

Ibaraki JET Programme

Essential Information For Successors Handbook

(Attach photo of your choice here)

Predecessor's name

.....

Successor's name

.....

Contracting Organization

.....

Pre-departure suggestions

What to bring

(What you can't get
in Japan)

What not to bring

(What you can get in
Japan already)

What to send ahead

How to pack for Tokyo
Orientation

Other Pre-departure tips



Predecessor Contact Details

Contact details until I leave Japan

Address
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Home telephone +81-29
Work telephone +81-29
Mobile number
Fax number +81-29
Email address

Contact details after I leave Japan

Address
.....
.....
Home telephone
Work telephone
Mobile number
Fax number
Email address

Alternate contact person in home country

Address
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.....
Home telephone
Work telephone
Mobile number
Fax number
Email address

Additional Information

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Office Information

Contracting Organization

Office name

Address

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Telephone

Fax number

Name of supervisor

Supervisor's email

English ability

Base School

School name

Address

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Telephone

Fax number

Name of principal

Name of vice-principals and

Name of English dep. Head

Names of helpful staff and

And their positions

General School information

Work starts at Work finishes at

Lunch break Number of English teachers

Number of students Students per class

Ages taught Av # classes per day

School clubs available

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Facilities available

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Computer availability

Internet availability

Email availability

What to expect in the first few days/weeks

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What kind of assistance office will provide to help settle in

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Office policies

Dress code at the office/schools

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Smoking policy

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Travel expenses

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Taking paid leave/sick days

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Other

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General Job Responsibilities

Teaching situation (please circle all that apply)

Junior High One-shot
 Senior High A number of regular schools
 Elementary Base school only

Person who sets my schedule

Name
 Position
 Workplace
 Telephone
 English ability

I am usually given my schedule days in advance

A sample weekly schedule (complete especially if you have more than one school)

Monday	am	
	pm	
Tuesday	am	
	pm	
Wednesday	am	
	pm	
Thursday	am	
	pm	
Friday	am	
	pm	

A typical day at my school

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Attitudes of the students towards English and language ability

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Self introduction and other teaching materials you should bring

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Non-English teaching responsibilities (i.e. clubs, pen-pal exchange, newsletters
Extra curricular activities speech contests, marking papers, sports days
etc.)

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Office atmosphere (school events parties, socializing etc)

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Other

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Visiting Schools

(Complete for each school if you visit more than one school)

School name

School type

Number of visits a month

Address

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Telephone

Fax number

Name of Coordinator

Coordinators email

Names of helpful staff and

And their positions

Number of students Students per class

Ages taught Av # classes per day

Additional information

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School name

School type

Number of visits a month

Address

.....

.....

Telephone

Fax number

Name of Coordinator

Coordinators email

Names of helpful staff and

And their positions

Number of students Students per class

Ages taught Av # classes per day

Additional information

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Gift recommendations

In Japan, when you meet coworkers or other people whom you will rely on for help, it is customary to give them a small gift (known as omiyage in Japanese). Doing this upon your arrival will help you make a good first impression and pave the way toward developing good relationships with the people with whom you will be working. Here is a list of the people you should get omiyage for, suggestions of what to give them and an idea of how much you should spend.

Name of person or group	Relationship to you	Suggested omiyage	Suggested price range
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥

Additional Information

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Local Information

General Information

(mark area on map with star)

Type of area City / Town / Village (please circle)

Name of area

Population

Name of nearest major city

Time / Distance / transport

Number of JETs in area

Climate / temperature

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Other information about local living environment

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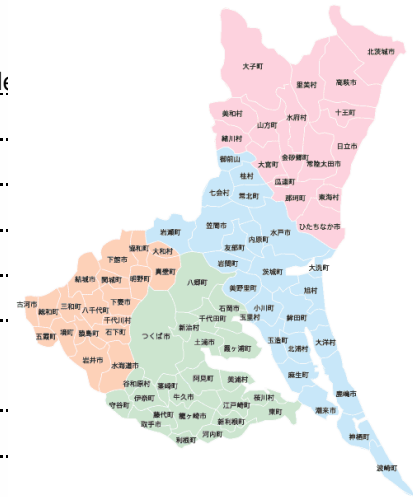
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Local services / distances

Department stores

Supermarkets

Hospitals

Gyms

Train station

Post office

Banks

Pharmacy

Restaurants

Other

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Local activities and community groups

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Local events and festivals

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Transport options

Closest train station
minutes by foot / car / bicycle
Closest bus stop
minutes by foot / car / bicycle
Closest airport
minutes by foot / car / bicycle
Time / Distance to Tokyo
minutes by train / car / bus

Getting to the workplace

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Do you recommend buying a car / scooter?

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Housing Information

General information on current housing

Type of accommodation Apartment / Separate house / teachers housing (please circle).

General description of accommodation

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Appliances included (please circle all that apply)

Washing machine Gas stove
Refrigerator Air conditioner
Dryer Other:

On-site parking Cost per month

Set up costs (show example of the costs you paid when moving in)

Deposit / bond
Key money (reikin)
Rent in advance
Real estate agent fee
Total

IMPORTANT: This money MUST be paid before you can move in to your housing.
Apartment setup costs are very high in Japan, but they are unfortunately unavoidable.
Please ensure that you bring enough money to cover this and other setup costs for your first month in Japan.

Name of landlord or agent

Contact number + 81 29

Additional information

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Average monthly bills

Water ¥
Gas ¥
Electricity ¥
Phone line base charge ¥
Apartment maintenance ¥

Person paying bills when JET vacates

Name
Relationship
Contact number + 81 29

Rubbish collection and separation details

Collection location
Separation required? Yes / No (please circle)
Special bags required? Yes / No (please circle)
Day for Burnable Day for Non-burnable
Day for glass Day for cans
Day for PET bottles Day for clothing
Day for Dangerous items Day for paper / cardboard
Other

Rules of your accommodation (i.e. pets, smoking, overnight guests etc)

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Additional information

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Apartment Items Owned by Office (to be provided free of charge – circle all the apply)

Washing machine Gas stove

Refrigerator Air conditioner

Dryer Futons

TV Couch

Other:

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Housing-related Items for sale

Item	Description	Condition	Asking price
			¥
			¥
			¥
			¥
			¥
			¥
			¥
			¥
			¥

Asking price for the lot ¥

Please inform me by if you are interested in any of the above

Additional information

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Other items for sale

Car

Make Year

Model Mileage kms

Shaken (compulsory vehicle inspection certificate – to be paid every 1-2 years)

Paid until: Estimated: ¥ per year ..

Compulsory Insurance ¥ per month Optional insurance ¥ per month

Condition (please list any damage or mechanical problems and give details about recent repairs made)

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Included (please circle all that apply)

Cassette CD Player

Air conditioning Cup holders

Pink, fuzzy Hello Kitty steering wheel cover

Other:

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Additional information

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Any other items

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