



# Free Japanese Taster Sessions For Schools

Are you curious about teaching Japanese language at your school, but not sure where to start?

Is your school planning a Languages Day, International Day or Japan Day?

Are your students mad for Japanese culture?

The Japan Foundation's Japanese Taster for Schools (JTS) Programme could be just right for you!

**The Japan Foundation London** [www.jpf.org.uk/language](http://www.jpf.org.uk/language)  
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## What is the Japanese Taster for Schools Programme?

The Japanese Taster for Schools (JTS) Programme was created by the Japan Foundation London to build links between schools and Japanese-speaking volunteers. JTS volunteers carry out school visits across the UK to introduce students at any level to the Japanese language, often as part of an International or Japan day. The main purpose of a Japanese Taster is to introduce schools who are not currently teaching Japanese to the language and culture, and to inform them of how to go about introducing the language as an extra-curricular activity or curriculum subject. JTS visits can be arranged to take place at schools around the UK.



**“Excellent delivery with well-pitched activities and fantastic personalised resources...I would highly recommend the Japan Foundation Taster to other schools.”**

Mrs Radcliffe, Assistant Curriculum Leader MFL, Parklands High School



## Who are JTS Volunteers?

Our volunteers are either native/fluent speakers of Japanese, or are currently studying Japanese at university. They will not necessarily have teaching experience or qualifications, but are interested in teaching. The Japan Foundation holds regular training sessions for JTS volunteers, and provides advice and resources for their visits.

## Who benefits from the JTS Programme?

### Students

- ✓ Have a rare opportunity to try Japanese language
- ✓ Learn about Japanese culture
- ✓ Have a lot of fun!

### Teachers

- ✓ Have a free, flexible Japanese taster lesson that can easily be integrated into other cultural and language events at the school
- ✓ Get first-hand experience of a Japanese class, and learn about introducing Japanese
- ✓ Join Japan Foundation’s growing network of Japanese educators

### Volunteers

- ✓ Get an insight into UK school life while contributing to their community
- ✓ Gain teaching experience with primary and secondary students
- ✓ Expand their network of schools interested in offering Japanese



## How much will it cost?

Your school must pay the volunteer’s transport costs to and from the school. The Japan Foundation will try to find a volunteer as close as possible to your school. If necessary and if agreed by the school and the volunteer, the school should also pay one night’s B&B accommodation, e.g. if an early start is required. We encourage schools to offer an additional payment to the volunteer, if they are able to do so. However, this is not a requirement. The school does not need to pay the Japan Foundation any fee.

## What happens during a JTS Visit?

- 1. Booking:** First, contact us to request a Japanese taster session, or simply complete and send us the application form at the back of this pamphlet.
- 2. Volunteer recruitment:** We will contact our JTS members about the school visit request and identify a suitable volunteer. We will confirm with you that your school is able to pay travel expenses for this volunteer, based on their location.
- 3. Volunteer Contact:** The volunteer will contact you directly to arrange the details of the taster lesson visit, and send you a simple form to confirm the equipment they would like to use. The volunteer will arrange their own transport – to be paid for by the school.
- 4. Taster:** The volunteer will then visit your school to deliver the Japanese taster lesson. As the teacher in charge of organising the visit, you will take responsibility for the smooth running of the taster on the day. Please note there must be a classroom teacher present at all times during the taster.
- 5. Follow-up:** After the visit, both you and the volunteer fill out separate evaluation forms and return these to the Japan Foundation, in order to let us know how the visit went and to see what other ways we can support you with Japanese education.

**“The taster was excellently run and organised and the children really gained a lot of perspective from it.”**

Miss Turner, MFL coordinator, Exning Primary School

## Can we stay in touch with the JTS volunteer after the taster?

Yes, you are welcome to contact the volunteer independently on subsequent occasions.

## What support does the Japan Foundation provide for participants of JTS?

The Japan Foundation provides free regular training days for JTS volunteers, and provides advice and resources for tasters. We also serve as the initial contact point for schools and keep control of all applications. Please note the Japan Foundation cannot take any responsibility for either the arrangement between the Japanese teacher and the school, or the successful delivery of taster sessions.

**“The children thoroughly enjoyed the taster lessons and the teachers were very impressed...It was a fantastic insight into the Japanese language and culture.”**

Mrs Stokes, MFL coordinator, The White House School

**Any other questions? Please give us a call at 020 3102 5021 , or send us an email at [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk).**

**Ready for a Japanese Taster? Please complete the form on the back of this pamphlet and send it back to the Japan Foundation to book your Japanese Language Taster Session today!**

**You can also book online at [www.jpf.org.uk/language/teaching\\_stepout.php](http://www.jpf.org.uk/language/teaching_stepout.php).**

# JTS – Guidelines for Receiving Volunteers

Please remember that the JTS visitors to your school are volunteers who are **giving up their time without receiving any payment**, and they are not usually trained teachers. In order to make the visit run as smoothly as possible, please take note of the following guidelines. Please ensure that all teachers concerned receive this information and understand the nature of the visit.

## Pre-visit

- Please ensure the volunteers have clear directions to the school. Where necessary, please provide the volunteers with a map and parking facilities. Please note that the school must cover all travel expenses for all volunteers.
- When contacted by the volunteer in charge of the visit, please discuss the arrangements in details and confirm the time and length of the lessons. Please also check if the school needs to provide any equipment.
- If you need to change arrangements (such as class times, or age group being taught), please make sure the volunteers are informed several days before the day of the visit. Please try to avoid changes to the volunteer's schedule and plans where possible.
- As most of our volunteers are not professional teachers, volunteers should not be required to teach for more than 180 minutes, unless otherwise agreed with the Japan Foundation. Class sizes should be kept as small as possible (we recommend 15-25 students if possible).
- Please be aware that most of our volunteers are not DBS checked, as it is not required by law for individuals volunteering at schools on a short-term basis to have a DBS check.

## During the visit

- The class teacher should manage classroom discipline and control of noise levels at all times. The volunteer should not be left alone with the class. It is not appropriate for class teachers in charge of supervising the session to use the time to do their marking. Additionally, the volunteers greatly welcome class teachers' participation (especially those who can speak Japanese to any extent).
- Please ensure basic classroom equipment such as board markers and an eraser is provided. Please note that many volunteers wish to display a PowerPoint presentation during their session; please make sure the volunteer is fully aware of the IT facilities available to do this. If your school has any policies restricting the use of non-school IT equipment (such as the volunteer's own USB stick), please ensure the volunteer is aware of this well before the session.
- Please assist the volunteers in distributing and collecting any equipment they use in the visits. In particular, specialist equipment such as calligraphy brushes are difficult and expensive to replace, so we welcome your help in ensuring that items do not get damaged or lost.
- Remember that to reach some schools, the volunteers may have travelled quite far. If there is time, a cup of tea/coffee on arrival would be welcomed.
- When classes take place in both the morning and afternoon, please inform the volunteer whether lunch will be provided by the school, or whether they will need to bring their own lunch.

## Post-visit

- If you enjoyed the visit, please let the volunteers know what was good. It is always useful for the volunteers to get feedback, especially as many of them are interested in becoming teachers.
- Please complete the Japan Foundation's Evaluation Form, which will be sent to you after the visit by email, within two weeks of the visit.
- Please contact the Japan Foundation if you would like more information on getting Japanese started at your school, either as a curricular or extra-curricular subject.
- If you would like to stay in contact with the volunteer after the taster, you are welcome to do so independently. Please note that the Japan Foundation do not get involved in subsequent visits or other interactions between the school and the volunteer following the taster session.

**Ready to place your booking? Please complete the attached application form overleaf, or book online at [www.jpff.org.uk/language/teaching\\_stepout.php](http://www.jpff.org.uk/language/teaching_stepout.php).**

# JTS – Application Form for Schools

**This form should be completed by the teacher in charge of organising the Japanese language taster.**

Title: First Name: Surname:

Position:

Name of School:

Address (inc postcode):

Tel:

E-mail:

*(As most of the arrangements for the Japanese taster will be conducted by email, please provide an email address that you access regularly)*

**Please answer the following questions as thoroughly as you can at this time.**

1. Date of the planned Japanese taster session:
2. What time will the volunteer(s) be required to arrive at and leave school?
3. How many volunteers would you like to attend (maximum of 3)?
4. How many sessions would you like during the day, and how long should they be?

*(As most of our volunteers are not professional teachers, volunteers should not be required to teach more than 180 minutes in one day, unless otherwise agreed with the Japan Foundation. No session should be longer than 1 hour, and each session must be with different pupils.)*

5. How old are the students and how many students will be in each session?  
*For effective language learning, we recommend class sizes of 15-25 students. In general, volunteers should not be required to teach more than 30 students, unless agreed beforehand with the Japan Foundation.*
6. Is the Japanese taster going to be part of an International Day/Languages Day/Japan Day?
7. Does your school have any links with Japan already? e.g. previous Japan-related activities or any Japanese-speaking teachers at the school?
8. Any other information *(e.g. what kind of IT facilities are available to the volunteer, or any other important details):*

## **FUTURE PLANS FOR JAPANESE:**

Is your school planning to introduce Japanese as part of the curriculum or as an extra-curricular subject? (Please tick as appropriate)

Yes, as part of the curriculum    Yes, extra-curricular    Not sure    No

## **PAYMENT ARRANGEMENT & VISIT TERMS: (Please tick as appropriate)**

I have read all information in this document, and confirm that I will communicate this information to all parties involved in the taster at my institution. I agree that the school will reimburse the volunteer for all travel expenses (and B&B accommodation if necessary). If paying by cheque or bank transfer, I will confirm with the volunteer that he/she has a UK bank account. Otherwise, the school will pay the volunteer by cash on the day of the visit. I also agree to ensure that a responsible member of school staff will be present to supervise the taster session at all times. I agree to be contacted by Japan Foundation in the future and to complete an evaluation form following the taster session.

I agree that the school will cover photocopying costs of handouts, within reason.

I agree that the school will pay an additional payment to the volunteer (optional).

Amount: £

Signed:

Date:

*Please return this application form by email, fax or post to: Japanese Taster for Schools, Japan Foundation London, Lion Court, 25 Procter Street, London. WC1V 6NY T: 020 3102 5021 F: 020 3102 5022*

*W: [www.jpj.org.uk/language/](http://www.jpj.org.uk/language/) E-mail: [info.language@jpj.org.uk](mailto:info.language@jpj.org.uk).*

*You can also book online at [www.jpj.org.uk/language/teaching\\_stepout.php](http://www.jpj.org.uk/language/teaching_stepout.php)*