

Nihongo Club Cambridge

Bar Hill Primary School

Gladeside, Bar Hill, Cambridge CB23 8DY

Registered charity number: 1136278

<https://nihongoclubcambridge.wixsite.com/nihongoclub>

Email: nihongoclubcambridge@gmail.com

Terms and Conditions

This document and the terms and conditions within it govern the basis on which Nihongo Club Cambridge agrees to provide education services to parent(s)/guardian(s).

Only a parent/guardian with parental responsibility for a child can register the child for a place at the Nihongo Club Cambridge. As part of the membership registration process, a parent/guardian is required to provide his/her child's information to confirm that he/she has parental responsibility for the child.

Club details:

Nihongo Club Cambridge

Charity registration number: 1136278

Bar Hill Primary School, Gladeside, Bar Hill, Cambridge CB23 8DY

Email: nihongoclubcambridge@gmail.com

Insurance arranged by: Arthur J Gallagher Insurance Brokers Ltd

Insurance policy number: 104732240

Nihongo Club Cambridge values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

Background

Nihongo Club Cambridge is a non-profit organisation. (Charity no.1136278)
The club originated as Japanese parents who were based in the Cambridge area started to organise language lessons for their children. The club continued to grow

as more families joined, supporting the language and cultural education for children from preschoolers to teenagers. The club consists of Japanese teaching staff who are long-serving and well experienced, and a parents-run volunteer committee that supports the club management. The main source of the club's operating budget is the club membership fee.

Club Principle*

As the Nihongo Club Cambridge is a charity organisation managed by parent volunteers, it is essential for all the parent members to provide continuous support for the club. To this end, a parent is expected to serve as a committee member for at least two years whilst he/she is a member of the club.

*The committee service requirement is applicable only to Nihongo Club and Chibicco Club parents. However, the committee welcomes any support from parents including those of the children who are in the Japanese Language Course for the club activities such as cultural events and sales.

Purpose

The purpose of Nihongo Club Cambridge is to provide children and young people with Japanese language education and cultural experience in a safe and welcoming environment. This can be achieved through the club's programmes and activities, and through joint activities with other independent groups working in partnership with Nihongo Club Cambridge.

Aims

- To provide programmes and activities for children and young people to help them learn Japanese language and culture.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.
- Empowering children and young people by stimulating their intellectual capabilities through Japanese language and cultural learnings.

Time & Date and Venue

- Time & Date: Saturday (School Term Only)
Nihongo Club Cambridge JLC 10:00 am -11:00 am

Nihongo Club 10:00 am – 11:30 am

Chibicco Club 10:00 am - 11:30 am

- Venue:
Bar Hill Primary School Gladeside, Bar Hill, Cambridge, CB23 8DY

Fees

- Registration Fee for 1 family £20.00
- 1 lesson £17.00 for Nihongo Club Cambridge JLC
- 1 lesson £12.00 for Nihongo Club
- 1 session £8.00 for Chibicco Club Class 1 (5-6 yrs - Preschoolers class)
- 1 session £3.00 for Chibicco Club Class 2 (2-5 yrs - Nursery class)
- If a JLC and/or Nihongo Club family has 2 children, a 25% discount will be applied to the tuition fee for one of the children.
- If a JLC and/or Nihongo Club family has 3 children, a 40% discount will be applied to the tuition fee for one of the children.

As a rule, membership fees for each term are paid in one lump sum at the beginning of that term. If you join in the middle of a term, the fee for the remaining number of lessons for that term must be paid in full at the time of joining. No refund will be given for periods when children do not attend a session due to illness or holidays as well as in the event of mid-term withdrawal or withdrawal from membership. Lesson fees are subject to review and revision in line with economic conditions.

Our fees are based on a termly fee which is the full fee payable between the week/2 weeks before starting date of the term and the week after (2 or 3 weeks period). We will notify you of the payment notice a week/2 weeks before starting the new term. Late payments may incur a late payment fee.

All payments made under this agreement should be made by bank transfer to the club account.

Activities

Nihongo Club is open to children from the age of 6 years old to Japanese junior high school age (15 years old). All activities are carried out in Japanese. Lessons are taught by a teacher who prepares the material based on the textbook and adapts it to the level of each class.

Chibicco Club is for children aged 2-5 years. Priority for membership is given to younger siblings of Nihongo Club members. All activities are conducted in Japanese and all children must be accompanied by a parent or guardian. Parents take turns to

be in charge of the content, which familiarises the children with the Japanese language through play and prepares them to move on to the Nihongo Club. The person in charge organises and leads the children through an hour-long activity.

Japanese Language Course is for children from Y5 to Y11. Children will learn basic Japanese Communication Skills, Reading and Writing (Hiragana) as well as Japanese culture through fun activities - books, crafts, games and music.

In addition, the Nihongo Club, Chibicco Club and Nihongo Club-affiliated Japanese Language Course introduce various seasonal events and give children the opportunity to experience Japanese culture.

Textbooks

- The Nihongo Club uses the Japanese language book “KOKUGO” by Mitsumura Tosho Publishing Co., Ltd., which is recommended by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- The Nihongo Club Japanese Language Course uses “Japanese For Young People”, published by AjALT.

Day duty system

- Exclusively for Nihongo Club parents, two parents are paired up each week and take it in turns to be in charge of preparing and tidying up each classroom.

Method of Operation and Role of the Committee

- The Nihongo Club Cambridge is managed by a board of committee elected by the parents.
- The committee members consist of the chair, teaching coordinator, treasurer, secretary, cultural coordinator, day duty coordinator, textbook coordinator, PR coordinator and manager of the Chibicco Club.
- Each committee member is responsible for participating in committee meetings, communicating with parents, assisting with club administration, arranging and cooperating with events, etc.
- The three roles of Chair, Teaching Coordinator and Secretary will be Trustees of the charity on behalf of the club.
- Seasonal events and cultural events are club-wide activities, and all committee members and parents are actively involved in the preparation and organisation of these events, with the cultural officer taking the lead and all committee members and parents working together.

Notes on Activities

- For the safety of the children, parents are requested to take them to their respective classrooms and not to leave the classroom until the teacher arrives.
- We will not be responsible for any accidents or personal problems that may occur on site or in the parking lot.
- Please read the following **Club Safety Rules** below for more information.
- If your child has a serious allergy or medical condition, it is the responsibility of the parent/carers to inform the teacher and the committee.
- Parents should be able to be contacted in case of an emergency and return to the venue immediately.
- Please read **Registration Form** and **Document for Registration Form** for emergency contact information and response.
- If you wish to withdraw from the Nihongo Club or Chibicco Club, please read **Withdrawal of Members** below.

Club Safety Rules

We use Bar Hill Primary School safely.

Please be cautious and consider the following:

- No running in the corridors.
- Do not touch the school equipment or displays.
- Parents/carers must pickup & drop-off their children in their classrooms.
- Parents are asked to remain in their respective classrooms until the start of classes.
- Please do not be late for pick-up after class.
- If parents/carers wish to wait at the venue, please use the day duty waiting area (next to the community space).
- The use of empty classrooms and halls is prohibited unless necessary for club events, bake sales, committee meetings, etc.
- Please take your garbage home with you.
- Please do not bring strollers into the venue (place them under the awning outside the entrance/exit).
- Sockets in the school are not allowed to use. Do not use the power supply for mobile phones, computers, etc.
- Please note that the parking lot in the school is for teachers only and should not be used by anyone else except when equipment and materials for activities are needed to be carried in. Also, please note that parking at Tesco is limited to 3 hours.

- We will not be responsible for any accidents in the parking lot.
- Students and parents/carers must leave by 11:45am after classes (except for termly seasonal events).

Withdrawal of Members

If you plan to leave as a withdrawal of members of the club due to moving out for example, please speak to the committee or contact us by email: nihongoclubcambridge@gmail.com.

You are required to provide at least one term notice of your decision to withdraw your child completely. Our termly fee invoice will be sent by email a week or 2 weeks before starting the first day of the new term. You must inform your decision to withdraw due to illness or family circumstances etc. before receiving the termly fee invoice. If you give us late notice after starting the new term, you will still be required to pay full termly fees.

No refund will be given for periods when children do not attend a lesson due to illness or holidays. No refund will be given for periods when you give notice of withdrawal during the term.

If you would like to become a member of the club again after you once left the club, you will be required to pay the non-refundable registration fee.

We may end this agreement if:

- You fail to pay your fees.
- You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
- You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

General

- If the club decides to close or close due to events or circumstances beyond its control, such as extreme weather conditions, it may switch to online lessons.
- If you have any concerns about the content of the lessons we offer, please contact your homeroom teacher.
- If you have any concerns about anything other than the tuition we offer, please contact the committee.

- If your complaint remains unresolved, please contact the chairperson or a member of the committee. Your satisfaction with our services is very important to us and any concerns or complaints will be reported to the committee for consideration.
- From time to time we may take photos or video of the children who attend. If you do not wish your child to be included in these photos or videos, you should record this when you complete the Photos/Videos Consent Form.
- You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
- You must not use social media to defame or disparage us - our teachers, the committee, other parents, their children and families or any third party; to harass, bully or unlawfully discriminate against us or third parties; to make false or misleading statements; or to impersonate teachers of the setting or other related third parties.

Other

The role of teacher

Children need to form a secure attachment to teachers when they join the class to feel safe, happy, and eager to participate and learn.

Teacher role

- A teacher builds an on-going relationship with the child and his/her parents and is committed to that child's well-being while in the class.
- Every child that attends is allocated a teacher before they begin the class - it is not the responsibility of the child to choose their teacher.
- Where possible a 'back up' teacher is also identified for children so that they can fulfil the role in the absence of the main teacher, for example, during sickness or unforeseen circumstances.
- The teacher spends time weekly with his or her class to ensure their well-being.

Back-up teacher

- The role of the back-up teacher is to step in when the main teacher is absent or unavailable to provide a stable and consistent care relationship for the child.
- The back-up teacher shares information with parents in the main teacher's absence and makes notes in the child's records where appropriate.
- The back-up teacher ensures information is shared with the main teacher.

Contacting Nihongo Club Cambridge

If you have any queries about Terms and Conditions or about Nihongo Club Cambridge generally please contact nihongoclubcambridge@gmail.com

This policy was ratified on 09/04/2025 and will be reviewed on 09/04/2026.

Signed by

the Head teacher

Chair of Committee