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Introduction

St Margaret's is committed to working with overseas agents. Partnership is important to us — we want to enjoy strong working relationships with our agents. St Margaret's has engaged with international agents for many years so are very experienced. We understand that agents need a prompt, efficient service. We have a dedicated International Student Recruitment Co-ordinator so you always know who to contact. We offer very competitive commission rates in order to build trusted relationships with agents.

This *Agents' Handbook* is to give you key facts about St Margaret's to help you explain the School to your clients. It is for your use only. You can give your clients copies of our Boarding Prospectus.

If you have any questions or require further information, please contact the International Student Recruitment Team at marketing@smbushey.com or telephone +44 (0)20 8416 4442.



Working with Agents

What we can offer you

- Efficient and friendly service.
- Excellent commission package.
- ◆ Brochures, photos, stories about students who have attended.
- Up-to-date figures and information.
- Regular communication and updates.
- Our attendance at international fairs and exhibitions to meet potential students.
- ◆ Familiarisation trips for agents to visit St Margaret's.
- Competitive Agents' commission in order to strengthen and develop our working relationship.

What we expect from our agents

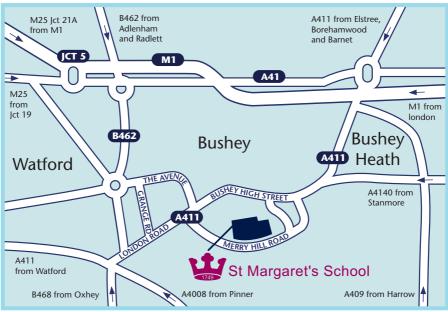
- ◆ To work closely with us to recruit students that are well suited to St Margaret's who will do well academically and socially.
- ◆ To support parents through the admissions procedure all documentation and visa requirements.
- ◆ To ensure entrance examinations are taken in a secure location under strict examination conditions.
- To make families aware of St Margaret's ethos and expectations of behaviour and conduct.
- To keep us informed of developments in your region and staff changes in your agency.

St Margaret's at a Glance

Gender:	Girls
Year founded:	1749
Faith:	As a Church of England School we welcome students and staff of all faiths. We are a tolerant community and respect all religions
Age range:	4 to 18
Age range of boarders:	11 to 18
Make-up of boarders:	10% of the School population are boarders from all over the world including: Chile, China, Germany, Japan, Nigeria, Russia, Spain and USA
Total number of students:	440
Sixth Form size:	100 (50 in each year)
Number of boarders:	45
Educational programmes:	 Long term boarding from Year 7 Two year GCSE course Two year A-Level course Three year A-Level course for weak English speaking students Termly stays dependent on availability
Outstanding reputation:	Well known for excelling and adding value in STEM subjects and the Arts
Extras:	25m swimming pool, 6 all-weather astro-turf pitches
Setting:	60 acres of landscaped rural grounds but close to the centre of London
Nearest airport:	Heathrow – 21 miles and Luton 19 miles
Nearest railway station:	Bushey Overground – 1.5 miles Stanmore Underground – 3.5 miles
Nearest cities:	London and Watford
Travel time to London:	19 minutes by train from Bushey Overground to London Euston

Location





Key Selling Points

- One of the oldest girls boarding schools in the UK.
- A traditional UK boarding school with superb modern facilities including a Performing Arts Studio for Theatre Studies, six Art Studios and a Music Studio.
- We have a magnificent purpose-built sports centre with a 25m indoor heated swimming pool, well equipped gymnasium, dance studio and indoor sports hall.
- We have a dedicated LOCUM (Law, Oxbridge, Competitive Universities and Medical) programme which combines a mixture of discussion groups, critical thinking, department-led support with subject specific preparation and further interview and entrance examination preparation.
- We achieve excellent exam results.
- We offer a truly UK boarding experience to international students as they are fully integrated into the life of the School.
- ◆ St Margaret's is near the Hertfordshire countryside so is peaceful and safe but is close to city life in London, only 30 minutes from the School by car.
- London is the capital and is the best city in the UK for shopping, culture, food and diversity.
- ◆ Good transport links Heathrow Airport is a 35 minute taxi ride.
- ♦ We are a Church of England Foundation and welcome students of all faiths.
- We believe all students are equal and we want everyone to reach their full potential and live adventurously – making the most of opportunities offered.
- ♦ We offer over 50 co-curricular activities such as fencing, chess and golf.
- ◆ Food is very important at St Margaret's. We have a modern dining room with a wide range of meals served by our award winning catering team.

What type of Student is right for St Margaret's?

St Margaret's is for parents and pupils who are looking for a traditional yet modern English boarding school:

- with strong values where international diversity and a sharing of cultures is celebrated
- where all students are treated the same and international students are welcomed and integrated fully in the school community
- which encourages girls to work hard to get the best results
- that will encourage pupils to take part in school life and try new activities
- which is a traditional boarding school with clear rules and expectations of behaviour
- with excellent facilities in the countryside but only 20 minutes to London

Our Values

Our values at St Margaret's are based on two elements: hard work and kindness. We teach our girls to be considerate of others, give back to each other and their wider community and to always do their best at everything they do.

We believe it is important for girls to:

- ♦ always be themselves and comfortable in their own skin
- value each other and respect everyone's differences
- ♦ ask questions, push boundaries (the right ones!) and challenge each other
- be adventurous, try new activities every year

Results 2016

A-Level	
A*	12%
A*-A	35%
A*-B	59%
A*-C	86%

AS-Level	
Α	44%
A–B	65%
A-C	83%

GCSE	
A*	26%
A*-A	60%
A*-B	88%
A*-C	97%

We have a broad range of abilities at St Margaret's. Strong academic students do exceptionally well but we also support weaker students to do the best that they can. We are ambitious for all our students and ensure that by the time they leave us, they have unlocked their potential.

We add a significant amount of value to every student and we are no. 1 in Science and in the top 10 of all School's overall*. We also have a full and varied co-curricular offering with over 50 activities to choose from.

We also help students to build their self-confidence and help them prepare for university.

We are very proud that over 85% of our students go to their first choice of university.

^{*}Centre of Evaluation and Monitoring at Durham University

University Destinations 2016

Aston

Psychology International Business and Economics

Bath

Civil Engineering
Politics with Economics

Bath Spa

Education

Birmingham

Psychology Modern Languages and History of Art

Bournemouth

Art

Bristol

Psychology

Brunel

Theatre

Central Saint Martins

Art

Architecture

Cardiff

Business Management

Dundee

Psychology

Durham

Accounting

Edinburgh

History

Exeter

Biomedical Sciences Medical Sciences International Relations and Modern Languages

Keele

Languages Law Music Technology

Loughborough

Art

Manchester

English Language and Education

Middlesex

Banking and Finance

Nottingham

Veterinary Sciences History

Portsmouth

Drama and Performance

Queen Mary

German and Business Management Southampton Psychology

Roehampton

Theatre and Performance

SOAS

History of Art

Surrey

Project Management

Sussex

Arts and Humanities

Warwick

Accounting

International

Keio University, Japan

ICT and Design (GIGA)

Integration

The St Margaret's community is culturally diverse, with students from a variety of backgrounds creating a rich and vibrant social environment. The School is home to 440 students mainly from the UK but also from over 25 countries across the world such as Russia, China, Nigeria, Spain, Germany and India.

International students are fully integrated within the life of the School and we value their contribution to school life. Our day girls also board and we promote flexi-boarding heavily in the School. We also have a significant number of day girls who have lived internationally and therefore we are the perfect environment if families are looking for a tolerant, multi-cultural community.

Your students will be going to an English school with an international and global outlook. This is one the reasons why UK parents choose St Margaret's – they want their children to grow up in an environment, reflective of the world in which we live.



Facilities

The St Margaret's campus has a mixture of stunning historic buildings and some outstanding modern facilities. As well as superb sporting grounds, we have a purpose built sports centre with an indoor 25m swimming pool, six all-weather courts, a dance studio, large sports hall and a gym.

We also have a Sixth Form centre and a professional standard of facilities for Music, Art and Drama. Our Music School has dedicated practice rooms and a music technology suite.

Our purpose-built Art Studio includes natural light rooms, studios for painting, textiles, photography and ceramics. The Performing Arts Studio can be used for both theatre performances and film.

St Margaret's has one central boarding house in the main school building, a Health Centre, dining room and a historic chapel on the grounds.

Our well-equipped library houses a careers floor, a quiet reading room, a computer lab, and areas for discussion.

Our campus is very conveniently laid out so students do not have to walk far between lessons, the boarding house and sports facilities. Because of our village location and our modern approach to security, students feel very safe.

Health Centre

The School has a fully staffed Health Centre, which is open Monday to Friday from 08:00 to 17:00. Boarders can receive day-to-day care from the fully qualified nurse.

Housemistresses support the nursing staff and all school staff have received First Aid training.

For more serious health matters, we have a local doctor whom we can call for assistance at anytime and the local hospital is only 15 minutes by car.





Boarding from 11+

Many of our international pupils are aiming to study at a UK university, so they want to feel at home in the UK. They want to get to know local pupils and their families, and see ordinary British life outside school.

At St Margaret's, international boarders and day girls who flexi-board live together in the boarding house so everyone gets fully involved in the life of the School together. We understand what it is like to be away from home for the first time and we have many years' experience of helping pupils from different countries adapt to life at St Margaret's, so we can easily help solve any problems that arise.

When we assign pupils rooms, we ensure the best possible balance of nationalities and wherever possible every pupil shares a room with someone from a different country who speaks a different language. English is the required language of the School especially as we have so few international pupils of any one nationality.

Amid all the wealth of activities available in School, invitations from local friends, trips to London and elsewhere, we also take time to be together, both in the boarding house and as a whole School. We value our international pupils highly, and as a community we seek to learn from everyone who comes here. International pupils coming to St Margaret's will find a vibrant community where they will quickly feel at home and in which they will be warmly welcomed.



We are fortunate enough to have our Boarding House located in the main school – the Waterhouse Building. This makes it easier and more comfortable for the girls as the dining hall, library, ICT resources and the Sixth Form Centre are all located in the Waterhouse Building too.

Younger boarders

- ◆ Boarding starts at age 11 we provide extra care and nurturing to help children, away from home often for the first time, to settle in quickly.
- ◆ Young boarders are encouraged to attend all weekly and weekend activities to help them settle into their new environment and develop relationships.

Two Year GCSE Course

Students aged 14 will join Year 10 and will study up to eleven subjects at GCSE level. Completing the GCSEs in two years allows students to really settle in and develop their language as well as their friendships. We also offer IGCSEs in certain subjects for our international students.

Three Year A-Level Programme

- The first year of the programme focuses on developing good English, to ensure they are proficient enough to carry onto the standard two year A-Level course.
- No examinations at the end of the first year.

Two Year A-Level Course

- ◆ We offer 24 A-Levels in the Sixth Form. We help students to choose the right options for them.
- Students have to be dressed in a smart suit in the Sixth Form, to prepare them for working life.
- ♦ Over 85% of our student applicants get to the University of their first choice.
- ◆ In 2016, more than 50% of our pupils went on to study a Maths or Science related degree.

Courses Offered

Age 11-14 (Years 7, 8 and 9)

For the first three years of St Margaret's Senior School, girls study a broad curriculum including Art, Biology, Chemistry, Design Technology (including Textiles), Drama, English Language, English Literature, French, Geography, History. Home Economics, ICT, Mathematics, Music, Physical Education, Physics, Religious Studies and Spanish.

GCSE (Years 10 and 11)

- ◆ English Language or GCSE English
- ◆ English Literature (not chosen if GCSE is chosen)
- Mathematics
- ◆ Combined Science or Separate Sciences

To these you may add four option subjects (if selecting Combined Science), or three option subjects (if selecting Separate Sciences), from the following list:

The list below shows all the subjects which are offered as options at GCSE level. The subjects are in groups to help you choose a fairly balanced programme of study.

Group 1	Group 2	Group 3
French	History	Art
Spanish	Geography	Computer Science
German	Religious Studies	Food and Nutrition
Latin	Business Studies	Music
		Drama
		Physical Education

The curriculum in Years 10 and 11 will also include general courses in Personal, Social and Health Education (PSHE), Citizenship, Careers and Physical Education.

A-LEVEL (Years 12 and 13)

At St Margaret's Sixth Form we offer a wide selection of twenty four A-Level subjects.

Art and Design Home Economics
Biology Computer Science

Chemistry Latin

Classical Civilisation Mathematics

Economics Music

English Literature Photography
French Physics
Further Mathematics Psychology

Geography Religious Studies

German Spanish
Government and Politics Textiles

History Theatre Studies

Pupils will study four subjects in Year 12 and take the AS-Level examinations in Summer at the end of Year 12. Students will then drop one subject and study three of the subjects to A-Level, thereby achieving three A-Levels and an AS-Level.

A typical example might be:

- ◆ Year 12: Chemistry, Biology, Maths and French (plus an EPQ*)
- ◆ Year 13: Chemistry, Biology and Maths (plus an EPQ)
- Result: A-Levels in Chemistry, Biology and Maths; an AS-Level in French and an EPQ

Studying three subjects at A-Level gives the time for broad reading and the wide range of activities we offer; and the received advice from universities is that students will be in a stronger position with excellent grades achieved in three A-Levels and an AS-Level than with lesser grades in four or more A-Levels, though in exceptional circumstances we may consider allowing students to study four. For pupils applying to the most competitive of universities we may advise that they continue with all four subjects to A-Level, so long as this does not impede their overall achievement.

^{*}Extended Project Qualification

Admissions Process



Julie Curran
International Marketing
and Student Recruitment
Co-ordinator

T: +44 (0) 20 8416 4442 E: marketing@smbushey.com



Nishel Turpin Head of Marketing and Student Recruitment

T: +44 (0) 20 8416 4440

E: marketing@smbushey.com



Ginny MorrisAdmissions Secretary

T: +44 (0) 20 8416 4408 E: admissions@smbushey.com

See the Boarders' Handbook for other useful contacts including Housemistresses.

When you send an enquiry to St Margaret's, we need to have the following information about your student:

- ◆ Full name of student
- Date of birth
- Copies of latest school reports with English translation
- Personal statement
- Copy of passport
- ◆ Subjects the student wishes to study at A-Level
- Completed online registration form
- ◆ Online payment of £150 registration fee

Entrance Examinations

It is important that we assess a students' ability to ensure that they have the right academic profile for the School. We are currently in the process of introducing UKiset online examinations as part of the admissions entrance process.

However, during this transitionary period, we may still ask girls to take our entrance examinations in Maths and English under strict examination conditions, depending on what is possible at the time of enquiry. We hope to fully embed UKiset entry tests as the main entrance criteria to St Margaret's from September 2017.

We also like to interview all students before offering a place and this can be done in person when the student visits or via Skype.

Visits and Tours

We encourage students to visit and experience the School for themselves. We are happy to arrange a personal visit to St Margaret's and to welcome your potential students to the School. We recommend that visits should take place during the week in term time to experience the School when both day and boarding students are present. The visit will involve an interview with the Headmistress and will include a tour of the campus and the boarding house.

Offer documentation

Once the enquiry documents have been received and the student has been assessed, an offer is made. Along with the offer we will send an acceptance form, a Parent Contract (Terms and Conditions) and a list of AEGIS accredited guardianship companies. The acceptance form should be completed by the parents and returned to the School when a student accepts their place, along with the deposit payment. The Boarders' Handbook is sent to the student so they have full details of life as a boarder prior to the beginning of term.

Visas/CAS/BRP

If your student is from a non-EU country then we provide visa support. We are a Tier 4 sponsor with the UKVI so we can issue a CAS to support Tier 4 visa applications. We issue the CAS once the deposit has been paid and send you the details of the CAS so you have the right information for the application form.

Girls pick up their Biometric Resident's Permit at the local Post Office, accompanied by a boarding staff member.

Extras

Music, Ballet, Speech and Drama

We can arrange music, ballet, speech and drama lessons for your students. Invoices are sent by peripetitic teachers and payment is made to them directly.

English as an Additional Language (EAL)

Whichever programme your student is studying, they will get English support if it is needed. There will be not be an additional charge for this.

Students in the Sixth Form will have IELTS preparation as it is a requirement for their university application and again this will not be charged for.

Payment Arrangements

When a student accepts a place with us they will need to pay the deposit. Fees are due termly before the start of each term. Invoices will be sent to the fee payer.

The School fees can be paid by cheque or a bank transfer, cheque or credit/debit card.

Our bank details are:

Bank Barclays Bank Plc

A/C Name St Margaret's School Bushey

Sort Code **20 91 79** A/C **406 216 76**

IBAN GR79BARC20917940621676

Swift Code BARC GB22

If a student wants to leave St Margaret's they need to give a full term's notice. If not then a term's fees will be due. Please make sure you read and fully comprehend our Terms and Conditions.

The deposit is returned when a student leaves the School once all the fees and extras have been paid.

If you have any queries, then please ask us for clarification to avoid any misunderstandings.

Guardians

When parents reside abroad it is obligatory to nominate a guardian in England who may be contacted, and to whom the pupil may be sent, in emergency. In order to carry out guardian duties, it is essential that the guardian should be a householder (ie not a full-time student) over the age of 25, with no criminal record, should be able to speak good English. Guardians should also be accessible by telephone during the day as well as in the evening.

The School does not undertake responsibility to renew passports or visas (except as required by Home Office Tier 4), or to arrange overseas travel, and pupils are not permitted to remain on the School premises during exeat weekends, half-term or other holidays.

The main obligations of a guardian are:

- 1. To be responsible for passport, visas and inoculations being kept up to date, if the parents are unable to do this.
- 2. To take decisions in emergencies on behalf of the parents in cases where the School is not empowered so to do.
- 3. To provide or arrange accommodation and transport for the pupil:
 - during school holidays, half-term breaks and exeat weekends;
 - if the School has to close temporarily because of an emergency (eg fire or epidemic);
 - if the pupil is suspended or expelled, or has to have a period away from school on medical advice. This includes meeting and escorting the pupil to and from airports when necessary, or making arrangements for this to be done by some other responsible person;
 - ♦ for any period of recuperation from an infectious disease, eg chicken pox.
- 4. To ensure that the pupil is properly equipped with clothing, etc. at the beginning of each term, if the parents cannot do this personally. School uniform can be ordered online or bought in person from our local supplier.
- If a suitable guardian is not appointed by the parents, the School cannot allow a pupil to reside as a boarder and admission may be refused and deposit forfeited.

Further information on the role of a guardian can be found at stmargaretsbushey.co.uk/guardians.

FAQs

What is the food like?

We love food at St Margaret's. Students and staff enjoy a wide variety of tastes and flavours from around the world. Our menus are varied and delicious, providing students with a high quality diet that is balanced and healthy and full of fresh local organic ingredients.

For a sample menu see our Boarding Brochure.

Is there a School uniform?

We have a strict uniform policy at St Margaret's. Students in Years 7–11 are required to wear school uniform and sports uniform. Our Boarding staff will help them to purchase their uniform.

A Sixth Form student at St Margaret's School is not required to wear a school uniform, however, there is a formal dress code and girls are required to wear a smart suit of a sober colour.

What careers and university preparation do you offer?

Throughout their time with us, we make sure that students get to know about the wider world, the opportunities that it offers them, and the contribution they can make.

At every stage we help students understand the importance of making informed choices. In Year 12 they will be assigned their own Progression Adviser from our experienced careers team. This advisor is a sounding board and a mentor, helping students plan their next steps, the right university and the degree course for them.

We help students with every aspect of their education to help them follow their chosen pathway whether this is Oxbridge preparation, work experience, UCAS, writing their personal statements or applying to a university in a different country.

What communication do you have with parents?

We make every effort to keep parents and agents up to date with useful dates and information as well as news of what is happening at school. We send parents and agents termly newsletters and updates to keep you well informed of all that is happening in the School. We also have dedicated portals for boarders, agents and parents which host boarder specific information and photographs.

What academic reports do you send?

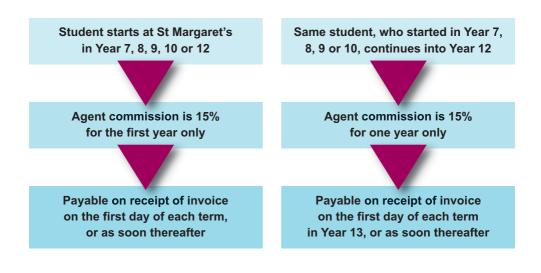
We send full, formal reports to international parents once a term. In addition to this we also have a range of tracking and performance grades throughout the academic year.

What are the School fees?

This can be found on the website stmargaretsbushey.co.uk/fees.

What is the Agents' commission?

We have recently revised our agents' commission structure. At St Margaret's, we understand that our fees have to be competitive in order to attract the best students. We also want to build on our existing relationships with agents and to develop new ones. We want to be as transparent as possible and hope the new commission structure will help agents cover their increasing costs.



What is the structure of the School Day?

Time	Years 7–13
07:30-08:00	Day Boarding* (Chargeable)
08:00-08:30	Girls arrive (Supervised)
08:30	REGISTRATION
08:45	Assembly/Form Time
09:00–09:35	1
09:40–10:15	2
10:15–10:35	Break
10:35–11:10	3
11:15–11:50	4
11:55–12:30	5
12:35–13:05	6
13:10–13:30	Lunch
13:30–14:05	Activities
14:10–14:45	7
14:50–15:25	8
15:30–16:05	9
16:05–17:00	REGISTRATION at 16:05 Supervised Study starts 16:30
17:00–18:00	Supervised Study
18:00–20:00	Supervised Study ends 18:30 Day Boarding* starts 18:30

*For Senior School girls wishing to arrive from 07:30 or stay until 20:00, there is a standard charge of £12. This includes the provision of a hot and nutritious breakfast and/or a delicious three course dinner.

What is the structure of a Boarder's Day?

Time	Years 7–13
07:00	Wake up bell. House Staff will wake Years 7–11.
07:30	Breakfast – All girls attend (Come dressed ready for School – no wet hair). Don't forget to change bed linen on Friday!
08:00–08:15	Make bed, tidy room, organise books. Prepare to go to class.
08:15	School bell rings! –Time to go! Opportunity to visit Medical Centre.
08:30–08:45	Registration in School – the School day.
08:45-09:00	Assembly, Chapel or Boarding House Meetings.
09:00–10:00	Room checks by House Staff.
10:15-10:35	Morning break – Post is brought up to the Boarding House after break.
16:30–18:15	Supervised Study for Years 7 and 8.
16:00–17:00	Free time for Years 9–13. Opportunity to see House Staff, go to local shops/post office. Girls must sign out and sign in if they leave the School site.
17:00–18.25	Supervised Study in Library for Years 9–11.
	Study in rooms for Years 12 and 13.
18:30	Supper – All girls attend.
	House Staff available in Boarding Office from 19:00.
19:00–20:00	Study (Monday to Thursday) supervised by House Staff in the Library for Years 10–11.
	Study in rooms for Years 12 and 13. Library open.
	Years 7–9 have supervised activities followed by free time.
20:00–22:00	Free time. Girls in Years 10–13 may visit the Sports Centre with permission. House meetings take place on Mondays during this time.
21:00–22:00	Bedtime, girls are expected to be in their rooms.

Practical Information

Getting to St Margaret's

St Margaret's is North West of London and only 20 minutes from the closest train station, Bushey into London Euston. Even though it is within close proximity to the city of London, the School is situated in the beautiful village of Bushey in Hertfordshire, one of the most historic and stunning counties in the UK. Surrounded by lush green countryside and the most sought-after towns to live in, Hertfordshire is one of the most affluent counties in the UK.

By air

St Margaret's is within an hours' driving distance of all the international London airports.

Luton25 minutesHeathrow35 minutesStansted50 minutesCity55 minutesGatwick60 minutes

By rail

St Margaret's is within a 5–10 minute drive to surrounding train stations. Below are the times it takes to get into central London.

Bushey 19 minutes
Watford High Street 25 minutes
Stanmore Underground 28 minutes
Carpenders Park 29 minutes

Taxis (local to St Margaret's)

Airport Rider +44 (0)203 011 0994 Village Cars +44 (0)20 8950 9595 Ambassadors +44 (0)20 8950 9500

Places to stay while you visit

There are numerous reasonably priced hotels that are within 5 minutes driving distance of the School. Below are just a few:

Grove End Hotel, 73 Bushey Hall Road, Watford WD23 2EN +44 (0)1923 226798

groveend.com

Premier Inn, Timms Meadow, 69 Water Lane, Watford WD17 2NJ +44 (0)871 527 9140

bit.ly/2c9fr6t

Best Western Plus Grims Dyke Hotel, Old Redding, London HA3 6SH +44 (0)844 387 6325

grimsdyke.com

Mercure London Watford Hotel, A41, North Western Avenue, Watford WD25 8JH +44 (0)844 815 9056

mercurewatford.co.uk

Travelodge, 23–25 Market Street, Watford WD18 0PA +44 (0)871 984 6320

bit.ly/2cibUjS

Places to visit near St Margaret's

St Margaret's is set in a stunning location with a rich and varied landscape ranging from the great British countryside, the city of London skyline and the historic Roman ruins of Verulamium. The historic cathedral City of St Albans is a 20 minute drive, and is full of museums, shops, cobbled streets and cultural sites.

There are a variety of grand stately homes nearby, such as Hatfield House, Knebworth and Woburn Abbey with beautiful acres of land for long walks, English afternoon tea and are full of wealth and history.

For those who are Harry Potter fans, the Warner Bros. studio is only a 15 minute drive away!



