

We would like to apologize again for Emma Maruyama, an Momo class student, for accidentally spending time in the first grade classroom on Saturday, April 15, 2023. In order to prevent this from happening again, we promise to do the following to ensure her safety and security.

Regarding care for Emma

The entire school will provide Emma with emotional care and support so that she can enjoy and learn more at Nishiyamato Academy of Saturday School.

For Emma's attendance at the school from now on, in class activities, we will place Emma in the front row, talk to her and watch her in detail.

The homeroom teacher will always be there for the children by holding their hands and guiding them during outside activities.

We will give parents a detailed report of the day's activities at the end of the day.

We will keep in touch with the family more carefully on weekdays if necessary.

We will always keep a close eye on the child so that he/she does not worry about the incident.

In addition to the above, we will continue the system on Saturday, April 22.

About April 22nd (Saturday)

The children will be picked up by the supervisor directly and taken to the Momo class, hand in hand, after taking over the situation at home.

After that, the supervisor will observe Emma in the classroom, take notes on her day, and inform the parents whether or not Emma has shown any symptoms of anxiety at the end of the day with her homeroom teacher.

This system will be continued until June, and a meeting will be held with the parents at the end of June to discuss future plans.

The supervisor staff will spend all day in the Momo class, and will meet with the parents each time there is a concern and discuss how to respond to it.

The school will also provide a place for parents to meet with their children and discuss how to respond to their children's concerns.

The Improvements and prevention plans.

❖ What can be done at the entrance and matriculation ceremonies

1 . After the ceremony, we will include a schedule for entering the classroom so that it will not be the first day of school at the rotary. The homeroom teachers will inform the children that this will be their classroom.

❖ First Day of School

Thoroughly confirm the identity of the child who will attend school.

2. Label stickers with the child's name and class name will be distributed in advance, and the stickers will be worn when the child arrives at school on the first day of drop-off (the second class day). The label stickers will be color-coded so that there will be no grade level mistakes.

3. If a student forgets to affix the label sticker, we will ask for the name of the parent/guardian when the student gets off the car and make sure that everyone affixes the label sticker.

4. When accepting a student into the classroom, the homeroom teacher will not only verbally confirm the student's name, but will also check the name sticker against the school roster to ensure the student's identity.

5. The homeroom teacher will check the name on the homeroom teacher's list to confirm that the student is indeed attending the class. The supervisor will check to make sure that the student is indeed present in the class by checking the homeroom teacher's verification list, paying particular attention to the consistency between absence notices and actual attendance, and whether children with the same first name are being replaced by other children.

In some cases, we will also check the name on the child's personal belongings to ensure that this is the case.

❖ On regular class days:

6. Homeroom teachers will check the absence, early dismissal, and tardy sheets more thoroughly than before. In addition, we will continue to ensure that homeroom teachers are notified on paper of any additional absences or tardies on the day of class.

7. When a child who has not been absent or tardy is found to be absent during the morning attendance check, we will contact the child's home to clarify his/her whereabouts.

8. We will make sure to visually check attendance at each class. In particular, during the period until the children's names and faces match (April and May), we will check attendance by calling out their names to ensure that they are present.