



School Contact Information

To ensure we work closely with you, please read on to see the different ways that we communicate about the school events and weekly news but most importantly your child's learning. Throughout the year there are different ways the school will communicate with you about school life.

Communication Type

	Type of Communication		Area of Responsibility
1	Teacher-Parent Communication [Class Dojo]		<ul style="list-style-type: none">- On the first day of school, parents will be invited to join the class dojo.- The homeroom teacher will update you about children's daily activities.- If you have any inquiries for a teacher, you may send them directly through class dojo.
2	Email	admin@tokyowest.jp	<ul style="list-style-type: none">- Students Attendance- Student Certificate- School Event- School Announcement- News related to the School- Student matters- etc.
3	Phone	042-691-1441	<ul style="list-style-type: none">- Any urgency matters.- Student Attendance- Any information related to school
4	Website	www.tokyowest.jp	<ul style="list-style-type: none">- You can find out more information about student documents (Incl. Lunch menus, supply list, class schedule, etc)- Curriculum information- News/school event- Admission Procedure



Contact Hours

Type of Communication	Time
Absence/Late Arrival	7:30 ~ 8:30 (Tel/Email)
Parent/Teacher Conference Request	9:00 ~ 16:00 (Tel/Email)
Other	9:00 ~ 16:00 (Tel/email)
Emergency Contact	Anytime (Tel/Email)