

Nihongo Tanken Japanese Language Centre

Phone: 02 9542 5745 / 02 9542 5746

Fax: 02 9542 5749

Email: nihongo.tanken@det.nsw.edu.au



Booking form

School name	
School address	
School phone	
School fax	

Primary Government (NSW only)
 Secondary Government (non-NSW)
 Other Non-government

Date of visit	
Arrival time	
Departure time	
Transport (e.g. hire bus / public transport)	

Name/s of accompanying teachers	
Email address/es of accompanying teachers	
Mobile number/s (required for emergencies)	

Students

To help us prepare activities specifically suited for your group, please send us a student list, including preferred names (for nametags) and information regarding individual student ability, so we can allocate them into teams in advance.

Please provide this at least one week before your visit.

	K	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Other	Total
Boys															
Girls															
Total no. of students															

Office use only: Student list received by Centre

Prior learning

Please provide as much detail as possible to enable staff to customise the program and cater to your students' learning needs. If not using a textbook, please give details of structures, topics and vocabulary studied.

No. of years of study	
No. of lessons/week	
Textbook/chapters	
Topics (only if textbook not used)	
Hiragana	
Katakana	
Kanji	
Main aim of visit (e.g. to motivate students, to challenge students)	

These students have visited the Tanken Centre previously

Yes

No

Lunch

If you wish to order Japanese lunch boxes for your group, please:

- estimate the number required (including accompanying teachers)
- advise us of any special dietary requests (vegetarian, allergies).

The minimum number for lunch box orders is 15. Please confirm exact numbers of lunch boxes required one week prior to your visit.

Number of lunch boxes required (min. 15)	
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or

We will bring our own lunches

Please note that obento lunch needs to be consumed at the centre.

Costs

Costs are inclusive of GST (except lunch boxes):

NSW government schools	\$16.00
Non-govt schools	\$31.00
Optional <i>Obentoo</i> (lunch box)	\$9.00
Optional <i>Onigiri</i> activity	\$3.50

Making <i>Onigiri</i> activity	Yes	No
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(please select – this is an approx. 25 min whole-group activity)

Please note that any food provided at the centre needs to be consumed at the centre.

Confirmation and agreement

I wish to confirm my booking for the above date and understand that a cancellation fee of \$200.00 will be charged if a cancellation is made less than 4 weeks prior to the excursion date.

I have read the *Centre information and rules*, and understand the roles and responsibilities of the accompanying teacher/s.

I understand that:

- **the accompanying teacher is responsible at all times for the behaviour and discipline of the students**
- **the participating school accepts responsibility for damage caused by irresponsible behaviour.**

To ensure that students are able to participate fully in the program, any disruptive students will be referred to the accompanying teacher/s.

The participating school accepts responsibility for damage caused by irresponsible behaviour.

	Name	Signature	Date
Accompanying teacher			
Principal			

Centre information and rules

- Shoes are to be removed on entering the Tanken Centre and stored with bags and personal belongings in the entrance area. Slippers are provided and must be worn on the wooden floors in the Tanken Centre.
- Slippers are to be removed on entering the *tatami* room. Socks or stockings are to be worn on the *tatami*. No slippers or bare feet are allowed in the *tatami* room.
- Eating and drinking are prohibited in the Tanken Centre, except in the designated lunch areas.
- Chewing gum is not permitted at any time.
- The paper screens are very fragile and can be easily torn. All visitors are asked to take care when passing the screens.
- All visitors to the Tanken Centre must refrain from smoking inside the school grounds.

Checklist for supervising teacher

Ensure students are prepared to answer simple questions about themselves using the language they have previously learnt

Ensure students understand the rules of the Tanken Centre

Ensure students are prepared and motivated to participate in an immersion experience

Provide *Centre information and rules* to principal

Complete all sections of booking form and forward to Tanken Centre

Provide Tanken Centre staff with student list, with preferred names and student ability

Organise payment to the Tanken Centre

Organise travel to the Tanken Centre

Complete relevant risk management documentation

At the Tanken Centre, the supervising teacher will:

- be included in the program as a staff member. It is important that the supervising teacher has some knowledge of Japanese language and culture
- supervise and, where required, discipline students during activities, lunch and morning tea breaks
- ensure that students do not enter the white pebbled area of the garden
- ensure students understand and follow the rules of the Tanken Centre
- assist the Tanken Centre staff by motivating and supervising students as they participate in activities at the Centre

The accompanying teacher/s are responsible for the behaviour and discipline of the students at all times. To ensure that students are able to participate fully in the program, any disruptive students will be referred to their teacher.

The participating school accepts responsibility for damage caused by irresponsible behaviour.

Risk management considerations for an excursion to NIHONGO TANKEN CENTRE

This sample risk management planning form may assist you in planning your excursion to the Centre. It identifies some of the risks. Excursion organisers should expand the matrix to fully accommodate their own circumstances.

Precautions should be taken to minimise the likelihood of accidents and misadventure.

Type of activity	
Location	
Commencement date and time of activity	
Accompanying teachers	
Contact number/s	
Total number of students	
Aims of the activity	<ul style="list-style-type: none"> • Immersion in Japanese language and culture • Experiencing an authentic Japanese environment
Necessary skills of accompanying adult	
Medical condition/s of participants (list name/s and condition/s)	
Medications (list names/ and medication/s)	
Risks	<ul style="list-style-type: none"> • Students may become separated from the group while travelling on public transport • Bus may be involved in traffic accident • Students may trip on polished wooden floors • Students may get wet walking from station

Some potential risks/dangers and possible management strategies for this excursion are listed below. **These have been provided as samples only.**

	Dangers For each inherent risk, list the risk eventuating	Risk management strategies Indicate actions and precautions that will be taken to reduce risks
People Attributes that impact on activity: Physical fitness, health, student numbers, etc.	Students may become separated from the group while travelling on public transport.	Assign buddies.
Equipment and transport Resources that impact on the activity: clothing, etc.	Bus may be involved in accident.	On the bus, all students should be seated at all times, and wear seatbelts, if fitted.
Environment Factors that impact on the activity: weather, terrain, etc.	Students may get wet walking from station.	All students to bring raincoats.