

Please remember that the JTS visitors to your school **are volunteers who are giving up their free 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 the 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 changing arrangements 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 CRB checked, as it is not required by law for individuals volunteering at schools on a short-term basis to have a CRB 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.

**Thank you booking a Japanese Taster Session, and we hope you and your students enjoy it!**