



**MOUNT ALBERT
GRAMMAR SCHOOL**

International Student Guide



People who will help you

Welcome to Mount Albert Grammar School. We're here to help you ease into life at MAGS, and make the most of the opportunities the school will offer you.

Please come and see us if you have any problems, just to talk.

The International Office door is always open.

International Students Office



Bronwyn Watts

International Director
Bronwyn will help you with your big problems and keep in touch with your parents and agent.



Clare Leon-Brown

Assistant Director
Clare is available to assist you with any issues or questions and also a point of contact for parents and agents.



Tracey Siddins

International Office Manager
Tracey can help you with enrolment, re-enrolment, fees, visas and money problems.



Joe Cavanagh

International Dean
Joe will help you choose your subjects, change your subjects and advise you on what to study.



Paula Barakat

Homestay Co-ordinator



Deborah Ball

Homestay Co-ordinator
Paula and Deborah can help you with changes or problems in your homestay.

Health Clinic

The Health Clinic is in the Student Centre where the nurses will help you if you are feeling sick or if you have hurt yourself.

If you feel sick during class, ask your teacher if you may see the school nurse. Your teacher will give you a permission slip to take to the nurse.

If you feel sick or hurt yourself at interval or lunch, go straight to the Health Clinic.

MAGS 24/7 EMERGENCY NUMBER **021 0470 560**

The MAGS app

- Keep up to date with the MAGS app - free from the App Store or Google Play
- Search 'School Apps NZ' and load the app on your phone
- Search for 'Mount Albert Grammar School'
- Instantly access Daily Notices, the Kamar portal and teachers' contact details
- Check the School Calendar and chosen events with your calendar
- Go to Alert Subscriptions and click on International to receive Alert Notifications
- Links to Sports, Maps, Newsletters and more...
- Want to join a sports team or a club? Find the information on your app



How to read your timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1	8.45am RIG 12EN1 E9	8.45am RIG 12EN1 E9	8.45am RIG 12EN1 E9	9.15am RIG 12EN1 E9	8.45am RIG 12EN1 E9
Period 2	9.45am SMG 12PYE E21	9.45am SMG 12PYE E21	9.45am SMG 12PYE E21	10.15am SMG 12PYE E21	9.45am SMG 12PYE E21
MAF	10.45am	10.45am	10.45am		10.45am
Interval	11.10am	11.10am	11.10am	11.10am	11.10am
Period 3	11.35am CES 12DR1 E10	11.35am CES 12DR1 E10	11.35am CES 12DR1 E10	11.35am CES 12DR1 E10	11.35am CES 12DR1 E10
Period 4	12.35pm ALL 12MD1 D12	12.35pm ALL 12MD1 D12	12.35pm ALL 12MD1 D12	12.35pm ALL 12MD1 D12	12.35pm ALL 12MD1 D12
Lunch	1.30pm	1.30pm	1.30pm	1.30pm	1.30pm
Period 5	2.15pm NLA 12MC1 E11	2.15pm NLA 12MC1 E11	2.15pm NLA 12MC1 E11	2.15pm NLA 12MC1 E11	2.15pm NLA 12MC1 E11

Class teacher

Classroom

Subject

Class start time

Things to remember about living with a Homestay family

- Add your homestay parents' name, address and cellphone number to your cellphone
- You are responsible for keeping your room clean and tidy
- Please be quiet after 10.00pm in your homestay
- Be respectful to your host family – say please and thank you and offer to help with household chores by washing dishes and setting the table
- Tell your homestay family when you are not feeling well
- Please ensure you always inform your homestay parents of where you are at, at all times
- Enjoy this new experience

Class Times

Monday, Tuesday, Wednesday, Friday		Thursday	
8.45 – 9.40	Period 1	9.15 – 10.10	Period 1
9.45 – 10.40	Period 2	10.15 – 11.10	Period 2
10.45 – 11.10	Mentoring/ Assembly/ Form Time		
11.10 – 11.30	Interval	11.10 – 11.30	Interval
11.35 – 12.30	Period 3	11.35 – 12.30	Period 3
12.35 – 1.30	Period 4	12.35 – 1.30	Period 4
1.30 – 2.10	Lunch	1.30 – 2.10	Lunch
2.15 – 3.10	Period 5	2.15 – 3.10	Period 5
3.10	End of School day	3.10	End of School day

School Terms

TERM 1	Tuesday 28 January (Orientation for NEW International students) Wednesday 29 January (Full School)	To	Friday 10 April (11 Weeks)
TERM 2	Monday 27 April	To	Friday 3 July (10 Weeks)
TERM 3	Friday 17 July (Orientation for NEW International students) Monday 20 July	To	Friday 25 September (10 Weeks)
TERM 4	Monday 12 October	To	Tuesday 8 December (8 weeks) For Yr 9-10 & English Language Program (Yr 11-13 when New Zealand exams finish)

What do you do if you have a complaint?

Problems with:

Other Students?
Host Family
Teachers
Other Staff?

Have you seen your
class Teacher or the
School Counsellor?

See the
International
Director



International Director
Bronwyn Watts
Assistant Director
Clare Leon-Brown

No Resolution?
Talk to the
Headmaster



**Contact the
Headmaster**
Pat Drumm

School not
helping?



Contact NZQA: qadrisk@nzqa.govt.nz
or call them on: 0800 697 296

**If your complaint is about fees, contact
iStudent complaints:** www.istudent.org.nz
or call them on: 0800 00 66 75

School Rules

Mount Albert Grammar's school rules set an expectation of high standards of behaviour, dress and personal presentation.

Acceptance of the rules is a condition of enrolment.

Consequences for breaking the rules include detention, stand down or suspension.

As a MAGS student I will:

- Recognise the values of self-discipline, personal effort, honesty and respect the opinions, rights, welfare and cultural differences of others
- Attend school and be punctual. Any absence must be justified
- Wear full and correct uniform to and from school, at school, and on school activities
- Stay at school at all times unless I have permission to leave
- Respect school property. I will not bring chewing gum, marker pens or any other items that may cause damage to property. I will not bring skateboards to school

As a MAGS student I will not:

- Bring drugs or any kind of alcohol to school, nor will I consume any drugs or alcohol at school
- Bully, intimidate or harass another person
- Assault another person
- Use obscene language
- Cheat
- Steal
- Access inappropriate websites
- Drive a car

Please read the full School Rules on the school website: www.mags.school.nz



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