

SCHOOL GUIDANCE DOCUMENT

for New School Year!

1) NOTES in your school life

1. Use of mobile Phones (see ALT Handbook page 39)

Use of mobile phones is prohibited in your schools. Before entering school turn your phone OFF. In the event that you need to contact your coordinator, please ask your school to use one of the office phones.

2. School Lunch (see ALT Handbook page 37)

If you are absent on the day, it is difficult to cancel the school lunch and you need to pay for it (usually, you need to cancel it a couple of days in advance). During school lunch, you are encouraged to eat with the children as much as possible; it is hoped that the ALT communicates with students outside of class. The method of requesting and paying for school lunch will differ according to the city. Please confirm in advance with your coordinator.

3. Eating and Drinking at School (see ALT Handbook page 33)

Upon entering school, eating/drinking should only be done in/at the designated areas/times. Please refrain from eating candy during class or snacking on the school grounds during recess, etc.

4. Interaction with Students (see ALT Handbook page 36)

While the schools will make many requests of you for classes, many will also request communication with students beyond the classroom walls. Take the initiative to communicate with your students outside of class.

5. Commuting Manners (see ALT Handbook page 71)

Please always follow Japanese traffic laws.

Please refrain from riding a bicycle with an open umbrella, ignoring stoplights, looking at your mobile phone while walking, smoking while walking, etc. We never know when our students are watching us; let's be good role models for the children.

6. Working Hours (see ALT Handbook page 4)

The times recorded on your timesheet are your official working hours. Provided that there are no special requests from the school, you must be working during these hours. Plan to arrive at least 10 minutes before the start of your working hours so as to give yourself ample time to prepare. When your school has a special request that falls outside these hours, please contact your coordinator.

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7. Meeting with Teachers

Please follow the requests of your teachers as well as actively sharing your own ideas for the class. Teachers want to hear the professional opinion of the ALT. If you are having trouble meeting with your teachers, please consult with your coordinator.

8. During Class (see ALT Handbook pages 32,33)

During class, please refrain from leaning against the walls, sitting on desks, or putting your hands in your pockets. Also, please don't wear things such as hats and scarves during class time. Always remember that you are a role model for the students and a representative for the teachers.

9. When You Feel Sick (see ALT Handbook page 14)

In the event of absence, lateness or early dismissal, you must follow protocol by contacting Borderlink. If you are sick, and you are scheduled to teach, send out the "Request of Absence" email to "sub-bl@borderlink.co.jp" or "subwest-bl@borderlink.co.jp" depends on where you work (More information is on the Contact Method in this position package.). Please share your name, city and school you work in as well as the teaching schedule for the day. If you have a fever of over 37.5 degrees Celsius, you will need to visit your local clinic and get an update from the doctor.

10. Absence (see ALT Handbook page 6)

The job of being a teacher means always being there for your students, and absences are not taken lightly. Constantly being absent does not give the other teachers or children a good impression. The children are looking forward to seeing you, so we ask you try your best to be there for them. If you are feeling extremely ill though, please go to the hospital as soon as possible. Please get a receipt from your visit for us; it is essential so that we can calculate your salary correctly.

11. Replying to Mail

Please always reply to e-mails from your coordinator and your trainer. We would like to confirm when you receive them. Also, please always use "Reply All" when responding.

12. Using the Lesson Plans

Usually, schools don't send the lesson plans but tries to have a meeting with you. However, under the outsourcing contract, lesson plans are ideally sent to Borderlink one week in advance.

The coordinator in charge will then transmit the data to you.

If you receive it, please check the contents, and follow the instructions during your lesson in class.

※There are cases where the schools or cities cannot send the data to Borderlink in advance. Please consult with your coordinator if you are having issues with this.

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13. Using the Timesheet (see ALT Handbook page 4)

The timesheet is not only necessary for you to get paid, it also serves as an official document to be submitted to the BOE.

Be sure to get it signed or stamped with a hanko, and fax it to us by the designated day/time. Rather than taking a picture with your phone, we ask that it be sent as a fax or PDF data at this time.

Please make sure it is filled out neatly and easy to read.

※Submitting your timesheet on time is essential so that we can calculate your salary correctly.

14. How to read the Yearly Calendar

When a school name is present, please go to work at the designated school. On 「★Working day (Star day)」 your schedule will be different. You may be asked to do substitute work, home tasks, or class observations; please wait for Borderlink to contact you regarding substitutions so be ready to receive a phone call or email from 7 am on ★Working day. If you don't receive a phone call, expect an email regarding your task for the day. When you don't receive anything from the office, please connect with your trainer by 10 am for direction.

	List	Remarks
「★」	Working day (Star day)	Working day outside of school (ex: teaching as a substitute, a home task, or observing a fellow ALT)
「TD」	Teacher Development	Training Day
「PL」	Paid Leave	
「PDO」	Proposed Days Off	Since the Labor Standards Law requires those who receive 10 or more days of paid vacation must be allowed to take 5 days within the contract period, the company may leave 5 days per year and recommend certain days to be used as proposed days off ..(Two proposed days off for 7 to 9 days granted per year, none for 6 days or less)
「SV」	School Visit	You will be introduced to new school on this day.
「TBA」	To be announced	

15. About Various Request Forms (see ALT Handbook page 86~88)

Documents	Use	Deadline
Timesheet	Confirmation document for salary payment Work record for BOE	The last working day of the month
Absence form	Request form for paid leave	30 days in advance
Transportation form	Record of transportation cost outside normal school	Prior to last day of the working month
Substitute form	Information for sub on day of absence.	7 days in advance

2) Additional notes

1. Please check your email everyday and reply to the messages.
2. Please contact the person written on the contact method sheet if you have any questions before the school visit day.

Please follow all information written above. Timely submission of any/all of these documents is essential so that we can calculate your salary correctly.

Remember, your responsibilities may change significantly depending on the city. We aren't just teachers, but role models and the connection to English for our students & fellow teachers. Much will be asked of you as an ALT working in Japan's education system.

Whatever the problem may be, your coordinator and HR manager will support you to the best of their ability.

Together with Japanese teachers, let's support Japan's English education as members of Borderlink and provide a solid learning environment for children!

Believe in your possibility!!