

April 20th, 2021

To the parents and parent guardians,

School Superintendent Yoshihisa Fujita

Regarding Work Reforms for School Staff

A new school year has begun. I would first like to sincerely thank all parents and parent guardians for your hard work and cooperation.

Work reforms for Higashiomori City schools were announced in September of 2017 by the prefectural government, and we have been able to make several positive steps towards reaching those goals. However, one area that we would like to improve further is the working hours for teachers and staff. We must consider the physical and mental health of our staff and avoid putting employees in situations in which they are overworked. Therefore, we would like to provide a summary of school operation hours, staff hours, and school events for your reference. With your help and support we are working to build a bright and better future for our children.

1 School operation hours

(1) Regular Hours for School Staff

Staff Working Hours (7 hrs 45 mins)	Elementary School ① 8:20am ~ 4:50pm (Some schools follow time ②) Junior High School ② 8:15am ~ 4:45pm
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(2) Home room teachers may not be available outside of regular hours in some cases.

General School Contact Hours	An office staff member may be reached between 7:50am ~ 6pm.
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※Calls outside of school hours will be answered by an automated phone service.

※Please limit phone calls to less than 30 minutes, and school visits to less than one hour.

※Please make arrangements in advance for any matters which require school contact outside of regular hours.

2 A Summary Regarding Junior High School Club Activities

(1) In general, club activities are up to 2 hours on weekdays and up to 3 hours on weekends and holidays.

※Weekday morning practices, including independent practice, are not in effect.

(2) Club activities will not exceed 5 days a week. (At least one weekday and one weekend day off.)

※Weekend days off may vary by school.

※There will be no split days on the weekends, only full Saturdays or full Sundays.

(3) For school events on consecutive days, event organizers must first obtain permission from the school principal. In the case of events on consecutive days, a make-up day off will be provided within two weeks after the event.

(4) Club activities will run until 5:45pm with dismissal at 6pm at the latest.

※Students will be dismissed earlier in the winter so they may arrive home before sunset.

Attn: Higashiomori City Board of Education School Education Department