



Tokyo Skytree in cherry blossom season, Sumida City

CARRIED DOCUMENT · TRIP LEADERS

Operational Guide for Teachers

Cherry Blossom Tokyo · HIS-T01

DESTINATION

Tokyo, Japan

DATES

Sat 13 – Sat 20 March 2027

DURATION

8 days / 7 nights

PARTICIPANTS

20 students

STAFF

—

PROGRAM

Educational Travel

BASE

Hotel Gracery Shinjuku

SCHEDULED ACTIVITIES

105 across 8 days

GUIDE ISSUE

Pre-departure

Where the source pack is unresolved or carries a placeholder, this guide says so rather than printing a number you cannot rely on.

RISK REVIEW AND DOCUMENTATION BY **ETI360**

119

Ambulance and fire

110

Tokyo Metropolitan Police

Koban

Nearest police box — first walk-in point for a lost or separated student

The first ten minutes

ANY INCIDENT, ANY DAY

- 1 Stop the group and hold position.** Move off the crossing, the platform edge, or the flow of pedestrians before anything else.
- 2 Headcount aloud, twice,** against your written list. Say the number to a second adult.
- 3 Split the adults.** One adult stays with the affected student. The remaining adults keep the group together and away from foot traffic.
- 4 Decide the route to care.** Call 119 for anything you would not walk out of the venue with. Otherwise use the hospital named for that venue on this page.
- 5 Give the location in Japanese** from the laminated card, then the district and the nearest landmark.
- 6 Call the provider operations manager** before you move the group anywhere unscheduled.
- 7 Notify the school** — the Principal, and the designated safeguarding lead directly for anything safeguarding, within the hour.
- 8 Log the record once the calls are made.** Should the school elect Tier 3 Dynamic Risk Operations, the Duty Manager Dashboard record follows the phone calls; it does not replace them.
- 9 Write it down while it is fresh:** time, place, who was present, what was seen, what was done, and the names of witnesses.
- 10 Re-establish supervision.** One adult accompanies a student to hospital; supervision of the remaining group continues without a gap.

Escalation sequence

IN ORDER, EVERY TIME

- 1 Trip Leader on the ground** — holds the decision on the group's immediate safety and movement.
- 2 Provider Operations Manager** — venues, bookings, transport, ground logistics.
- 3 School Principal / Designated Safeguarding Lead** — safeguarding, parent communication, and any decision to curtail.

Tier 3 Dynamic Risk Operations does not change this chain, and no overnight line is operated on the school's behalf.

CONFIRM AND WRITE IN BEFORE DEPARTURE

Provider operations manager

Provider operations, out of hours

School emergency contact

Designated safeguarding lead

Hotel Gracery Shinjuku, front desk

These five numbers are deliberately blank. The source pack leaves the school contact empty on every emergency card and carries only a placeholder for the out-of-hours line, so nothing is printed here that could be dialed in error.

Nearest medical access

HOSPITAL REGISTER

HOSPITAL	ADDRESS	TELEPHONE	APPLIES TO
Tokyo Medical University Hospital	6-7-1 Nishishinjuku, Shinjuku City	03-3342-6111	Default for the Shinjuku base — 1.5 km from the hotel, walkable or a short taxi. 24/7 emergency, pediatric capability.
Tokyo Metropolitan Hiroo Hospital	2-34-10 Ebisu, Shibuya	03-3444-1181	Shibuya and Harajuku days
The Jikei University Hospital	3-19-18 Nishishinbashi, Minato City	03-3433-1111	Odaiba and Toyosu, Day 3
Tokyo Metropolitan Bokutoh Hospital	4-23-15 Kotobashi, Sumida City	03-3633-6151	Asakusa, Skytree, Ueno, Akihabara, Honjo
Japanese Red Cross Narita Hospital	90-1 Iidacho, Narita, Chiba	0476-22-2311	Narita arrival, Day 2 morning
Narita Kokusai Airport Clinic	Narita Airport grounds	050-3196-5701	Minor care inside the airport only
Changi General Hospital	2 Simei St 3, Singapore 529889	6788 8833	Changi assembly on Day 1 and arrival on Day 8

Sixteen of the 36 assessed locations carry a usable hospital assignment; twenty do not. Four central Tokyo venues — Chidorigafuchi, the Imperial Palace East Gardens, Tsukiji Outer Market and Kabuki-za — are matched to a Narita clinic in error, a nearest-match data artifact pointing 56 to 58 km back to Narita. Sixteen further venues, including the hotel and every restaurant, are recorded with no hospital at all. On the ground this changes nothing: 119 dispatches to the nearest receiving hospital. Confirm the four mismatches with the provider before those days.

Day

1

/8

Changi assembly and the night flight SAT 13 MARCH

Overnight — in flight, SQ638

TIME	MOVEMENT	WHERE	HEADCOUNT
21:00–00:00	Group assembly, departure hall; check-in counters open	Changi Airport Terminal 3, Singapore	On arrival
23:59–06:29	SQ638, Singapore Changi to Tokyo Narita	In flight	At the gate

WATCH ON THIS DAY

No meal is scheduled before the overnight sector. Ask families to feed students before assembly.
The 21:00 call is counter opening, not gate time. Passport, visa and medication checks happen here or not at all.

NEAREST CARE Changi General Hospital — 4.9 km from the terminal, about 15 minutes.

Day

2

/8

Narita arrival, Shinjuku base, Shibuya SUN 14 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
06:30–08:00	Immigration, baggage claim, customs clearance	Tokyo Narita Airport	Landside
08:00–09:15	Narita Express, airport to Shinjuku	Narita to Shinjuku	On boarding
09:15–09:45	Early check-in	Hotel Gracery Shinjuku	Rooming list
09:45–11:45	Rest and refresh	Hotel Gracery Shinjuku	Door check
11:45–12:15	JR Yamanote Line, Shinjuku to Shibuya	Shibuya	Both platforms
12:15–13:00	Lunch	Shibuya Sky Restaurant, Shibuya Scramble Square	Seated
13:00–14:00	Shibuya Crossing observation	Shibuya Crossing	Every cycle
14:00–15:30	Free time, Shibuya district	Shibuya	On return
15:30–15:45	JR Yamanote Line, Shibuya to Shinjuku	Shinjuku	Both platforms
15:45–17:45	Free time, Shinjuku area	Shinjuku	On return
17:45–18:30	Dinner	ICHIRAN Shinjuku Station Central East Exit	Out of booths
18:30–18:45	Walk, Ichiran to the hotel	Kabukicho, Shinjuku City	On arrival
18:45–21:30	Wind-down, jet lag management	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

Shibuya Crossing. Maximum eight students per supervising adult. Brief the regroup point before you step off — the Starbucks Shibuya Crossing store entrance, northeast corner — and hold one adult there throughout. Green signal only, no late crossing on amber, staff at front and rear. March rain on the painted surface and polished stone is the most likely injury of the week: if surface sheen is visible across the full painted area, do not cross.

ICHIRAN is a basement venue — individual booths, no reservations, variable acceptance of foreign cards. The booths fragment the group; count students out, not in.

Shinjuku Station has more than 200 exits over a multilevel interchange, and mobile maps mislead on exit choice. Three are pre-assigned: West for group assembly, South for Odakyu, East for the Kabukicho-side meetup. On arrival day with jet lag, keep the group together rather than testing independent navigation.

NEAREST CARE Narita — Japanese Red Cross Narita Hospital, 7.3 km / 19 min. Shibuya — Tokyo Metropolitan Hiroo Hospital, 2.4 km / 12 min. Hotel — Tokyo Medical University Hospital, 1.5 km.

Day
3

Odaiba art and the palace moat MON 15 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–09:00	JR and Yurikamome Line, Shinjuku to Toyosu	Toyosu, Koto City	Both platforms
09:00–11:00	teamLab Planets Tokyo, immersive digital art	teamLab Planets TOKYO DMM	At exit
11:00–12:00	Walk to Aqua City, then lunch	AQUA CiTY Odaiba, Minato City	Seated
12:00–12:45	Yurikamome and JR lines to the Imperial Palace	Chiyoda City	Both platforms
12:45–14:45	Imperial Palace East Gardens, blossom viewing	Imperial Palace East National Gardens	At the gate
14:45–16:30	Walk to Chidorigafuchi, then blossom viewing	Chidorigafuchi Park, Chiyoda City	Every 30 min
16:30–17:45	Subway to the dinner venue, then free time	Business district — see note below	On return
17:45–18:45	Dinner	Kappou Yoshiba	Seated
18:45–19:15	JR Yamanote Line back to Shinjuku	Shinjuku	Both platforms
19:15–21:30	Wind-down	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

teamLab Planets is barefoot, water underfoot, timed entry and enforced pacing — it separates groups. Fix the exit meeting point before you go in, and count there.

The East Gardens are audited as closed on Mondays and this visit falls on Monday 15 March. Confirm opening with the provider and carry a second option for the 12:45 block. Bag inspection at the gates; no food vendors inside.

The dinner district is unresolved. The itinerary places Kappou Yoshiba in Marunouchi, the audit near Ryogoku in Sumida City, roughly 5 km apart. Confirm the address before the 16:30 movement; as written, the transfer and the return leg cannot both be right.

/8

NEAREST CARE teamLab Planets — The Jikei University Hospital, 3.9 km / 13 min. The Imperial Palace East Gardens and Chidorigafuchi carry no usable assignment in the pack; call 119.

Day
4

Asakusa, Skytree and Tsukiji TUE 16 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–08:45	JR Yamanote and Ginza subway lines to Asakusa	Asakusa, Taito City	Both platforms
08:45–10:15	Sensō-ji Temple, self-guided exploration	Sensō-ji, Asakusa	Hozomon gate
10:15–11:15	Walk to Daikokuya, then lunch	Daikokuya Tempura, Asakusa	Seated
11:15–11:30	Walk, Daikokuya to Tokyo Skytree	Oshiage, Sumida City	On arrival
11:30–13:30	Tokyo Skytree, observatory deck	Tokyo Skytree	Each level
13:30–14:00	JR and subway, Skytree to Tsukiji	Chuo City	Both platforms
14:00–15:30	Tsukiji Outer Market exploration	Tsukiji Outer Market	Every 20 min
15:30–17:45	Subway to Ginza, then free time in the district	Ginza, Chuo City	On return
17:45–18:45	Dinner	Ginza Kyubey Honten	Seated
18:45–19:15	JR Yamanote Line, Ginza to Shinjuku	Shinjuku	Both platforms
19:15–21:30	Wind-down	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

Nakamise-dori narrows sharply on the approach to Sensō-ji. Move in single file and count at the Hozomon gate; uneven surfaces at the inner precinct and steps at the main hall.

Skytree elevator queues run 30 to 60 minutes at peak. Fix an assembly point on the ticket floor before anyone splits, and take the queue out of the observatory time, not out of the 11:30 block.

Tsukiji has wet surfaces, raw seafood and sharp implements, narrow lanes, no staging area and a remote drop-off. Closed-toe rubber soles, no eating while walking, exit lane agreed before you enter.

/8

NEAREST CARE Sensō-ji — Tokyo Metropolitan Bokutoh Hospital, 3.0 km / 16 min. Skytree — Bokutoh, 1.9 km / 16 min. Tsukiji carries no usable assignment in the pack; call 119.

Day

5

Meiji Shrine, Harajuku, Shinjuku evening WED 17 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–08:30	JR Yamanote Line, Shinjuku to Harajuku	Harajuku, Shibuya	Both platforms
08:30–10:00	Meiji Shrine visit	Meiji Jingū, Yoyogikamizonochō	At the torii
10:00–11:45	Walk to Takeshita Street, then the fashion district	Takeshita Street, Jingumae	Every 30 min
11:45–12:45	Walk to the lunch venue, then lunch	Kawaii Monster Land, Jingumae	Seated
12:45–14:00	Free time, Harajuku area	Harajuku	On return
14:00–14:15	JR Yamanote Line, Harajuku to Shinjuku	Shinjuku	Both platforms
14:15–16:00	Free time, Shinjuku before the show	Shinjuku	On return
16:00–17:30	Robot Restaurant show (venue unconfirmed — see page 9)	Robot Restaurant, Kabukicho (basement)	On exit
17:30–18:45	Walk to Torikizoku, then dinner	Torikizoku Shinjuku Kabukicho, sixth floor	Seated
18:45–19:00	Walk, Torikizoku to the hotel	Kabukicho, Shinjuku City	On arrival
19:00–21:30	Wind-down	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

Takeshita Street is audited for extreme congestion, no staging area along the corridor, inconsistent street-food allergen information. Students with allergies eat only where a label can be read; regroup at the far end.

Three venues today are hard to leave quickly: Kawaii Monster Land (basement stairwell), Robot Restaurant (basement, single staircase, strobe and high noise throughout), Torikizoku (sixth floor). Seat anyone with photosensitivity or hearing sensitivity at the aisle end and agree a leave signal before the show.

Two free-time blocks back to back, 12:45 and 14:15, the second on the Kabukicho fringe. Hold the eastern boundary and the minimum group of three.

/8

NEAREST CARE Meiji Jingū — Tokyo Medical University Hospital, 2.0 km / 7 min. Takeshita Street — Hiroo, 3.1 km / 12 min. Robot Restaurant — Tokyo Medical University, 0.9 km / 7 min.

Day

6

Ueno museum, park and Akihabara THU 18 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–08:45	JR Yamanote Line, Shinjuku to Ueno	Ueno, Taito City	Both platforms
08:45–11:15	Tokyo National Museum	Tokyo National Museum, Uenokoen	Gallery changes
11:15–12:15	Walk to Ippudo, then lunch	Ippudo Ueno Hirokoji	Seated
12:15–14:30	Walk to Ueno Park, then blossom viewing	Ueno Park, Uenokoen	Every 30 min
14:30–15:00	JR Yamanote Line, Ueno to Akihabara	Akihabara	Both platforms
15:00–17:00	Akihabara Electric Town exploration	Akihabara Electric Town	Hourly
17:00–18:15	Walk to Maidreamin, then dinner	Maidreamin Akihabara Head Store, Sotokanda — sixth floor	Seated
18:15–18:45	JR Yamanote Line, Akihabara to Shinjuku	Shinjuku	Both platforms
18:45–21:30	Wind-down	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

Ueno Park in blossom season is the densest open-air crowd of the week. Use your arrival entrance as the regroup point, hold one adult there, and count every 30 minutes rather than at the end.

Akihabara is two hours of small multi-story stores. A floor number is not an address — set a street-level meeting point. Maidreamin is on the sixth floor; allow the extra minutes at 17:00.

The museum block is the longest indoor stretch of the week at two and a half hours — count at gallery changes, not once at the door.

/8

NEAREST CARE Tokyo National Museum and Ueno Park — Tokyo Metropolitan Bokutoh Hospital, 4.7 km / 16 min. Akihabara — Bokutoh, 4.3 km / 16 min.

Day

7

Craft workshops and a Kabuki performance FRI 19 MARCH

Overnight — Hotel Gracery Shinjuku

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–08:45	JR and subway from Shinjuku	Venue to be confirmed	Both platforms
08:45–10:15	Origami workshop	Tokyo Origami Museum, Honjo, Sumida City (unresolved)	On exit
10:15–11:15	Walk to Tonki, then lunch	Tonki (district unresolved)	Seated
11:15–11:45	Subway to the calligraphy venue	Kamiuma, Setagaya City	Both platforms
11:45–13:00	Japanese calligraphy (shodo) workshop	Third-party venue, Setagaya (unresolved)	On exit
13:00–13:15	Walk to Kabuki-za Theatre	Ginza, Chuo City	On arrival
13:15–14:15	Free time, Ginza before the performance	Ginza	On return
14:15–17:15	Kabuki performance	Kabuki-za, Ginza	At each interval
17:15–18:30	Walk to Sukiyabashi Jiro, then dinner	Sukiyabashi Jiro, Ginza	Seated
18:30–19:00	JR Yamanote Line, Ginza to Shinjuku	Shinjuku	Both platforms
19:00–21:30	Packing and departure preparation	Hotel Gracery Shinjuku	Room check

WATCH ON THIS DAY

Three of today's venues are unresolved between the itinerary and the audit — origami, calligraphy, and Tonki. The two records place them in different wards. Confirm all three addresses before the day starts.

The calligraphy venue is a third-party listing in residential Setagaya: limited transport and food nearby, likely per-session caps, mobility access unconfirmed. Confirm direct with the venue before arrival.

Kabuki-za seats groups in limited blocks with staggered single-act entry. Collect tickets and seat numbers before arrival, and count at every interval.

/8

NEAREST CARE Tokyo Origami Museum — Bokutoh, 2.2 km / 16 min. Calligraphy venue — 5.6 km / 22 min. Kabuki-za carries no usable assignment in the pack; call 119.

Day

8

Checkout, Haneda and the flight home SAT 20 MARCH

Arrives Singapore Changi 21:00

TIME	MOVEMENT	WHERE	HEADCOUNT
07:30–08:15	Breakfast, Japanese buffet	Hotel Gracery Shinjuku	At table
08:15–08:45	Checkout, luggage collection, final room inspection	Hotel Gracery Shinjuku	Bags to students
08:45–10:00	Airport Express bus, hotel to Haneda	Tokyo Haneda Airport	Load and unload
10:00–12:00	Check-in, immigration, security clearance	Haneda Terminal 3	After security
12:00–12:45	Lunch	Haneda Terminal 3	Seated
12:45–14:00	Departure area	Haneda Terminal 3	At the gate
14:00–21:00	SQ637, Tokyo Haneda to Singapore Changi	In flight	At the gate

WATCH ON THIS DAY

The trip arrives at Narita and departs from Haneda — opposite sides of the city, and not the airport you landed at. Brief the group the night before.

The bus is a single 75-minute movement carrying all luggage. Count bags against students at load and again at unload; a bag left on a coach in Shinjuku will not follow you to Haneda.

Room inspection before checkout is the last chance to recover left property — passports and chargers are what go missing at this stage.

/8

NEAREST CARE Haneda carries no hospital assignment in the pack; call 119 for anything in the terminal. On arrival in Singapore — Changi General Hospital, 4.9 km / 15 min.

The group

Students	20, recorded consistently across the pack.
Year group	Y10 to Y12 in the Trip Options Report and the leadership deck. The parent pack leaves the field blank, and one hospital note in the location audit describes a group aged 10 to 18. Work to the list you hold, not to the pack.
Staff	The provider states four staff at a 1:5 ratio. That figure appears in one operator-supplied document and is not independently verified; every other document records staff as an em dash. Confirm your actual staffing before departure.

Standing limits

FROM THE ASSESSED CONTROLS

WHERE	LIMIT
Shibuya Crossing	Maximum 8 students per supervising adult. One adult holds the regroup point for the whole block. Green signal only; no movement mid-cycle.
Shinjuku and Ginza free time	Minimum group of three students. No pairs, no solo movement.
Shinjuku Station, independent navigation	Groups of three or more. Each group messages the trip leader on entering the station.
Kabukicho	Movement stops at the eastern boundary marked on the student map. No entry into the entertainment block.
All street movements	Staff at the front and the rear of the group. Destination and route confirmed before any student leaves a group venue.

Anchor points

HELD, NOT NOMINAL

DISTRICT	ANCHOR POINT	HELD BY
Shibuya	Starbucks Shibuya Crossing store entrance, northeast corner	One adult, throughout every crossing attempt
Shinjuku Station	West Exit for group assembly. South Exit for Odakyu, East Exit for the Kabukicho-side meetup.	One adult holds the West Exit for the full free-time window
Every other district	The day's designated staff anchor point, saved as an offline contact card on every student device	One adult, named at briefing

Free time

15 BLOCKS SCHEDULED · 4 ASSESSED

Assessed: Shibuya and Shinjuku on Day 2, the business district before dinner on Day 3, Ginza before the Kabuki performance on Day 7. The other eleven — including Ginza on Day 4 and Harajuku and Shinjuku on Day 5 — fall outside the assessed group. Apply the same limits to all of them.

Every student carries · every count

- A laminated card with the trip leader's mobile number and the meeting point address written in Japanese.
- At least one device per group with an active Japanese data SIM or pocket Wi-Fi, verified at the start of every free-time block.
- Closed-toe rubber-soled footwear on every urban free-time day. No sandals, no dress shoes.
- Count at every boarding and every alighting — both platforms, not just the destination.
- Count on exit from any timed, enclosed, or basement venue.
- Count on return from every free-time block, before the group moves on.
- Count before every crossing in a crowd, and again on the far side.



Shinobazu Pond, Ueno Park

Who you call, and when

CALL FIRST, RECORD AFTER

SITUATION	WHO	WHEN
Injury needing an ambulance	119 first, then the trip leader	Immediately
Student not located	Nearest adult dispatched to the last known location; trip leader informed; koban; then 110	Adult immediately · koban at 30 minutes · 110 at 45 minutes
A student is approached by an unknown adult	Trip leader, by phone	Within 5 minutes
Safeguarding concern of any kind	Trip leader, then the school designated safeguarding lead	Within one hour
Venue closed, entry refused, booking not honored	Provider operations manager	Before you move the group
Any change that alters the day's locations	Provider operations manager, then the school	Same day, before the change happens where possible
End-of-day position and headcount	School emergency contact	Nightly
A parent contacts you directly	Route to the school contact	Same day — you are not expected to answer while supervising

Escalation runs in the order set out on page 2. Each step supports the decision; the decision to proceed, hold, or curtail stays with the school.

The Duty Manager Dashboard

Should the school elect Tier 3 Dynamic Risk Operations, the dashboard carries:

- The day's scheduled movements and venues, normalized from the itinerary.
- The headcount confirmations you log, with time and location.
- Incidents you open in the field, with the record you write at the time.
- The standing escalation contacts for the trip.
- The hospital assignment for each venue where the pack records one — and the gaps, shown as gaps.

The dashboard is school- and provider-operated: a record and a shared view, not a monitored line and not a substitute for a call.

Parents

- The school issues a nightly update through its own parent channel.
- ETI360 does not publish updates directly to parents.
- Photographs and location detail go to the school, which decides what is shared and when.

Weather baseline

15-YEAR MARCH RECORD, NOT A FORECAST

Temperature	Mean high 14°C, mean low 5°C. Across the travel window, lows of 4 to 7°C and highs of 13 to 15°C.
Rain	Rain on 52% of comparable days, averaging about 9.8 mm on a rain day over roughly 10 hours; peak intensity 10 mm per hour; recorded maximum 52 mm. Snow on 2% of days.
Wind and light	Wind maxima average 27 km/h, with a 62 km/h peak in the baseline. Daylight runs 11h50m on 13 March to 12h05m on 20 March; sunset 17:45 to 17:51.
What this changes	Rain on the Shibuya crossing surface is the decision this informs. These are 15-year figures, not a forecast — check the forecast for each day from three days out to the morning of.

Base, flights and transport

Accommodation	Hotel Gracery Shinjuku, 1-19-1 Kabukicho, Shinjuku City, Tokyo — single base for all seven nights, 14 to 20 March. The pack carries two different postcodes for this property, so none is printed here.
Outbound	SQ638, Singapore Changi Terminal 3 to Tokyo Narita. Departs 23:59 on 13 March, arrives 06:29 on 14 March. Assembly from 21:00.
Return	SQ637, Tokyo Haneda to Singapore Changi, 14:00 to 21:00 on 20 March. Arrival and departure airports differ.
Lines used	JR Yamanote Line is the spine — Shinjuku, Shibuya, Harajuku, Ueno, Akihabara. Narita Express on arrival. Yurikamome for Toyosu and Odaiba. Ginza subway line for Asakusa. Airport Express bus for the Haneda departure.

Travel to care

DISTANCE / DRIVE TIME

Shibuya Crossing → Hiroo	2.4 km / 12 min	Tokyo National Museum → Bokutoh	4.7 km / 16 min
teamLab Planets → Jikei University	3.9 km / 13 min	Ueno Park → Bokutoh	4.7 km / 16 min
Sensō-ji → Bokutoh	3.0 km / 16 min	Akihabara → Bokutoh	4.3 km / 16 min
Tokyo Skytree → Bokutoh	1.9 km / 16 min	Tokyo Origami Museum → Bokutoh	2.2 km / 16 min
Meiji Jingū → Tokyo Medical University	2.0 km / 7 min	Calligraphy venue → receiving hospital	5.6 km / 22 min
Takeshita Street → Hiroo	3.1 km / 12 min	Changi Airport → Changi General	4.9 km / 15 min
Robot Restaurant → Tokyo Medical Univ.	0.9 km / 7 min	Narita Airport → JRC Narita	7.3 km / 19 min

Confirm with the provider before departure

- Imperial Palace East Gardens opening on Monday 15 March — audited as closed on Mondays.
- Kappou Yoshiba's actual district, and the Day 3 transfers that depend on it.
- The origami, calligraphy and Tonki addresses for Day 7 — the itinerary and the audit disagree on all three.
- Timed and advance bookings: teamLab Planets, Tokyo Skytree, Shibuya Sky, Kabuki-za, Tokyo National Museum, the origami workshop, Robot Restaurant, Ginza Kyubey and Sukiya-bashi Jiro. No confirmations are recorded in the pack.
- Hospital assignments for Chidorigafuchi, the Imperial Palace East Gardens, Tsukiji and Kabuki-za.
- The Day 5 evening venue — recorded as a Kabukicho basement cabaret widely reported as closed. Confirm what the group will actually attend.
- The SQ638 flight duration — the timetable implies 5h30 block time, and the pack describes seven hours elsewhere.
- The five contact numbers on page 2, and your confirmed staffing.

Harborview International School is a functionally fictitious reference school. The venues, routes and travel times shown are real; the school and its participants are not. ETI360 structures risk evidence and supports leadership judgment. It has not independently verified all information in the source pack, and this guide is not legal advice, an operational guarantee, or an endorsement of any provider, destination, or activity. The trip organizer retains responsibility for all operational decisions and duty of care obligations.