to obtain a Confidential Recommendation Form and carry out a background check. To avoid any unnecessary delay, please ensure you have provided accurate details of your current or last school on the online application form.
- When all of the relevant documents including the Confidential Recommendation Form have been received, our Admissions Officer will contact you to confirm your registration with us and to let you know the status of your application.
- If the report from your previous or current school is satisfactory, and places are available you will be invited to an interview (Step 3). If there are no available places you will be placed on our wait pool and we will explain this to you in more detail.

### **Step 3: Interview and Assessment**

- You and your child will be invited to visit St. Michael's for an interview and initial assessment. This will give us further information about your child and how well they will fit into our school.
- A 'Trial Day' may be organised in order to make clearer the child's suitability for entering St. Michael's International School, as part of the admissions process.
- If required by the Head of School, an additional interview may be organised with a Learning Enrichment Programme Coordinator, as part of the admissions process.

### **Step 4: Notification of Application**

- You will usually hear from us within two weeks with the outcome of your application at the parents' email addresses you provided on the online application form. If your child has been accepted at St. Michael's International School, you will receive a letter of acceptance, an "Acceptance of Place Form" and school fees invoice. Please see Payment Policy for further details.
- You will be required to submit the online "Acceptance of Place Form" and make the payment as indicated in the letter and invoice to secure your child's place at St. Michael's International School.

## **Application Procedure for Families Applying from Overseas**

### **Step 1 and Step 2 (Same as above)**

Families applying from overseas please follow **Step 1** described in the above section. You may send your application documents via email to [admissions@smis-mail.org](mailto:admissions@smis-mail.org). Please note that the overseas transfer fee must be covered by the family which is normally about 4,000 yen.

### **Step 3: Overseas Provisional Acceptance**

- Upon a formal review of the above documents, including the Confidential Recommendation (Step 2), an Overseas Provisional Acceptance will be issued. An invoice for the Registration Fee and an online "Acceptance of Provisional Place

Form” will also be sent with this letter.

- Families wishing to secure a place must complete the “Acceptance of Provisional Place Form” to the School and pay the Registration Fee prior to the interview and assessment (Step 4) by bank transfer. This will secure your child’s place at St. Michael’s International School. The Registration Fee is normally non-refundable.

#### **Step 4: Assessment & Interview**

- The interview and assessment will be conducted upon your family’s arrival in Kobe to formalise the acceptance.
- The child may join the class at an agreed date with the Head of School. You will be invoiced for all outstanding school fees following a successful interview and assessment.
- If upon conducting the assessment and Interview your child is not accepted, the Registration Fee will be returned. However, please note that if it subsequently comes to light that the family had knowingly withheld any learning, medical or behavioural problems or disabilities at Step 1, this refund will not take place.
- Please review the Payment Policy for other payment details.

### **Enrolment Procedure**

- After your child’s place at St. Michael’s International School has been confirmed, the School will send you a welcome email to prepare for your child’s first day at School. This will contain information such as uniform guidelines, lunch information and how to access the online parents page.
- If accepted for mid-year entry, the child may enrol after a minimum of two full school days after the school receives the ‘Acceptance of Place Form’ from the parent, to allow the School to make necessary preparation. (e.g. When the ‘Acceptance of Place Form’ is submitted on Wednesday, the child may start school on Monday.)
- Essential documents (e.g. Medical Form and Emergency Contact Form) must be completed and submitted by the first day of school.
- School uniform must be purchased before the enrollment date.
- All school fees must be paid prior to entry to the School. An invoice will be sent to the address indicated on the application form after the enrolment is confirmed by both the School and the parents.

### **Parent Code of Conduct**

A good partnership with parents is vital to our School’s success as a learning organisation. When parents and School work successfully together, the results have a positive impact on your child’s development and learning. This is a two-way communication of information, knowledge and expertise. By enrolling at St. Michael’s, parents agree to abide by the following Code of Conduct:

*We will support our children, encourage them to do their best and support the School by observing all the relevant School policies and agree to:*

- Be a positive role model that reflects the School's ethos;
- Work with the School to maintain good standards of work and behaviour; especially, by discussing School reports with our children and attending parent/teacher conferences;
- Use courteous and acceptable written and spoken language in all communications with students, staff, other parents and members of the school community;
- Encourage peaceful resolution of conflicts and discouraging disrespectful, violent, or aggressive behaviour to solve problems;
- Act in the best interests of students, their families and staff members and refrain from malicious or judgmental gossip;
- Ensure regular school attendance, parents should avoid taking holidays during term time (other than in extenuating circumstances);
- Inform the School of any problems or difficulties outside of school which may impact on their child's learning;
- Inform the School of any change of address or circumstances which may affect the smooth administration of the School;
- Provide suitable conditions at home for home learning;
- Respect the privacy of other parents' email addresses;
- Avoid defamatory or offensive comments regarding the students, the school or any of the school community members on social media or electronic messaging;
- Ensure that fees are paid on time;
- Follow the School's policy on parking outside the School.

### **Reconsideration of Enrolment**

Upon enrolment, all parents agree to abide by the school mission, vision and values. Parents are expected to be positive and supportive and compliant with the Parent Code of Conduct. Breach of the above may result in the Head of School banning an individual from School grounds, suspension of, and/or cancellation, of enrolment.

### **Child's Behaviour**

A child's enrolment at St. Michael's will be reconsidered and possibly cancelled, if the child's behaviour does not repeatedly meet the expected standard of conduct. Unacceptable behaviours by the child include (but are not limited to): Bullying, harassing or intimidating behaviour towards the School community, misbehaviour causing harm or disruption.

## Medical Policy upon Enrolment

St. Michael's International School has adopted recommendations from the World Health Organization, the American Academy of Pediatrics, the Center for Disease Control, and various other immunisation schedules throughout the world in determining its immunisation requirements.

All new students are required to have the age appropriate requirements completed before being allowed to start school. All medical documentation must be available for submission and the school reserves the right to request a written letter from a medical practitioner, should circumstances warrant.

Once enrolment has been confirmed, please fill out your child's current vaccine status on the online Immunisation Record Form that we will provide. You will also be required to submit a copy of your child's immunisation record ("*boshitecho*" in Japan) to the medical office. A Medical Examination Form will also be provided (pdf.) A printed copy should be completed and signed by a physician, preferably in English. If you are applying from overseas, you may opt to have the form completed in your current country.

Listed below is the required immunisation schedule for all children.

### Diphtheria/Tetanus/Pertussis:

Five doses of DTP by the age of 6 years. Recommended Schedule: DPT at 2, 4 & 6 months; between 15-18 months & 4-6 years of age.

### Measles/Mumps/Rubella:

2 doses of each vaccine separately or as a combination (MMR), 1<sup>st</sup> dose at 12-15 months of age & the 2<sup>nd</sup> dose at 4-6 years of age

### Poliomyelitis:

4 doses by 6 years of age: At 2 & 4 months, between 6-18 months, & 4-6 years

### Hepatitis B:

3 doses, can be started at any age.

- Schedule for infants: Between birth & 2 months, 1-4 months, & 6-18 months

- Schedule for adults & older children: 1<sup>st</sup> dose of vaccine, 2<sup>nd</sup> dose 1 month later, 3<sup>rd</sup> dose 6 months after the 1<sup>st</sup> Hepatitis B shot

### TB skin test:

Must be taken before entering the School, but can be waived if your child has been immunised with BGC.

## PRIVACY OF INFORMATION

### School Solicited Information

All personal information solicited by us, via our website or through written communications shall be handled only by the appropriate staff and authorised persons. The information will only be used for the purpose for which it has been solicited and is kept strictly confidential.

When personal information, such as name, address, telephone number, e-mail address and

age, is requested by any means, it is strictly for the purpose of:

- Processing applications to enter our school;
- Providing common carriers such as Postal or Delivery Services, etc, with such details in order for them to effectively carry out their services;
- Collecting information to generate anonymous general statistics, e.g. as data required for accreditation purposes, etc.

### **Student Records**

All students' personal, academic and medical information will be kept strictly private and confidential and made available only to authorised personnel in accordance with school policy.

### **Website, Publications and Social Media**

The school, for promotional purposes, uses photographs and occasionally video clips of its students, parents and staff.

***Any person/s not wishing to have their photograph used for this purpose should notify the School, in writing at the time of enrolment.***

Should any person/s wish, at any time or for any reason, not to have such information made available to the School or local community, they should inform the School, in writing at the time of enrolment.

### **Website Terms and Conditions**

The St. Michael's International School website is the property of St. Michael's International School. All information, photographs, images, etc, contained therein, should not be reproduced, modified, downloaded, or displayed in any way without the written authorisation of the Head of School.

## **Short Stay Enrolment Process**

Limited spaces may be available for primary aged, international school children visiting Japan. Children enrolled between one to nine weeks are considered a short stay student. School uniform is not mandatory for Short Stay Students but they are encouraged to wear school colours. As places are limited, prospective parents should apply at least one month prior to their preferred enrollment date to be considered for application. Please enquire at [admissions@smis-mail.org](mailto:admissions@smis-mail.org) for information about vacancies and fees.

### **Application Procedure**

1. Please take **Step 1** and **Step 2** outlined in the **[Application Procedure for Families Residing in Japan & Overseas](#)**
2. The Application Fee must be submitted at the time of application. This fee is non-refundable.
  - The fee should be paid by bank transfer. (Please refer to the Payment Policy outlined in the next section for bank details.)
  - When required by the Head of School, an assessment may be organised in order to make clearer the child's suitability for entering St. Michael's International School as a short stay student.
  - Payment of the remaining fee must be completed one day before the start of school.



- Parents must declare all known medical issues.
- Immunisation records must be submitted.
- If children are staying longer than nine weeks, they will transfer to regular student status. A parent interview will be organised in order to formalise the transfer of enrollment.
- A confidential recommendation will be requested from the previous school. Please refer to the Admissions Policy for further information.

## Payment Policy

1. The Application Fee is non-refundable and payable at the time the application is submitted. Applications will not be considered complete for review until the application fee has been made.
2. The Registration Fee is a non-refundable, one time only payment. The registration fee must be paid within three (3) weeks of receiving the official acceptance offer from St. Michael's International School.
3. Tuition Fees are paid in two installments; July and January. For children who enter during the school year, tuition fees will be charged from the month of entry. All other fees must be paid in full.
4. Tuition fees cover all educational materials used by the children as part of the main curriculum and includes exercise books, stationery and equipment, swimming lessons, one class excursion per year and one copy of the school yearbook per family.
5. The Technology Fee is a non-refundable, one time only fee which applies to all students enrolling in Year One and any new children enrolling in Years Two to Six.
6. A penalty of ¥30,000 will be strictly applied for payments received fifteen (15) days after the due date.
7. Students whose tuition is outstanding sixty (60) days after the due date may be suspended from classes. The school reserves the right to withhold any reports, transcripts, or transfer certificate if there are unpaid balances.
8. If the school suspends a student due to non-payment of school fees, an additional payment of ¥50,000 will be conditional to a student's reinstatement plus the full remaining year's fees payable in advance.
9. We offer a 15% sibling discount on tuition fees. See further details below.
10. The annual Maintenance Fee is charged to all students, returning and new, regardless of when the student begins each year. It is not refundable and we do not offer pro-rata for partial attendance. It is paid in full in July or at the time of enrolment.
11. The annual Insurance Fee is paid per child and provides the following benefits: ¥8,000,000 towards death and after effects, ¥6,000 per day for hospitalisation and ¥4,000 per day for outpatients. The insurance fee covers all activities under the supervision of school staff and includes after school activities and local trips. It also includes the regular journey to and from School. This fee is not refundable.
12. The PTA Fee is an annual fee paid per family. It is non-refundable.
13. Children who leave before the end of the school year will be charged up to the end of the term in which they withdraw. (St. Michael's operates a three term year: August-December, January - March and April - June.) A minimum of two months' written notice of withdrawal must be given to the Head of School. Fees held for

beyond this point, will be returned within thirty (30) days of leaving.

14. A late withdrawal fee of ¥30,000 will be applied to families who, after making the July payment, withdraw before the start of the new academic year.
15. If children leave St. Michael's and return within 18 months/4 academic terms, they will be considered as a continuing student. In this case the application and registration fees will not apply. Children returning after 18 months will be considered a new student and liable for all of the fees.
16. If the school has to close unexpectedly due to an emergency situation, the school will continue via distance learning, and full tuition will be maintained. No refund for any part of the tuition fees will be provided.

#### **Fees are paid by bank transfer to:**

##### Transferring from Japan

MUFG Bank, Ltd. (Mitsubishi UFJ Bank), Kobe Branch  
Savings Account (Futsu) # 1264140  
In the name of "Sei Mikaeru Kokusai Gakko"

##### Transferring from Overseas

MUFG Bank, Ltd. (Mitsubishi UFJ Bank), Kobe Branch  
SWIFT Code: BOTKJPJT  
Branch Code: # 581  
Savings Account (Futsu) # 1264140  
In the name of "St Michael's International School"

Any bank charges are the responsibility of the person or organisation paying the fees. Questions about fees and payments should be directed to the school Finance Office.

#### **Additional Costs**

- **Library Bag** Each student must have a school library bag to transport library books to and from school. The cost of the Library bag is invoiced along with other school fees. Your child will receive their new school library bag during their first Library lesson. Replacement bags are available from the School Office at a cost of ¥1,800.
- **School Cap** The cost of the school cap is invoiced along with other school fees. The cap will be provided by the school on your child's first day. Replacement caps are available from the School Office at a cost of ¥1,800.
- **After school activities** are optional and are offered every term
- **School and PE uniform** Mandatory for all students attending school
- **School lunch** Optional
- **School bus** Optional
- **Purchasing the prints of individual photographs** taken by a professional photographer at the start of the school year is optional

#### **Sibling Discount**

St. Michael's International School recognises the impact that the cost of a private school education can have on families with multiple children. In an effort to assist families considering our school, we have established a tuition discount of 15% for families with multiple siblings. The following are the criteria for qualification of a tuition fee discount.

**Definition of sibling** – The student must be one of two or more children attending St. Michael's, having one or both parents in common. This discount is not available to family members outside the sibling relationship.

The oldest child will pay full tuition fees. The discount applies to younger sibling(s) in the order of enrollment. For siblings who apply together the discount will apply to the younger child. This will be established at the time of registration.

The sibling discount is applicable to the tuition fee only. All other fees including application fee, registration fee, annual maintenance fee and insurance must be paid in full.

## School Fees 2022-2023

Effective: 1 August 2022

Currency: Yen

Fees	New Students	Continuing Students
Application fee ( <i>Non-refundable</i> )	25,000	
Registration fee ( <i>Non-refundable</i> )	220,000	
Technology fee ( <i>Non-refundable</i> ) (Applies to Year 1 and new students in Year 2-6)	50,000	50,000 (Year 1 only)
Annual Maintenance Fee ( <i>Non-refundable</i> )	150,000	150,000
Insurance – per child ( <i>Non-refundable</i> )	6,400	6,400
PTA – per family ( <i>Non-refundable</i> )	5,000	5,000
Tuition fee ( <b>Nursery/Reception</b> )	1,235,600	1,235,600
Tuition fee ( <b>Years 1-6</b> )	1,400,200	1,400,200
<b>Total for Nursery &amp; Reception</b>	1,642,000	1,397,000
<b>Total for Year 1</b>	1,856,600	1,611,600
<b>Total for Years 2-6</b>	1,806,600	1,561,600
<b>Additional Fees</b>		
• Library Bag	1,800	
• School Cap	1,800	

- ❖ School reserves the right to review and adjust its fees at any time. Any changes will be advertised on the school website [www.smis.org](http://www.smis.org).