

# SAINT MARGARET'S SCHOOL

APPLICATION PACKAGE

*Her journey starts here.*

## *Message from the Director of Admissions*

Dear Student and Parent,

Thank you for your interest in St. Margaret's School. Families are drawn towards St. Margaret's for their daughters because they seek excellent all-girl education. We provide our students not only equal opportunity, but every opportunity, whether it's academic honours, leadership positions, athletic challenges or fine arts roles. Here, learning can take centre stage without social distractions.

At St. Margaret's School, every class is tailored to how girls learn. There's a wealth of information on how girls learn, how their brains work and we apply it daily both in and out of the classroom to ensure our students have the best possible education. St. Margaret's sustains a culture whose hallmarks are caring, challenge, collaboration, and connection in the interest of developing each girl to her fullest potential. Our close-knit community of students, staff and parents is of a size that allows us to support one another and, as our alumnae will attest, to develop lifelong bonds.

As a parent, your choice to send your daughter to St. Margaret's School represents your confidence in her success. We are creating a foundation for higher education. St. Margaret's goal is for each student to graduate aware of her value, responsible for her attitudes, independent in her thinking, confident in herself and with great enthusiasm for learning and living.

Yours sincerely,



Kathy Charleson  
Director of Admissions



## ADMISSIONS PROCESS

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### *Welcome to St. Margaret's School!*

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We're delighted that you are considering St. Margaret's for your daughter. The purpose of the admissions process is to help potential students and their families become more familiar with St. Margaret's and to help the School gain a better understanding of the applicant.

Although we admit students for the upcoming September on a continuous basis throughout the year, candidates should initiate the admissions process as soon as possible by completing the forms in this booklet and returning them to the Admissions Office at St. Margaret's School.

### *Step 1 – The Application*

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Your application will consist of the following items:

#### **Form 1 – Application for Admission**

To be completed by parents/guardians of the applicant.

#### **Form 2 – Academic Reference**

To be completed by a previous or current academic advisor (teacher, administrator, etc.).

*Note:* Upon completion these forms should be mailed directly to St. Margaret's School.

#### **Form 3 – Character Reference**

To be completed by a non-relative.

*Note:* Upon completion these forms should be mailed directly to St. Margaret's School.

#### **Other Items to Accompany the Application**

- a) A recent photo of the applicant
- b) A copy of last year's final report card
- c) A copy of the most recent report card
- d) A copy of the applicant's birth certificate/passport/landed immigrant status
- e) Please refer to the fee schedule included in the prospectus package for financial requirements and registration fee. Methods of payment include a bankers draft or personal cheque made payable to St. Margaret's School or wire transfer.

Please mail application items to Admissions Office, St. Margaret's School at the address below.

Admissions Office  
St. Margaret's School  
1080 Lucas Avenue  
Victoria, British Columbia  
V8X 3P7 CANADA

Tel: (250) 479-7171  
Fax: (250) 479-8976  
Email: [stmarg@stmarg.ca](mailto:stmarg@stmarg.ca)  
[www.stmarg.ca](http://www.stmarg.ca)

## *Step 2 – The Interview Process*

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When all of the items listed in Step 1 have been received, the Admissions Office will contact you to arrange an interview and guided tour of the campus. Applicants may sit the admissions tests at this time or a separate appointment may be scheduled.

## *Step 3 – Entrance Evaluation*

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How each applicant will be evaluated depends upon entry level.

<b>Entry Level</b>	<b>Method of Evaluation</b>
ECE ( <i>Pre-School &amp; Jr. Kindergarten</i> ) and Kindergarten	Interview and assessment <i>(Applicants for ECE will be reassessed for entry into Kindergarten)</i>
Grades 1 to 3	Visit to classroom, interview and assessment
Grades 4 to 6	Visit to classroom, formal entrance exam, interview and assessment
Grades 7 to 12	Formal entrance exam, interview and assessment
English as a Second Language (ESL)	ESL applicants are accepted based upon their academic achievement, references and demonstrated effort and participation at their previous school(s) and community. Once accepted they will be required to attend our two-week Orientation programme at the end of August for evaluation of English and Math competency. The results will determine final class placement.

## *Step 4 – The Decision*

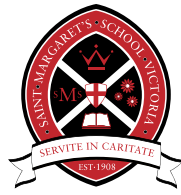
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Decisions are made after a thorough assessment of the applicant. This assessment is based upon the following: academic performance and potential, extra-curricular participation, personal integrity and suitability for the St. Margaret's experience. Applicants will be advised of the assessment results by telephone or letter within approximately three weeks of completing the admissions process. Formal acceptance of an offer for a place at St. Margaret's is made by completing the enrolment agreement and returning it to the Admissions Office with your deposit to hold your daughter's place.

Please do not hesitate to contact the Admissions Office should you require any assistance. If you are uncertain as to whether to apply and would like to learn more about St. Margaret's first, please call to book an appointment to tour our beautiful campus.

### **Commitment to Protecting Your Privacy**

St. Margaret's School is committed to protecting the privacy of your personal information as outlined in the SMS Privacy Policy and in accordance with the law. We are actively integrating privacy principles in the collection, use and disclosure of personal information in a manner that confirms our commitment to you and maintains your confidence and trust. The information you provide will be used in St. Margaret's School admissions process. If you have any questions concerning the SMS Privacy Policy, please contact our Privacy Officer at [privacy.officer@stmarg.ca](mailto:privacy.officer@stmarg.ca). The St. Margaret's School Privacy Policy is available electronically on our web site at [www.stmarg.ca](http://www.stmarg.ca).



## APPLICATION FOR ADMISSION

To be completed by Parents/Guardians of the Applicant

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Student's Name \_\_\_\_\_  
Last First/Middle Preferred Name

Date of Birth \_\_\_\_\_  
Year/Month/Day

Age as of Sept. 1 of year of enrolment \_\_\_\_\_  
Years/Months

Intended Admission Date \_\_\_\_\_  
Year/Month

Current Grade \_\_\_\_\_

Applying to Enter:

Regular Programme Grade \_\_\_\_\_  
BC Curriculum, Kindergarten to Grade 12

English Immersion (ESL) Programme  
ie. In preparation for entry into regular BC Programme

Day Student  Boarding Student

Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

If not a Canadian, is the applicant a Landed Immigrant in Canada?  Yes  No

Language spoken in the home \_\_\_\_\_

Is a sister attending St. Margaret's School?  
 No  Yes, Name \_\_\_\_\_  
Grade \_\_\_\_\_

Has any other family member attended St. Margaret's School?  
 No  Yes, Name \_\_\_\_\_  
Years attended (if known) \_\_\_\_\_  
House (if known) \_\_\_\_\_

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### FATHER OR LEGAL GUARDIAN

Name \_\_\_\_\_  
 Mr.  Mrs.  Ms.  Dr.

Home Address \_\_\_\_\_  
(If different from applicant)

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Business \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Spouse \_\_\_\_\_  
 Mr.  Mrs.  Ms.  Dr.

Business Name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### MOTHER OR LEGAL GUARDIAN

Name \_\_\_\_\_  
 Mr.  Mrs.  Ms.  Dr.

Home Address \_\_\_\_\_  
(If different from applicant)

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Business \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Spouse \_\_\_\_\_  
 Mr.  Mrs.  Ms.  Dr.

Business Name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

*Family Information*

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Have other family members attended St. Margaret's School?  No  Yes

If yes, which year(s)? \_\_\_\_\_ Which grade(s)? \_\_\_\_\_

Which house?  Canmore  Christian  Malcolm  Turgot

If yes, Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Please check any that may apply

- Parents are separated/divorced
- Father has custody
- Father is deceased
- Parents have joint custody
- Mother has custody
- Mother is deceased

*Education Information*

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Current School \_\_\_\_\_ Current grade \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates of attendance \_\_\_\_\_

List other schools, if any, attended within the last five years

School \_\_\_\_\_ Dates attended \_\_\_\_\_

School \_\_\_\_\_ Dates attended \_\_\_\_\_

School \_\_\_\_\_ Dates attended \_\_\_\_\_

Has applicant ever advanced a grade?  No  Yes, grade \_\_\_\_\_

Have applicant ever repeated a grade?  No  Yes, grade \_\_\_\_\_

Has applicant ever been suspended, expelled or asked to voluntarily withdraw from school?

No  Yes, grade \_\_\_\_\_

*Development Information*

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Through which sources did you become interested in St. Margaret's? (check all that apply)

- Teacher/School Administrator
- St. Margaret's Alumnae
- Relative
- Admission Presentation
- Agent
- Internet/Website

Advertisement (please list which one(s)) \_\_\_\_\_

Current student(s) (name(s)) \_\_\_\_\_

Other \_\_\_\_\_

*Additional Applicant Information*

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Please give additional information about the applicant's involvement in extracurricular activities, other interests or other information you would like St. Margaret's to know about the applicant.

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## ACADEMIC REFERENCE

Applicant Name \_\_\_\_\_

Please complete both sides of this form and **return it directly by mail or by fax** to the Admissions Office, St. Margaret's School. If insufficient space is available on this form, please type the responses on a separate sheet of paper identifying the question being answered. This is a confidential evaluation submitted in connection with an application for admission to St. Margaret's School. We seek the comments and evaluations of someone who knows this applicant well and may be able to provide insights into her character, personality and abilities. We appreciate your candid, truthful and complete responses to the information requested. This evaluation and its contents will only be used in connection with the St. Margaret's School admissions process. Please contact the Admissions Office should you have any questions about this form.

How long have you known the student? \_\_\_\_\_

In what context have you worked with the student? \_\_\_\_\_

What are the first three words that come to mind to describe this student?

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

What are the applicant's favourite subjects/activities at school?

\_\_\_\_\_

\_\_\_\_\_

If applicable, in what ways has the student contributed to your community?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Character Assessment

How would you rate this applicant in relation to other students the same age?

	Excellent	Very Good	Good	Fair	Poor	No Basis for Judgment
Effort						
Ability to Work Independently						
Ability to Work with Others						
Organization						
Sense of Humour						
Leadership Potential						
Self-Esteem						
Creativity						
Emotional Maturity						
Attention Span						
Ability to Socialize						

**Academic Ability**

How would you rate this applicant in relation to other students the same age?

	Excellent	Very Good	Good	Fair	Poor	No Basis for Judgment
Written English						
Mathematics						
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Class Participation						
Work Ethic						
Attitude Towards Learning						
Problem Solving						
Oral Language						
Gross Motor Skills and Co-ordination						
Listening Skills						
Overall Evaluation as a Student						
Reading and Viewing						
Fine Motor Skills						
Writing and Representing						

Has this child been involved in a gifted program?  No  Yes

Has this child been referred to Learning Assistance?  No  Yes

Has this child been referred to a health care specialist for any problems relating to her learning?  
 Yes  No

Does the applicant have an Individual Education Plan (IEP)?  No  Yes (please attach copy)

Is there any additional information you would like to provide St. Margaret's regarding the applicant?

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Please provide the information requested below. We appreciate the time and effort spent on this reference and thank you for your thorough evaluation of the applicant.

Your Name \_\_\_\_\_

Email \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

School Name \_\_\_\_\_

Signature \_\_\_\_\_

School Address \_\_\_\_\_

Date \_\_\_\_\_



## CHARACTER REFERENCE

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Applicant Name \_\_\_\_\_

Please complete both sides of this form and **return it directly by mail or by fax** to the Admissions Office, St. Margaret's School. If insufficient space is available on this form, please type the responses on a separate sheet of paper identifying the question being answered. This is a confidential evaluation submitted in connection with an application for admission to St. Margaret's School. We seek the comments and evaluations of someone who knows this applicant well and may be able to provide insights into her character, personality and abilities. We appreciate your candid, truthful and complete responses to the information requested. This evaluation and its contents will only be used in connection with the St. Margaret's School admissions process. Please contact the Admissions Office should you have any questions about this form.

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How long have you known the applicant? \_\_\_\_\_

In what context have you interacted with the applicant? \_\_\_\_\_

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What are the first three words that come to mind to describe this applicant?

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

If applicable, in what ways has the applicant contributed to your community?

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All children have 'hidden talents'. What are some special skills that the applicant has?

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St. Margaret's students are selected on the basis of academic achievement, community service, communication skills, interpersonal skills and educational and personal evaluations. Would you recommend the applicant to St. Margaret's School and why?

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**Character Assessment**

How would you rate this applicant in relation to other girls the same age?

	Excellent	Very Good	Good	Fair	Poor	No Basis for Judgment
Effort and Determination						
Ability to Work Independently						
Ability to Work with Others						
Organization						
Sense of Humour						
Leadership Potential						
Self-Esteem						
Creativity						
Problem Solving						
Emotional Maturity						
Ability to Socialize						
Attention Span						

Are there any strengths or weakness not listed that you would like to mention?

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Is there any additional information you would like to provide St. Margaret's regarding the applicant?

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Please provide the information requested below. We appreciate the time and effort spent on this reference and thank you for your thorough evaluation of the applicant.

Your Name \_\_\_\_\_ Email \_\_\_\_\_  
 Relationship \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ Signature \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_



## ADDITIONAL INFORMATION

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### *Scholarships & Awards*

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St. Margaret's School endeavours to provide financial assistance for students who would not otherwise be able to attend the School. Parents requesting a bursary for their daughter are required to complete a Bursary Application Form available from the Director of Admissions. The School also awards a variety of scholarships annually based on academic potential, performance or special contributions made by the students. More information and scholarship applications may be obtained from the Director of Admissions.

### *Uniforms*

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Information on uniform requirements is included in the summer information package. All uniform items may be purchased from the School store 'Dudley's Closet'. Requirements for athletic wear for Physical Education (PE) classes and sport activities are provided during the first few days of school.

### *After School Programmes (Jr. School)*

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After school care (JK to Grade 3) and supervised study time (Grades 4 to 6) are provided for a nominal fee after school until 5:30 p.m. for day students who cannot be picked up right after school. Parents may indicate interest in these services on the questionnaire in the summer package.

### *Lunches*

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Breakfast, lunch and dinner plus a morning, afternoon and evening snack are provided for boarding students. Day students from Grade 4 to 12 may purchase tickets at the School office for hot lunches at Alexis Dining Hall.

### *Boarding Information*

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An information package for boarding students is mailed to families in July. The package includes suggestions on what items the students should bring, arranging for telephone installation, purchasing medical insurance, making travel and flight arrangements, opportunities for recreational activity, spending money, incentive points and off-campus privileges plus rules regarding visitors on campus. All international students must have a current and valid student authorization (student study visa) to study at St. Margaret's School. Upon arrival to St. Margaret's School, international students must present their student authorization to our Finance Office.



# SAINT MARGARET'S SCHOOL

*The International, Non-denominational School for Girls, ECE to Grade 12*

1080 Lucas Avenue  
Victoria, British Columbia  
V8X 3P7  
CANADA

Tel: (250) 479-7171 • Fax: (250) 479-8976  
Email: [stmarg@stmarg.ca](mailto:stmarg@stmarg.ca)  
[www.stmarg.ca](http://www.stmarg.ca)