

# International Agent | 20

## H A N D B O O K



**School Details**

St Margaret's Anglican Girls School Address: 11 , A , B , D, 4007

Telephone: +617 3862 0777 : + 617 3862 0701

Email (General Enquiries): @

Email (International Enrolment Enquiries): @

Website: www.

**Key Staff in relation to International Students:****Principal****Deputy Principal****Head of Primary****Dean of Students****Dean of Academics****Dean of Studies****Head of Boarding****Director of Business Operations****Head of Admissions****International Pastoral Care Coordinator****Senior Psychologist****Head of Faculty – Student Pathways and Futures****Careers Advisor****School Chaplain****Emergency Contact Information:****International Students:**

+617 3862 0756

+617 3862 0861 +61 423 451 876

**Homestay:**

+61 427 269 360

**Boarding House:**

+617 3862 0800 +61 438 570 013

**NOTE:** The above people may be contacted after hours but only if an urgent matter cannot wait to be resolved.

FOR AMBULANCE POLICE OR  
FIRE DEPARTMENT CALL

000



## C

|                                                       |    |
|-------------------------------------------------------|----|
| <b>School Contact Details and Key Sta</b>             | 02 |
| <b>St Margaret's Anglican Girls School - Overview</b> | 04 |
| <b>School Quick Facts</b>                             | 06 |
| <b>Student Testimonials</b>                           | 08 |
| <b>Key Marketing Messages for Parents</b>             | 09 |
| <b>Quick Find Links for School Web Pages</b>          | 09 |

# ' A G - W

1. The first part of the document is a list of the names of the agents who are

## Our History

In 1895, the first group of students from the United States arrived at the school. In 1902, the school was founded as a boarding school for girls. In 1907, the school was renamed to its current name, the International School of the Sacred Heart.



### Year Established

1895.

### School Type

1450 12.

### CRICOS Provider Code

00511

### CRICOS registered Courses

| CRICOS Code | CRICOS Course Name | Course Level |
|-------------|--------------------|--------------|
| 085888      | 1 - 6              |              |
| 085889      | 7 - 10             |              |
| 004927      | 11 - 12            |              |

### Accommodation Options approved by St Margaret's Anglican Girls School

590

### Size of School

1450 500 950

### Location Description

6

### Specialist offerings / Elite Programs

9 - 12

### Approx. no. overseas students enrolled

50

### Source countries of overseas students

### Information re ELICOS (if required by student) and

**International Programs / Enrolments for which Commission is payable (details in Agency Agreement)**

\_\_\_\_\_ (500 \_\_\_\_\_ ).  
\_\_\_\_\_ ( \_\_\_\_\_ ,  
3 \_\_\_\_\_ ); \_\_\_\_\_ .  
\_\_\_\_\_ (500  
3 12 \_\_\_\_\_ ); \_\_\_\_\_ .

**Access / distance from nearest international airport and airport transfers**

10- \_\_\_\_\_ , \_\_\_\_\_

gh m j e a S Ma ga e', I a g a e f l be able ake a i ma aci i ie ided  
b he ch l, hich all ed me de el ell- dedi e e .Bei ga aci emembe fE l a e  
a dE c ah, f he ch l' ch i , ided me i h ma cha ce h ca e m calabili ie  
a dg a a e f me .I al l ed he i i a d a i dem a ed b S Ma ga e' de i m  
a ici a i i badmi , he e e al a i ed f he be e l b gi i g be e .  
A a I e a i al Ca ai i m e i ea a S Ma ga e', I a f a e begi e he i



## K

..... , .....  
..... 12. .... 1895. ....  
..... , ..... , .....  
..... , .....  
..... , .....  
..... 1895. ....  
..... : ..... , ..... , ..... , .....  
..... , ..... , ..... ( .....  
..... ), ..... , .....  
.....  
..... 500 .....

E A



## Application Processing

### Step 1:

 $\_A$ 

$\frac{1}{2} \left( \frac{1}{2} \right) / \frac{1}{2} = \frac{1}{2}$

1. The amount of the cash payment is \$350.00;

[illegible] $\cdot \cdot \cdot B$ 

### Step 2:

### Step 3:

### Step 4:



## Emergency Contacts for Parents and Agents

Emergency contact details for parents and agents are provided in the table below:

### In School Hours

#### Main Reception

Phone: +61 7 3862 0777

#### School Support

Phone: +61 7 3862 0777/9

### Outside School Hours\*

#### Boarding Reception

Phone: +61 7 3862 0800

#### Homestay - ISCA

Phone: +61 427 269 360

\* For more information on emergency contacts, please refer to the International Agent Handbook.

### Student Contact Officers(s)

For more information on student contact officers, please refer to the International Agent Handbook.

### International Pastoral Care Coordinator

Phone: +617 3862 0756

For more information on the International Pastoral Care Coordinator, please refer to the International Agent Handbook.

For more information on the International Pastoral Care Coordinator, please refer to the International Agent Handbook.

### Head of Admissions

Phone: +61 7 3862 0861  
Phone: +61 423 451 876  
Phone: +61 7 3862 0777

For more information on the Head of Admissions, please refer to the International Agent Handbook.

### Deputy Principal

Phone: +61 7 3862 0777

### Head of Primary

Phone: +61 7 3862 0777

### Dean of Students

Phone: +61 7 3862 0777

### Head of Boarding

Phone: +61 7 3862 0777

### School Psychologist

Phone: +61 7 3862 0777

## Contact Details, Progress Report and Communication with Parents

### Contact details

For more information on contact details, please refer to the International Agent Handbook.

For more information on contact details, please refer to the International Agent Handbook.

For more information on contact details, please refer to the International Agent Handbook.

### Progress Reports

For more information on progress reports, please refer to the International Agent Handbook.

## Student Services

Student Services is a department within the Office of the Registrar that provides a variety of services to students. These services include: advising, financial aid, student health services, and student support services. The department also provides information and resources to students regarding campus life, academic programs, and student organizations. Student Services is committed to providing a supportive and welcoming environment for all students.

## Anti-Bullying Policy

### 1. Ethical Statement

As a Christian, I believe that all people are created in the image and likeness of God. Therefore, I believe that all people deserve to be treated with dignity and respect. I believe that bullying is a sin against God and my neighbor. I believe that bullying is a violation of the Golden Rule: "Love your neighbor as yourself."

I believe that bullying is a violation of the rights of the victim. I believe that bullying is a violation of the rights of the bully. I believe that bullying is a violation of the rights of the bystander. I believe that bullying is a violation of the rights of the community. I believe that bullying is a violation of the rights of the world. I believe that bullying is a violation of the rights of God. (Matthew 13:34).

I believe that bullying is a violation of the rights of the victim. I believe that bullying is a violation of the rights of the bully. I believe that bullying is a violation of the rights of the bystander. I believe that bullying is a violation of the rights of the community. I believe that bullying is a violation of the rights of the world. I believe that bullying is a violation of the rights of God. (Matthew 13:34).

### 2. Definition

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).

Bullying is the use of force or coercion to harm or intimidate another person. (Gelles, 2007).



## Action for Students to take

1. *Students should be encouraged to take the following actions:*
  - a) *Students should be encouraged to take the following actions:*
2. *Students should be encouraged to take the following actions:*
  - a) *Students should be encouraged to take the following actions:*
3. *Students should be encouraged to take the following actions:*
  - a) *Students should be encouraged to take the following actions:*
4. *Students should be encouraged to take the following actions:*
  - a) *Students should be encouraged to take the following actions:*

*Students should be encouraged to take the following actions:*

- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*

*Students should be encouraged to take the following actions:*

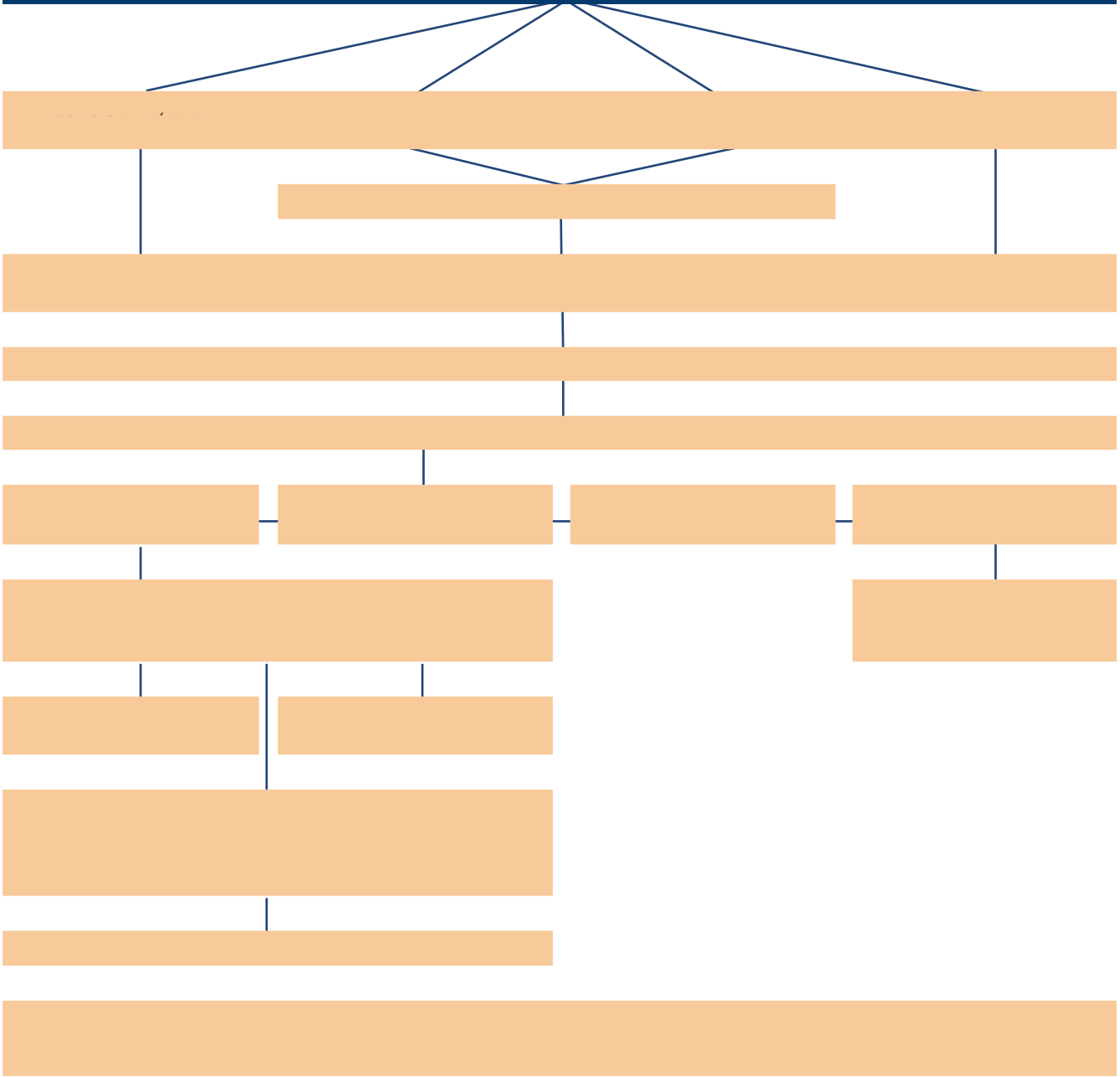
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*
- a) *Students should be encouraged to take the following actions:*

## Related Documents

1. *Students should be encouraged to take the following actions:*
2. *Students should be encouraged to take the following actions:*
3. *Students should be encouraged to take the following actions:*
4. *Students should be encouraged to take the following actions:*

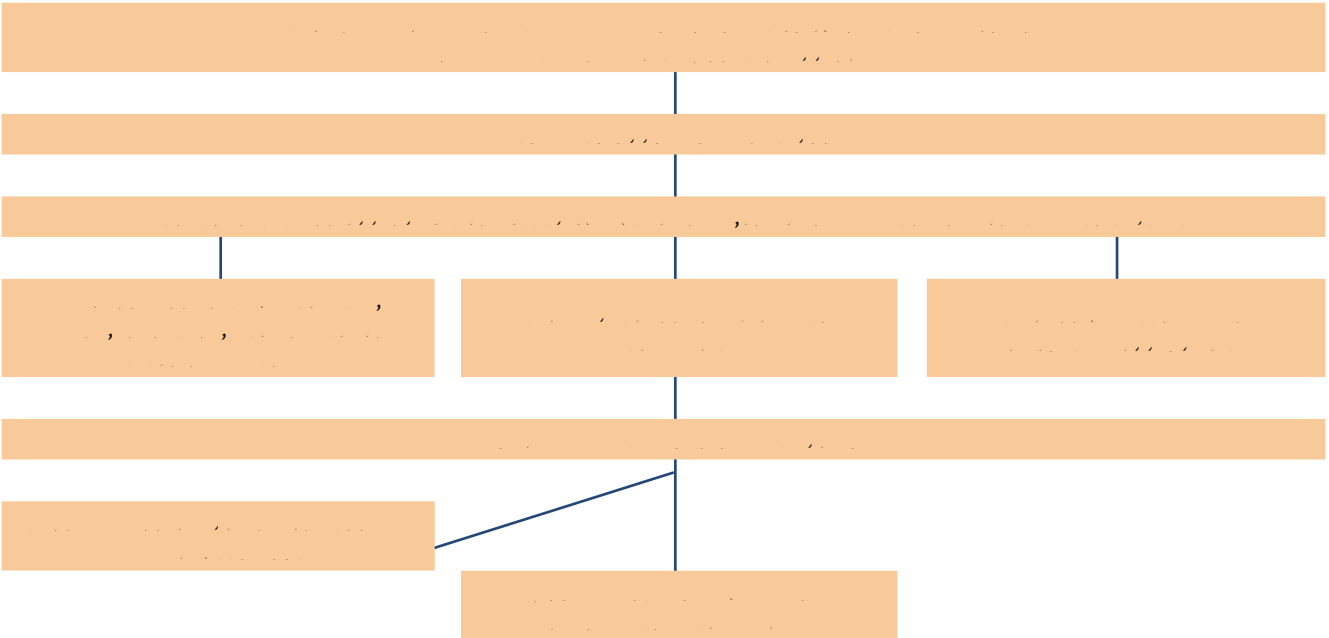


ACTION TO BE TAKEN IN RESPONSE TO BULLYING BEHAVIOUR

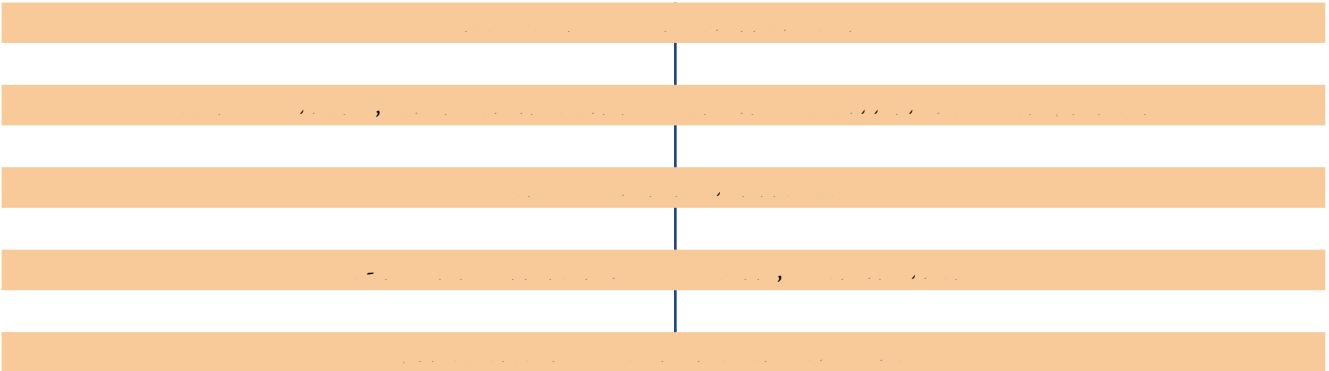


CONSEQUENCES OF BULLYING BEHAVIOUR IN SECONDARY SCHOOL

FIRST NOTIFICATION

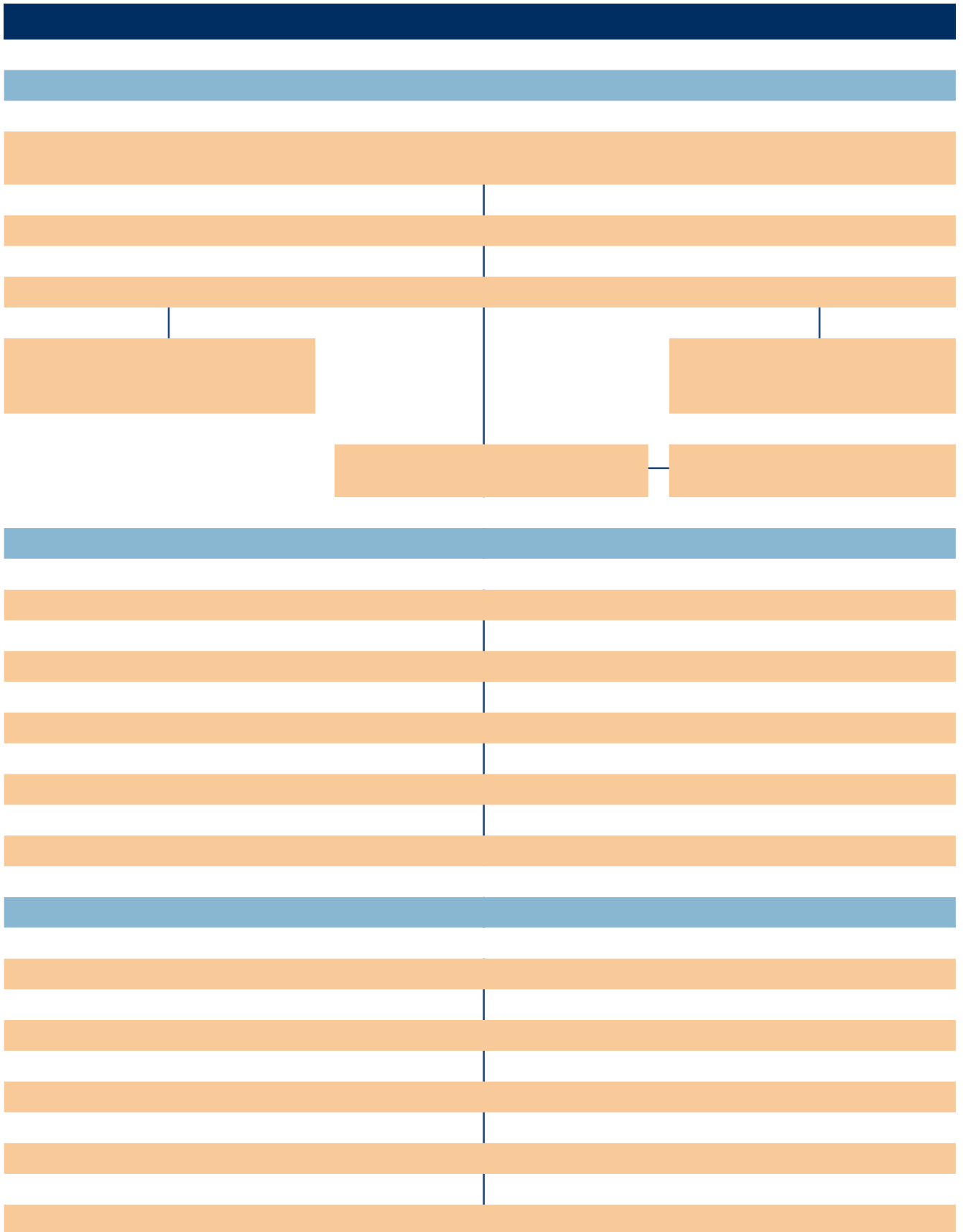


SECOND NOTIFICATION



THIRD NOTIFICATION





## Boarding

## 2018 National Code of Practice

**the National Code of Practice for Providers of Education and Training to Overseas Students 2018**

1 January 2018.

[The National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

## PRISMS

## International Education Agents Data Project

## Marketing Information and Monitoring Processors

## Marketing information

## Head of Admissions

: +61 7 3862 0861  
 : +61 4 23 451 876

## Monitoring processes

## Compliance Resources

Agent Details

2018

1.

☐

☐

☐

☐

☐

☐

☐

☐

2.

3.

☐

☐

☐

4.

☐

☐

☐

☐

☐

75.40-19 23.392 10 25 ( )-1 ( -6 ( 0.47 0 ( ) 0.584 0 [( )-14 ( )-188



**St Margaret's Anglican Girls School International Education Agent Policy (Please see full Policy in Appendix 3)**

**St Margaret's Anglican Girls School Policy on Entry Requirements for International Students**

**St Margaret's Anglican Girls School International Student Accommodation and Welfare Policy**

**St Margaret's Anglican Girls School International Student Progress, Attendance and Course Duration Policy**

**St Margaret's Anglican Girls School International Student Deferment, Suspension and Cancellation Policy**

**St Margaret's Anglican Girls School International Student Transfer Request Policy**

**St Margaret's Anglican Girls School International Student Refund Policy**

**St Margaret's Anglican Girls School International Student Complaints and Appeals Policy**





## International Student Orientation Checklist



## St Margaret's process for International Students returning home for the holidays

### Start of term

- All international students must have a valid passport (with at least 6 months validity).
- All international students must have a valid visa.

### Week 4

1. All international students must have a valid passport (with at least 6 months validity).
2. All international students must have a valid visa.
3. All international students must have a valid passport (with at least 6 months validity).
4. All international students must have a valid visa.

### Week 5

- All international students must have a valid passport (with at least 6 months validity).

### Week 6

- All international students must have a valid passport (with at least 6 months validity).
- All international students must have a valid visa.

### Week 7

- All international students must have a valid passport (with at least 6 months validity).
- All international students must have a valid visa.
- All international students must have a valid passport (with at least 6 months validity).

### Week 8/9

- All international students must have a valid passport (with at least 6 months validity).

## St Margaret's process for international homestay girls staying out overnight

1

(2 )

2

3

4

5

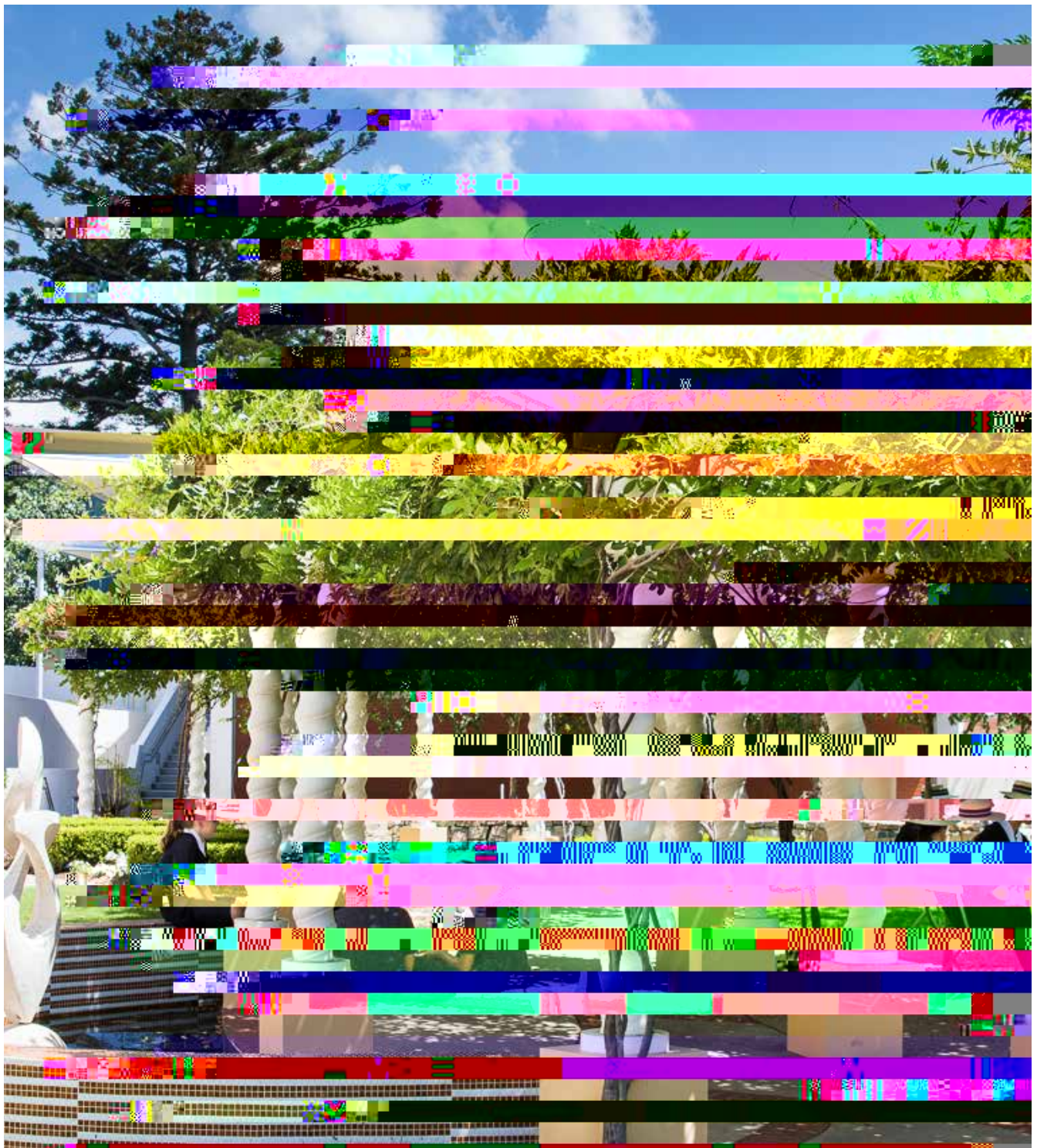
6











**St Margaret's Anglican Girls School** ABN: 93492310839  
11 Petrie Street Ascot QLD 4007 Australia  
Telephone: +61 7 3862 0777

*St Margaret's Anglican Girls School*  
is a member of the Society of the Sacred Advent

Telephone: +61 7 3862 0777 : 00511  
*A School of the Society of the Sacred Advent*