



Prospectus
Elementary School



**ST. MARY'S
INTERNATIONAL
SCHOOL**

Welcome

From the Elementary School Principal

Welcome to St. Mary's International School, a Catholic, international, all-boys' school with a proud 66-year history of educating boys in Tokyo. As a Catholic school, our Mission, Vision, Belief Statements and Learner Expectations stress not only academic excellence, but also moral, emotional and spiritual growth to nurture healthy and positive contributors to society. As an international school, we highly value the diverse cultural backgrounds of our students, and foster values such as respect and understanding to enable our boys to become true global citizens. As an all-boys' school, we are able to design our curricular and co-curricular offerings to meet the specific educational needs of boys. Add to all this a rich and challenging curriculum that prepares students well for entry into the world's best colleges and universities, and I think you will agree that St. Mary's is the best choice for your son's education.

"We hope to be able to return to Japan in a few years' time and, if we do, St. Mary's would be our first choice for our oldest son and his younger brother." Grade 4 Parent

"St. Mary's will be part of our lives forever." Grade 2 Parent

We look forward to receiving your son's application to the St. Mary's community and to the rich educational experience that awaits him.

All the best,



Michael DiMuzio

St. Mary's is the best choice for your son because...

We are a Boys' School.

We develop our resources, choose our teachers, and design our programs with only one goal in mind: to meet the educational and developmental needs of boys.

We are international.

We value diversity and have students from nearly 50 countries represented in our student body.

We teach and nurture values to create compassionate global citizens.

We are a Catholic school that welcomes boys of all beliefs and faith backgrounds. We offer a K-12 Religion/Ethics Program wherein we teach and model the values of respect, honesty, fairness, responsibility and kindness to help our students become true global citizens.

Our students are accepted into some of the best colleges in the world.

Virtually all of our graduates attend college and many of them are accepted into highly prestigious institutions around the world.

We are fully accredited.

St. Mary's is fully accredited by two recognized agencies: The Western Association of Schools and Colleges (WAS) and The Council of International Schools (CIS).

We have a safe and modern school campus.

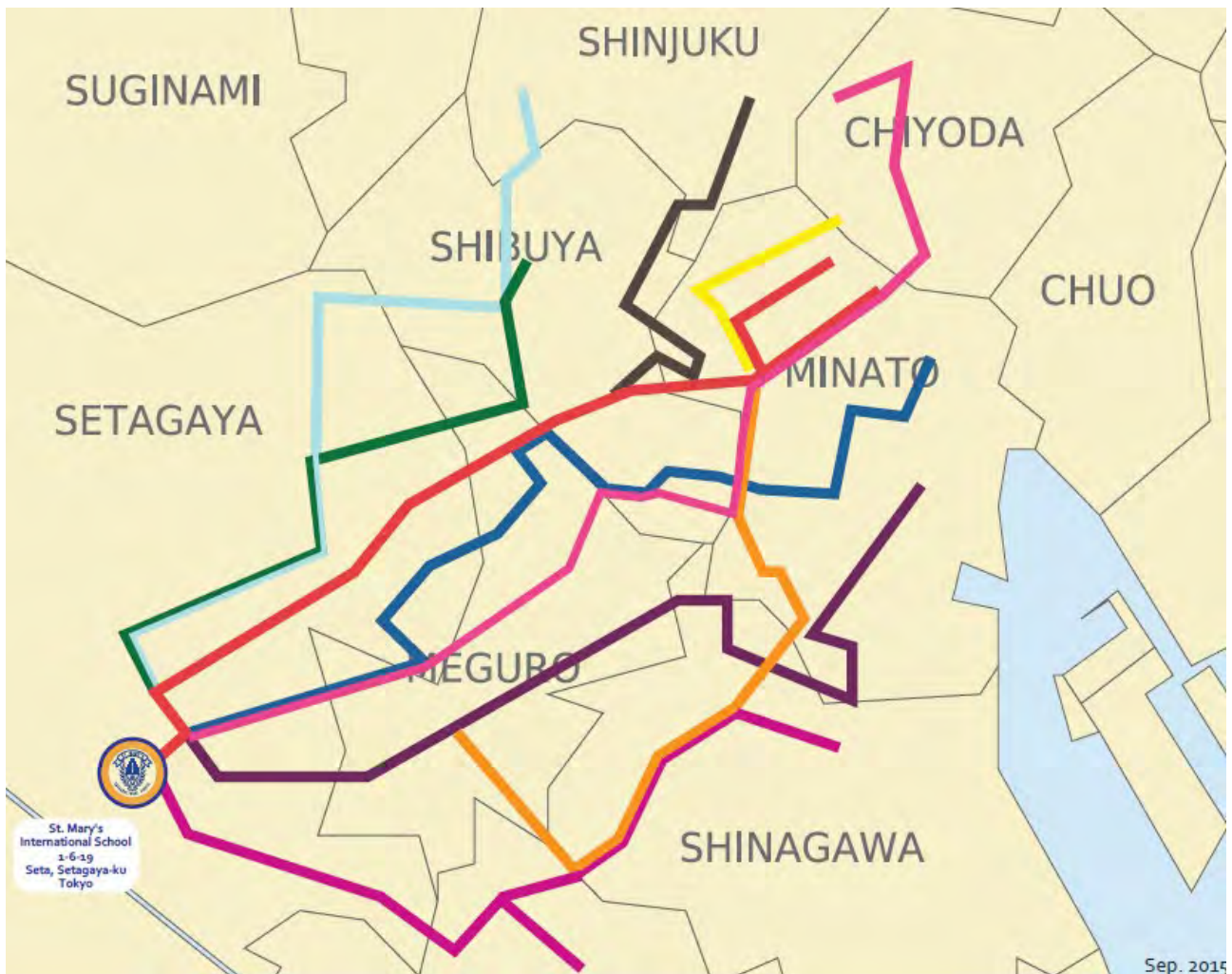
St. Mary's entire campus is new and we are proud to say it is one of the safest buildings in Tokyo. Our facilities include large, modern classrooms equipped with educational technology, a 25-meter swimming pool, a gymnasium that can host two basketball games at one time and a playing field that is second to none in the Tokyo area.

Our extra-curricular programs are excellent.

St. Mary's Athletics includes basketball, baseball, tennis, soccer, swimming, wrestling and intramural opportunities. Our Fine Arts Department features drawing, painting, print-making, ceramics, photography, design technology and architecture classes. Performing Arts includes Fall Play, One-Act Play, Musical, Instrumental Music and our internationally recognized Choral Music Program. We also offer a variety of activities including robotics, speech, debate, Book Bowl, Brain Bowl and others.

Bus Routes

St. Mary's International School is centrally located within the Tokyo metropolitan area. We offer transportation services that includes a fleet of modern busses shuttling students to school safely every day. Please see below a simplified map of our current bus routes. For details about our school bus services, please let our bus coordinator know.



St. Mary's International School
1-6-19 Seta, Setagaya-ku
Tokyo 158-8668
Tel: +81-3-3709-3411

Nearest Stations:

- Futako Tamagawa Station
- Kaminoge Station

School Calendar

St. Mary's school calendar is developed with educational principles (and principals!) in mind and with consideration of other areas school calendars. It provides the temporal backbone over which we build our widely varied and dynamic list of both academic and extracurricular events. Below is a **sample** calendar to give you an idea of our significant events and holidays.

For this year's calendar, please see the school website:

<https://www.smis.ac.jp/school-calendar>

School Events & Important Dates

Aug 22	School Opens (Grades 2-12)
Aug 23	School Opens (Grades RP-1)
Sept 10	SMA Welcome Tea
Sept 17	Back to School Day for Parents
Oct 19	Bingo
Oct 23	End of First Quarter
Nov 9	Parent-Teacher Conference
Dec 7	Christmas Concert
Dec 8	St. Mary's Day
Feb 11	Student-Led Conference
Jan 15	End of Second Quarter
Mar 15	International Ball
Mar 22	End of Third Quarter
April 27	First Communion
May 11	St. Mary's Carnival
May 15	Sports Day
May 24	Talent Show
May 29	Spring Concert
June 1	HS Graduation
June 6	G5 Graduation
June 10-28	Summer School

School Holidays & National Holidays

Oct 24-27	Autumn Holidays
Nov 23	Thanksgiving Day
Dec 14-Jan 6	Christmas Holidays
Feb 21-24	Winter Holidays
Mar 23-31	Spring Holidays
Apr 19	Good Friday
Apr 21	Easter Sunday
May 5	National Holiday (Children's Day)
May 12	No School (Carnival Recovery Day)
June 7	Summer Holiday Begins

Student Services

Student Support Services at St. Mary's are provided to assist students in reaching their full developmental and academic potential. The individual needs and learning style of each boy is considered while acknowledging that boys learn at different rates and in different ways. The goal is to ensure that each student has equal access to the curriculum in a caring, supportive environment. Every student is encouraged to be a creative and critical thinker as a member of the school and the global community. Our teachers maintain a school environment that values all learners and fosters academic success. The following student support services personnel work in collaboration to serve the whole school community.

School Nurse

The school aims to provide an environment conducive to the promotion and maintenance of good health. A full-time School Nurse is available during the school day and care is provided for any health-related condition which impairs learning. In addition to providing liaison services among the school, home, community agencies, physicians and other medical personnel, the School Nurse also promotes student health and well-being through annual vision and hearing screenings, height and weight monitoring as well as sending out appropriate health related information.

School Counselor

The Elementary School Counselor is available to help RP - Grade 5 students, parents and teachers. The Counselor provides students with personal counseling and coordinates with other specialists to help with developmental and academic needs. All elementary students participate in regularly scheduled classroom visits with the Counselor to discuss topics such as interpersonal communication and relationships. The Counselor is also involved in admissions screening, student placement, parenting classes and informal discussion groups. The Counselor offers referrals and helps families coordinate with services outside of St. Mary's when the need arises.

Learning Support Coordinator

By working with parents and faculty, the Elementary School Learning Support Coordinator guides caregivers regarding learning-related matters. The primary role of our Learning Support Coordinator is to support boys who may not be performing to grade level expectations and/or are experiencing learning difficulties. This support can include any of the following: academic screening, observation of the student in different learning

environments, meetings with parents and teachers regarding recommendations to help the student, consultation regarding strategies and modifications, discussion of student work and referrals to external services. The Learning Support Coordinator recruits and advises high school boys who tutor younger students. The Learning Support Coordinator is also involved in admissions screening as well as student placement and consults with the principal as needed for admissions.

Academic Support

St. Mary's does not have the facilities to serve children who have serious learning, emotional or physical disabilities and all students are enrolled in mainstream classes. Students must be able to learn in the mainstream classes with a minimum of special assistance. Elementary school homeroom teachers are highly experienced in differentiating instruction and are available to provide extra help every day from 3:15 p.m.-4:15 p.m. The Learning Support Coordinator also facilitates extra tutoring for students when the need arises.

ESL Support

The St. Mary's ESL support aims to enable students whose first language is not English to overcome language-related difficulties while also supporting their academic and social development. The goal is to assist the students' full integration into the mainstream classes. ESL classes are offered for students from RP through grade 8.

Campus Minister

The St. Mary's Campus Minister is available for spiritual counseling to school community members of all religious denominations. As a Roman Catholic priest, he presides over school prayer services and Masses, as well as celebrating Eucharist each weekday and Sunday with the worshipping community of St. Mary's Chapel. The Campus Minister provides sacramental preparation such as the First Communion, Confirmation, Matrimony, Reconciliation and Baptism. Spiritual assistance is also offered at non-denominational services such as memorial services and funerals.

A Day in the Life of an Elementary Student

Beginning the Day

St. Mary's boys arrive at school by 8:15 am, Monday through Friday. They greet their friends and classmates in our atrium, and at 8:25 am, the classes proceed to their homerooms and the learning day begins!

Core Subjects and Specials

The core subjects taught by each homeroom teacher are math, language arts, social studies, and science. In most grades, language arts and math are taught in the morning, while science and social studies are generally taught in the afternoon. The boys attend "specials" at least once a day, where they go with their homeroom classmates to other teachers for instruction in art, music, physical education, computer, library, and swimming. There is a rotating six-day schedule for specials, with classes generally meeting two times per cycle. Please see a sample schedule of 1st grade students on the right.

Activity Time

As boys need time to move around and expend their energy, each grade level at St. Mary's has at least two recess breaks per day. Having the opportunity for free play and activity enables the boys to re-energize and focus on their learning when they return to the classroom.

Sample G1 Student Schedule

8:30-8:35	Attendance & Getting Settled
8:35-9:35	Mathematics
9:35-9:55	Recess & Snack
9:55-11:25	Language Arts
11:25-12:45	Special Classes Art, Computer, Music, Library, PE, Swimming
12:45-1:35	Lunch & Recess
1:35-2:20	Enrichment Activities or Religion
2:20-2:35	Recess
2:35-3:05	Science/Social Studies
3:05-3:10	Closing Activities

Religious Education

All boys at St. Mary's attend religious instruction. Since we welcome students of all faith backgrounds, parents may choose from three options: 1) classes for the Catholic boys; 2) for the other Christians; or 3) World Faiths class which focuses on learning about world religions and the virtues that all religions embrace.

Extra-Curricular Activities

At St. Mary's we also have a comprehensive extra-curricular program that includes our annual Christmas and Spring concerts; autumn and spring Sports Days; afterschool activities such as basketball, baseball, soccer, intramurals, karate; ski trips in Grades 4 and 5 at our ski lodge in Gunma Prefecture; an annual Talent Show, our highly popular and famous Bingo in October and the Boys' Carnival in May; and many field trips to locations in the Tokyo area, including Zoorasia, Kodomo no Kuni (Children's Country), science museums, and many other exciting places.

School Fees

Tuitions and Fees

Please refer to the website:

<https://www.smis.ac.jp/admissions/tuition-fees>

Application Fee

An application fee payment is required before applications can be processed. The fee may be paid by credit card in the following school website:

<https://secure.smis.ac.jp/Apply>

Registration Fee

Confirmed students are required to pay a ¥300,000 non-refundable Registration Fee within two weeks of billing in order to secure a seat. Failure to pay within the terms of the invoice will result in the places being released for other students.

Policies

The tuition and fees apply specifically to the given academic year. Invoices will be mailed to the student's home address unless specified otherwise. Receipts will be issued upon request. Attendance for any portion of a quarter will require tuition and school bus fees to be paid for the entire quarter.

St. Mary's encourages you to pay the tuition and fees by bank transfer.

Payment Dates

All school fees, with the exception of the application fee and the Registration Fee, are due by June 15, prior to the academic year. Only tuition and school bus fees may be paid by semester. Should this be the case, the second semester tuition and bus fees are due by January 10.

Remittance

Please make all transfers in the student's name, spelling the name using the English alphabet. For returning students, please include his student number as well.

Any bank transfer fees and lifting charge (particularly when paying from abroad) must be covered by the payer.

Payment instruction will be indicated on the invoice.

Delinquent Payments

School fees past due will prevent a student from re-registering for classes and will result in school records (e.g., grades, transcripts and diplomas) being withheld. Persistent delinquency shall result in the student's removal from classes.

Refunds

Refunds on tuition and school bus fee, when necessary, are calculated on a quarterly basis and remitted via bank transfer. Relevant forms must be submitted prior to the start of the preceding quarter. (Tuition - Withdrawal Form/ School Bus - Bus Refund Form)

School Bus

Signing up for the school bus service should be done as early as possible to secure a seat on the bus. The bus application may be submitted digitally from the Application Checklist on your Dashboard. For more information, please contact bus@smis.ac.jp.

Elementary School iPad Fee for all Gr. 3 and Incoming Gr. 4 & 5 Students

Elementary School students in Grade 3 to 5 are required to have an iPad for school. All boys enrolling in Grade 3, and newly enrolling students in Grade 4 and 5, will be charged the cost of an iPad and a cover that will be issued by the school. The students can expect to receive their iPads in September with all required apps installed by the school.

Students will be expected to use their iPads while they are in Grade 3, 4 and 5, and will keep the iPad when they graduate or leave. The actual price of the iPad and its cover is a mandatory, one-time, non-refundable cost that will be included in the school fees invoice.

Middle School MacBook Fee for All G6 Students

Middle school students in grade 6 are required to have a MacBook Air for school. Its fee is included in the school invoice. Students can expect to receive their MacBook Air in August with all required apps and anti-viral software installed.

Middle School Field Trip and Ski Trip

All middle school students will be charged a field trip fee and a ski trip fee. The amount will depend on the grade. A cancellation fee will be charged where applicable. Details will be provided prior to each trip.

High School Retreat, PSAT and IB Exam

- High School Retreat fee - A cancellation fee will be charged where applicable. Details will be provided prior to each trip.
- PSAT fee: Gr.10 & Gr .11 only
- IB Exam fee: Students who register for IB exams will be invoiced in December for their exams - The exam fee is ¥20,000 per subject.

Cafeteria/ Food Service

Meals and snacks at St. Mary's are catered by Cezars Kitchen. To learn more about their services, or if you wish to register your child for their Cashless Cafeteria, please go to the following site:

<https://www.cezarskitchen.com/for-parents/cashless-cafeteria/>

School Accident Insurance

Upon payment of school fees, St. Mary's enrolls all students in its personal accident insurance policy with coverage commencing September 1.

A student receives the following coverage under this insurance policy:

- a) Personal accident insurance with medical reimbursements up to ¥1,000,000.
- b) Loss of life and physical impediment benefits up to ¥3,000,000.

Claim forms are available at the main office.

Corporate Contribution Program

Please contact the Accounting Office at development@smis.ac.jp for information regarding the Corporate Contribution Program.



Contact Us:



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admissions@smis.ac.jp



www.smis.ac.jp



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