

# A Predecessor's Guide to Saitama Saitama JET Programme

Originally adapted from Okinawa JET's "Essential Information for Successors"

Predecessor's Name:

Successor's Name:

Contracting Organization:

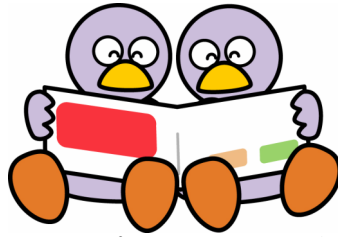
Check as appropriate:

Prefectural ALT

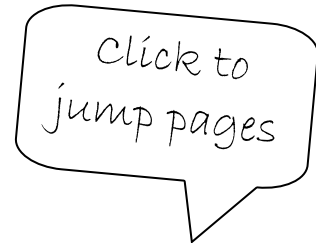
Municipal ALT

CIR

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Saitama prefectural mascot Kobaton



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# Predecessor Contact Information

Predecessor's name:

## Contact Information Until

Address:  (postal code)

Japanese:  Romaji:

*When dialing from overseas, drop the first zero from the area code.*

Home telephone:  +81-  Fax number:  +81-

Work telephone:  +81-  Email address:  +81-

Mobile phone:  +81-  Skype :  +81-

## Contact Information After

Address:

Country:

country code + area code + number

Home telephone:  +  Fax number:  +

Work telephone:  +  Email address:

Mobile phone:  +

## Alternate Contact Person

Name of contact:  Relationship:

Address:

Country:

country code + area code + number

Home telephone:  +  Email address:

Work telephone:  +

## Additional Information



# Work Schedule

Number of schools you go to:

Ave. hours/week spent lesson-planning:

## Sample weekly workplace schedule

Same schedule every week?

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

I am usually given my schedule \_\_\_ days in advance.

I've sent a sample copy of a typical schedule.

## Person who sets my schedule

Name: Romaji:  Japanese:

Position and workplace:

Phone number: +81-

## Additional Information





N/A

# Municipal Jets: Base Institution Profile

(page 1 of 2)

※Use this page if your base institution is a municipal board of education or private high school.

## Contracting Organization & Office Name



Address:

 (postal code)

Japanese:

Romaji:

Telephone number:

+81-

Fax number:

+81-

## Staff Information

♂ M ♀ F

Name of Supervisor:

Romaji:

Kanji:

Supervisor's email:

Individual work email  
Shared office email

Name of Director:

Romaji:

Kanji:

Name of Vice Director:

Romaji:

Kanji:

Number of staff:

Names of English-speaking staff:

## General Information

Work hours:

Lunch time:

Responsibilities at office during school term:

Responsibilities at office during school holidays:

## Computer Availability

None  
Shared computer  
Personal computer

Email use:

Email at work OK  
Email during breaks OK  
Personal emailing prohibited

Email access:

Hotmail  
Yahoo  
Gmail  
Office email

**N/A**

# **Municipal Jets: Base Institution Profile**

**(page 2 of 2)**

※Use this page if your base institution is a municipal board of education or private high school.

## **Description of office environment:**

**What do Jets usually do? What can they do if they have spare time?**

## **Social activities co-workers usually participate in:**



## **Expectations toward the Jet:**

## **Services and facilities close to work:**

## **Additional information**

N/A

# Base School Profile

(page 1 of 2)

※Use this page only if you have a base school.

## School Contact Information

School name and type:



Address:

Romaji:

Japanese:

Telephone number:

+81-

Fax number:

+81-

## Staff Information

♂M ♀F

Name of Advisor:

Romaji:

Kanji:

Advisor's email:

Individual work email

Shared office email

Name of Principal:

Romaji:

Kanji:

Name of Vice Principal:

Romaji:

Kanji:

Name of English Dept. Head:

Romaji:

Kanji:

Names of Helpful Staff:

Position:

## Japanese Teachers of English (JTEs)

♂M ♀F

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

♂M ♀F

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

## Computer Availability:

None  
Shared computer  
Personal computer

Email use:

Email at work OK

Email during breaks OK

Personal emailing prohibited

Email access:

Hotmail

Yahoo

Gmail

Office email

※Use this page only if you have a base school.

**Brief description of school environment:**

**Social activities teachers usually participate in:**

**What extra-curricular activities are available?**

**What school events/festivals are held each year?**

**Expectations toward the Jet:**

**Additional information**



N/A

# of

School name and type:

Days at visit school:

Mon.

Tues.

Wed.

Thurs.

Fri.

Visits per month:

## School Contact Information



Address:

〒

-

Romaji:

Japanese:

Telephone number:

+81-

Fax number:

+81-

## Staff Information

♂ M ♀ F

Name of Coordinator:

Romaji:

Kanji:

Coordinator's email:

Individual work email  
Shared office email

Name of Principal:

Romaji:

Kanji:

Name of Vice Principal:

Romaji:

Kanji:

Names of Helpful Staff:

Position:

## Japanese Teachers of English (JTEs)

♂ M ♀ F

♂ M ♀ F

Romaji:

Kanji:

Romaji:

Kanji:

Ro

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Number of students:

Students per class:

Number of English teachers:

Ages taught:

Average number of classes taught per week:

Lunch time:

Facilities available:

## Expectations toward the Jet:

## Additional information (club activities, other responsibilities, etc.)

N/A

# Visit School Profile

# of

School name and type:

Days at visit school:

Mon.

Tues.

Wed.

Thurs.

Fri.

Visits per month:

## School Contact Information



Address:

〒

-

Romaji:

Japanese:

Telephone number:

+81-

Fax number:

+81-

## Staff Information

♂ M ♀ F

Name of Coordinator:

Romaji:

Kanji:

Coordinator's email:

Individual work email  
Shared office email

Name of Principal:

Romaji:

Kanji:

Name of Vice Principal:

Romaji:

Kanji:

Names of Helpful Staff:

Position:

## Japanese Teachers of English (JTEs)

♂ M ♀ F

♂ M ♀ F

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Romaji:

Kanji:

Number of students:

Students per class:

Number of English teachers:

Ages taught:

Average number of classes taught per week:

Lunch time:

Facilities available:

## Expectations toward the Jet:

## Additional information (club activities, other responsibilities, etc.)



# Class Descriptions

**Class & School Name**

**JTE**

**Students'  
Year**

**No. of  
Students**

**Classes per  
Month**

**ALT shares  
lesson plan-  
ning duties**

	♂M ♀F			
	Sensei			
	Sensei			
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	Sensei			
	Sensei			
	Sensei			

**Additional comments**



# Class Schedule

## The current class schedule

(※Your schedule when you arrive may be different)

Period	Monday	Tuesday	Wednesday	Thursday	Friday
	Base Visit (#)	Base Visit (#)	Base Visit (#)	Base Visit (#)	Base Visit (#)
1					
	: to :	: to :	: to :	: to :	: to :
2					
	: to :	: to :	: to :	: to :	: to :
3					
	: to :	: to :	: to :	: to :	: to :
4					
	: to :	: to :	: to :	: to :	: to :
5					
	: to :	: to :	: to :	: to :	: to :
6					
	: to :	: to :	: to :	: to :	: to :
7					
	: to :	: to :	: to :	: to :	: to :

## Additional information





# Gift Recommendations

Much has been written about giving *omiyage* (gift “souvenirs,” often consumable objects such as food) when arriving at your CO. It can help make a good first impression and pave the way to good relationships with your future co-workers. However, it can be difficult to know what to get and for whom, and there are luggage restrictions to factor in as well. The list below is a simple guide to help make it easier.

Note: People are pretty understanding that it’s hard to bring a large amount of *omiyage* when you first arrive from overseas, especially for ALTs who visit multiple schools. For those for whom you aren’t able to bring home-country *omiyage*, you may want to consider giving them something purchased on a later trip made within Japan.

Person/group name (incl. # of people if a group)	Relationship to you (e.g. supervisor)	Suggested omiyage	Suggested price range
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥
			¥ ~ ¥

### Additional Comments

# What to Pack

## Work

Typical work attire for base school:



Typical work attire for visit school(s):

Recommended materials for self-introductions or class activities:

## Living

What to bring  
(things you can't  
get in Japan)

What *not* to bring  
(things you *can* get  
in Japan)

Other tips  
(Things to send later,  
bring to Tokyo  
Orientation, etc.)



# Housing Information

(page 1 of 2)

## General Information

Successor will find own housing after arrival

In the meantime successor will stay at:

Housing is arranged

Separate house

Apartment block

Monthly Rent:

¥

## Layout & Setup

Floor plans have been sent

	Room type (kitchen, living, etc.)	Approx. size (meters)	Tatami?
1		____ m by ____ m	
2		____ m by ____ m	
3		____ m by ____ m	
4		____ m by ____ m	
5		____ m by ____ m	
6		____ m by ____ m	

Tatami are woven straw mats that are used as flooring in some rooms.

Included free from CO:

Washing machine

Air conditioner

Refrigerator

Gas stove

Heater

Other:

## Setup Costs

Deposit/bond (*shikikin*):

¥

N/A

Key money (*reikin*):  
(non refundable gratuity fee for landlord)

¥

Rent in advance:

¥

Real estate agent's fee:

¥

Total:

¥

**IMPORTANT:** This money MUST be paid before you can move into your housing.

Apartment setup costs can be very high, but unfortunately they are unavoidable. Please ensure you bring enough money to cover this and other setup costs for your first month in Japan.

Landlord/agent name:

No. of apts. in building (if applicable):

Tel:

+81 -

Rules of Accommodation (no pets, overnight guests, smoking, etc.)

Eng.-speaking/helpful neighbors:

N/A

# Housing Information

(page 2 of 2)

## Garbage Separation & Collection

Burnable Day: <input type="text"/>	Non-burnable Day: <input type="text"/>	Glass Day: <input type="text"/>	Cans Day: <input type="text"/>
PET plastic bottles Day: <input type="text"/>	Paper materials Day: <input type="text"/> <small>(cardboard, newspapers, etc.)</small>	Clothing Day: <input type="text"/>	Dangerous items Day: <input type="text"/> <small>(broken glass, lighters, razors, etc.)</small>

Others (list):      
Days:

Not applicable / garbage not separated

Collection day:

Special bags required:  No  Yes (details):

Collection location & explanation

## Average Monthly Bills

N/A

Water: ¥

Gas: ¥

Electricity: ¥

Landline base charge: ¥

Apt. maintenance: ¥

First payday:

Suggested amt. of money to bring (specify currency):

Person paying bills after predecessor vacates premises:

Relationship:

Contact telephone:

+81-

## Additional comments



# Local Area Description

(page 1 of 2)

## Basic Map of Saitama Prefecture

### CENTRAL REGION

- 1-Saitama City
- 2-Ageo
- 3-Ina
- 4-Kawaguchi
- 5-Okegawa
- 6-Kitamoto
- 7-Konosu
- 8-Toda
- 9-Warabi

### WESTERN REGION

- 10-Wako
- 11-Asaka
- 12-Niiza
- 13-Shiki
- 14-Fujimi
- 15-Miyoshi
- 16-Tokorozawa
- 17-Fujimino
- 18-Iruma
- 19-Sayama
- 20-Kawagoe
- 22-Hanno
- 23-Moroyama
- 24-Tsurugashima
- 25-Sakado
- 26-Kawajima
- 27-Yoshimi

### EASTERN REGION

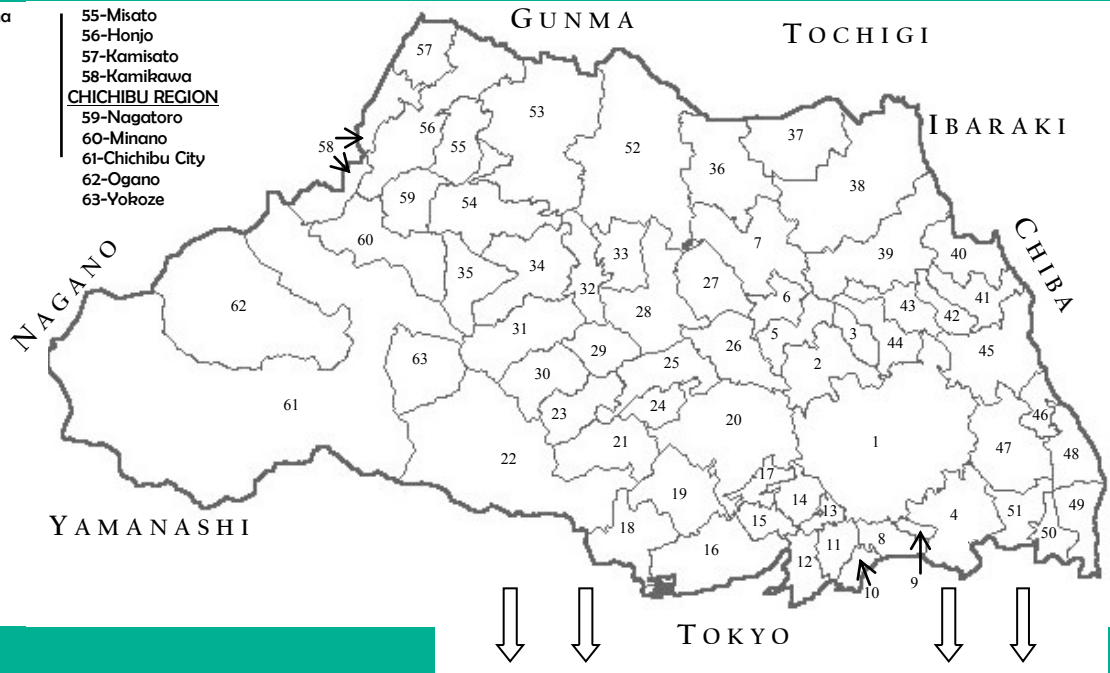
- 28-Higashi-Matsuyama
- 29-Hatoyama
- 30-Ogose
- 31-Tokigawa
- 32-Ranzan
- 33-Namegawa
- 34-Ogawa
- 35-Higashi Chichibu

### NORTHERN REGION

- 36-Cyoda
- 37-Hanyu
- 38-Kazo
- 39-Kuki
- 40-Satte
- 41-Sugito
- 42-Miyashiro
- 43-Shiraoka
- 44-Hasuda
- 45-Kasukabe
- 46-Matsubushi
- 47-Koshigaya
- 48-Yoshikawa
- 49-Misato
- 50-Yashio
- 51-Soka
- 52-Kumagaya
- 53-Fukaya
- 54-Yorii

### CHICHIBU REGION

- 55-Misato
- 56-Honjo
- 57-Kamisato
- 58-Kamikawa
- 59-Nagatoro
- 60-Minano
- 61-Chichibu City
- 62-Ogano
- 63-Yokoze



## General Information

Type of Area:  City  Town  Village

Name and region:  Population:

Map number:  Ave. temperature: Summer:  ~ °C Winter:  ~ °C

Website:  English available

Other useful area websites:  English available

## Locally Available Transportation

### Key

train bus bike on foot car



Bus Nearest stop:  Time to stop:

Train Nearest stop:  Time to stop:

Nearest hub stations (e.g. Omiya, Kawagoe, etc.)  Time from closest station:

How do you get to your workplaces?

## Brief description of local living environment



# Local Area Description

(page 2 of 2)

## Local Recommendations

	Name	Description	Time to facility
Recreational facilities (movies, sports, etc.)			



Cultural centers/sites  
(castle ruins, community centers, parks, etc.)


Restaurants or bars


Yearly events or festivals

	Name	Description	Time of year

## Local Services—Times to Nearest:



Post office

Supermarket

Bank

Pharmacy/Chemist

Hospital

100 yen store

Convenience store

Second-hand store



## Do you have any recommendations for doctors?

## Additional Information





## Additional Information

**Please include any additional information for your successor:**

**Date:**

---

**Successor:** If you have any questions, please contact your predecessor at the information provided on page 2.

**Predecessor:** If you have any questions about this form, please contact an International Division PA at:

*Saitama Prefectural International Division*  
3-15-1 Takasago, Urawa-ku, Saitama-shi, Saitama-ken  
JAPAN 7330-9301  
Tel: 048-830-2708 Fax: 048-830-4748  
Email: [a2705-02@pref.saitama.lg.jp](mailto:a2705-02@pref.saitama.lg.jp)