



THE PITTWATER HOUSE SCHOOLS

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2009 SCHOOL INFORMATION HANDBOOK

SECTION 4: SOME RULES AND REGULATIONS, DISCIPLINE

1. ABSENCE (also refer to Section 5 Medical Item 1)

Parents are reminded that a note must be sent to the School on the return of an absentee stating the reason for absence, whatever it may be, which should be signed by a parent or guardian, and not the pupil. Medical certificates are required in the case of pupils in Form 10, 11, 12 who are absent during assessable tasks. Absence notes should be addressed to the Head of School. The pupil's name and form should also be marked on the envelope.

2. BULLYING (Unacceptable Behaviour)

Tolerance for others being one of our major Core Values, it follows that verbal, physical and psychological bullying will not be tolerated at Pittwater House. The School has specific processes which it will engage wherever bullying is repeated.

- a. **School Policy:** Resilience of pupils to the realities of the world around them will be supported through development of social skills, personal pride, debating skills and personal strengths to buffer them against stress. Involvement in Extra Curricular activities is essential in this process.
- b. **Definition:** Bullying involves a wilful conscious desire to hurt, threaten or frighten someone. Any pushing, hitting, kicking, threatening, teasing or name calling which happens repeatedly and which makes a pupil feel hurt, frightened, and/or lonely is bullying. Consideration must be given in any situation of possible provocation, maybe through verbal bullying.
- c. **Types of Bullying:**
 - i. Physical - Ranges from wilful and repeated pushing, shoving, kicking balls away, taking over another's play space through to physical assault, "ganging up" and physical violence directly causing injury.
 - ii. Verbal and Written - Ranges from wilful and repeated name calling, mild abuse, teasing, denigration, threats of violence through to written abuse/religious/cultural vilification. This can include abuse and rumours through newer media such as email, SMS message, internet chatrooms, etc.
 - iii. Psychological - Ranges from wilful and repeated rejection, exclusion, ridicule, spreading malicious rumours to personal or sexual harassment and blackmail.
- d. **Procedures:**
 - i. Parents and pupils are encouraged to report incidents of bullying to appropriate staff.
 - ii. Those reporting the incident/s can feel safe and free from repercussions.
 - iii. The teaching and illumination of how bullies operate will reinforce the need for pupils and parents in particular, to report incidents to the school.
 - iv. Pupils are to feel they are responsible for ensuring a safe environment and do not have to tolerate bullying.
 - v. A written report will be made of any reported incident and circulated to appropriate staff.

- vi. Staff will report any suspicions of bullying, particularly between programmed lessons or when on playground duty. It is noted that most bullying occurs when teachers are not directly supervising pupils.
- e. **Processes After an Incident is Reported and Consequences:**

Staff at the appropriate level will interview the victim, the bully and onlookers to thoroughly investigate the problem. The staff involved will most likely be the Deputies, Deputy Heads and Headmaster. A written report should be sought from the victim, bully and onlookers/ witnesses. A School Incident Report should be completed by any staff witnesses and/or the investigator. The interviews with the bully/ies, victim and onlookers should be conducted separately. It is imperative that the victim and parents are protected from any repercussions and that they report any negative impacts immediately. Disciplinary consequences must be discussed to clearly differentiate levels of involvement. If bullying is established, the parents of the bully and the victim are to be contacted by phone. If the matter is more serious, parents will be called in for an interview. Sanctions will be placed on any bully and serious measures taken against repeat offenders. The occurrence of bullying and the consequences must be communicated to staff at regular briefings so they are alerted.

3. **DISCIPLINE**

The School is well known for its framework of friendly and positive discipline which is achieved through an extensive series of positive incentives and rewards. Unfortunately we also have to employ from time to time some negative sanctions so that young people understand their obligations to the community within the School. These include detentions, daily and weekly report, suspension, notice of expulsion and expulsion itself.

4. **DAILY/WEEKLY REPORT**

Any pupil may be placed on a daily or weekly report should conduct or work not reflect a serious attitude. Such pupils must have a Report Sheet signed at the end of each lesson period and report with the document each day or week to the Senior Form Teacher for inspection.

5. **DETENTIONS**

- a. **Detentions in the Secondary School:** Pupils in the Grammar School and College may receive detentions from time to time as a result of misconduct or negligent work. These may be awarded by any Master or Mistress who issues a detention form, signed by the Deputy or Assistant Deputy which must then be signed by a parent and presented to the member of staff on duty on the day of the detention. These are held after school from 3.20pm to 4.20pm on Tuesdays for College and Grammar and, in serious cases, on Saturday mornings. Saturday detentions must be attended in school uniform. Pupils unable to attend a detention should bring a note of explanation from the parent at least a day in advance and giving a reason. Pupils who do not attend a detention will attract further disciplinary action. Some detentions will include conservation activities in the School grounds.
- b. **Detentions in the Junior School:**

The following procedures are in place for staff to follow.

 - i. Teachers deal with their pupils' behaviour at a class level. All staff work consistently on positive reinforcement for good behaviour.
 - ii. Children who continue to break rules and are generally misbehaved are then sent to the Deputy.
 - iii. The Deputy will counsel the pupils and their sessions will be recorded. Where appropriate, detentions of various lengths will be conducted depending on the severity of the incident.
 - iv. After three visits to the Deputy the pupil will then be brought to the Head of the Junior School.
 - v. Secondary School teachers report incidents of bad behaviour to the Junior School class teacher. Alternatively, they can issue a debit.

6. **EXCLUSION FROM THE SCHOOL**

Continued attendance at the School is at the absolute discretion of the Principal. If the Principal or his authorised representative believes that a pupil is guilty of a serious breach of the rules or has

otherwise engaged in conduct which is prejudicial to the School or its pupils or staff, the Principal may exclude the pupil either permanently or temporarily at his absolute discretion.

If the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal may require the parent to remove the child from the School.

No remission of fees will apply.

7. DRINKING

No pupil may possess or consume any alcoholic beverage at school or whilst travelling to or from school. No member on the School Roll, of whatever age, may consume liquor in public in School uniform. No pupil under 18 years of age is permitted to consume alcohol.

8. DRUGS – ZERO TOLERANCE

Any suggestion of a pupil trafficking in, using or abusing drugs (prescribed or otherwise) will lead to summary expulsion and reporting to the appropriate authorities. Any pupil carrying medicine at school must register this fact with the Health Centre in M Block. No pupil may ever give a medicine to another pupil for whom it is not prescribed. (Some pupils have also found it unwise even to joke about drug involvement.)

9. SMOKING

The whole Pittwater House Campus is a NON-SMOKING area. No pupil is allowed to smoke at school or whilst travelling to or from school or at any time in school uniform. (This is not intended to suggest that they should smoke at home or anywhere else.) No pupil may carry tobacco, cigarettes or other smoking apparatus on his or her person or in belongings whilst at or travelling to or from school. The School reserves the right to inspect all personal clothing or property from time to time if the breaking of this rule is suspected and to apply appropriate sanctions. Smoking is addictive and causes serious illness and premature death.

10. ITEMS SPECIFICALLY BANNED FROM CAMPUS

Amongst other items specifically banned from possession at School by any pupil for reasons of safety and health are: aerosol cans, solvents, chewing gum, liquid paper, super glue, matches or lighters, smoking materials, alcohol in any form, drugs, firearms, knives or weapons of any kind (as interpreted by any member of staff), fireworks, cap-guns, catapults, pea shooters, portable radios, tape recorders, walkmans, Discmans, MP3 players¹, PSPs, Gameboys, laser lights etc, or any other item regarded as objectionable.

11. SEXUAL HARASSMENT

The School has always adopted a policy of non-discrimination and has never condoned harassment of any sort. Severe penalties now exist under both State and Federal Law regarding sexual harassment by senior pupils (16 years and over) or by adult members of staff in the organisation. A copy of the School's policy is available for inspection from each Head of School.

12. EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are an essential in the 'Whole School Concept' and many of the School's educational aims are achieved through them. The code of behaviour is an extension of the usual code expected of pupils in curricular activities and must be in evidence both on and off campus. Fair play is paramount.

Pittwater House Core Values must be reflected in all individual, group and team pursuits.

Commitment is emphasised as an essential in the pursuit of excellence. Adequate training, rehearsal and preparation is therefore expected of all pupils in extra curricular activities.

¹ See Item 17, for exceptions regarding portable communication devices.

Courtesy, consideration for others and the co-operative spirit is the hallmark of the Pittwaterman and this is to be displayed in the following ways:

- a. All participants must be punctual to rehearsal/training sessions as well as the scheduled activity. If in rare instances through genuine emergency, pupils cannot be present, they must inform the teacher in charge well before the activity takes place.
- b. Visitors to the campus must be greeted, given direction and made feel welcome. This is everyone's responsibility, but the particular responsibility of activity captains.
- c. Excellence in performance and play should be recognised by applause, whether it be for the home representatives or a visiting group. Barracking should always be positive, encouraging effort and never designed to provoke activity contrary to the Pittwater House spirit. Pupils must accept victory and defeat graciously.
- d. The correct uniform and/or kit must be worn to training and to the activity, otherwise pupils will not be allowed to participate. School uniform must be worn to and from that activity if travelling by public transport.

Negative behaviour is contrary to the positive educational aims of Pittwater House. Anyone associated with Pittwater House as a spectator, participant or official involved in -

- i. physical violence or threatening physical violence
- ii. verbal abuse
- iii. bad language
- iv. questioning the decisions of referees, adjudicators, judges or teachers in charge of an activity
- v. provocative comments intended to incite will be immediately excluded from participation by Pittwater House staff. Serious disciplinary action will follow.

Any genuine problem should be referred to the teacher in charge of the activity so it can be dealt with by the Principal, through the correct channels.

13. LEAVE OF ABSENCE

When a pupil is required to be absent from school, the Education Act requires a letter requesting such leave of absence be sent to the Principal through the Headmaster. The letter must indicate dates of leave and a clearly stated reason for the request. Such leave is at the discretion of the School and should not be assumed as automatic. There are also stringent legal requirements relating to attendance and the award of public examination certificates. In the event of a pupil taking leave of absence for a term or more Council requires the parent to pay one half of the usual fees in order to keep the place vacant on the roll.

14. HOMEWORK

Homework is set for all pupils except the very young. The Heads of School publish homework schedules and policy from time to time. Parents are asked to advise the relevant Deputy immediately if their child claims to have "no homework".

15. CHAPEL SERVICE

Chapel Services are held at School weekly for the Junior School and Secondary School under the guidance of the Chaplain, Revd J D L Butterworth. Attendance at these services of worship is compulsory so that no child is regarded by his peers as unusual by not being allowed to attend. Each pupil in the School is encouraged to give a small amount to the chapel collection. The monies so collected are disbursed to charities chosen by the pupils themselves.

16. LUNCH

Except when pupils make use of the canteen every pupil should bring his or her own cut lunch. In the Preparatory School and Junior Girls College this is eaten under supervision. Home-made drinks should be brought in a plastic container. Glass bottles or cans of drink are not allowed. Sports type reusable plastic drink bottles are available at the School Shop.

17. MOBILE PHONES, PERSONAL COMMUNICATIONS AND MUSIC PLAYERS

It is preferable that pupils do not bring mobile phones, personal communication devices and music players on campus due to security issues and the expensive nature of these items. If a pupil chooses to bring these devices we recommend that they be left at the Head's Office for security. The School will take no responsibility for the loss of these devices.

Pupils found with mobile phones or communication devices in examinations will have their papers cancelled. This is a directive from the Board of Studies.

Any pupils who find it essential to have a mobile phone at school must deposit it with their appropriate Head of Department upon arrival at school each morning and then collect it again upon departure that afternoon or have it in their locked locker. Mobile phones should not be taken on excursions. If it is necessary for pupils to take phones on overnight activities (Cadet Camps, Abercrombie House visits etc) pupils should indicate to the master/mistress in charge that they have a phone with them.

Mobile communication device usage and etiquette are based on common sense and good manners. Calling, photographing, texting, network surfing, emailing and interruptions from incoming calls and message alerts must not occur during a lesson, study period, quiet time (e.g. in the Library) or during breaks. Emergency calls may be made from School Reception.

Forms 11 and 12 pupils only may use personal music devices when undertaking independent study or timetabled study lessons.

Pupils should not wear ear phones when walking on campus or to and from school, or when in the playground or on the playing field, as it is a dangerous practice.

Depending on the activities being conducted school staff have the absolute discretion to confiscate and hold mobile phones for all or part of the School day or activity duration or for longer periods.

18. SOCIAL EVENTS

The School organises an annual School Dance for Forms 7-9, a Debutantes Ball for Forms 11 and 12, and a Form 12 Commemoration Dinner at the completion of Form 12. Parents are strongly requested **not** to organise or support alternative functions such as "boat formals" or parties before or after the organised School occasions. Alternative events are fraught with the danger of gate crashers, alcohol abuse and a myriad of other possibilities all of which have occurred. Pittwater House will not take responsibility for any alternative occasions organised against its wishes and its name must not be associated with them in any way. The School organises a number of regular and extremely successful functions for pupils.

19. HEALTH AND SAFETY

- a. The management of OHS is a "whole of school" responsibility. Every staff member, contractor, volunteer, pupil and visitor who engages in activities on school property has a responsibility to themselves and others for a safe working environment and prevention of injury and illness.
- b. Pittwater House is committed to the provision and maintenance of a working and learning environment which is safe and healthy and where the well-being of all staff, pupils, volunteers and visitors is ensured.
- c. Everyone has a duty of care towards others on campus to ensure their safety and to prevent injuries and illness.
- d. All staff, volunteers, pupils and visitors must comply with instructions given for workplace health and safety.
- e. All persons must use personal protective equipment where it has been provided and instructions for its use have been given.

- f. All persons must not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety on campus.
- g. All persons must not put at risk the workplace health and safety of themselves or others.
- h. All teachers and supervisors
 - i. will supervise the safe behaviour of pupils (in the classroom, in the playground and when on excursions, etc)
 - ii. are responsible for the health and safety of pupils whilst on campus and participating in official school activities
 - iii. will maintain healthy and safe procedures and practices
 - iv. are to assess and reduce risks in subject-specific areas (especially in PE, Creative Arts, TAS and Science) and similarly for extra-curricular activities (especially Cadets and sports)
 - v. in collaboration with faculty co-ordinators and/or heads of department are to assess any hazards which exist in the School or workplace (includes off-campus places visited) and eliminate or reduce the associated risks as required
 - vi. are to ensure that all persons receive appropriate workplace health and safety information and training where they are using a facility under their care
 - vii. will ensure that appropriate use is made of all safeguards, safety devices, personal protective equipment and other appliances provided for OHS purposes
 - viii. are to ensure records of all workplace injuries, work-related illnesses and dangerous occurrences on campus are kept and referred to the appropriate Head of Department
 - ix. are to ensure that special needs groups (eg people with disabilities and persons from non-English speaking backgrounds) are considered in regard to OHS.
- i. All staff, pupils, volunteers and visitors have an individual responsibility to take all reasonably practicable steps to avoid creating or increasing risks to themselves or others. This responsibility involves:
 - i. performing tasks in a responsible and safe manner and in accordance with the training and instruction they have received;
 - ii. taking proper care to ensure that appropriate use is made of all safeguards, safety devices, personal protective equipment and other appliances provided for the purpose of health and
 - iii. co-operating with Heads, Deputies, Assistant Deputies, Co-ordinators, various committees, etc to ensure health and safety by complying with this policy/procedure and all other School policies on specific aspects of OHS.
 - iv. in addition, all persons must not wilfully or recklessly interfere with or misuse safety equipment that is provided. They must not wilfully put at risk the health and safety of themselves or others.
- j. At all times all persons must obey safety directions and comply with the standards in operation at the particular workplace (i.e. classroom, lab, administrative office or other area).
- k. Supervisors of staff and pupils must ensure that all personnel are advised of immediate health and safety issues as they arise.

- I. In order to understand the extent of hazards and risks to the health and safety of staff, pupils and others and to take action to eliminate or minimise these hazards or risks, ALL accidents, incidents and work-related illness or disease must be recorded and reported.

20. ACADEMIC MALPRACTICE & BREACH OF EXAMINATION/ASSESSMENT RULES

Academic Malpractice is any activity that allows a pupil to gain an unfair advantage over other pupils. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own (Plagiarism);
- using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own (including unlawful access to another pupil's email or I.T profile);
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- using non-approved aides during an assessment task;
- contriving false explanations to explain work not handed in by the due date;
- assisting another pupil to engage in malpractice.