



# MOUNT ALBERT GRAMMAR SCHOOL



# Starting at MAGS 2019

**Student Information Booklet**

# WELCOME

## to Mount Albert Grammar School

Mount Albert Grammar School has successfully served its community since 1922. The school has consistently achieved excellence in academic, sporting and cultural areas. The school offers a high quality of educational opportunity amidst the strong traditions of one of the oldest schools in Auckland.

Our commitment to quality educational opportunities was recognised in 2000 by the inclusion of girls at what had previously been a boys-only school. This was a first for New Zealand and was intended to provide Mount Albert Grammar School with the flexibility of the best single-sex and co-educational education. The girls' school has grown exponentially with successive Year 9 intakes.

The school has a staff of well-qualified and dedicated professionals who work in excellent facilities. Academic acceleration and extension is offered for the top academics in the school, and Dance and Drama Academies offer extension in the Arts. Successful sports Academies operate in Aquatics, Basketball, Cricket, Football, Netball, Rowing and Rugby to provide specialist coaching for our premier sportsmen and sportswomen. School House, the school boarding facility, houses 100 boys, and the school farm continues to provide a remarkable resource for the study of agricultural science in a central city school.

The school motto is:

**“Per Angusta, Ad Augusta”**  
Through Hardship, To Glory

This is the school hymn:

**Dusk on the walls, and the twilight lingering,  
Darken, yet lighten, our half-dimmed gaze;  
While on the panels still bright with his fingering  
God writes this legend in golden rays;**

**“Through hardship to glory”, Mt Albert, create us  
Such that our honour may live ever more:  
And these be our thoughts, when in years that await us  
We should look back to the motto of yore.**

**Grant with the days, then, Mt Albert, a reverence  
Springing from duty but vital with love,  
That, in the ending, there be not a severance  
Torn in the pattern thine own hands wove.**

It was written in 1928 by J.A.W.Bennett, a past student of MAGS, and is sung at assemblies.

### The MAGS Way

Mount Albert Grammar School promotes the following school-wide values:

- Respect for others
- Honesty
- Respect for Oneself
- Respect for property and the environment
- Aim for excellence
- Value education

These form the guiding principles we call **The MAGS Way**.

- **The MAGS Way** encompasses all individuals in the school community.
- **The MAGS Way** is to guide all daily relationships between all staff and students.
- **The MAGS Way** is based on respect for others and the dignity of the individual.
- All individuals in the school have both rights and responsibilities as part of **The MAGS Way**.

### Expectations of Students

Each student is expected to:

1. Complete classwork and homework to the best of their ability.
2. Follow all instructions given by staff and Prefects.
3. Attend all classes.
4. Be punctual.
5. Always dress in the correct school uniform.
6. Respect others, show courtesy and good manners at all times.
7. Respect both school property and the property of other students.

### Expectations of Behaviour

Student behaviour should enable a positive teaching and learning environment to be maintained in the classroom.

This means that students should:

- Be thoughtful, co-operative and tolerant.  
This makes it easier for students to learn and live together.
- Respect others' right to learn without interruption.  
This ensures that all pupils have a chance to learn without disruption from others.
- Be well-mannered, considerate and friendly to each other, to staff and to visitors.  
This makes it easier to learn and live together and the school maintains respect within the community.
- Be proud of their school and keep it clean, safe and attractive.  
This ensures that everyone can work in a pleasant environment and helps maintain the community's high regard for this school.
- Wear the correct uniform properly and behave well at all times.  
This brings credit to them and their school.

- Remember the most important things are self-discipline, common sense and respect for others.

**The following types of behaviour are not acceptable among Mount Albert Grammar School students:**

- Rude or abusive language.
- Bullying, whether verbal or physical.
- Damaging or stealing property.
- Possessing or using tobacco, alcohol or harmful drugs.
- Disruptive behaviour.
- Defiance.
- Violence or threatening behaviour.

### School Rules

The School Rules have been established in partnership with the community over a long period of time. They reflect the school community's expectation of acceptable standards of behaviour, dress and personal presentation in the widest sense.

Students are expected to abide by the School Rules at school when in school uniform or when engaged in activities that are associated with the school. At these times a student is deemed to be under the jurisdiction of the school for the purpose of these rules.

1. Students are subject to school discipline from the time they leave home until they return home and are expected to meet a high standard of behaviour both inside and outside the school grounds.
2. The school uniform is to be worn, tidily and correctly both at school and between home and school at all times. This includes the journey to and from school each day. Hair must be clean and tidy, with long hair, both for boys and girls, tied back for health and safety reasons. Excesses of current fashions are not acceptable. Boys are to be clean shaven. No jewellery, except a wristwatch, is permitted for boys. Girls may also wear a small, plain gold or silver stud earring in the lobe of the ear. Non-regulation items, including jewellery, may be confiscated. Tattoos, cultural or otherwise, must not be visible.
3. The following items are not to be brought on to the school grounds:
  - Alcohol
  - Drugs
  - Any device associated with the use of drugs
  - Synthetic cannabis and/or vaping devices
  - Chemicals
  - Cigarettes or tobacco
  - Knives or other weapons
  - Chewing gum
  - Lighters/explosive or dangerous materials
  - Matches
  - Marker pens
  - Skateboards
  - Expensive bicycles or bicycle accessories or other costly equipment

**4. Electronic Devices** Electronic devices are permitted at school, use of cellphones at school must be appropriate. It is not acceptable or appropriate for students to send/receive text messages or phone calls in class. If appropriate, permission may be given by teachers for cellphones to be used as a tool for learning, e.g. to take a photo, video record an experiment, or to access information. At all other times, during class time and assemblies, cellphones are to be switched off and in bags.

**Cellphones** While cellphones are permitted at school, use of cellphones at school must be appropriate. It is not acceptable or appropriate for students to send/receive text messages or phone calls in class. If appropriate, permission may be given by teachers for cellphones to be used as a tool for learning, e.g. to take a photo, video record an experiment, or to access information. At all other times, during class time and assemblies, cellphones are to be switched off and in bags.

5. The following behaviours are strictly forbidden both on the school grounds and when students are away from the school grounds but under school jurisdiction:

- Being in the possession of or consuming alcohol, illegal drugs, synthetic cannabis or cigarettes
- Distributing printed or electronic literature of any description without the permission of the Associate Principal.

6. Students are required to attend all classes and remain in the school grounds during the school day.

7. All requests for extended leave from school must be addressed in writing to the Headmaster. Emailed requests should be sent via his PA at [paheadmaster@mags.school.nz](mailto:paheadmaster@mags.school.nz)

8. Students are required to be punctual at school and be on site by 8.40am on Monday, Tuesday, Wednesday and Friday, and by 9.10am on Thursday.

9. In cases of absence

- Parents must notify the school by telephone (09 846 2044 ext 8142) or by email [attendance@mags.school.nz](mailto:attendance@mags.school.nz) on the morning of the absence.
- Students are to bring a note confirming the reason for their absence on the day they return to school.
- The absence note must be given to their Form Teacher.

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11. All articles of clothing, shoes, books, bags and other personal property must be clearly marked with the owner's name. No responsibility can be accepted for unmarked property. Students who lose (or find) items of personal property should, in the first instance, report to the Student Centre.

12. Bicycles are to be stored in the bike racks between the grandstand and the pool. They should be securely locked to the racks. Basic Traffic Department Road Safety Rules must be obeyed on the way to and from school. Bicycles may not be ridden in school grounds. It is compulsory for all students riding bicycles to wear a helmet.

13. Vehicles are not to be used during the school day without the prior permission of one of the Deputy Principals. Student cars must not be parked in the school grounds.

14. **Uniform Passes:** As a general rule, no mufti items are permitted. Students may not wear mufti unless at an official school-wide mufti day.

- Students wearing items of incorrect uniform (medical reasons notwithstanding) may be sent home to rectify this before being allowed to return to school, and parents will be notified.
- In exceptional cases, each of which is treated on its merits, students may be given a uniform pass by their Dean or Deputy Principal. On their arrival at school the student is to request such a pass from either member of staff and carry the pass with them.
- On rare occasions, a student may be in a position where they may need to permanently wear a non-uniform item e.g. different shoes for medical reasons. If a student has incorrect item of uniform they must carry a uniform pass, which can only be issued by a Dean, Deputy Principal or Associate Principal.
- If a student has incorrect uniform and no uniform pass they may not be allowed entry to class and/or sent to the Student Centre. They will also receive a detention.

## School Uniform

Mount Albert Grammar School is a school with a long history and tradition. A part of that history and tradition is that MAGS is a uniform school. There is an expectation that all students will wear their uniform with pride. This means wearing the uniform correctly at all times and taking personal presentation seriously. The school requires the correct uniform is worn in the correct manner when students are at school and travelling to and from school.

All items of uniform must be purchased from the school uniform shop – details of which are available on the school website, [www.mags.school.nz](http://www.mags.school.nz)

## Girls' uniform

All items apart from footwear are supplied by the school uniform shop.

### Blouse

White, short sleeved with embroidered lion emblem. T-shirts are not to be worn under the blouse. There is also a white long sleeved blouse with embroidered lion emblem.



### Skirt

Navy school skirt worn just above the knee.



### Jersey/Cardigan

Navy school jersey with sky blue lion emblem OR the navy school cardigan with sky blue lion emblem may be worn instead of the school jersey (having at least one of these items is compulsory).



### Jacket

Navy school jacket with sky blue lion emblem. This is the only jacket to be worn when in school uniform. Jackets are not to be worn inside.



### Sandals

Must be worn in Term 1 and Term 4. Sandals are optional in Term 2 and Term 3. Black or brown leather Roman, Birkenstock 'Milano', Hush Puppies 'Jacinta' or McKinlays 'Safari' sandals.

### Shoes

May be worn in Term 2 and Term 3. Plain black leather lace-up shoes, with a defined low heel. These are to be worn with stockings or MAGS white ankle socks with twin navy stripes. Patent leather, suede, sports, ballet-style shoes and boots are not allowed. No buckles, bows, chains or other decoration, are permitted.

Year 13 students only are permitted to wear plain black leather lace-up or loafer style low-heeled shoes. No buckles, bows, chains or other decoration, are permitted. Parents are advised to view the school website Uniform page prior to purchase.

### Socks

MAGS white ankle socks, with twin navy stripes, as supplied by the uniform shop.



### PE Uniform

Navy short-sleeved T-shirt with sky blue lion emblem and navy shorts. These are compulsory items for Years 9 and 10.



### Optional or alternative uniform items

- |           |  |
|-----------|--|
| Stockings | Natural coloured or black non-patterned pantihose (not knee-highs).  |
| Trousers  | Girls' navy blue school trousers as supplied by uniform shop.  |
| Hats      | School cap and wide-brimmed hat - navy with school emblem.   |
| Scarf     | School scarf, worn only in Term 2 and Term 3.  |
| Hair      | Hair must be clean and tidy, with long hair tied back for health and safety reasons. All hair ties, hair-clips and ribbons must be plain black, brown, white or navy in colour. No other hair accessories are allowed. |

### Year 13 only

Blue short-sleeved blouse with embroidered lion emblem. Navy skirt.

Year 13 students only are permitted to wear plain black leather lace-up or loafer style low-heeled shoes. No buckles, bows, chains or other decoration, are permitted. Parents are advised to view the school website Uniform page prior to purchase.

**All other regulations listed above apply.**

## Boys' uniform

All items apart from footwear are supplied by the uniform shop.

### Shirt

Grey school polo shirt with embroidered sky blue emblem. The shirt is to be worn tucked in. T-shirts are not to be worn under the polo shirt.



### Shorts

Navy serge school shorts.



### Belt

Plain black leather belt with a small plain buckle.



### Jersey

Navy school jersey with sky blue lion emblem (compulsory).



### Jacket

Navy school jacket with sky blue lion emblem. This is the only jacket to be worn with school uniform. Jackets are not to be worn inside.



### Sandals

Must be worn in Term 1 and Term 4. Sandals are optional in Term 2 and Term 3. Black or brown leather Roman, Birkenstock 'Milano' or McKinlays 'Safari' sandals. No socks are to be worn with sandals. Sandals are not to be worn with long trousers.

### Shoes

May be worn in Term 2 and Term 3. Plain black leather lace-up, with a defined low heel. Parents are advised to view the school website Uniform page prior to purchase.

### Socks

Black knee-length socks, as supplied by the uniform shop. Socks are to be worn with garters and pulled up to just below the knee.

### Garters

As supplied by the uniform shop.

### PE Uniform

Navy short-sleeved T-shirt with sky blue lion emblem and navy shorts. These are compulsory items for Years 9 and 10.



### Optional or alternative uniform items

Trousers Black school trousers with school logo, as supplied by the uniform shop. Sandals are not to be worn with trousers.

Hats School cap and wide-brimmed hat - navy with school emblem.

Scarf School scarf, worn only in Term 2 and Term 3.

### Other uniform regulations applicable to boys and girls

- No other clothing may be worn over the uniform.
- Beanies may not be worn.
- It is expected that all items of clothing will be clearly named, with the students name and form class.
- No make-up or nail polish is permitted.
- Boys must be clean shaven.
- The only jewellery allowed is a watch. Girls only may wear one pair of small plain gold or silver ears studs in the lobe of the ears. The school will take no responsibility for lost jewellery. All non-regulation jewellery worn with the school uniform will be confiscated.

- Hair must be clean and tidy, with long hair, both for boys and girls, tied back for health and safety reasons. Excesses of current fashions are not acceptable.
- Tattoos, cultural or otherwise, are not to be visible.
- No adjustments are to be made to the shape of the uniform items.

## School bags

- Every student must have their own bag.
- The bag must be suitable for the purpose of carrying school books and equipment – it must be of sufficient size, be sturdy, weatherproof and comfortable to carry.
- Bags must be free of graffiti and slogans.

## Sport uniforms

Students in a Sports Academy need to order and pay for their Academy Uniform from the Uniform Shop before Term 1 begins, once your child's selection has been confirmed.

Sports Teams will be announced during school terms and team uniforms can be purchased at that time

## Uniform supply information

All items of uniform, except footwear, are available from the MAGS uniform shop, The Lions' Den, which is located on site near the pool car park, ph 09 846 0439, email lionsdenuniforms@gmail.com  
The uniform is also available online via [www.scoresportswear.co.nz](http://www.scoresportswear.co.nz)  
Payment can be made by cash/EFTPOS/credit card - Mastercard or Visa only. No cheques.

<b>Normal hours:</b>	Monday	8am-9am
	Wednesday	8am-9am and 3pm-6pm
	Friday	8am-9am

Check the school website for periodic variations to these hours.

NB: Footwear is not sold at the Uniform Shop. For large sandal and shoe sizes, we recommend Gr8t Gear, 80 Lansford Crescent, Avondale. Phone: 09 828 3336, Email: [info@gr8gear.co.nz](mailto:info@gr8gear.co.nz)

**The Shop closed on December 14, 2018 and will re-open on Monday, January 7, 2019**

### January 7-18

Monday	9am-1pm
Tuesday	3pm-6pm
Wednesday	3pm-6pm
Thursday	3pm-6pm
Friday	9am-1pm

### January 21-28

Monday	9am-1pm
Tuesday	9am-1pm
Wednesday	9am-1pm
Thursday	3pm-6pm
Friday	9am-1pm

### Auckland Anniversary Day

Monday, January 28 9am-12 noon

Please do not leave the purchase of your uniform until the final few days of the school holidays or the first day of school, when queues may be long and stock may be depleted.

## Uniform prices

At the time this booklet was produced, prices were as follows:

### Girls compulsory garments

Compulsory Garments	QTY	Price per item	Total Price
Year 9-12 White Blouse	2	\$56.50	\$113.00
Year 9-12 Tartan Skirt	1	\$85.00	\$85.00
Jersey OR	1	\$98.00	\$98.00
Cardigan	1	\$120.00	\$120.00
PE Shirt	1	\$43.00	\$43.00
PE Shorts	1	\$33.00	\$33.00
White socks with navy stripes <small>(terms 2&amp;3)</small>	Pack of 3	\$20.00	\$20.00
	Total:		\$512.00
Year 13 blue blouse	2	\$56.50	\$113.00
Year 13 long skirt	1	\$83.50	\$83.50

\* If you require a full length skirt for cultural reasons, we can have one made. These take 6-8 weeks to make. The cost is \$150.

Optional Garments	Price per item
Cap	\$15.00
Wide-brimmed hat	\$20.00
Scarf	\$38.00
Pantyhose <small>(Natural coloured or black non-patterned – Terms 2 &amp; 3 only)</small>	\$10.00
Long sleeved White Blouse <small>(Terms 2 &amp; 3)</small>	\$67.00
Trousers	\$71.50
Jacket <small>(This is the only jacket to be worn when in school uniform. Jackets are not to be worn inside.)</small>	\$98.00

### Boys compulsory garments

Compulsory Garments	QTY	Price per item	Total Price
Year 9-12 Grey Polo Shirt	2	\$34.50	\$69.00
Shorts	2	\$60.00	\$120.00
Belt – plain black leather	1	\$25.00	\$25.00
Jersey	1	\$98.00	\$98.00
PE Shirt	1	\$43.00	\$43.00
PE Shorts	1	\$33.00	\$33.00
Long Black socks <small>(terms 2 &amp; 3)</small>	3	\$13.00	\$39.00
Garters: worn with long black socks	2	\$4.00	\$8.00
	Total:		\$435.00
Year 13 white polo shirt	2	\$34.50	\$69.00

Optional Garments	Price per item
Cap	\$15.00
Wide-brimmed hat	\$20.00
Scarf	\$38.00
Dress socks	\$10.00
Trousers	\$60.00
Jacket <small>(This is the only jacket to be worn when in school uniform. Jackets are not to be worn inside.)</small>	\$98.00

## Stationery requirements

All student stationery requirements can be obtained from OfficeMax school supplies. Accessing this store via the website [www.myschool.co.nz/mags](http://www.myschool.co.nz/mags) will give you information regarding the stationery requirements for students at the various levels, and will itemise individual subject requirements. You can also Freephone 0800 724 440. Alternately, there is a link on the MAGS school website, or you can visit the premises located at 32 Normanby Road, Mt Eden.

The stationery requirements for each year level and subject are also listed on this site, and these can be printed, allowing you to go directly to OfficeMax suppliers, or elsewhere should you choose.

### Year 9 subjects are as follows:

- English
- Maths
- Science
- Social Studies
- Art
- Technology
- Music
- Whichever Language your child selected, as stationery requirements are the same.

You will know if your child is in a class marked “Foundation”. Do not tick these classes if your child is a general student.

Arrival at the beginning of the school year with all the required stationery items will allow your Year 9 child to settle quickly into their work. **At the very least they should arrive at school with pens, pencils and paper for the first few days.**

Your child should not bring their device until advised when to do so. They will be asked to start bringing their device on the day they are scheduled for a special device orientation lesson. The schedule for these lessons will be published on the school website.

**Note: Buying a Device for Learning: Special deals for MAGS families are detailed in the BYOD section on the school website: [www.mags.school.nz](http://www.mags.school.nz)**

# Key Dates 2019

## Beginning of Year Organisation - Term 1

<b>Tues 22 Jan</b>	Peer Support Training Senior Re-Enrolment, 1pm-3pm
<b>Wed 23 Jan</b>	Peer Support Training New enrolments' catch-up testing: 9am-noon Senior Re-Enrolment, 9am-3pm
<b>Thurs 24 Jan</b>	Staff administration day
<b>Fri 24 Jan</b>	Staff administration day
<b>Mon 28 Jan</b>	<b>Auckland Anniversary Day</b> - school closed
<b>Tues 29 Jan</b>	First day for Year 9 – Orientation & Peer Support Report to the Albertian Quad at 8.30am
<b>Wed 30 Jan</b>	Full school in 8.45am Year 9 to Form Class Year 10 to Gym 2 for Form Class allocation Year 11 to Gym 1 – Form Class allocation Year 12 to the Hall – Form Class allocation Year 13 look on lists for Form Class allocation All students on timetable from Period 3
<b>Thurs 31 Jan</b>	All students on timetable
<b>Fri 1 Feb</b>	All students on timetable
<b>Wed 6 Feb</b>	<b>Waitangi Day</b>
<b>Fri 19 Apr to</b>	<b>Easter</b>
<b>Tues 23 Apr</b>	
<b>Thurs 11 Apr</b>	Last day of classes for Term 1
<b>Fri 12 Apr</b>	Staff Administration Day

## Term dates

<b>Term 2</b>	Monday 29 April – Friday 5 July
<b>Term 3</b>	Monday 22 July – Friday 27 September
<b>Term 4</b>	Monday 14 October – Friday 6 December

## 2019 Holidays

Auckland Anniversary	Monday 28 January
Waitangi Day	Wednesday 6 February
Good Friday	Friday 19 April
Easter Monday	Monday 22 April
Day after Easter Monday	Tuesday 23 April
Anzac Day	Thursday 25 April
Queen's Birthday	Monday 3 June
Labour Day	Monday 28 October

# Your child's first day at MAGS

## What day do I start at Mount Albert Grammar School?

### JUNIORS

Students new to MAGS

#### New enrolments' catch-up testing

Students new to Mount Albert Grammar at Year 9 & Year 10 sit academic testing to assist with class placement. This is to ensure that, as a school, we can identify academic abilities.

These tests were sat in November 2018 and most Year 9 students have sat these already.

If, for any reason, your child has not sat these tests they are able to do so on Wednesday 23 January.

Please have your child be at the school by 8.45am and report to the Student Centre and you will be directed from there. The tests will start at 9am and take approximately three hours, allowing for a short break. Please arrange to collect your child from about 12.15pm.

NB: It is recommended that your child sits the testing prior to the first day so they can participate fully in the peer support programme.

### SENIORS

#### Course confirmation / re-enrolment days

All 2019 Year 12 & Year 13 students must ensure they have read the email sent to them in mid-December 2018 that outlined the course conformation / senior re-enrolment requirements for 2019. Re-enrolment will take place on:

Tuesday, 22 January	1pm-3pm
Wednesday, 23 January	9am-3pm

Year 12 & 13 Students will have received their 2018 NCEA results by these dates and need to ensure they do what is required of them, as per email instruction from the school, which may depend on how their NCEA results may effect changes in student subject selection. Again, it is important to read any emails received from the school regarding course confirmation for 2019 and follow the instruction provided as are relevant to the individual student.

## Completed Testing Or Senior Re-Enrolment?

It's time to start school

### JUNIORS

Year 9: Tuesday 29 January

All Year 9 students need to arrive by 8:45am & be assembled in the Albertian quadrangle.

Year 10: Wednesday 30 January

All Year 10 need to be at school by 8.45am & assemble outside Gym 2

### SENIORS

Years 11, 12 and 13: Wednesday 30 January

All Senior students to arrive by 8.45am.

#### Where do I go?

Year 9 to the Albertian Quad

Year 10 to Gym 2

Year 11 to Gym 1

Year 12 to the Hall

Year 13 Form Class lists will be posted on noticeboards. Students should find their name then go to their designated Form Room.

#### What should I wear?

The correct school uniform.

#### What should I bring?

Paper, pens, lunch and a drink.

#### What time will I finish school on my first day?

Years 9-13 3.10pm

#### What will happen during the first day?

YEAR 9 students - You will be put into a Form Class. You and the rest of your class will begin an orientation programme to help you understand life at Mount Albert Grammar School. Your Year 13 Peer Support Leaders will help you get to know some of your classmates on the first day. You will be told when to start bringing your device. Remember, you do not bring your device on the first day.

During the day you will:

- Get to know the routines of the school.
- Get to know other students in your Form Class.
- Meet your teachers.
- Settle into the routines of secondary school life.

## What happens during orientation?

Students will:

- Be introduced to life at Mount Albert Grammar School
- Learn about the school procedures
- Get to know their way around the school
- Find out where to go if they require assistance
- Have time to ask any questions that may arise
- Receive their timetable
- Set goals for the year
- Meet with Senior Peer Support Leaders

YEAR 10 - You will be put into a Form Class, options will be checked, timetables issued and general administration issues dealt with. Timetabled classes will run from Period 3 so you will need to make sure you bring suitable stationery e.g. pens & paper.

YEAR 11, 12, 13 - You will be allocated Form Classes, options will be confirmed, timetables issued and general administration issues dealt with.

Timetabled classes will run from Period 3 so you will need to make sure you bring suitable stationery, ie, pens and paper.

#### School hours

School starts promptly at 8:45am on Monday, Tuesday, Wednesday and Friday, and at 9.15am on Thursday to enable staff to attend professional development courses. School finishes at 3.10pm each day for all students.

We would encourage students, parents and caregivers to make appointments outside these hours where possible.

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am: Period 1	8.45am: Period 1	8.45am: Period 1	9.15am: Period 1	8.45am: Period 1
3.10pm: Students dismissed on bell	3.10pm: Students dismissed on bell	3.10pm: Students dismissed on bell	3.10pm: Students dismissed on bell	3.10pm: Students dismissed on bell

NOTE: The main entrance at Gate 4 is CLOSED to vehicular traffic Weekdays 3.05pm-3.25pm during the school term. This is in the interests of the road safety of our students leaving the school grounds.

NOTE: Classes start at 9.15am on Thursday to enable staff to attend professional development programmes.

## School procedures

### Absence

- Parents must notify the school by telephone (09 846 2044 x 8142) or by email [attendance@mags.school.nz](mailto:attendance@mags.school.nz) on the morning of the absence.
- Students are to bring a note confirming the reason for their absence on the day they return to school.
- The absence note must be given to their Form Teacher.

### Leave - Personal

Request for non-school related leave during the school year must be addressed to the Headmaster, Mr Patrick Drumm at least two weeks before the start of proposed leave. Please give the dates of proposed absence from school and the purpose of the leave. If in writing, please address the letter to:

The Headmaster  
Mr Patrick Drumm  
Mt Albert Grammar School  
Alberton Avenue  
Mt Albert  
Auckland 1025

If emailing, please send to: [paheadmaster@mags.school.nz](mailto:paheadmaster@mags.school.nz)

### Lateness

Punctuality is important. If your child is late to school, ie, arrives after the 8.45am bell on Monday, Tuesday, Wednesday or Friday, or after 9.15am on Thursday, he/she is to report straight to the Student Centre to sign in. A detention is issued automatically for this. In the case of there being a legitimate reason for this lateness, it is then up to the student to see his/her Dean with a signed note providing an explanation for this lateness. NOTE: On-going lateness issues relating to traffic cannot reasonably be accepted as an on-going explanation.

### Exeats

Students are required to stay within the school boundaries between 8.45am and 3.10pm on Monday, Tuesday, Wednesday and Friday, and between 9.15am and 3.10pm on Thursday. If your child needs to leave school during the day, a note that explains the circumstances and is signed by the parent/caregiver is required. This is then taken to the student centre to be signed by a Dean to confirm permission has been granted for the student to leave school. (Parents/ caregivers are often telephoned to confirm the note.) When your child is to leave school he/she is to take the note, previously signed by the Dean, to the Student Centre and sign out. The student will be issued with a green exeat pass from the Student Centre office. If returning to the school the student must, upon their return, sign in at the Student Centre. Students are not to leave the school grounds without permission, and an exeat pass.

PLEASE BE MINDFUL: Attendance is critical to student success. Low attendance levels are directly linked to low achievement levels. Truancy is not the only factor of concern regarding attendance and any absence from school results in class work being missed. Parents are encouraged to be mindful of the impact of regular absences.

### Homework

Homework is an important part of your performance at secondary school. If you wish to succeed, completing homework regularly will help.

#### Junior Students

At Years 9 & 10 the expectation is that you may receive up to 15-20 minutes of homework per subject each night (5 periods per day). If students were for some reason not set homework by a particular subject teacher we would always encourage them to ensure the following happens:

- All work is fully completed for all subjects.
- Revision is carried out.
- Extra reading is undertaken.

#### Senior students

Years 11, 12, 13, may expect approximately 20 -30 minutes per subject per night (5 periods per day).

### ID Cards

ID photos will be taken in February and Student ID Cards will be available 2-3 weeks after these photos are taken. Student ID Cards are paid for at, and issued by, the Finance Office.

### Electronic Devices

Any electronic device that is used inappropriately will be confiscated and given to the appropriate Senior Manager. These will not be returned directly to the owner but must be collected by a parent/caregiver. The school can take no responsibility for these items being lost or stolen.

## Public transport information

Auckland Transport (AT) is responsible for planning, funding and contracting public transport, including bus, ferry and train services. The AT website provides timetable information and promotes alternative ways to getting around.

For public transport information:  
Telephone 09 366 6400 or visit [www.at.govt.nz](http://www.at.govt.nz)

### Co-curricular sport

Sport plays an important role in the culture of Mount Albert Grammar School. We are proud of the successes that have been achieved over the long history of the school.

The sporting facilities at Mount Albert Grammar School are among the best anywhere. The school has two full sized gyms, two fully sand carpeted playing fields, astroturf netball/tennis courts, astroturf cricket training wickets and the Mount Albert Aquatic Centre.

Last year many students represented the school in a wide range of sports. We encourage students to make the most of the opportunities offered in our variety of sporting codes, which include athletics, cricket, netball, touch, waterpolo, hockey, tennis, volleyball, basketball, rugby, underwater hockey, football, lacrosse, rowing and many more.

There are two sports musters each year, summer and winter. Students put their names forward to play a particular sport and they are then assigned to the appropriate teams, according to their age and ability level.

- The Summer Sports Muster is held in the second week of Term One.
- The Winter Sports Muster is held in the eighth week of Term One.

Enquiries may be made to the **Director of Sport**, Allie Wright, ph 09 846 2044 Ext 8186 or email: [sports@mags.school.nz](mailto:sports@mags.school.nz)

## Key Contacts

School phone: 09 846 2044  
 School fax: 09 846 2042  
 Website: www.mags.school.nz

## Management

<b>Headmaster</b>	Patrick Drumm	Ext 8150	pdrumm@mags.school.nz
<b>Associate Principal</b>	Jo Williams		jwilliams@mags.school.nz
<b>Deputy Principals</b>	Shameen Hayat Sarah Hayes Tom Murdoch Tanya Rose John Stradwick Corey Todd Mark Rivalland		shayat@mags.school.nz shayes@mags.school.nz tmurdoch@mags.school.nz trose@mags.school.nz jstradwick@mags.school.nz ctodd@mags.school.nz mrivalland@mags.school.nz
<b>Principal's Nominee Business Manager Director of E-Learning and BYOD</b>	Debbie Forsyth Elise Goddard	815 4032 Ext 8232	business@mags.school.nz egoddard@mags.school.nz
<b>Director of Guidance Director of International Students Director of Sport Director of School House Communications &amp; Community Liaison</b>	Tanya Montgomery Bronwyn Watts Allie Wright Geoff Moon Graham Hepburn	Ext 8181 Ext 8137 Ext 8186 Ext 8178 Ext 8236	tmontgomery@mags.school.nz bwatts@mags.school.nz awright@mags.school.nz gmoon@mags.school.nz info@mags.school.nz

## Deans responsible for pastoral care

<b>Year 9 Boys</b>	Toby Powell	Ext 8116	tpowell@mags.school.nz
<b>Year 9 Girls</b>	Jenna Bone	Ext 8114	jbone@mags.school.nz
<b>Year 10 Boys</b>	Kerry Baker	Ext 8118	kbaker@mags.school.nz
<b>Year 10 Girls</b>	Haana Bovaird	Ext 8119	hbovaird@mags.school.nz
<b>Year 11 Boys</b>	Michael Collins	Ext 8110	mcollins@mags.school.nz
<b>Year 11 Girls</b>	Nicole Hook	Ext 8111	ccalvert@mags.school.nz
<b>Year 12 Boys</b>	Aubrey Coup	Ext 8112	acoup@mag.school.nz
<b>Year 12 Girls</b>	Va Anisi	Ext 8113	vanisi@mags.school.nz
<b>Year 13 Boys</b>	Andy Belson	Ext 8115	abelson@mags.school.nz
<b>Year 13 Girls</b>	Shelley Mackinlay- Milne	Ext 8117	smackinlaymilne@mags.school.nz
<b>Academic Dean</b>	Warwick Gibbs	Ext 8130	wgibbs@mags.school.nz
<b>Assoc Academic Dean</b>	Greg Cave	Ext 8120	gcave@mags.school.nz
<b>Assistant International Director</b>	Clare Leon-Brown	Ext 8128	cleonbrown@mags.school.nz
<b>Pasifika Liaison Officer Guidance Counsellors</b>	Api Taulapiu Rhonda Weeks Marianne Wilson Margaret O'Carroll	Ext 8184	ataulapiu@mags.school.nz rweeks@mags.school.nz mwilson@mags.school.nz mocarroll@mags.school.nz
<b>Attendance Officer</b>	Lauren Kidd	Ext 8142	attendance@mags.school.nz
<b>School Nurses</b>	Monica Haworth Clare Brown Kim Trueman	Ext 8108 Ext 8108 Ext 8108	nurse@mags.school.nz
<b>Enrolment Officer</b>	Shirley Shirreffs	Ext 8131	enrol@mags.school.nz
<b>Student Centre Reception</b>	Rose Akava	Ext 8155	rakava@mags.school.nz

## Heads of Faculty / Department

<b>Commerce</b>	Mary Kerrigan	Ext 8173	mkerrigan@mags.school.nz
<b>English</b>	Aubrey Mason	Ext 8190	amazon@mags.school.nz
<b>English Language</b>	Pauline Godber	Ext 8105	pgodber@mags.school.nz
<b>Food &amp; Hospitality</b>	Meenu Sood	Ext 8192	msood@mags.school.nz
<b>Learning Support</b>	Kathy Henwood	Ext 8100	khenwood@mags.school.nz
<b>Languages</b>	Helen Selaries	Ext 8130	hselaries@mags.school.nz
<b>Mathematics</b>	Sarah Vincent	Ext 8185	svincent@mags.school.nz
<b>Media Studies</b>	Simon Allen	Ext 8190	sallen@mags.school.nz
<b>Outdoor Education</b>	Darren Whitehead	Ext 8165	dwhitehead@mags.school.nz
<b>Performing Arts</b>			
<b>- Dance</b>	Samantha French	Ext 8135	sfrench@mags.school.nz
<b>- Drama</b>	Gerald Urquhart	Ext 8135	gurquhart@mags.school.nz
<b>- Music</b>	Milica Zjajic-Moon	Ext 8188	mzmoon@mags.school.nz
<b>Head of Arts (Co-Curricular)</b>	Jacqui Cesan	Ext 8135	jcesan@mags.school.nz
<b>Physical Education and Health</b>	Daryl Cartwright	Ext 8165	dcartwright@mags.school.nz
<b>Science</b>	Aase Diegel	Ext 8209	adiegel@mags.school.nz
<b>Social Sciences</b>	Christine Cato	Ext 8176	ccato@mags.school.nz
<b>Te Puna o Wairaka</b>	Waimirangi Paul	Ext 8105	wpaul@mags.school.nz
<b>Technology</b>	Brian Murphy	Ext 8164	brianmurphy@mags.school.nz
<b>Visual Art</b>	Bryn Corkery	Ext 8194	bcorkery@mags.school.nz

Heads of Faculty (HOF) or Departments (HOD) will be able to give you advice about what is involved in a course of study and on how best to achieve in a subject. Senior students must get HOF / HOD permission to enter a course.

## Who should I contact regarding the following areas?

### Curriculum

- For a curriculum or subject concern, first contact your subject teacher or the relevant Head of Department.

### Pastoral

- For a concern that relates to pastoral or behavioural issues, first contact your child's Form Teacher, Dean or a Guidance Counsellor.

### Attendance

- For attendance concerns, including absences and lateness, please contact Attendance Officer Lauren Kidd and, if necessary, leave a message: 09 846 2044 x 8142 or email [attendance@mags.school.nz](mailto:attendance@mags.school.nz)

### Bring Your Own Device (BYOD)

- For all queries re BYOD, please contact Mrs Elise Goddard, the Director of E-Learning, [egoddard@mags.school.nz](mailto:egoddard@mags.school.nz)
- For full information on BYOD, please see the BYOD section of the school website, [www.mags.school.nz](http://www.mags.school.nz)

### How do I make contact?

- To contact a form teacher or a subject teacher phone 09 846 2044 and leave a message with the receptionist, or contact your child's Dean via their extension.  
**However, the most direct line of contact is via email.** All teachers have an email address: the initial of the teacher's first name, followed by their surname @mags.school.nz  
e.g. Kerry Baker becomes kbaker@mags.school.nz
- Teachers will make every effort to return voice mail messages as soon as possible between classes. Urgent messages can be delivered through the receptionist.

### Student contact information

- It is critical that school records regarding contact details and address etc are up to date.** In an emergency the school must be able to contact a parent or caregiver as soon as possible.
- Should you have any change of address, landline or mobile phone number please contact the Enrolment Officer Shirley Shirreffs, Ext 8131 or email [details@mags.school.nz](mailto:details@mags.school.nz)