

Example of preparation schedule up to the day of the Sports Day

Days to the day of the event	Contents	Points to keep in mind
	<ul style="list-style-type: none"> <li>• Share the proposed schedule (like the one in this chart) with the principal and vice-principals</li> <li>• Obtain approval from the principal and vice-principal for the use of TOKKATSU time and time for preparation and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the principal to inform all teachers that preparations for UNDOKAI. (to establish a cooperative system in advance)</li> </ul>
1 month before	<ul style="list-style-type: none"> <li>• Discuss the goals and themes of UNDOKAI, games to be played, etc., using TOKKATSU classes in each class, and get children's opinions.</li> <li>• If children have any other ideas about UNDOKAI, ask them.</li> </ul>	<ul style="list-style-type: none"> <li>• Only G3-6 are OK.</li> <li>• When deciding on a theme, collect only single words from the children and combine them into a whole sentence.</li> <li>• Ask the children, "What kind of UNDOKAI do you want to have?" and make them aware that it is not "UNDOKAI made by teachers" but "UNDOKAI made by themselves."</li> <li>• The teacher should encourage children to think about "UNDOKAI that is fun for everyone" rather than fun for only them.</li> <li>• Be careful not to proceed with discussions based on the opinions of only those children who like sports.</li> </ul>
3 weeks~ 4 weeks before	<ul style="list-style-type: none"> <li>• Based on the opinions from each class, the physical education teacher will create an implementation plan .</li> <li>❖ Objectives</li> <li>❖ Practice plan</li> <li>❖ Schedule for the day</li> <li>❖ Game implementation instructions</li> <li>❖ Teacher Role Chart</li> <li>❖ Role assignment chart for children, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Soon after the plan is ready, have a meeting with the principal and vice-principal.</li> </ul>
2 weeks~ 3 weeks before	<ul style="list-style-type: none"> <li>• Share the implementation plan with all teachers.</li> <li>• Decide on the roles and responsibilities of the teachers. (This may be decided in advance by the PE teacher and the principal.)</li> <li>• Using the TOKKATSU class, inform the children of the goals of UNDOKAI and assign their roles. (It would be better if you can also discuss what needs to be done before the day of</li> </ul>	<ul style="list-style-type: none"> <li>• It would be good if many children could experience various roles, rather than always the same person doing the same role.</li> <li>• The role assignment should be decided by prioritizing the children's "motivation" to try it out.</li> </ul>

	the event.)	
1 weeks~ 2 weeks before	<ul style="list-style-type: none"> <li>• G5 and G6 will be grouped by role to discuss, create, and practice activities.</li> <li>• G5 and G6 should know the contents, rules, and precautions of the event, and practice the progression and implementation of the event.</li> </ul> <p><b>*On the day of the event, the G5 and G6, not the teachers, will take the lead in facilitating the event.</b></p>	<ul style="list-style-type: none"> <li>• Make sure that everyone has a role in the program so that no one is left idle among the children.</li> <li>• If any problems are found during this period, discuss improvement plans with the children.</li> <li>• If there are any changes in the implementation plan, the PE teacher will inform all teachers immediately.</li> </ul>
4 days~ 5 days before	<p>Whole school practice</p> <p>Try out how to line up, how to move on the day, and the activities to be performed by all the participants.</p>	<ul style="list-style-type: none"> <li>• If there is any inconvenience, it should be improved.</li> <li>• If there are any improvements, try them out once.</li> </ul> <p>→If there is anything to be improved, a meeting should be held with the principal, vice-principals, and TOKKATSU staff from each grade.</p>
1 day~ 3 days before	Final practice, final confirmation, preparation for the day before	<ul style="list-style-type: none"> <li>• Preparation on the day before is also done with the children as much as possible.</li> </ul>
<b>the day of the event</b>	UNDOKAI	Have fun with everyone.