



2023-2024

School Handbook



St. Margaret's
School

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Welcome to St. Margaret's School

Established in 1908, St. Margaret's School (SMS) is a girl-centered, independent day and boarding school.

We humbly acknowledge that St. Margaret's School's beautiful 22 acre campus is on the unceded territory and shared traditional homelands of the Esquimalt Nations, Songhees Nations, and W̱SÁNEĆ Nations. As settlers on this land, we know this location as the tranquil Blenkinsop Valley area of Victoria, on the scenic west coast of British Columbia, Canada.

In the spirit of learning the truth about Canada's past and present and building relationships with the local Nations, we are dedicated to connecting with, learning from, and respecting the land that we live, learn, work, and play on.

SMS is a caring, inclusive community where students are challenged to pursue personal and academic excellence, use their voices and enact change. SMS is an international centre for learning and leadership development, providing an empowering and personalized learning experience for students from Junior Kindergarten to Grade 12. At SMS, students can gain confidence and discover their passions.

SMS values diversity and inclusion and inspires excellence of mind and strength of spirit. Students are challenged to take responsibility for their own learning experience; to develop individual worth, academic excellence, personal wellness, and a connection with nature; and to provide service to their local and global community.



VISION

Confident Learners. Inspiring Leaders. Creating a Thriving World.

MISSION

St. Margaret's School is a caring, inclusive community where students are challenged to pursue personal and academic excellence, use their voice, and enact change. We embrace our motto, *Servite in Caritate* (Service with Love), in both individual pursuits and shared responsibilities.

MOTTO

Servite In Caritate ~ Service with Love.

VALUES

Our values capture the ethos of our community and guide us in our learning, leading and relationship building.

Courage

We are a forward-leaning school that takes courageous action in girl-centered education, creating a culture that embraces integrity and resilience.

Connection

We are a community where everyone belongs. We foster authentic relationships built through individual and collective wisdom. We value diversity, equity and inclusion, a connection with nature, and a commitment to service.

Care

We are global citizens, who respect the perspectives of others and take action using empathy, compassion and an ethic of care. We recognize each student's unique learning journey, creating pathways for success.

Curiosity

We are learners who think deeply, creatively, and rationally. We illuminate injustices, innovate, and challenge the status quo.

Challenge

We are risk takers who challenge ourselves and hold each other accountable to continually improve and achieve personal excellence in academics and development of the whole self.

CHARTER OF RIGHTS & RESPONSIBILITIES

The purpose of this Charter is to establish and inform all members of the St Margaret's School community of their rights and responsibilities and to provide avenues for response to any issues regarding such rights and responsibilities. Every member of the SMS community has the responsibility and obligation to deal in a prompt and positive manner with any infringement of the items of this Charter...

WE HAVE THE RIGHT

To an education that is relevant to our social and intellectual development.

WE HAVE THE RESPONSIBILITY

To take ownership of our education by being actively involved in our learning.

WE HAVE THE RIGHT

To be educated in an environment having mutually respectful relationships.

WE HAVE THE RESPONSIBILITY

To treat others with respect and dignity.

WE HAVE THE RIGHT

To participate in school activities in safety.

WE HAVE THE RESPONSIBILITY

To promote a safe and positive school environment

WE HAVE THE RIGHT

To an environment that is free from hostility, ridicule or threats.

WE HAVE THE RESPONSIBILITY

To be proactive and vigilant in protecting our rights and the rights of others.

WE HAVE THE RIGHT

To participate in the decision-making processes that affect our education, health and safety.

WE HAVE THE RESPONSIBILITY

To be aware of activities that are available for student participation to become informed of the issues and abide by the decisions implemented through these processes.

WE HAVE THE RIGHT

To appeal decisions made by school personnel that affect our education, health and safety.

WE HAVE THE RESPONSIBILITY

To follow a process that protects the integrity of all individuals involved and to hold ourselves and others accountable for any actions and statements that may be harmful and/or hurtful.

WE HAVE THE RIGHT

To freedom from physical and emotional invasion of our personal space.

WE HAVE THE RESPONSIBILITY

Not to invade, physically or emotionally, the space of others.

WE HAVE THE RIGHT

To be treated with respect and courtesy by all members of the SMS Community.

WE HAVE THE RESPONSIBILITY

To treat all community members with respect and courtesy.

Every member of the St Margaret's School community has the responsibility and obligation to deal in a prompt and positive manner with any infringement of this.

CODE OF CONDUCT

The St Margaret's School Code of Conduct is a set of guidelines for the entire school community. This community includes students, parents and guardians, staff and faculty. It sets the overall expectations for behaviour of the members of the SMS community. It helps to create a positive and inclusive culture where the School is a place of belonging. Violations of this Code of Conduct are appropriately addressed in a timely manner considering the individual's age, maturity, context and personalized needs.

At SMS we uphold and practice the following:

Courtesy

All members of the School community have the right to be treated with courtesy. Courtesy means that we strive to express ourselves positively, in a way that empowers others, despite differences of opinion or power. Insolence or overt rudeness, including put-downs, inappropriate challenges; disregard for the feelings and opinions of others, including snickering, glaring, making faces, or intimidating gestures are examples of behaviours that disregard courtesy.

Diversity and Inclusion

Acceptance and celebration of diversity is central to our school's mission and is expected of all members of the school community. We work intentionally to increase our understanding of cultures and beliefs different from our own. Discrimination based on race, ethnicity, religious beliefs, economic background, ability, appearance, sexual orientation, or gender identity, is a violation of the code of conduct. Similarly, bullying behaviour or harassment related to any aspect of diversity is not acceptable.

Honesty

Honesty includes truthfulness, trustworthiness, and integrity. Infringement of this value includes theft, disrespect for another's property, flagrant dishonesty, including cheating, extortion, and/or bribery.

Personal Responsibility

All members of the School community are expected to make appropriate choices and to be reliable and accountable for those choices. As open-minded and tolerant citizens we respect the choices and ideas of others. Individuals are encouraged to develop and demonstrate personal and social responsibility through self-education beyond the classroom.

Privacy

All members of the School community have the right to privacy and the right to personal space. Infringement of privacy can include: borrowing without permission personal or school possessions, disrespect for personal space, anonymous notes in lockers in emails or on social media, using another person's password, or reading others personal emails or messages or work online.

Teamwork and Collaboration

The community is expected to learn and work together collaboratively. All interactions in groups should be in the spirit of encouragement, support, and inclusion. Social isolation including ostracism, ridicule, isolation, rejection, exclusion, malicious gossiping, spreading rumours or public humiliation is a breach of the principles of teamwork and cooperative learning.

Safety

We believe each member of the School community has the right to work and learn in an environment that is free from physical and psychological harm. Physical, verbal, or emotional behaviours that create an unsafe environment, or that cause an individual to feel unsafe can include:

- Physical aggression: including but not exclusive of punching, shoving, pushing, tripping, hitting, spitting, destroying property, or use of a threat or weapon.
- Verbal aggression: including but not exclusive of aggressive teasing, name calling, mocking, insults, put-downs, sarcastic remarks, or threats.
- Microaggressions: including but not exclusive of sarcastic or subtle remarks, unwillingness to use a student's chosen pronoun or name.
- Intimidation and harassment: including but not exclusive of mean tricks, graffiti, deliberate encouragement toward inappropriate action.
- Cyberbullying: the use of electronic communication to bully or harass a person, typically by sending messages of an intimidating or threatening nature.

COMMUNITY EXPECTATIONS AND RESPONSIBILITIES

As a member of the SMS community, we should always be aware that an individual's actions will affect others in the community. A vital part of SMS is honoring the needs of the community while respecting the needs of the individual. While the philosophy of the School implies an understanding of child development as a process, any action deemed to violate the respect, trust, or safety of a community member will be viewed as inappropriate behavior. Subsequently, a student may be subject to disciplinary consequences for some behavior not mentioned in the Handbook. Day to day infractions are managed by the Homeroom teacher or the Assistant Director of Academics. More serious infractions are brought to the attention of the School Safety Team which includes the Director of Junior School, Director of Senior School, Director of Boarding, and the Director of Personalized Learning and Enrichment

MANAGING BREACHES OF CODE OF CONDUCT

All members of the SMS community strive to always follow the Code of Conduct while at school, or while representing the school within the community. When the occasion arises that there is a breach of this Code, the School will listen, act responsively and sensitively in addressing the concern.

The school investigates any incidents and concerns that fall under the care of the school. This process maintains the confidentiality of all parties involved and occurs in a manner that considers the incident, and the age or position of the person involved. Follow-up to an incident is most effective when it happens in a timely manner and all members of the School are encouraged to report incidents of concern immediately.

REPORTING A CONCERN

We encourage all members of the School to report any concerns or breach of the Code of Conduct in a timely manner to best resolve the concern. In a student's case, report to their teacher, counsellor, or Director or use the Report It Tool. If an investigation is warranted, the School Safety Team (SST) works together to gather information and determine next steps. The SST can include the school counsellor, Assistant Directors, Directors, and Head of School depending on the nature of the concern. All reports are kept confidential and stored securely.

PROCESS

Each situation is investigated and dealt with independently and appropriately; always with a view to learning, improved behaviour and relationships. If the offence is more serious or a pattern of repeated behaviour emerges, the school will respond with a graduated approach which considers the students' age, maturity, context, and personalized needs.

Consequences (may include, but are not limited to the following):

- Discussion with people involved and possible apologies or restorative practices
- Warning/minor discipline/restricted activities (which may include a behaviour plan for students)
- In-school suspension
- Out of school suspension
- Dismissal

RESOLVING ISSUES OF CONCERN

The following process is intended to ensure that parents' questions are responded to promptly and accurately. Should questions become concerns, the process below is designed to preserve the integrity of all parties involved.

When parents have a concern, they should:

- First address the question or concern to the teacher/coach/staff member closest to the situation. This can be in person, by phone, or by email. It is our belief that issues are best resolved directly with the individuals concerned and in a timely manner.
- If further action needs to be taken they can request a meeting with a member of the School Safety Team.

In working to resolve a conflict or issue related to the Code of Conduct, the following strategies may be taken:

Solution Circle: A process where a story or situation is shared and a team works together to find solutions to a problem or concern.

Restorative Practice: A framework for building community through authentic dialogue with the goal to repair relationships and make things right going forward.

Facilitated Mediation: A way of resolving disputes through a structured, interactive process to address ongoing conflict. The mediator, as a neutral party to the conflict, uses a variety of techniques to guide the process in a constructive direction and helps the parties find an optimal solution.

Appeal Process to the Board of Governors: On the rare occasion that an issue has not been resolved using the tools and strategies listed above, an appeal process is the next step. The Board of Governors is the ultimate authority for official decisions and actions of the School. Normally, the responsibility for justice and due process is discharged by the Board in its appointment of the Head and other officers of the School.

Students and/or parents/guardians who wish to appeal the decision of the Head of School or the Board of Governors must take their request to the Independent Schools' Association of British Columbia (ISABC) Ombudsperson.

SPECIFIC CONCERNS RELATED TO THE CODE OF CONDUCT

INFORMATION TECHNOLOGY AND ACCEPTABLE USE

[SMS Student Social Media Policy](#) and [SMS Social Media Guideline](#) are implemented to provide a foundation for responsible use of the School's (Information Technology (IT) facilities and services. Use of these facilities and services is not a right, but a privilege. Each student and parent should read and understand the school AUP, and students must abide by the school's policies and guidelines when accessing the school's IT facilities and services.

ELECTRONIC DEVICES, CELL PHONES AND TECHNOLOGY

SMS has a 1:1 device policy and practice. As such, students from Kindergarten to Grade 12 should have their own computer or tablet for their use at school and home. Students need access to Google Classroom, their school email account, and in K-4, the Seesaw Digital Portfolio while at home and school. Please contact the IT department for recommendations, or in the case of Kindergarten-Grade 4, contact the classroom teacher. The school does not permanently loan devices to students. If a student needs a device for a day at a time, they may borrow a device from the IT department.

We are an "off and away" school. Students are not permitted to use their cellphones, smart watches or iMessages to communicate to parents or friends during the school day or to access social media. If parents need to contact their child during the day, they should do so through the Junior and Senior School office. It is disruptive to the child's learning, and at times emotional well-being, to receive texts in the middle of the day. If you have any questions about this, please contact the school Directors.

SUBSTANCE USE

SMS is a designated no smoking area. This includes cigarettes, vaping, and cannabis. There is no smoking in the school buildings, on the school grounds or in the adjoining neighbourhood. In addition, smoking is not permitted at any school-sponsored event. Possession and/or use of alcohol, cannabis or narcotic drugs by students is illegal. Students who smoke and/or possess or use alcohol or drugs will, at the discretion of the Head, be warned, suspended, or required to leave the school.

ACADEMIC INTEGRITY

Honesty, respect, and fairness form the foundation of academic integrity. As a learning community we have observed how knowledge construction and sharing practices have changed in time. As students have become more active participants in their knowledge construction there is a need for a developed understanding and appreciation for academic integrity. In general, we can view academic honesty as relating to the production of authentic work and the acknowledgement of the authorship and ownership of material accessed in the construction of the authentic work.

To maintain a positive narrative around academic honesty we are clear in the communication of definitions and categories of academic misconduct and consistent in the development of academic honesty as a skill.

Common categories of academic malpractice include:

Plagiarism: Defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear and explicit acknowledgment.

Collusion: Defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Further categories include providing undue unauthorized assistance to another student and the use of paid coursework generators including people and AI services.

The School considers incidence of malpractice as academic dishonesty and involves a progressive investigation outlined in sections below.

PROMOTING ACADEMIC INTEGRITY BEST PRACTICES

Self-regulated learners are positioned to develop the learning skills and attributes that understand and appreciate the principles of academic integrity. Self-regulation and academic integrity skills are developed through the core competency framework (self-management, research, social, thinking and communication skills) as well as specific academic workshops and a learning environment that:

1. Prioritizes the development of student's effective time management skills
2. Avoids the use of recycled or formulaic assignments that may invite stock or plagiarized responses
3. Engages students in the process of writing; producing process evidence through portfolios, notes, drafts, and revisions
4. Regularly teaches effective paraphrasing and sourcing methods

PROCESS FOR INVESTIGATING ACADEMIC MALPRACTICE

The progression of inquiry and consequences for incidences of malpractice.

At each step in the progression students are given the opportunity to voice their opinions and request appeal.

1st Offense:

The student is required to re-do the work, student meets with Assistant Director of Academics and homeroom teacher to review the roles, responsibilities and supports for students found in the academic policy. Parents are notified by the teacher.

2nd Offense:

The student is awarded no credit for the work, student and parents meet with the Assistant Director of Academics and homeroom teacher to review the roles, responsibilities and supports for students found in the academic policy. This second malpractice offense is noted in school records.

3rd Offense:

If a student is found guilty of a third breach of academic honesty, the student and parents will meet with the Assistant Director of Academics, they will receive no credit for the relevant work, and may be recommended for academic sanction including no credit for the course.

The responsibility for developing a culture around the values of academic integrity lies with the whole SMS community. Faculty, administration, students, and guardians all have a role to play as academically honest practitioners and learners. A description of the roles and responsibilities for community members and extended description of academic integrity can be found in the [Academic Honesty Policy](#)

ACADEMICS

APPROACHES TO TEACHING AND LEARNING

To position students as leaders in sustainability, our powerful programming is anchored in inquiry-centered, STEM-X approaches to teaching and learning.

SMS is Canada's first girls' STEM-X school. Beyond an acronym for Science, Technology, Engineering, Mathematics, and Experiential Learning, STEM-X is an inquiry-based, interdisciplinary educational philosophy centered on questioning, observing, reflecting, and communicating. A sound grounding in Humanities, Fine Arts, and Physical and Health education are equally important in a well-rounded STEM-X approach. STEM-X learning is supported at all levels and across disciplines. Graduates of SMS are imaginative thinkers possessing the skills, abilities, and confidence to work collaboratively with others in developing innovative responses to complex problems.

SMS is an International Baccalaureate (IB) school. The Diploma Programme (DP) is a 2-year cohesive and comprehensive program in Grade 11 and 12 that creates the learning conditions for students to excel personally, socially and academically. We strongly believe in preparing our students for university and beyond, and this preparation begins early.

The Junior School (Junior Kindergarten to Grade 6)

The Junior School is a caring and stimulating learning environment for students in Junior Kindergarten to Grade 6. Set in the Junior Building, it is a community where teachers develop strong relationships with the students and their families, working together to help them thrive as learners and individuals.

We believe that children have a natural curiosity and a desire to explore, learn, and understand. We nurture this by creating experiential learning opportunities where students can be risk takers, problem-solvers, collaborators, and leaders. The Junior School is a place where everyone belongs and where students are encouraged to be their authentic selves, to activate their curiosity, and engage passionately in their learning.

The Senior School (Grades 7-12)

Spanning the upper middle years, junior high, and graduation years, the Senior School structure provides students with an incremental increase in autonomy in learning and leadership. They have greater choice and flexibility in course options and begin to differentiate their academic interests and goals. Developmentally at wide ranges, students in the Senior School take initiative in honing their skills as independent learners through robust opportunities that deepen and enrich academic learning. Through an inclusive community where everyone belongs, the students are supported to develop a strong sense of self and to find their voice.

As members of a diverse, caring learning environment, our students are guided and mentored by specialist educators and staff who bring an abundance of skills and passion to the programs both inside and outside the classroom. They build strong connections with students that often endure many years beyond a students' time at SMS.

In the Senior School, we recognize that learning occurs at different times and in different ways. We believe our students deserve equal and every opportunity to learn within an environment that embraces experiential and personalized learning, celebrates diversity and individuality, and provides unique and relevant opportunities to allow them to thrive now, and into the future.

PROGRAMS

FOUNDATION YEARS PROGRAM (JK-GRADE 4)

The Foundation Years Program is the beginning of a student's school journey. It is a time when children become learners in a formalized school setting, developing their social and academic skills, laying the foundation for their long school career. The Foundation Years is divided into two distinct areas: Junior Kindergarten (preschool program) and Kindergarten to Grade 4.

The play and inquiry-based curriculum in the Junior Kindergarten program focuses on providing a wide range of skill-building experiences in a manner that is supportive, nurturing, and responsive to the needs and interests of the students. Learning through play and experience is at the heart of the JK program.

Curiosity and a love of learning is at the heart of the academic experience in the Kindergarten to Grade 4 program. SMS offers an enhanced version of the British Columbia Ministry of Education's curriculum, with a focus on developing fundamental skills in language and literacy, numeracy, science, social studies, art, health, and physical education.

Our unique STEM-X approach to learning is designed to extend students' natural curiosity and actively engage them in opportunities to inquire, experiment, explore ideas and practise new skills. Because children develop at different rates and paces, particular attention is taken to support all learners in a personalized manner. We see each child as an individual and guide their learning starting from where they are and moving them to achieve their personalized learning and social-emotional growth goals.

Program Highlights:

1. Specialist subject teachers in Music, Drama, French, Art, Physical Education, Coding and ADST
2. Personalized learning goals set for each student
3. Hands on STEM-X experiences through a sustainability lens
4. Outdoors While Learning (OWL) focus
5. Specialized reading and writing instruction
6. Numeracy specialists to enhance math and problem-solving skill
7. Small student-teacher ratio

MIDDLE YEARS PROGRAM (GRADES 5-8)

The Middle Years, beginning in Grade 5, is a distinctive developmental stage where students are exploring who they are and who they want to be within the social and academic context. They are learning skills and health habits, grappling with the physical changes and social and emotional impacts that come with puberty, and exploring their concept of self and spirit. They are also growing into their own intersecting identities – including the social identities of culture, race, ethnicity, gender expression, gender identity; and personal identities including preferences, values, beliefs, and abilities. Children at this stage are deepening their understanding of interpersonal relationships, building the foundations of healthy relationships and taking their first steps toward independence.

The SMS Middle Years Program engages students in Grades 5 to 8 in a unique set of learning and social opportunities specifically designed to meet the needs of this age group. The MY program draws on research-based strategies to engage pre-adolescent and early adolescent students to develop skills and encourage connections between subjects for deeper learning. Teachers collaboratively plan cross-curricular, leadership, and service opportunities for the students. Students develop the foundational skills for academic and personal growth, and are challenged to excel. Through supportive relationships with teachers, the students thrive in an environment that is specifically designed with the intention to meet the learning and social-emotional needs of this age group.

Program Highlights:

1. Designated Social Emotional Time (SET)
2. Interdisciplinary learning
3. Use of Design-thinking models and inquiry that develop habits of strong STEM-X thinkers and learners
4. Intentional leadership development
5. Emphasis on digital literacy and citizenship
6. Outdoor Education programming including overnight camping experiences
7. Expansion of Fine & Performing Arts options

SENIOR YEARS PROGRAM (GRADES 9-12)

Leveraging the unique ways in which girls learn best, the Senior Years Program supports students as they mature physically, psychologically, socially, intellectually, and morally. Senior Years students are leaders in all facets of the school community. They are thoughtful, conscientious students preparing for higher education and beyond. Our goal is to help each individual leave with a plan to realize their aspirations.

The Senior Years program implements a student-centred philosophy in which cultivating a thinking classroom is the most important element for teaching and learning. We achieve this through using the inquiry cycle, critical, creative and empathic thinking, and experiential lenses. Questioning guides the way as students experience labs, field trips, guest speakers, and simulations to further develop their critical thinking skills.

The Senior Years Program inspires each student to embrace a wide range of opportunities to develop a sense of self as a learner and as a contributing member of our community and society. Students are advocates, activists and changemakers. They think and behave like scientists, historians, mathematicians, artists, designers, engineers, journalists, linguists, athletes, and orators.

As students progress through Senior Years, they are challenged to grapple with real issues as they question, discuss, debate, analyze, take perspectives, and reflect. They do this while developing the skills, tools and habits of mind to thrive in a world where they will be challenged to make difficult choices, collaborate, compete, and lead. Through the SY programming students are required to build knowledge and design solutions that draw upon the flexibility of the mind as they make connections across disciplines. The SY students are supported to be leaders who use their heads, hands and hearts to take action on issues they care about.

Grades 9 and 10 students participate in the SPARK interdisciplinary program in which cross curricular, experiential learning experiences are collaboratively designed by teachers in two or three subject areas. Grade 11 and 12 students participate in the IB Diploma Programme - a two year cohesive and comprehensive program that creates the learning conditions for students to thrive personally, socially and academically.

One hundred percent of SMS graduates receive offers of admission from post-secondary institutions of their choice and most receive multiple scholarship and university admissions offers.

Program Highlights:

Through experiential learning, creative endeavours and leadership opportunities, students learn what it means to be healthy as it relates to mental and physical well-being.

1. Focus on university preparation in Grade 11 & 12 - students begin to make choices and take courses that are tied to future goals
2. Personalized learning tailored to individual's strengths, challenges, and interests
3. Flexible and dynamic scheduling to support differentiated learning needs
4. Emphasis on teamwork, problem solving, and self-efficacy
5. Promotion of cross-cultural understanding
6. Intentional leadership development
7. Emphasis on digital literacy and citizenship
8. Outdoor Experiential Education Week at Strathcona Provincial Park
9. Inclusive athletics program - develop new interests and skills, or refine and focus on high level athletic experiences
10. Real-world experiences through a wide range of extra-curricular clubs, field trips, exchange programs and travel opportunities

SUSTAINABILITY & STEM-X

We intentionally and systematically explore the concept of sustainability in relation to the United Nations Sustainable Development Goals. These concepts anchor our teaching and learning as we view all things through the lens of sustainability. Students develop the attributes and capacities that allow them to explore integrated solutions to complex local and global problems. The lens also provides space for interdisciplinary explorations where students develop the capacity to generate solutions that consider a balance of technological innovation and an ethic for sustainability and regeneration of the natural world. Extracurricular activities related to sustainability include the climate action accelerator team, green club, beekeeping club and environmental stewardship as part of the leadership program.

STEM-X Events

SMS offers several engaging events throughout the year where we celebrate a STEM-X focus. These include: Bi-annual Girls' STEM-X Leadership Conference, FIRST Tech Challenge, Earth Day, Pi Day, Coding Week, International Day of Women and Girls in Science, International Women's Day, guest speakers with research scientists in fields such as space exploration and oceanography, Math Contests (Caribou, Beaver Computing Challenge, Gauss, Euclid and others), and Math Camps.

UNIVERSITY COUNSELLING

As a small school, our Guidance Department is uniquely positioned to provide personalized one-on-one advising support to students as they explore career paths, post-secondary education, and scholarship opportunities. Students work closely with their Academic Advisor to find the schools and programs that are suited to their strengths and interests.

OUTDOOR EXPERIENTIAL LEARNING

There are many positive benefits to getting outdoors. We take the students outdoors year round on a daily basis. We also reserve a full week each September to explore the outdoors, connect to our natural environment, and challenge ourselves to new experiences outdoors including hiking, paddling, kayaking, rock climbing and more.. The annual 'Outweek' allows students to take full advantage of these benefits for mental and physical health, wellness, community-building and connection.

EXTRACURRICULARS & LEADERSHIP

The academic programs are supported by a robust range of experiential programs designed to engage students in learning beyond the classroom. This provides students with opportunities for challenge, connection, and community in a range of settings. At SMS, students don't just get equal opportunity, they get every opportunity as they take formal leadership roles as prefects and area captains and informal leadership through clubs, sports and committees. Extracurriculars create a space for the students to grow in new ways.

Clubs

The yearly extracurricular offerings respond to the interests of the students and talents of our faculty and staff. All students are encouraged to participate in a physical activity, join a club, seek out leadership and service opportunities, and discover their passions.

We offer a diverse range of extracurricular clubs, including: Art, Triathlon, First Lego League and Robotics, Peer Tutoring, Green Club, DEI, GSA, Math Circles, Drama, Model UN, Choir, Outreach/Service, Creative Writing, Scholars Cup, Glee Club, and The Duke of Edinburgh Program.

ATHLETICS & WELLNESS

Physical Education at SMS emphasizes broad participation to foster enjoyment of physical activity as a benchmark for lifelong fitness and healthy living. We believe the experience of belonging and working together as part of a team should not be limited to just a few elite athletes. Students keep active with competitive teams, individual sport pursuits, as well as recreational activities such as tennis, triathlon, golf and yoga.

SMS recognizes and supports aspiring athletes in their individual training through scheduling accommodations, and is proud to count some Olympic medallists among its past and recent alum. We aim to offer a full and diverse selection of seasonal athletic activities, focusing on sport skill, capacity and confidence building. These sports can include: Aquatics, Badminton, Basketball, Cross Country running, Rowing, Rugby, Soccer, Track & Field, and Volleyball.

MENTORSHIP

As partners in your child's journey, teachers and staff embrace the SMS community wholeheartedly and ensure that even after the school day is over, families can enjoy and reinforce what has been learned in the classrooms. Through ongoing communications, face-to-face conferences and school events, we celebrate our students and their families.

The Big Sibling/Little Sibling Program is a student-led mentorship program. Foundation Years students are partnered with Middle or Senior Years students and Little Siblings and Big Siblings participate in school-wide events and challenges together at various times of the year. The connections that are built throughout these relationships extend far beyond the walls of our school and last a lifetime.

ALUM NETWORK

Our SMS alum are a thriving, worldwide network which supports our graduates long after they leave the school. SMS graduates are found in universities and businesses all over the world. One hundred per cent of SMS graduates receive offers of admission from post-secondary institutions of their choice. With the school's focus on Science, Technology, Engineering, Math and Experiential Learning (STEM-X), we are proud that many of our grads enter pure and applied sciences, including degree programs with significant math components. As anticipated graduates, Grade 12 students are expected to attend alum events at the school, such as Spring Reunion.

HEALTH & SAFETY

SMS is committed to ensuring a safe and healthy environment for all students and staff. We continue to follow the Provincial Public Health Guidelines for Schools, related to COVID-19. At this time, masks are optional at school and are worn according to an individual's choice. We encourage good hand hygiene and ask all visitors and students to sanitize their hands upon entering the building.

ILLNESS

As a safe, caring, and healthy community, staff and students should stay home when ill. If a student is absent due to illness or otherwise, please email attendance@stmarg.ca to report the absence.

COMMUNICATION

SMS is committed to clear and current information. SMS is a very busy place with many learning engagements and community events that take place throughout the year.

To keep abreast of all that is happening at the school and in the classroom, please connect in the following ways:

Read the Family Newsletter (formally the SMS Express) - Published each Friday

Follow SMS on Facebook and Instagram

Log into Seesaw the digital portfolio (JK-4)

Read all emails from the school linked through the MySchool portal or from @st.marg.ca email address

Connect to your child's Google Classrooms (5-12)

The best way to reach your child's teachers and School Directors is in person or through email.

Please be aware that teachers may not be available to read emails during the day as their focus is on the students, but they will respond within 48 hours or as quickly as possible.

If you need immediate assistance or to communicate with a teacher urgently, please contact the Junior School or Senior School Administrative Assistant.

The Head of School is available to meet with parents and students by appointment.

All administration staff are available by phone throughout the day to accommodate parent meeting requests and information.

GENERAL INFORMATION

Administration Offices

Main Administration Building

Head of School, **Sharon Klein**

Director of Senior School, Academic Programs & Innovation, **Megan Hedderick**

Director of Enrolment, **Caley Hartney**

Director of Advancement and Community Engagement, **Sara Blair**

Junior Building

Director of Junior School, **Mary Lue Emmerson**

West Building

Director of Finance, **Catalin Albu**

Finance Department

Alexis Hall

Director of Boarding, **Laura Kaiser**

Food Services, **Luke Taylor**

SCHOOL HOURS

Junior Kindergarten

8:00am - 3:00pm

Kindergarten - Grade 6

8:30am - 3:10pm (Wednesday 2:20pm)

Grade 7 - Grade 12

8:25am - 3:30pm (Wednesday 2:20pm)

STUDENT ARRIVAL

Junior Kindergarten

Students in Junior Kindergarten should arrive at school between 8:00 - 8:25am. Any students arriving after 8:30am should be brought to the Junior Building Office for sign in.

Kindergarten - Grade 6

Students in Kindergarten to Grade 6 are welcome to arrive at the Junior Building between 8:15 - 8:25am. Supervision begins at 8:15am. Parents who arrive early will need to supervise their own child. Class begins at 8:30am. Any student who arrives late needs to report to the office.

Grades 7-12

Students in Grades 7-12 may arrive between 8:00am and 8:20am. Any student arriving after 8:25am should sign in at the main office.

Classes begin at 8:25am

AFTER SCHOOL CARE

After School Care is available to students in Junior Kindergarten from 3:00 - 5:00pm and Kindergarten - Grade 5 from 3:10 - 5:30pm (2:20 pm on Wednesday)

Registration is required in advance of participation. There are limited spaces available as such full-time participants are prioritized.

Please use the following [form](#) to register for ASC for 2023-2024 school year.

EARLY DEPARTURE & LATES

For safety reasons, any student who arrives late or leaves early, needs to sign in or out with the receptionist.

This is very important for safety reasons. If a student is to arrive late, please send an email to attendance@stmarg.ca

STUDENT DISMISSAL

Junior Kindergarten

Students are dismissed at 3:00pm at the JK gate

Kindergarten - Grade 6

3:10pm (**exception** - 2:20pm every Wednesday)

Kindergarten and Grade 1 are dismissed by their classroom door

Grades 2-4 are dismissed on the basketball court - they need to be signed out by parents

Grades 5-6 are dismissed and meet their parents on the playground or by driveway circle

Grades 7-12

Students in Grades 7-12 may arrive between 8:00am and 8:20am. Any student arriving after 8:25am should sign in at the main office

Classes begin at 8:25am

OFF CAMPUS PRIVILEGES

Grade 11 & 12 students have the privilege of signing out and leaving campus during their spare block(s) or lunch hour.

It is critical that all students sign in and out at the main office, so we are fully informed who is on campus. This helps to ensure the safety of our students and provides the ability to be able to act quickly and effectively should the need arise.

Grade 11 & 12 students are required to have an Off-Campus Privileges form signed by parents/guardians and on file. This form will be cross-referenced when a student is signing out.

We request that students not bring take-out food or drinks back with them to campus, we want to ensure the comfort of students who are not in Grade 11 & 12 and cannot leave campus.

ABSENCES

Regular and punctual attendance is a major contributing factor to student success. Parents should call or email the school by 8:30am if their child is ill or not coming to school.

When calling the school, please leave a message on the answering machine, stating:

- Your child's first and last name
- Grade
- Reason for the student's absence (e.g. illness, dental appointment, vacation, etc.)

When emailing the school, please also include your child's name and grade in the subject line.

JK-Grade 6:

250-727-7163 or attendance@stmarg.ca

Grades 7-12:

250-479-7171 or attendance@stmarg.ca

Parents will be contacted to confirm unexcused absences.

Late arrivals and early leavers are recorded as part of the record keeping required by the Ministry of Education. All students who arrive late or leave early must check-in with the appropriate office in either the Junior Building or the Main Office.

UNEXPECTED SCHOOL CLOSURES

In the event of a school closure due to weather, the school will send an email by 7:00am, post a notice on the website and on social media.

Barring any message indicating otherwise, the School will be open for all families who choose to send their children to school.

We encourage you to consider your own safety first when choosing to travel in bad weather. Because weather conditions and snowfall may vary based on location, it is a family's decision as to whether to send their child to school.

It is important that important contact information is up to date in MySchool to receive texts and emails that will be sent out during school closures. To verify contact information, please log into MySchool. If your contact information isn't up to date, contact studentrecords@stmarg.ca

VACATIONS & HOLIDAY EXTENSIONS

Each teaching day is important. To help families plan, we publish key dates on our website well in advance. Families are accommodated with vacation time during Winter and Spring Breaks and are discouraged from requesting additional time for holidays.

Students in Grades 7-12 who miss more than one day of school time for vacations, non-school organized trips, or other reasons are required to complete the following steps:

- Parents should send a letter or email to the school requesting permission for their child to miss school and the reason. Students may not leave early unless this procedure has been completed
- The School Director should receive this request at least one week before the planned absence
- The student will complete a "Request for Permission to Miss Academic Time" form and speak with teachers for any classes that will be missed
- Once the form is complete, students will meet with their School Director to discuss its approval
- If approved, the School Director will forward a copy of the form to the student's parents/guardians

SCHOOL SUPPLIES

JK-Grade 4

All school supplies such as pencils, markers, scissors etc. are provided by the school.

Grades 5-12

Students will provide and monitor their own school supplies. Some school supplies are provided by the school and teachers will inform the students as to what school supplies are required for their specific courses.

CUBBIES, LOCKERS & PERSONAL BELONGINGS

JK-Grade 6 students are provided personal cubbies for their coats, bags, and PE kits.

Students should not bring unnecessary personal belongings from home including toys, trinkets, blankets, stuffed animals, or other personal items unless requested by the teacher.

Lockers are assigned for student use in Grades 7-12.

Students are recommended to use the locks provided to secure their locker. To keep our community tidy and inclusive of all, bags and personal belongings should not be left in common areas and shared spaces.

VISITOR POLICY

All visitors will sign in and out at the Main Administration Building reception or Junior Building office.

Visitors are given a Visitors lanyard should always wear this while on campus.

SCHOOL CALENDAR

Scheduled events are found in the School Calendar on the school's website.

www.stmarg.ca

ACADEMIC TIMETABLES

Students can access their personal timetables through their SMS MySchool accounts.

Any questions or queries about their timetables can be directed to the Academic Counsellor or Assistant Director of Academics.

ASSEMBLIES

Junior School and Senior School assemblies occur regularly throughout the year.

All students are expected to wear their #1 Uniform on assembly days.

Please refer to the School Calendar.

DINING PROGRAM

We serve healthy and delicious meals in Alexis Hall every day for all students as part of their tuition. Our dining program strives to meet SMS students' culinary diversity of tastes and nutritional needs. Dining together provides a safe and nourishing environment for social connection and sharing meals in community.

SAGE Food Services delivers the dining program at St. Margaret's School. Questions related to the menu or specific dietary needs should be directed to sage@stmarg.ca.

Junior Kindergarten students eat lunch in their classroom.

Kindergarten - Grade 4 students eat lunch in the Multi-Purpose Room.

Grade 5-12 students eat lunch in Alexis Hall.

LUNCH & SNACK

Healthy food and outdoor breaks are an important part of health and wellness. All students should bring snacks for the morning break and/or to consume before participating in after school programming. We encourage foods that align with the Canada Food Guide for children and youth, and recommend treats and sweets are kept for special occasions. We recognize birthdays in various ways in the classroom over the year. In the Junior School, we request that parents refrain from sending shared birthday food treats to school. This request is in place as an inclusive measure to support the wishes of parents and because of dietary restrictions for some students.

As a environmentally-conscious school, we:

Send all compost and personal food waste and garbage home in the students' lunch kit.

Compost and recycling is limited and reserved for school waste.

Encourage the use of reusable containers to help our planet. Please label them.

Recommend that students have a personal water bottle to use at school. Please ensure they are labelled with the student's name as we will dispose of any unlabelled bottles.

TRANSPORTATION

Respecting our Neighbours

We ask students to be mindful and respectful of the privacy and rights of neighbours who live on campus and close to the school grounds. We also expect parents to model this behaviour for their children so we can maintain positive relationships with our local community, including Lakehill School, and each other.

Like most schools, SMS generates large volumes of nonresident traffic that can adversely impact local residents in many ways, especially at peak times such as pick-up and drop-off and during school events. When you are dropping off or picking up your child, you must obey local parking bylaws and provincial traffic laws.

Violations of the traffic laws and bylaws can be ticketed.

Please respect our neighbours' privacy and property:

- Adhere to speed limits in school zones (30k) and on school property (10k).
- Do not block the Lakehill road while waiting to enter the driveway.
- Do not park in front of neighbour's driveways.
- Do not walk on neighbour's lawns, use the sidewalks.

Please respect the SMS community on our campus:

- Drive slowly at all times. Be mindful of children at all times.
- Do not park in the circle roundabout by the Junior Building.
- Do not leave your car running idle.
- Stay in your car unless you are parked in a designated parking space.
- Do not use the wheelchair spaces unless you have a tag indicating permission to do so.
- Watch for children between cars, do not leave your children unattended in the parking lot.
- During the busy hours, we encourage you to park and walk if you can't find space on campus or adjust your timing to arrive early or slightly later than rush hour

Minimize the impact of vehicles on our neighbourhood by:

- Using alternative modes of transportation such as carpooling, walking, cycling, and school or city buses.
- Using sidewalks wherever they are available.
- Parking further away from the school and enjoy the walk.
- Planning your day so you are not in a rush.

BICYCLES

There are many bike racks on campus for student and staff use. Please ensure you lock your bikes and use a helmet.

BUSES

The school offers morning and afternoon school bus pick-up and drop-off daily, starting on the first day of school. The routes are provided for your convenience at a very reasonable cost and cover a wide range of areas, from Langford to North Saanich and points in between. We try to accommodate all of our ridership, so changes in the route structure may be made during the summer, according to demand. If you have routes you would like us to consider or if you have questions or comments, or to register for bussing, please contact our transportation department at transportation@stmarg.ca.

DAY STUDENT VEHICLE USE

We encourage all members of the school community to carpool, bus or walk when possible. Day students possessing a valid driver's license may use their cars for transportation to and from campus. Parking on campus is limited and is offered to students when available. To help ensure a safe environment, students must register (annually) at the Senior School reception and sign the Vehicle Expectations and Contract Form prior to bringing their car on campus.

Upon registration of a vehicle, a parking sticker is issued and should be placed in the bottom left corner of the rear window. All day student cars should be parked in the lower parking lot adjacent to Alexis Hall. Once the car is parked, the student driver may not use the car again unless they are in Grade 12 and have these privileges. Student drivers may not transport other students unless authorized by the School and their parents. Students may not drive another student's car. Violations of the Vehicle Expectations and Contract could result in the loss of the privilege.

SCHOOL UNIFORM & DRESS CODE

The SMS school uniform is an important part of school identity. Wearing a school uniform fosters a sense of belonging and inspires school pride. The uniform reflects who we are, how we see ourselves, and how we represent our school. We recognize and honour the traditions of our learning community by wearing the red blazer and SMS tartan.

SMS uniform guidelines have been established by a committee consisting of students, parents, and staff after a long and thorough consultation process of the entire student body. Our uniform guidelines respect diversity. They treat all students fairly and equally, recognizing differences in economic background, religion, culture, gender identity, appearance, and body shape.

One of the many benefits of a school uniform is that students' actions and behaviours are seen, and their voices heard as we look beyond their clothing and acknowledge the person they are. While we recognize that personal appearance and clothing can be important to how one expresses their identity, they also have the power to reflect the shared values we embody every day. Our uniform guidelines reflect the values we want for our students in terms of being the people they want to be.

These values are the following:

Connection: To feel a sense of belonging to a school community. When students wear their uniform, there is a sense of unity and togetherness.

Curiosity: To explore one's self-expression. When students have room to express their identities, they move through the world with increased courage and confidence.

Care: To prioritize self-care and wellness. When students take care of their outward appearance, they demonstrate a healthy sense of self.

Challenge: To participate comfortably, safely, and fully in all aspects of school life. When students present themselves in a manner appropriate to the activity, they are better able to take risks to be physically active and perform academically.

All students should ensure they bring appropriate outerwear for outdoor learning, breaks and lunch times as we endeavour to use our outdoor spaces as much as possible. Uniforms are required for the entirety of each school day, anywhere on school property, except during school-designated non-uniform days when students may dress in their regular clothing.

We offer a variety of options within the school uniform, so students have choice and comfort. Students will purchase SMS branded uniform items from the online school store through the Cambridge Uniforms website. Beyond wearing the correct uniform, students are expected to prepare themselves in a manner that allows for participation in all school activities, demonstrates self-care through their personal appearance, and reflects pride in their school.

On occasion, the school will hold a non-uniform day on which students may wear regular clothes that follow the sponsored theme (crazy hair, sports/house colour, Halloween, etc.).

All uniform items should be clearly labeled so they can be returned to the owner if misplaced. All lost items should be replaced promptly.

Uniforms are purchased through the online store [Cambridge Uniforms](#).

The Number One (#1) uniform is worn on Wednesdays, and otherwise as specified by the school for assemblies and important events.

#1 Uniform - Required Items

To be worn on assembly days, special occasions and field trips when representing the school.

ITEMS	JK-KINDERGARTEN	GRADE 1-4	GRADE 5-12
TOPS	SMS long or short sleeved red polo shirt	Red Blazer SMS long or short sleeved white polo Shirt	Red Blazer SMS white long or short sleeved blouse with SMS tie
BOTTOMS	SMS jumper or SMS navy pants	SMS jumper or SMS navy pants	SMS kilt or SMS navy pants
FOOTWEAR	Solid, plain, all-black leather shoes or ankle boots (for indoors) *See description below Navy knee-high socks or tights	Solid, plain, all-black leather shoes or ankle boots (for indoors) *See description below navy knee-high socks or tights	Solid, plain, all-black leather shoes or ankle boots *See description below navy knee-high socks or tights

Daily Uniform - Optional Items

ITEMS	JK-KINDERGARTEN	GRADE 1-4	GRADE 5-12
TOPS	SMS long or short sleeved red Polo Shirt and house colour t-shirt	SMS long or short sleeved white or red Polo Shirt and house color t-shirt	SMS white blouse with SMS tie Or SMS long or short sleeved white Polo Shirt and house color t-shirt
BOTTOMS	SMS jumper or SMS navy pants	SMS jumper or SMS navy pants and SMS navy skorts (Fall and Spring only)	SMS kilt or SMS navy pants and SMS navy skorts (Fall and Spring only)
FEET	Solid, plain, all black leather shoes or ankle boots (for indoors) Navy knee high socks or tights	Solid, plain, all black leather shoes or ankle boots (for indoors) Navy knee high socks or tights	Solid, plain, all-black leather shoes or ankle boots Navy knee-high socks or tights
OVERS	SMS navy V-neck pullover or SMS cardigan sweater SMS navy zip hoodie	SMS navy V-neck pullover or cardigan sweater, SMS navy sweater vest, SMS pullover hoodie, SMS zip-hoodie	SMS navy V-neck pullover or cardigan sweater, SMS navy sweater vest, SMS red fleece SMS pullover navy hoodie, SMS ziphoodie, SMS navy puffer vest
UNDERS	Bamboo Bike shorts *See description below	Bamboo Bike shorts *See description below	Bamboo Bike shorts *See description below

Outerwear - Required

Students may wear their own outer jackets coming and going from school and when outside on break.

ITEMS	JK-KINDERGARTEN	GRADE 1-4	GRADE 5-12
TOPS	Muddy Buddies or rain jacket and rain pants	All students need a good quality, waterproof raincoat for Outweek	SMS red rain jacket
BOTTOMS			
FOOTWEAR	Outdoor running shoes and rubber boots	Outdoor running shoes and rubber boots	
OPTIONAL			Rubber boots

P.E. Uniform - Required

In order to fully participate actively in PE and other sporting activities, students need to be equipped with the following active wear.

ITEMS	JK-KINDERGARTEN	GRADE 1-4	GRADE 5-12
BOTTOMS	SMS athletic shorts SMS track pants or sweatpants	SMS athletic shorts SMS track pants or sweatpants	SMS athletic shorts SMS track pants or sweatpants
FEET	Non-Marking Athletic Runners (indoor use only) White athletic socks	Non-Marking Athletic Runners (indoor use only) White athletic socks	Non-Marking Athletic Runners White athletic socks
OVERS	SMS navy hoodie	SMS navy hoodie	SMS navy hoodie
OPTIONAL			Sport team sweaters and shirts

Summer uniform in effect:

- First day of school to October 31
- Term 3: After spring break to last day of school

Winter uniform only in effect:

- November 1 to Spring Break

APPEARANCE

Hair, nails, makeup, and jewelry must not interfere with learning and safety of students or others. All religious head coverings are acceptable as part of the uniform.

Footwear Guidelines

Colour: Solid, plain, all-black leather shoe or ankle boots

Heel: No heels over 1 inch, no ballet flats or stiletto heels

Markings: No logos, added colours, glitter, decorations or embellishments, *non-marking soles if possible

Bamboo Bike shorts

Bike shorts are purchased and worn under the kilts or jumper at the discretion of the individual; however they are recommended for comfort of the students.

Grad wear and Team Hoodies

Grad Wear is determined by committee on an annual basis. Each year the grads collectively chose their SMS authorized clothing items.

Team wear is determined by the coach and committee upon approval of the Uniform Committee. Grad and Team wear may be worn on Friday only or as determined by the Senior School Director. Items may not be “mix and match” with any other items, excluding SMS authorized PE or team wear. Athletic running shoes or any other suitable footwear (no flip flops) may be worn with Grad Wear.

HEALTH & WELLNESS

The Health and Wellness Team supports our school community. Our school nurse, working out of Barton House, runs the SMS Health Centre. Students also have access to our HUB (Help, Understand, Belong) where they will find a calm, inclusive setting for when they are feeling anxious, overwhelmed or just needing a place to be. Students in the HUB have access to our school counsellors, their Academic Advisor, and the Assistant Director of Personalized Learning & Enrichment.

When a student needs to visit either Barton House or the HUB they should sign out of class with the Senior School Receptionist. From there, their teachers will be informed. If the School determines a student is too unwell to attend classes, a boarding student may stay in the Health and Wellness Centre under the care of the nurse. Parents will be contacted for a day student who needs to go home or seek other medical care.

SCHOOL NURSE

The School Nurse coordinates medical services for the boarding students and ensures that their specific health needs are met while in our care. The nurse also facilitates school preventative health care programs such as flu vaccines, immunization clinics. Although the nurse primarily supports our boarding students, if a day student is injured at school, they may be assessed by the school nurse.

ADMINISTRATION OF MEDICATIONS (DAY STUDENTS)

In the case that a student requires administration of a medication while at school (prescription and non-prescription, including vitamins and herbal or traditional medicine), the medications must be clearly labelled and presented to the School Office with a completed copy of the Medication Administration Form. The form can be obtained through the school nurse.

COUNSELLING

The School has a counsellor on campus to support students' mental health and wellbeing. Referrals are made to the counsellor by teachers through the School-Based Team, or by parents or directly by the students themselves. The counsellors provides counselling support for students on a short-term basis. The counsellors also provide preventative programming in a variety of different manners through the year. Should extended personal counselling services be needed, the counsellor will refer students to independent counselling services with a private provider.

PEER COUNSELLING SUPPORT

A small group of trained student leaders provides support and assistance to their peers, with supervision provided by appropriate staff members. Peer counsellors assist students in managing the stresses of daily life, making connections with supportive adults, and seeking professional assistance when necessary. Peer counsellors understand the need to communicate serious concerns about peers to members of the faculty and/or the counselling staff.

HEALTH AND WELLNESS TEAM

School Nurse: schoolnurse@stmarg.ca, phone ext. 2648, cell phone 250.213.2847

Dr. Gooderham: School Physician (Boarding students only)

HUB Staff

Jenn Nicholson: Assistant Director of Personalized Learning and Enrichment
Kathy DaSilva: Academic Advisor

Counsellors

Ms. Shelley Fairbrother: sfairbrother@stmarg.ca

Ms. Rachel Hryniuk: rhryniuk@stmarg.ca

Ms. Belinda Chen: lchen@stmarg.ca

Mrs. Ashley Sangha: asangha@stmarg.ca

ALLERGIES

There are many students with severe allergies. We are an “Allergy Aware School”. As a caring community, we strive to keep all food items free of nuts for the safety of the students with severe allergies. We ask all members of the school community to avoid packing or providing food items that contain nuts. We are also aware of other life-threatening allergies and provide an environment that is aware of this and supportive of these students involved. Specific information is communicated as needed to ensure the safety of all students. For more information, please contact the School Nurse at schoolnurse@stmarg.ca or call 250-704-4675.

All students with anaphylaxis to nuts are encouraged to carry an Epi-pen for treatment, as necessary or recommended by their doctor.

Important Dates 2023-2024

Fall 2023

August 30 - September 1	ELL & New Boarding Student Orientation
September 2 - 4	All Boarding Students Return
Monday, September 4	Labour Day, school closed
Tuesday, September 5	New Student Orientation (Day and Boarding)
Wednesday, September 6	First Day of classes Junior Kindergarten Orientation by appointment Kindergarten AM only
Thursday, September 7	Junior Kindergarten – Half Day & Kindergarten – Full Day
Friday, September 8	Junior Kindergarten - First Full Day
September 17 - 22	Outweek – Kindergarten - Grade 12
Monday, October 2	Stat Holiday for National Day for Truth and Reconciliation, school closed
Monday, October 9	Thanksgiving Holiday, school closed
Friday, October 20	Professional Development Day, no classes
Thursday, October 26	Parent-Teacher Interviews, early dismissal 2:30pm
Friday, October 27	Parent-Teacher Interviews, no classes
Friday, November 10	Remembrance Day, school closed
Monday, November 13	Mid-Term Break, school closed
Tuesday, November 14	Professional Development Day, no classes
Friday, December 15	Kindergarten - Grade 12 – dismissal at 12:00pm
December 15 - 16	Boarding Travel Days
Saturday, December 16	Boarding closes 12:00pm
December 18 - January 7	Winter Break, no classes

Year at a Glance

Winter 2024

Sunday, January 7	Boarding re-opens at 12:00pm
Monday, January 8	Professional Development Day, no classes
Tuesday, January 9	Classes resume
February 16	Professional Development Day, no classes
Monday, February 19	BC Family Day Holiday, school closed
Friday, March 15	Kindergarten - Grade 12 – dismissal at 12:00pm
March 15 - 16	Boarding Travel Days
Saturday, March 16	Boarding closes at 12:00pm
March 18 - April 2	Spring Break; no classes

Spring 2024

Friday, March 29	Good Friday Holiday, school closed
Monday, April 1	Easter Monday Holiday, school closed Boarding re-opens at 12:00pm
Wednesday, April 3	Classes resume
Friday, May 17	Professional Development Day, no classes
Monday, May 20	Victoria Day Holiday, school closed
Thursday June 13	Area Celebrations
Friday, June 14	Last Day of School K-12, Grad Ceremony, Grad Dinner/Dance
June 15 - 16	Boarding Travel Days
Sunday, June 16	Boarding closes at 12:00pm for summer break

CONTACT INFORMATION

General Inquiries

250-479-7171

info@stmarg.ca

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

Main Administration & Reception

250-479-7171

reception@stmarg.ca

Senior School Administration & Reception

Grades 7-12

250-479-7171

reception@stmarg.ca

Junior School Administration & Reception

JK-Grade 6

250-727-7163

jsreception@stmarg.ca

Attendance

attendance@stmarg.ca

Student Records

studentrecords@stmarg.ca

Boarding

250-479-7712 ext. 2630

boarding@stmarg.ca

Enrolment

250-479-7171 ext. 2127

admissions@stmarg.ca

Facility Rentals & External Programs

SMS facilities are available for use by the community throughout the year

250-479-7171 ext. 2122

externalprograms@stmarg.ca

Communications

250-479-7171

communications@stmarg.ca

Finance

250-479-7171 ext 2536

receivables@stmarg.ca

Transportation

250-888-5956

transportation@stmarg.ca