

VIRTUTE ET LABORE

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2019 Scholarship Information Booklet



VIRTUTE ET LABORE

Contents

Overview	2
- Academic Scholarship	3-4
- Music Scholarship	5
How to Apply	6-7
Academic Scholarship Testing Day (includes location and schedule)	8-9
Offers and Acceptance	10
Frequently Asked Questions and Answers	11-12
Contact Details and Upcoming Open Events	13



VIRTUTE ET LABORE

OVERVIEW

St Margaret's and Berwick Grammar School is a non-denominational independent school that provides a pathway for both girls and boys from Early Learning Centre to Year 12. Coeducation provides for a 'family start' in the primary years. Single gender education is provided from Year 7 with girls at St Margaret's School, Berwick Campus and boys at Berwick Grammar School, Officer Campus. The two campuses are part of the one St Margaret's community and share the same values, vision and ethos.

The school offers Scholarships on the basis of academic excellence and the student's willingness and ability to contribute to the school community.

The Scholarships being offered in the 2019 program are Academic and Music. Within this Information Booklet you will find details on how to apply for each Scholarship, in addition to frequently asked questions and answers.

Scholarship applications are open to those students attending independent and government schools, with the exception of students who are classified by the Australian Government as 'Full Fee Paying Overseas Students' (FFPOS). FFPOS are not eligible to sit for the Academic Scholarship offered by the School.

The Scholarships will be offered during 2018 and commence in 2019. *Unless otherwise stated*, the Scholarships will be held for the duration of the student's education and are subject to the satisfactory progress of the student. Scholarships will be reviewed biannually or annually.

The school employs the services of an independent testing organisation to conduct the academic testing program.

- **Academic Scholarship** candidates are required to sit an examination on **Saturday 10 February 2018**
Refer to pages 3, 4, 6, 8, 9, 10 and 13. Frequently asked questions and answers refer to pages 11 and 12.

- **Music Scholarship**

Round 1 - Music Audition - Saturday 28 April 2018

Round 2 - Interview - w/c 7 May 2018 Selected candidates

Refer to pages 5, 7, 10 and 13. Frequently asked questions and answers refer to pages 11 and 12.



VIRTUTE ET LABORE

2019 ACADEMIC SCHOLARSHIP

Online registration closes: Monday 5 February 2018
Registration fee: \$100
\$150 (includes late registration fee applies after the abovementioned date)

Academic Scholarship Testing Day is Saturday 10 February 2018.

This Scholarship is available to students entering Year 5 to Year 11 in 2019.

In 2018, this relates to those students in Year 4 to Year 10. Candidates who reach a pre-determined level of academic performance in the initial examination, will be short-listed and invited for an interview with the Principal or relevant Head of School.

An Academic Scholarship **can provide up to 50% remission of annual tuition fees** and is offered until the end of Year 12. Consolidated charges and any additional tuition fees (ie music, drama, tennis etc) remains at full charge.

In addition to completing the online registration, all candidates are required to submit supporting documents, presented in a plastic folder. This documentation should arrive by **no later than 4.00 pm, Monday 5 February 2018** (unless otherwise agreed with the Registrar) and must include:

- A photocopy of the 2017 end of year school report.
- A photocopy of the 2017 Semester 1 school report
- A photocopy of the most recent NAPLAN test report.
- A photocopy of any relevant supporting documents such as awards, certificates and/or photos of trophies.
- A copy of the Australian Citizen Certificate (if applicable)
- A copy of the Visa Certificate (if applicable)
- A clear and recent photograph of the applicant.

Please note that supporting documents are not returned and that originals **must not be sent**.

The above documentation can either be -

1. **hand delivered** – marked '*For the attention of the Registrar's Office, 2019 Academic Scholarship documents enclosed*' - to:

Main Reception
St Margaret's School
27-47 Gloucester Avenue
BERWICK VIC 3806

or

2. **posted to:**

The Registrar's Office
St Margaret's and Berwick Grammar School
2019 Academic Scholarship
PO Box 138
BERWICK VIC 3806



VIRTUTE ET LABORE

The examination will consist of four components:

- (a) **Abstract Reasoning and Problem Solving** – this test assesses the ability to reason with and analyse information using verbal, mathematical, figural and spatial concepts.
- (b) **Mathematics Achievement and Reasoning** – for primary and junior secondary students these tests assess curriculum-related mathematics tasks and mathematical reasoning tasks. Middle and senior secondary students are assessed on mathematics reasoning tasks. These are different to curriculum-based mathematics and focus on problem-solving skills.
- (c) **Reading Comprehension** – this test assesses the ability to remember, locate, analyse, evaluate, derive and combine text propositions with fiction and non-fiction texts of increasing complexity.
- (d) **Written Expression** – this test assesses students' facility with written language. A stimulus is provided for students to produce a piece of writing in a particular genre (e.g. narrative or argument) depending on the requirements of the school.

Each task is around 40- 45 minutes in length, except for Written Expression, which is 25 minutes. These tasks measure how a child performs in relation to the cohort sitting the exam.

Students and parents need to be aware that these tests maybe demanding and that not all students will complete each test within the time allowed. It is important students do not spend too much time on questions they find too difficult.

Special preparation or coaching is not likely to improve your child's results and past papers are not available. The best preparation is to arrive relaxed and refreshed for the testing day. A good night's sleep is very important.

During the test session your child should:

- Listen carefully to directions
- Read questions carefully and not rush
- Sometimes it is wise to read a question a second time
- Use a process of elimination to choose the best answer
- If a question is too difficult, it is better to leave the answer space blank and come back later if there is time
- Always match the answer number correctly from the test booklet to the answer sheet
- Remember that nobody is expected to answer all questions

Short-listed candidates will be contacted directly by the school and appointments for interview will be scheduled shortly after the testing. Offers will take place at the conclusion of interviews for those candidates who have been short-listed.

A written report with an analysis of each candidate's examination performance will be provided by the organisation conducting the testing. This report will be forwarded to the postal details provided at the time of the online registration and it is expected that this should be received by no later than **Friday 30 March 2018**.



VIRTUTE ET LABORE

2019 MUSIC SCHOLARSHIP

Auditions to take place on: Saturday 28 April 2018

Application fee: \$75

This Scholarship is available to students entering Year 5 to 11 in 2019 with preference given to string, brass and woodwind players and those who are willing to combine keyboard/vocal skills.

The Scholarship is based on academic performance, interview and an audition* that includes performance of two contrasting pieces, sight-reading and aural testing. This Scholarship **can provide up to 50% remission** of annual tuition fees and 100% remission of music tuition fees for tuition undertaken at the school in **one instrument** – which includes voice. The cost of any additional music tuition, including music theory lessons, books and AMEB examinations will be the responsibility of the parent and does not form part of the Scholarship terms. Music scholars are required to undertake elective Music studies to VCE level and must also participate in the co-curricular music programs offered at St Margaret's or Berwick Grammar School. This includes participation in the relevant Junior or Senior Choir and instrumental ensembles.

All performers must be allocated a time for their audition by contacting the Registrar on 9703 8111. On the day performers must present a completed *Music Scholarship Application form* together with payment of \$75 Application Fee and student portfolio comprising of –

- A photocopy of the 2017 end of year school report.
- A photocopy of the 2017 Semester 1 school report
- A photocopy of the most recent NAPLAN test report.
- A photocopy of any relevant supporting documents, for example - awards, music certificates and photos
- A photocopy of the birth certificate and/or passport
- A copy of the Australian Citizenship Certificate (if applicable)
- A copy of the Visa Certificate (if applicable)
- A clear and recent photograph of the applicant.

Supporting documents are not returned and **originals must not be sent.**

* Please note that students applying for Music Scholarships are required to have achieved the following minimum levels of AMEB Grade or equivalent:

Year 5 and 6

At least AMEB Grade 2 or equivalent for one of the following instruments: *Violin, piano, percussion and voice.*

Applicants who play one or more of the following instruments and have been taking lessons for a minimum of six months are strongly encouraged to apply and will be considered on their own merit: *Oboe, bassoon, trumpet, flute, clarinet, saxophone, French horn, trombone, viola, cello, double bass and harp.*

Year 7 to 9

Be preparing for at least AMEB Grade 4 or equivalent for one of the following instruments: *Piano, violin, flute, clarinet, saxophone, percussion and voice.*

Due to the nature of the following instruments, AMEB Grade level is not necessarily applicable and applicants who play one or more of these instruments are strongly encouraged to apply and will be considered on their own merit: *Oboe, bassoon, trumpet, French horn, trombone, viola, cello, double bass, tuned percussion and harp.*

Year 10 and 11

At least AMEB Grade 7 or equivalent for one of the following instruments: *Piano, violin, flute, clarinet, saxophone, percussion and voice.*

Due to the nature of the following instruments, AMEB Grade level is not necessarily applicable and applicants who play one or more of these instruments are strongly encouraged to apply and will be considered on their own merit: *Oboe, bassoon, trumpet, French horn, trombone, viola, cello, double bass, tuned percussion and harp.*



VIRTUTE ET LABORE

HOW TO APPLY FOR A SCHOLARSHIP

Academic Scholarships:

- Ensure you have a current email address and valid credit / debit card for payment purposes.
- Access to online registration is via the school's website: www.stmargarets.vic.edu.au You will then select the relevant campus (St Margaret's Junior School, St Margaret's Senior School or Berwick Grammar School) and **admissions > scholarships** and follow the link. (The preferred method of payment is credit /debit card for the relevant online registration fee, which is inclusive of GST.)
- Complete online registration.
- When completing the registration, ensure that you select the correct **year level in 2019**.
- In addition to the online registration, each applicant is required to submit to the school relevant supporting documents. This must be received by 4 pm, Monday 5 February 2018, unless agreed by the Registrar.
- ALL candidates (external and internal) applying for the Academic Scholarship **must** sit the examination on **Saturday 10 February 2018**. Unfortunately, no alternative arrangements can be made.
- Country and overseas candidates must sit the examination at St Margaret's School. Arrangements cannot be made for any candidates to sit at other centres.
- Irrespective of current enrolment status the following registration fee is payable.

Academic Scholarship Registration Fee:	\$100
Online registration closes:	Monday 5 February 2018

- Acknowledgement of receipt of application will be delivered in printable form directly from *Academic Assessment Service* as part of the online registration process.
 - A written report from the testing agency will provide parents with an analysis of their child's examination performance. This should be received by no later than **Friday 30 March 2018**.
- As part of the online registration process, each applicant will be required to respond to questions which may cover:
 - Her/his academic, sporting, co-curricular activities and areas of ability and excellence.
 - Any family connection, past or present, with St Margaret's and Berwick Grammar School.

**All information received will be
treated as confidential**



VIRTUTE ET LABORE

Music Scholarship: Auditions taking place on Saturday 28 April 2018:

All performers must be allocated a time for their audition by contacting the Registrar on 9703 8111.

- Complete *2019 Music Scholarship Application Form*, which can be found on the school website and hand to Registrar on arrival for audition, together with the student portfolio, as detailed information below.
 - A photocopy of the 2017 end of year school report
 - A photocopy of the 2017 semester 1 school report
 - A photocopy of the most recent NAPLAN test report
 - A copy of any relevant supporting documents such as examination certificates, awards and/or photos of trophies
 - A photocopy of the birth certificate and/or passport
 - A copy of the Australian Citizen Certificate (if applicable)
 - A copy of the Visa Certificate (if applicable)
 - A clear and recent photograph of the applicant.

Supporting documents are not returned and originals must not be sent.

**All information received will be
treated as confidential.**



VIRTUTE ET LABORE

ACADEMIC SCHOLARSHIP TEST DAY – SATURDAY 10 FEBRUARY 2018

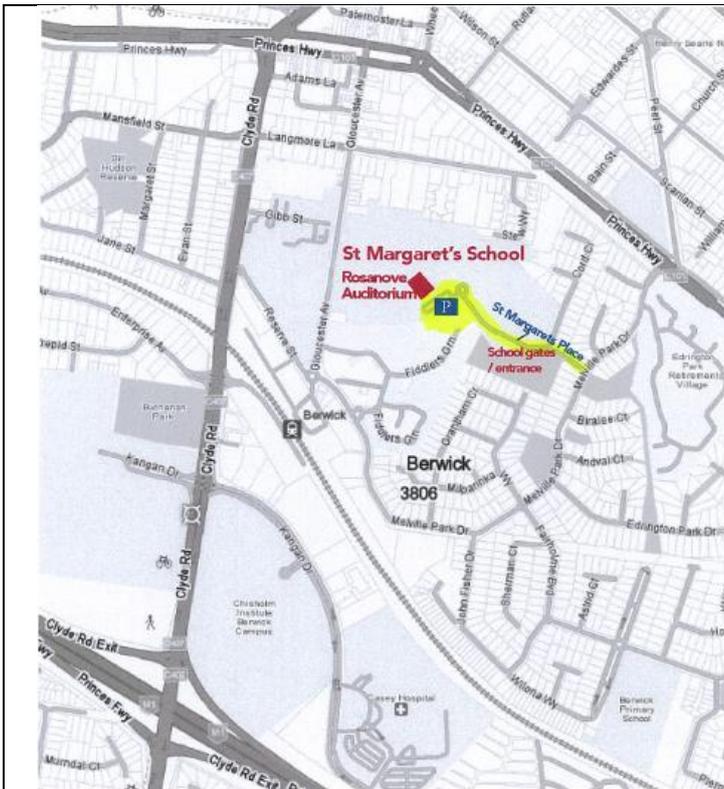
Testing location:

St Margaret's School (Berwick Campus) Rosanove Auditorium – to arrive by no later than 8.10 am

Melway Ref Map 111 F9 - St Margaret's Place entrance via Melville Park Drive and access to ample car parking.

Melway Ref Map 111 D9 or UBD Ref Map 391 Q10 - Gloucester Avenue entrance and access to limited car parking.

There will be signs and staff directing candidates and families to the Rosanove Auditorium.



ALL families to **ONLY** park in the St Margaret's School, Rosanove Auditorium car park.

1. Please enter via the **St Margaret's Place** entrance.

(St Margaret's Place is off Melville Park Drive)

2. Drive along St Margaret's Place, through the school gates and follow the road to the roundabout.

3. Turn left at the roundabout and park in the car park.

4. The Rosanove Auditorium is the large terracotta roofed building immediately to the front of the car park.

Please arrive promptly and allow time to park your car, as there will be large numbers of families arriving at the same time.

Candidates should wear comfortable casual clothes. Those students sitting for entry into Year 7 or above in 2019 should bring 2 blue or black ballpoint pens. Plain water in an unlabelled clear plastic bottle can be taken into the examination room. All other materials will be provided including pencils.

- Make sure to arrive by the 8.10 am to allow time for parking and morning registration. Being late may unsettle your child.
- Allow time for your child to use the toilet before the first test session. Interruptions may affect results.
- The best preparation for your child is to arrive relaxed/refreshed for the testing day. A good night's sleep is very important.
- Entry for late arrivals is at the sole discretion of the test supervisor.
- The school will provide candidates with a light healthy snack and refreshment.



VIRTUTE ET LABORE

- **ONLY** Candidates with special dietary requirements are able to provide their own food/refreshment and this would have been stated on the original online application. Food must be clearly labelled with the candidate's name and allergy, in a suitable plastic container or bag. This container can be left with staff from the Registrar's Office on the day.
- The Registrar's Office will contact parents who have advised via the online registration process of any medical issues to discuss this with you by no later than 12 noon on **Wednesday 7 February 2018**.
- Medication must be clearly labelled with the candidate's name and placed in a suitable plastic pocket. All medication will be received by staff from the Registrar's Office and supervised accordingly.
- Candidates will also be directed to bathroom facilities as necessary.
- Please clearly label any items mentioned above with the name of your child prior to your arrival.

Parents can remain in the Auditorium and wait for their child/ren to complete the examination but are not able to walk around the school grounds.

Examination Schedule

- | | |
|----------|---|
| 8.10 am | Candidates arrive with parents/guardians at St Margaret's School (Berwick Campus), Rosanove Auditorium. Candidates' arrival and testing arrangements will be confirmed. |
| 8.30 am | Candidates escorted to examination rooms. |
| 8.45 am | Testing commences. |
| 10.35 am | Recess break.
(To comply with examination criteria, parents will not be able to meet with their child/children during this break.) |
| 11.00 am | Testing recommences for students. |
| 12.40 pm | Testing concludes for students. |
| 12.45 pm | Students will be available for collection from the St Margaret's School, Rosanove Auditorium. |
| 1.15 pm | The school requests that all candidates are collected by this time. |



VIRTUTE ET LABORE

OFFERS AND ACCEPTANCE

Academic Scholarship:

In Term 1, 2018 after the academic scholarship testing, short-listed candidates will be invited to attend either St Margaret's School (Berwick Campus) or Berwick Grammar School (Officer Campus) for interview. Please **do not contact the school**, as the timetable to contact parents to arrange interviews involves both campus' and covers at least a four-week period.

Successful candidates will be notified in writing and provided with seven (7) days to indicate their acceptance or otherwise of the school's offer. If acceptance is not received by this time, the school reserves the right to withdraw the offer.

Candidates who have been unsuccessful will be notified in writing at the earliest opportunity – this should be by no later than Friday 30 March 2018.

Music Scholarship:

After attendance at the Music Scholarship Audition short-listed performers will be invited to attend an interview with the Principal or relevant Head of School week commencing Monday 7 May 2018 - exact day/time will be arranged by the Registrar's Office. Parents of all unsuccessful candidates will be notified by email as soon as all decisions have been made.

**Please note that the school's determination
in the matter of
offering a Scholarship is final.**



VIRTUTE ET LABORE

FREQUENTLY ASKED QUESTIONS AND ANSWERS

- Q How many Scholarships are offered each year?
- A *This varies each year and depends on the calibre of candidates.*
- Q What financial support does each Scholarship provide?
- A *The Academic Scholarship **can provide up to 50% remission of annual tuition fees** for the term of the Scholarship.*
- The Music Scholarship **can provide up to 50% remission of annual tuition fees** in addition to **100% payment of music annual tuition fees** in one instrument, which includes voice, agreed by the Head of Music and undertaken at the school for the term of the Scholarship.*
- Q If my/our child is currently attending either St Margaret's School (Berwick Campus) or Berwick Grammar School (Officer Campus), is she/he able to apply for an Academic or Music Scholarship?
- A *Existing students of either St Margaret's School (Berwick Campus) or Berwick Grammar School (Officer Campus) are able to apply for **all** Scholarships.*
- Q Why do I have to pay a \$100 Registration Fee for the Academic Scholarship?
- A *The Registration Fee covers the services of the school's external testing organisation, who provides you with a report on your child's performance in the examination in addition to the administrative costs to the school.*
- Q Does my child have to sit the academic examination if she/he is applying for the Music Scholarship?
- A *It is **highly recommended** that candidates sit the Academic testing on **Saturday 10 February 2018**, however, this test is not compulsory.*
- Q Why do I have to pay a \$75 Application Fee for the Music Scholarship?
- A *The Application Fee covers the school's associated administration costs.*
- Q How can I/we best prepare for our child's examination?
- A *The academic examination assesses acquired knowledge and intellectual ability. There is no short-term process that can provide a recipe for success. Allowing your child to rest well prior to the examination, providing encouragement and not over burdening your child with unrealistic responsibilities and expectations; having your child arrive on time at the school and equipped properly – will all assist. Papers from previous examinations are not available, but the online application process does link to explanations regarding the nature of the examination.*
- Q What should my child wear on the day of academic testing?
- A *Comfortable casual clothes.*



VIRTUTE ET LABORE

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q By what means do we learn of our child's success, or otherwise?

A **Academic Scholarship**

Short-listed candidates will be contacted and invited to attend an interview with the school's Principal or relevant Head of School. Decisions regarding offers will be made by the Principal and confirmed by Letter of Offer.

Once the selection process has concluded an email will be sent to all those whose child's application has been unsuccessful. All candidates will receive a certificate showing their individual results from the testing day.

Q Why does the school hold its examination almost 12 months prior to the commencement of the Scholarship term?

A *The school receives a large number of Scholarship applications. The processing of these applications, interviews, etc, takes a considerable amount of time. The timing of the academic exam provides us with the time necessary to provide thorough consideration of each application and forward plan for new students entering the school in 2019.*

Q How can I obtain further details about the school including a copy of the school's Prospectus and the School Fee Structure?

A *These details can be obtained by visiting the school's website www.stmargarets.vic.edu.au >Admissions or alternatively by contacting the Registrar's Office via email: enrol@stmargarets.vic.edu.au or by telephone on 9703 8111.*

Q Where is St Margaret's School (Berwick Campus) and/or Berwick Grammar School (Officer Campus)?

A *St Margaret's School (Berwick Campus) is located at 27 - 47 Gloucester Avenue, Berwick (Melway Ref Map 111 D9 or UBD Ref Map 391 Q10).*

Berwick Grammar (Officer Campus) is located at 80 Tivendale Road, Officer (Melway Ref Map 214 J1).

We strongly recommend that you visit the relevant campus. Please visit our school website www.stmargarets.vic.edu.au to register for one of our School in Action Tours. This will provide an opportunity to see the facilities and speak with Students together with the Principal, Head of School and teaching staff. Alternatively, please contact the Registrar on 9703 8111 to arrange a personalised tour during the school day.

Q If we do not live in close proximity to either campus, will we find St Margaret's School or Berwick Grammar School too far away?

A *Both campuses of the school are serviced by many transport options, and the Bus Timetable, in particular, can be viewed on the website www.stmargarets.vic.edu.au >Admissions >Bus Schedule/Timetable for further details. There is also a morning and afternoon connecting bus service between St Margaret's School (Berwick Campus) and Berwick Grammar School (Officer Campus).*



VIRTUTE ET LABORE

CONTACT DETAILS

For further information regarding enrolments or the 2019 Scholarship Program, please contact:

Mrs Lesley Billingham
Registrar

Who is located at:

St Margaret's and Berwick Grammar School (Berwick Campus)
27 – 47 Gloucester Avenue
BERWICK VIC 3806

P: PO Box 138, Berwick VIC 3806

T: (03) 9703 8111

F: (03) 9703 8121

E: enrol@stmargarets.vic.edu.au

W: www.stmargarets.vic.edu.au and select either Junior or Senior School or our boys' campus, Berwick Grammar School.