



ALBANY
JUNIOR HIGH SCHOOL



**International Students
Arrival Booklet**

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Welcome to Albany Junior High School

Welcome! We want you to enjoy your time here and have a great experience. Try to take advantage of the opportunities on offer – join sports teams, cultural clubs or go on different trips around New Zealand. Just decide what you want to do and we can help you achieve it!

ORIENTATION

We hold an orientation programme at the start of year, to welcome new students and get them familiar with our school. During the orientation programme you will usually do an English test to determine your level of English. You will also be taken on a school tour and be given your timetable. Make sure you ask any questions you may have during the orientation – it is likely that others will be thinking the same thing!

AJHS School Day TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40am	Whanau	Whanau	Whanau	Whanau	Whanau
9:00 am	Period 1	Period 1	Period 1	Period 1	Period 1
10:00am	Period 2	Period 2	Period 2	Period 2	Period 2
11:00am	Interval	Interval	Interval	Interval	Interval
11:25am	Period 3	Period 3	Period 3	Period 3	Period 3
12:25pm	Period 4	Period 4	Period 4	Period 4	Period 4
1:25pm	Lunch	Lunch	Lunch	Lunch	Lunch
2:15pm	Period 5	Period 5	Period 5	Period 5	Period 5
3:15pm	Finish	Finish	Finish	Finish	Finish

You must attend Whanau Period as the Whanau teacher will mark you present or absent for the day. If you are absent from school due to illness, you must bring a note to the Student Desk, written and signed by your homestay family/caregiver/parent, within 2 days of returning to school.

Once a week you will have a **Whanau Assembly** instead of Whanau Period. Go to the Whanau Class and check your attendance and move to Auditorium that you have an assembly.

TERM DATES 2026

Term One	30 January – 2 April
Term Two	20 April – 3 July
Term Three	20 July – 25 September
Term Four	12 October – 11 December

ID CARDS

Your ID photo will be taken at the beginning of the year with the rest of the students. Your ID card will be issued soon after. You can use this card to borrow the books in the school Library, get student fares on school buses (You have to purchase AT Hop Card for riding bus), as well as discounts at places for student' rate. If you arrive during Terms 2-4, your ID photo will be taken on the First day of school. If you lose your ID card, please see Susie in the International Office.

INSURANCE

It is compulsory for all international students to hold travel and medical insurance while in New Zealand. This means you can claim back money you spend on seeing a doctor if you become sick, as well as claiming back money on lost or broken property (e.g. cameras or phones). If you purchased insurance thru the School and need to make a claim, please see Susie. You will need to make sure you keep all the original receipts of any payments you make and doctor's certificate.

Tuck Shop

At Albany Junior High School we have a tuckshop for students to buy food. You can buy snack food at interval and at lunchtime. The tuck shop is located at the PAC. Students may visit the tuck shop when lunch eating time has finished (The first 15 minutes of lunchtime is for eating)

COMPUTER & IT Device LOGIN INFORMATION

Select wifi option of 'AJHS_Student_BYOSD' and password is 'ajhsbyosd'.

Then, your **username** is your '**Preferred name. Surname**'.

You will be given a password after you have arrived by Whanau teacher or homeroom teacher. You will not be able to change the password so will need to keep it safe!

UNIFORM

All Albany Junior High School students must wear a school uniform. If you are here for less than one term, you can wear your own overseas school's uniform.

If you are here for one term or more, you will need to collect your uniform. You can get a new uniform from the uniform shop at the Reception building. You also can buy a second-hand uniform from our uniform shop. This is open every Monday & Wednesday during the term time from 8.30-11.30 and 1.30-3.30.

All students must buy their own plain black lace-up shoes. For Health and Safety reasons shoes are required to be sturdy and support the foot and have a heel of approximately 1.5-2cm. Boots, ballet shoes, skate shoes and sport shoes are *Not Permitted*. Shoes are to be worn all year.

Please refer School Uniform Protocol at AJHS

SCHOOL RULES

Basic Student Behaviors Expectations

Leaving School grounds during the day:

Once students have arrived at school they are not permitted to leave the school grounds until the end of the school day unless they are signed out by a parent or caregiver.

Items Not Permitted at School

- Knives, Scissors (other than blunt-nosed scissors) or any sharp objects
- Fireworks or similar
- Cigarettes (including e-cigarettes) & Alcohol
- Drugs other than prescribed medication
- Lighters, matches or inflammable chemicals
- Spray on deodorant (roll-on encouraged)
- Skateboards, if brought to school they are to be given to their Whanau Leader
- Electronic devices with inappropriate materials or breach of copyright (refer to AUP)

Bicycles are permitted, at the owner's risk. They are to be walked into and out of the school grounds and must be stored in the bicycles stand with a lock.

Hairstyles & Grooming

- Should be conservative in style (i.e. not spiked, mohawked, razored designs etc.)
- Natural in color
- Hair gel/wax may be used but only when the hairstyle is conservative
- No make-up
- One small (no more than 3mm) plain gold or silver stud, (not hoops) may be worn in each ear lobe.

The Senior Management team will determine what is acceptable.

- No other jewelry, including body-piercing is permitted

Inter-Whanau Walkways

Students should WALK between Whanau (i.e. not running, jumping etc.)

Eating / Rubbish removal

- The first 15 minutes of lunchtime is for eating (cannot go to tuck shop)
- When eating, students should remain static and within their own Whanau
- Students may visit the tuck shop when lunch eating time has finished
- All rubbish must be put in their school bags and taken home or placed in the designated bins provided

Out of Bounds Areas during School Hours

- Car Parks
- Pedestrian Crossings
- Top Field
- Outside School Fences
- Bike Stands
- Walkway between Tui & Admin

Out Of Bounds Unless Staff Member Present

- Oval (rugby fields)
- Playground
- Tennis Courts
- Area behind Tui level 2
- Salmon Run

- Music Suite & gym

In Addition, Out of Bounds during Interval & Lunch

- Level 2 of any Whanau

WHO DO I SEE? WHERE DO I GO?

If you come to school in incorrect uniform?	Your Whanau Leader – before school starts
If you are being bullied by anyone?	Whanau Teacher, Whanau Leader or Guidance Counsellor (or any staff member if urgent)
If you feel unwell or have injured yourself?	Nurse at Health Centre, 8.40am – 3.20pm daily
If you accidentally damage any school property?	Your Whanau Leader
If you need to leave school during the day?	International Staff, sign out sheet outside office. Health Centre if it is because you are feeling unwell.
If you have gear you want stored during the day?	Locker-Whanau Leader
If you have lost some property?	Student Reception – Ms Maxine Johnson
If you want to buy food?	Tuck shop
If a personal issue is affecting you?	Counsellors
If you can't find the room for your next class?	Student Reception or a Whanau Leader
If you want to change your options?	Your Whanau Leader
If you are going to be away for some days?	International Staff, a letter to the Principal if you know in advance
If you are having some difficulties in a particular subject or class?	Whanau Teacher, Whanau Leader or International Dean

If you are unsure, please come and ask at the international office (A10).

WHO CAN HELP? WHERE CAN I COMPLAIN?

Albany Junior High School offers trained, professional advice and guidance to all students on a range of issues. This guide tells you the person to ask for help, or to complain to. If in doubt, go to the International Whanau Leaders (Mr Alan Stephenson) and he will direct you to the right person. You can either write your problem/question/complaint down and hand it in, or see the person listed. It usually helps to mention a problem/issue early on, when the problem is still small.

PROBLEMS OR ISSUES TO DO WITH:

- **Homestay/Caregiver/Designated Caregiver**
 - Your Caregiver
 - Homestay Coordinator
- **Academic**
 - Your Teacher or Whanau Teacher
 - The HOD of the Department
- **Social/Personal**
 - Whanau Leader
- **Other/Outside School Issues/Emergencies**
 - Whanau Leader
 - International Director – Juyoung Kim Ph 021 554139
 - **24/7 Emergency Contact Number Ph 414-4455**
- **Insurance Assistance**
 - International Administrator – Anna Xu
- **Travel Assistance (School trips and trips around NZ)**
 - International Students Homestay Coordinator

COMPLAINTS

If you are unhappy with the advice and/or service you have received at Albany Junior High School, then contact: **The New Zealand Qualifications Authority**. NZQA enforces the standards in the Code of Practice. You can get a summary of the Code of Practice from the International Student Officer or the International Whanau Leaders.

Contact details for NZQA: New Zealand Qualifications Authority, PO Box 160, Wellington 6140, New Zealand. Phone: 0800 697296 Email: gadrisk@nzqa.govt.nz

Students will be provided with an independent/neutral adult who will act as an advocate during any investigation into a complaint.

Student behaviour

We expect students to behave with courtesy and respect towards each other and especially towards members of the College staff.

At School

- Students must wear correct school uniform at all times and ensure it is clean, tidy and clearly named.
- Students must report to the Whanau Leader if wearing any incorrect item.
- Students cannot leave the school grounds during the day without their caregiver/supervisor. If students are ill, they should see the nurse.
- Visitors to the School must go to the office and get permission to be in the school grounds.
- If students need to bring valuable possessions or large amounts of money to school, they need to leave them in

the international office/student account during the school day.

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- Students cannot bring any of the following items to school: chewing gum, cigarettes, vapes, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind (including toy or replica weapons), or laser light equipment of any kind.
- Students are not permitted to buy or sell goods / personal items at school, except during school-approved events.

Classroom responsibilities

- Albany Junior High School requires that international students maintain 100% attendance.
- Students must attend all classes and tutor periods and arrive punctually to every class - Frequent late arrivals may be considered non-compliance.
- Students need to have all the books/equipment needed for your class ready at the beginning of each lesson.
- If absent, students must bring absence notes, written and signed by a parent or official guardian, to the International Office or Whanau Leader on their first day back at school after illness. A medical certificate is required for absences of three or more consecutive days.
- Eating in the class is not allowed unless the teacher has given permission.
- Cell phones, iPods, laptops and other digital equipment are brought to school at the owners' risk. The school accepts no responsibility for loss or damage.
- Cell phones are to be turned off and not seen during class unless the teacher gives permission to use a phone for a specific purpose.
- If students use their devices at the wrong time they may be confiscated and will need to be collected from the Whanau Leader with the Caregiver's letter.
- Students are expected to participate actively in all classes, complete set work to the best of their ability, and show sustained academic effort.

Discipline

- School discipline applies from the time students leave home in the morning until they return home after school
- The misconduct policy applies to all international students at all times, including after school and weekends
- Concerns may escalate in stages: first, the international office, then Deans/Pastoral Leaders, the finally the senior Leadership Team (SLT)

Respect for Property

- Students must look after the classroom, furniture, equipment and grounds.
- It is important to pick up any rubbish when you leave an area,
- Never take things that belong to other people
- Report any loss or damage immediately to the office or senior staff member

Transport

- Skateboards must be handed in to the gear deposit room before school.
- Students must wear a cycle helmet any time they are riding a bicycle.
- Students need to obey the road crossing rules and observe safe traffic behavior at all times.
- Students are required to comply with all bus regulations and to conduct themselves in accordance with the standards of behavior expected while on the bus.

Travel

- Students are not allowed to travel alone or with friends.
- Students must receive signed permission from their parents and from the international office before travelling out of Auckland.
- Travel will only be approved if special conditions are met and signed permission obtained from the international office.
- International students must obtain permission from the International office to be away from their homestay.
- International Student is not permitted to visit city (downtown) either alone or with friends, without prior

Homestay Student Responsibilities

- Gain permission before going out and provide an address or location of outing, expected time home and contact of another person if going out in a group.
- Students residing in homestay accommodation must agree to the homestay rules and are expected to respect the host family's household culture and regulations, demonstrate courteous behavior, and maintain high standards of personal hygiene
- Respect curfews: students arrive home by 6pm or before dark in winter (unless at a pre- arranged activity by caregiver and international office).
- International Students are not permitted to visit city (downtown) either alone or with friends, without prior approval from the international Student Director.
- Abide by NZ legislation regarding drugs, alcohol, and smoking, and illegal internet use.

Joining a Sport Team

Albany Junior High School has many sports on offer to students. If you are interested in playing a sport check out the Albany Junior High School Sport website <http://www.allteams.co.nz/ajhs-sport/> and talk to the staff in the Sports Office (Gym). It will be good to attend 'sports night' for registration. Most sports fees are not included in the international fees so you will need to pay this separately to the Student Account (A1A).

Some sports require you to be at afterschool trainings and games that may be held at various venues around the North Shore, so you will need to have plans in place to get yourself to and from the games. You may also need to purchase a sports uniform or equipment, so it is important to find out all the requirements before you sign up for a sport.

Questions to ask:

- How much are the fees
- What equipment do I need to have
- Do I need to purchase a sports uniform
- What day and time are practices and games
- Where are the practices and games held

Joining a Music Team

Albany Junior High School has various music group on offer to students. If you are interested in joining musical group, please complete the [register form](#). It will be good to attend 'AJHS Music Open Night' for registration.

Level	Indicators (One or more of these)	Response / Action
<p>Level 1 – Teacher/ Homestay Managed</p> <p><i>(early or minor issues)</i></p>	<ul style="list-style-type: none"> ● 1–2 late arrivals in a fortnight ● 1–2 minor uniform breaches ● Isolated low-level disruption or rudeness ● Occasional incomplete work or low effort ● 1–2 low-level pastoral notes in a term ● Minor homestay concerns (e.g. late for meals, forgetting curfew once, not informing the host when going out, occasional neglect of personal hygiene) 	<ul style="list-style-type: none"> ● The teacher addresses the behaviour directly with the student ● Record in KAMAR ● Homestay parent addresses the issue directly with the student ● No escalation unless a pattern emerges or the incident is serious
<p>Level 2 – International Office</p> <p><i>(emerging patterns/repeat issues)</i></p>	<ul style="list-style-type: none"> ● 3+ late arrivals in a fortnight ● Attendance falling below 90% ● 3+ uniform breaches in a term ● Ongoing disruption or repeated rudeness ● Consistent lack of academic effort ● 5+ negative KAMAR entries ● Ongoing homestay issues 	<ul style="list-style-type: none"> ● Meeting with the International Office ● Student placed on informal monitoring ● Contact made with homestay/parents/agent ● Warning issued re: escalation if no improvement
<p>Level 3 – Dean / Pastoral Leadership</p> <p><i>(significant or ongoing issues despite intervention)</i></p>	<ul style="list-style-type: none"> ● Chronic lateness despite intervention ● Attendance below 85% ● Persistent uniform non-compliance ● Escalating disruption or disrespect to staff/students ● Ongoing disengagement/refusal to work ● 7+ negative KAMAR entries OR one serious incident ● Serious or unresolved homestay issues, including persistent curfew violations, ignoring host instructions, serious rudeness or conflict with the host family, or poor hygiene and living habits affecting health and/or well-being 	<ul style="list-style-type: none"> ● Formal meeting with Dean + International Office ● Parents/agents formally notified ● Student placed on formal monitoring
<p>Level 4 – SLT</p> <p><i>(severe or persistent breaches)</i></p>	<ul style="list-style-type: none"> ● Continued failure after Level 3 ● Severe or persistent rudeness, defiance, or unsafe behaviour ● Wilful refusal to wear the uniform correctly ● Persistent refusal to engage academically ● 9+ negative KAMAR entries OR more than one serious incident ● Ongoing homestay issues after Level 3 	<ul style="list-style-type: none"> ● Referral to SLT ● The student may be suspended (internal or external stand-down as appropriate) ● Reassignment of the student to a different homestay without prior notification to or agreement from the parents/guardians, student, or the agent ● Formal written warning that further breaches may lead to termination of enrolment
<p>Level 5 – Termination of Enrolment</p> <p><i>(final step if no improvement or in response to very serious breach)</i></p>	<ul style="list-style-type: none"> ● Ongoing failure after suspension ● Continued or extreme breaches of attendance, behaviour, or academic effort ● Severe breach of homestay conditions ● Any serious incident that significantly breaches school values or New Zealand law 	<ul style="list-style-type: none"> ● Enrolment terminated by the school ● Terminate the contract and repatriate the student with forfeiture of fees ● Parents/guardians/agents informed ● Student required to return to their home country at their own cost

ADAPTING TO A NEW CULTURE

As an international student, you will find that there are many differences between how things are done here in New Zealand and in your own country. Personal interaction between people, verbal and nonverbal communication, etc., are some of the ways you may notice some differences. Give yourself time to adjust to living in New Zealand. You may also experience “culture shock.”

Culture shock is simply a common way to describe the confusing and nervous feelings a person may have after leaving a familiar culture to live in a new and different culture. Some surprises always await you when you arrive in a new place. People may walk and talk more quickly, traffic patterns may be confusing, and buildings may look different than expected. Such differences are easy to see and quickly learned.

It's natural to have difficulty adjusting to a new culture. People from other cultures (whom you'll be hanging out with and going to school with) may have grown up with values and beliefs that differ from yours. Because of these differences, the things they talk about, the ways they express themselves, and the importance of various ideas may be very different from what you are used to. But the good news is that culture shock is temporary.

When possible interact with the local population. Don't be tempted to isolate yourself, even if it is within a group of other students from your country. Locals will generally be pleased to introduce you to their culture and willing to answer questions. Don't be afraid of making mistakes. When you are eager to learn people are usually more than willing to meet you half-way and learn from you as well.

Find ways to keep in touch with family and friends at home. Sometimes you just need to talk with someone who fully understands who you are and understands how you feel. Keeping in touch also makes the homecoming process much easier.

In the first few weeks after your arrival you may experience some of the below feelings. These feelings are very normal and will pass as you settle in to your new home.



When you leave home you may be feeling nervous, excited, sad or happy.



When you arrive in New Zealand you may feel a little confused, tired or excited as everything is new and different.



Culture Shock! There are some things that will stand out to you and you may find hard to adjust to. There will be new food, new language and new customs to get used to. You may be feeling lonely, finding it difficult to study and tired of speaking English all the time.



Homesick? You may be feeling homesick, missing family, your friends and the food. Did I make the right decision coming to New Zealand?



Once you have **settled in** you will find yourself making new friends and adapting to the new culture. Things will not seem so bad. Your homestay will start feeling like home.



My New Kiwi home – you now feel more confident and happy. You can look ahead to the future. Yes I made the right choice coming to New Zealand!

Living with a homestay family



Most of the international students attending Albany Junior High School will live with a homestay family while in New Zealand. Your homestay has been carefully selected for you to match the preferences you wrote in your enrolment application. While you are living with a homestay you will expect to be treated as a normal family member (this includes helping around home!) and you will experience a 'kiwi' lifestyle.

Life in New Zealand can be very different from living in your own country. Here are some guidelines to help you adjust. Please remember that it is important to respect your homestay family and communicate with them. If you have any questions, just ask.

FAMILY SITUATION

You may be living in a family with one parent or two parents. In either case, it is quite common for both the mother and father to be working. You will always have your own bedroom but you may need to share a bathroom with other family members. New Zealand families do not tend to have maids or house cleaners, so you will have to help out around the house and make sure you keep your own room clean and tidy.

LAUNDRY

When you arrive, please talk to your homestay family about how they do the laundry. They will usually do it for you, but they will not come and collect it from your room. There is usually a washing basket that you will put your dirty clothes in if you want them to be washed.

FOOD

Your host family will provide all meals. In New Zealand we tend to eat sandwiches for lunch, not a hot cooked meal like you may be used to. You might find this hard to get used to if you normally have a cooked meal in the middle of the day. You should always make your own lunch and will need to ask your homestay what is available for lunches. Dinner time is usually between 5pm-7pm in New Zealand. Make sure you tell your host in advance if you are eating out, so they don't cook extra for you.

It is also a nice idea to help around the house at dinner time – perhaps ask if you can help by setting the table, helping to cook dinner every now and then. Why don't you cook a traditional meal for your new family? Just remember, food in New Zealand may be different to what you are used to – always try it first, then if you don't like it say so.

TELEPHONE AND INTERNET

In New Zealand there is usually only one telephone line in the house. Please ask if you want to use the phone and limit your calls to 15 minutes. If you need to phone overseas please call 'collect' or use a prepaid phone card. Please ask your friends and family not to call after 8pm.

Please ask your host family before using the internet. Try not to spend excessive amounts of time on the internet and do not do large amounts of downloads. It is illegal to download pirated movies, TV shows and music in New Zealand. Computers are also available at school to use during lunchtimes or after school. There are also a number of internet cafes around the North Shore that you can use.



TIME TO BE HOME

- Always arrive home by 6pm (In winter, must be home before dark)
- Always check with your homestay family before you go out at night and on the weekend
- Always keep in touch with your homestay family by phone
- Get enough sleep so that you are alert at school

DEALING WITH PROBLEMS

If you are unhappy with your homestay placement, we will ask you to first try and work things out. Often issues can be solved just through communication and compromise. If this still doesn't work, we will do our best to move you to another suitable family. We do require 1 weeks' notice if you or the host family decide to make a change.



TRAVELLING AROUND AUCKLAND

In New Zealand, the buses are very safe and easy to use. Ask your homestay family where your closest bus stop is and get yourself familiar with the bus system. You can check the Auckland Transport website <https://at.govt.nz/> for information about timetables and routes for Buses.



If you are going to be travelling regularly on the bus, your host family will help you to get an AT HOP Card. An AT HOP card is a prepaid card for travel on buses, trains and ferry's around Auckland. Using the card also gives you discounts on fares (it costs more if paying with cash). To use the card, hold it flat against the reader when getting on and off the bus. To find out more about AT HOP cards go to: <https://at.govt.nz/bus-train-ferry/at-hop-card/what-is-an-at-hop-card-how-it-works/>. Make sure you register your card so that you can top it up online and apply for discounted concessions.



REGISTERING YOUR AT HOP CARD

Below is a link with step-by-step instructions on how to register your AT HOP Card to receive student discounts on Auckland Transport (Buses, Trains and Ferries). You will need your student ID card as proof of eligibility when you register. You will receive your student ID card 1-2 weeks after your arrival.

Students 15 years or younger: <https://at.govt.nz/bus-train-ferry/at-hop-card/card-concessions-discount-fares/child-student-discount/children-5-to-15-years-old/>

AUCKLAND TRANSPORT – HOP CARD Retailers on the North Shore

Venue	Address	Buy Card	Top up	Load Monthly Pass
Albany busway station	Albany		v	v
Albany New World	219 Don Mckinnon Drive, Albany	v		
Albany park and ride customer service centre	Albany park and ride, 125 McClymonts Road, Albany	v	v	v
Albany PAK'nSAVE	Don Mckinnon Drive, Albany	v		
Albany - UniMart & Pharmacy, Massey University	East Precinct Dairy Flat Highway (SH17), Albany	v	v	v
Browns Bay - Berrymans	38 Clyde Rd, Browns Bay	v	v	v
Browns Bay New World	2 Inverness Road, Browns Bay	v		
Glenfield - Civic Video Glenfield	444 Glenfield Road, Glenfield	v	v	v
Glenfield - Coronation Superette	6 Coronation Road, Glenfield	v	v	v
Glenfield - Wairau PAK'nSAVE	30-60 Wairau Road, Glenfield	v		
Greenhithe Village Store	8 Greenhithe Rd, Greenhithe	v	v	v
Mairangi Bay - Constellation park and ride customer service centre	62 Parkway Drive, Mairangi Bay	v	v	v
Mairangi Bay - Constellation busway station	Constellation Bus station		v	v
Mairangi Bay Dairy & Lotto	366 Beach Road, Mairangi Bay	v	v	v
Sunnynook busway station	Sunnynook Bus station		v	v



FREQUENTLY ASKED QUESTIONS

When is Albany Junior High School open?

Our gates are open at 7:30 am every morning during Term time, Monday to Friday. Lessons start at 8:40am and school closes for the day at 3:10pm. The gates are open till 5pm

What do I need for the classes?

Make sure that you always have basic stationary with you every day. Your teacher will tell you what exercise books you need, for the specialist classes – wood, plastics, metal, fabric, electronics, food technology, and art - you must wear covered shoes and long hair must be tied back, when your class has PE you must wear your School PE gear
*Bilingual Dictionary for all classes (ESOL students)

What should I do if I am sick or cannot come to school?

For all non-attendance parents or caregivers must contact the school to inform them. When you return to school you will need to have a written note explaining your absence, if you are off longer than 3 days, you will be

Required to bring a doctor's note

If you feel sick at school or if you hurt yourself at school, you should go to the Student Desk and tell the school nurse who will look after you

If you have an appointment during the school day and have to leave the school during the day, or you miss a day as a result of the appointment, your parent or caregiver must let the school know in advance with a written note. You must enter or leave the school by signing in / out at the Student Desk

What should I do if my parent/caregiver's phone number or address changes?

If your address or phone number changes, your parents or caregivers must inform the school. You must collect a form from the Administration Office and return it signed by the parents

May I use the Internet at school?

All students must sign a Cyber Safety Agreement contained in the enrolment form, before they can use IT devices school. Many Internet sites are blocked at school and students cannot access sites they may be able to get at home (Facebook, Twitter, TradeMe and others). Computers / Devices are used during classroom instruction time at the teacher's discretion.

May I use my iPad/laptop/Smart phone/iPod/MP3/camera and other devices at school?

Students may bring a SMART electronic device to school but they must have permission from the teacher before usage. It is the student's responsibility to make sure that all material on their hardware is legal under New Zealand's copyright laws.

The school takes no responsibility for personal property brought to school.

If students need to contact home during school hours they must use the phone at the student desk.

Images taken of other students may not be uploaded to the internet without the other student's permission.

Do students need permission to attend trips out of school?

Permission is required for students to attend various activities outside of the school throughout the year. Parents / caregivers must sign and ensure the permission slip is returned to the correct teacher by the due date or students may be ineligible to attend trips.

CAN I TRAVEL AROUND NZ?

You are allowed to travel with your homestay family or with your own family who visit NZ. You will need the permission of both your parents and School in order to take part in a trip. Please see Felicity in the international office for more information. Please note you are NOT allowed to travel on your own or with friends.

CAN I INVITE MY FRIENDS TO VISIT MY HOMESTAY?

Your homestay family will treat you like a family member, so you will be able to invite friends around just like one of their children. Just make sure you ask your homestay parents in advance if it is okay. You will need to ask your homestay parents if you want your friends to stay the night, and if they say no, you must respect their decision.

HOW DO I OPEN A BANK ACCOUNT?

You just need to go down to the bank with your passport and confirmation of your address here in New Zealand. Susie from the international office can print you a letter which confirms your homestay address. If you are under 13 years old, your parent must complete the Indemnity form. The International team may help to open your account.

HOW DO I GET AROUND?

Sometimes your homestay family will be able to pick you up and drop you off, and other times you will need to catch a bus. In New Zealand the buses are very safe and easy to use. See the information on catching public transport in Auckland (bus, trains and ferries).

MEDICAL ISSUES

WHAT IF I GET SICK OR INJURE MYSELF AT SCHOOL?

If you feel sick at school or if you injure yourself, you can visit the Health Centre where a nurse will look after you. The Health Centre is straight down the hallway from the Reception block.

If you feel like you need to return home, you must visit the Health Centre first in order to be signed out.

WHAT IF I NEED TO SEE A DOCTOR?

If you need to see a doctor, we recommend the Apollo Medical Centre or Shore Care. It is located just 3-6km from Albany Junior High School. You can just walk in and wait for an appointment, or you can book a time to see a doctor by phoning. If you prefer, you can ask your homestay or someone in the International Office to take you to the doctor.

Remember to keep your receipts and doctor's notes if you visit the doctor, so that you can make an insurance claim afterwards. Stella in the International Office will help you submit an insurance claim if you have insurance organized by our school.

Below are address of the Apollo Medical Centre & Shore Care:

- Apollo Medical Centre 119 Apollo Dr, Rosedale, Auckland 0632 [09-477 3700](tel:09-477-3700)
- Shore Care Northcross 948 E Coast Rd, Northcross, Auckland 0632 [09-486 7777](tel:09-486-7777)

WHAT IF I HAVE A MEDICAL EMERGENCY & NEED AN AMBULANCE?

If you have a medical emergency and need an ambulance, you need to call 111.

If you don't need an ambulance, but you do need to go to hospital, please call us as soon as possible on our emergency number – 09 414 4455.

In the event of an emergency, host families should phone the International Office emergency helpline on 09 414 4455

Students should not seek medical attention at a hospital for a general doctor's consultation. They must first visit a general practitioner at his rooms or a medical centre.

Students need a doctor's referral for hospitalisation as well as specialist consultation and treatment.

If any student needs hospitalisation, they **must call the students insurance provider for authority** otherwise they will **not** cover the costs of treatment.

Note: You must not seek hospital treatment at a **private** hospital.

DENTAL Claims

Normal maintenance (including fillings, root canals, polishing, wisdom teeth extractions etc) are not covered. Only claims for injury to teeth and the initial consultation for the relief of sudden and acute pain using antibiotics etc will be entertained, up to certain limits.

ACC Claims

In these cases, host families must call the International Office emergency helpline for assistance and guidance.

Where a student is involved in an accident and an ACC claim form is completed, a copy of the ACC claim form and the ACC claim number must be provided to Albany Junior High School.

In these cases, although it is expected that ACC will cover the costs, the insurance provider must still be advised within 48 hours as per the emergency procedures, as any costs relating to this claim may not be covered and the insurer will then not entertain any claim.

If you receive any invoices in the mail from any medical institution regarding payment, please you must alert the International staff, immediately.