

StepOutNet Programme

The Japan Foundation London Language Centre (JFLLC)

SCHOOL VISITS PROGRAMME

UK wide network of Japanese teachers

delivering Japanese taster sessions at UK schools

The Stepping Out Programme has been one of the core programmes undertaken by the Japan Foundation London Language Centre (JFLLC) to date. A structured programme of school visits, its aim has been to help introduce or support the teaching of Japanese in UK schools. Stepping Out was originally designed to provide practical support for teachers of Japanese. The demand of schools needing support to start Japanese from scratch has been on the rise and JFLLC advisors visited over 20 schools in the past 3 years to meet that demand. Whilst some schools requested a varied programme of Japanese taster lessons plus cultural workshops as part of a Japan Day, other schools built in a Japanese element as part of International Days or Language Days.

The JFLLC is re-launching the Stepping Out Programme under a new name – StepOutNet - opening it up to a wider audience of private tutors, teachers, volunteers and other enthusiasts interested in arranging and running Japanese taster lessons at primary and secondary schools in their area.

The Centre is now building up a network of individuals interested in joining the new Stepping Out Network 'StepOutNet'. Guidance and training sessions will be offered to all members to prepare them for delivering Japanese taster sessions at schools.

Who does what?

Teacher in charge of organising the visit...

- Fills in the application form (overleaf) and returns to the JFLLC
- Waits for the JFLLC to provide contact details of suitable Japanese teacher
- Arranges details of the visit with the teacher directly
- Takes responsibility for arranging the smooth running of the taster on the day
- Agrees to send an evaluation form to the JFLLC after the visit

The school...

- Agrees to pay the Japanese teacher for transport costs to and from the school
- Offers - if necessary - paid B&B accommodation (e.g. if an early start is required)
- Is encouraged to pay the teacher a standard fee (hourly, or set day rate) **if possible**
- is welcome to contact the teacher independently on subsequent occasions

The JFLLC...

- Provides training for teachers through regular training days at the JFLLC
- Serves as the initial contact point for schools and keeps control of all applications
- refuses to take any responsibility for both the arrangement between the Japanese teacher and the school and the successful delivery of taster sessions

StepOutNet Programme
The Japan Foundation London Language Centre (JFLLC)

APPLICATION FORM for SCHOOLS

To be filled in by the teacher in charge of organising the Japanese taster:

Miss/Ms/Mrs/Mr:
FIRST NAME:
SURNAME:
TITLE:
NAME OF SCHOOL:
ADDRESS:
POSTCODE:
TEL:
FAX:
E-MAIL:

DATE OF JAPANESE TASTER SESSION (or approximate timing):

OBJECTIVE OF REQUESTED SCHOOL VISIT: is the Japanese taster going to be part of an International Day/Languages Day/Japan Day?:

FUTURE PLANS FOR JAPANESE: is your school planning to introduce Japanese as part of the curriculum or as an extra-curricular subject? **(Please circle as appropriate)**

yes not sure no

Please circle 1 or 2 as appropriate:

1. YES, the school **agrees** to reimburse the Japanese teacher for transport costs and possible B&B accommodation if necessary

2. YES, the school **may be able** to pay a standard fee to the teacher (to be discussed with the teacher)

Please sign: _____ **Date:** _____

For any enquiries or to return this application form, contact:

Alastair Warner, Assistant Programme Officer
The Japan Foundation London Language Centre (JFLLC)
Russell Square House, 10 -12 Russell Square, London, WC1B 5EH
Tel: 020 7436 6698 Fax: 020 7323 4888
E-mail: info.language@jpf.org.uk web: <http://www.jpf.org.uk/language/>

StepOutNet Programme