



## THE PITTWATER HOUSE SCHOOLS

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### 2009 SCHOOL INFORMATION HANDBOOK

#### SECTION 8: PERSONAL PROPERTY, UNIFORM AND APPEARANCE

**1. BOOKS AND STATIONERY**

Textbooks and stationery for Junior and Secondary Schools are obtained through the School from Champion email: [www.champion.com.au](http://www.champion.com.au). Contact the School Reception.

**2. CLOTHING IDENTIFICATION**

It cannot be too greatly emphasised that all items of clothing and personal property must be marked with the pupil's name.

**3. SCHOOL UNIFORM - GENERAL**

Correct school uniform clothing as published in the Uniform Lists must be worn to and from School at all times. Where an item is lost or mislaid it must be replaced immediately and any absence of uniform must be covered by a note from a parent or the pupil may not be admitted to the school campus. Such a note leads to a Dispensation Card being issued by the Head of Department which can then be produced by the pupil as evidence of excuse. Summer uniform is worn throughout Terms I and IV; winter uniform is worn in Term II and in Term III. Please note school uniform must be worn to all school functions.

**4. SCHOOL UNIFORM PURCHASE**

All items of School uniform and specialty sports clothing except shoes are available at the School Shop on the campus. Such items should not be purchased elsewhere as they will then vary in colour or quality.

**5. EARLY CHILDHOOD CENTRE UNIFORM**

A separate uniform is worn by all children attending preschool in the Early Childhood Centre.

**6. PUPILS ADVISORY COMMITTEE**

Selected pupils form the PAC which discusses issues related to all aspects of School uniform and sports uniforms. The Committee meets at least four times every term under the chairmanship of the Second Prefects and with the guidance of the Head and the Principal.

**7. SPORTS UNIFORM**

Every pupil in the School is allocated to a House. In each School there are four Houses. For all sports practices the correct practice clothing should be worn.

**Forms PK to P6** School red athletic shorts, navy blue polo shirt with School crest and House coloured trim on sleeve, white ankle socks, white sport shoes, school swimming costume, regulation school track suit. (Other clothing notified for particular sports.)

**Forms G7 to G12** School sports shorts appropriate to the sport played (as advised by the Sportsmaster), School polo shirt, swimming costume, School track suit, white ankle socks, appropriate footwear.

**Forms JK to J6** School polo shirt with School crest and House coloured trim on sleeve, School sport skirt or shorts dependent on sport, school sports briefs, swimming costume, regulation school track suit, white ankle socks, white sport shoes, netball skirt for netball.

**Forms C7 to C12** School polo shirt, School PE shorts, swimming costume, School track suit as supplied by School Shop, white ankle socks, appropriate footwear, lycra bike pants may ONLY be worn for athletics, cross country and basketball.

## 8. HAIRSTYLES

### a. All Pupils

The School reserves the right to instruct any pupil to have hair groomed to regulations as interpreted by the School if it is of an unacceptable standard, and/or to suspend the pupil until the standards are met. In recent years some pupils, aided by their parents, have for reasons of their own, attempted to circumvent the following notes for guidance. Such behaviour will not be tolerated and such people will be removed from the School.

### b. All Boys

- i. At the back, hair should be cut so that it is neat and tidy.
- ii. No boy may wear his hair tinted, dyed, bleached, crimped, spiked or gelled.
- iii. At the front, hair should be cut or brushed so that it is at least 1 cm clear of the eyebrows under normal circumstances. There should be no side extensions.
- iv. The overall appearance of the hair should not be bushy, especially in the case of those with curly hair.
- v. No boy may wear moustaches, side-burns or beards and all boys should be clean shaven as necessary. This includes Form 12 pupils on campus until the end of Term IV.
- vi. Interpretation of these rules lies with the Head of the School.

### c. All Girls

- i. Hair styles should be simple and neat. If a girl has long hair it must be kept off the face and all tied in a pony tail at the back, bunches at the back, or plaits using a plain ribbon or blue elastic bands, or pony tail bows (available at the School Shop).
- ii. At the front hair should be cut or brushed so that it is at least 1 cm clear of the eyebrows under normal circumstances.
- iii. The School reserves the right to instruct any girl to have her hair dressed to regulations and/or to suspend the girl until the standards are met.
- iv. Hair ribbons, if worn, must be royal blue. Only Forms 11 and 12 may wear red hair ribbons.
- v. No girl may wear her hair tinted, dyed, bleached, crimped, spiked or gelled.
- vi. These rules must be maintained by pupils in Form 12 until the end of Term IV.

## 9. LOSS OF PROPERTY

It cannot be too greatly emphasised that the School can do little to assist in recovering lost property if the loss is not reported immediately to the Form Tutor, Deputy or Assistant Deputy. In a community of more than 1000 souls human nature dictates that a proportion of light-fingered gentry must exist but nearly all cases of reported "stolen" items in the School result in the items being found "at home" by the owner or where he last put them down whilst his mind was on some more immediate or fascinating activity. However, if losses are reported at once the School will take appropriate steps to investigate. Found property is held for a reasonable period at the School Shop. The School has no legal responsibility for personal items. These are brought on campus at the owner's risk and claims against the School for loss of or damage to personal property will be denied. All personal property should be correctly named.

## 10. MODE OF DRESS – ALL PUPILS

- a. **Hat:** The hat appropriate to the department may be worn by pupils at any time when in School uniform. The hat is not a compulsory item of uniform unless required by the occasion.
- b. **Sun Hat:** In the interests of health all pupils in the School are obliged to wear a School sun hat (chosen from one of the School styles available from the School Shop) when they are in the playground or taking part in outdoor activities.
- c. **Jacket:** Whether suit-coat or blazer, when worn should be buttoned at all times off the school premises.
- d. **Sports Clothing:** Articles of sports clothing may be worn only at relevant sporting activities.

- e. **Functions at School:** All pupils when attending functions at school will wear normal school uniform.
- f. **Sporting Functions:** Pupils attending sporting functions outside normal school hours as spectators must wear school uniform.
- g. Pupils engaged in sport at School must change into School uniform before they leave campus. The exception is where teams are travelling to play a game off campus immediately.
- h. **Excursions:** When pupils are attending an excursion organised by the School they will wear uniform as deemed appropriate to the nature of the outing by the Head of School. The uniform will take one of three forms: school uniform; PE uniform or tracksuit. All pupils will wear a School sun hat at all times.
- i. **Personal Adornment:** Girls are not permitted to wear any form of make-up except clear nail varnish and for safety reasons the length of finger nails should not exceed the tops of fingers. No pupil is permitted to wear any form of jewellery or personal adornment other than a wrist-watch. No one may wear any form of ear-rings other than girls in Forms ECC-12 who may wear one pair of school regulation ear studs in the lower lobe. School ear studs are available only from the School Shop. Pupils may wear approved School insignia such as School Badges, other badges awarded by the School, Duke of Edinburgh Awards, Royal Life Saving Society. etc.
- j. No pupil may wear a stud, ring or other insertion in any piercing whilst at school. This includes all materials, not just metal.

#### 11. **MODE OF DRESS – GRAMMAR**

Separate regulations are published concerning the items of standard school uniform for boys in different sections of the School in different seasons. The following rules relate to the way in which some of these are to be worn.

- a. **Trousers:** Trousers should fit properly and be of regulation School grey colour. Trousers are not to be worn below the waistline.
- b. **Shirt:** Shirt collars should be buttoned up at all times except when engaged in certain activities as directed. It is the responsibility of the wearer to ensure that the collar fits. A short sleeved blue and white stripe shirt is available from the School Shop.
- c. **Socks:** Boys wearing long trousers should wear only plain grey socks (not anklets)
- d. **Shoes:** Plain black leather lace-up shoes (2cm heel with no decoration or coloured stitching) should be kept clean, polished and in good repair.
- e. **Necktie:** The School necktie should be worn correctly at all times whilst at and travelling to and from school.
- f. **General:** When jackets are not being worn, braces (suspenders) are not allowed. Trouser belts should be black only.
- g. **School Colours Blazer:** May be worn all year round.
- h. **Travelling:** When travelling to and from School in winter uniform boys must wear a blazer. In summer the blazer or suit jacket is optional but the regulation school jersey (grey or blue as appropriate) may not be worn as the outer garment at any time.
- i. Blazers must be worn in Terms II and III to and from School and to School functions throughout the year.

#### 12. **MODE OF DRESS – COLLEGE**

Separate regulations are published concerning the items of standard College uniform for girls in different seasons. The following rules relate to the way in which some of these are to be worn.

- a. **Skirt:** The winter skirt or summer dress is not allowed to be worn above the knee. As girls grow it is their responsibility to lower the skirt length as required.  
**Girls' College:** Forms 7 - 12 6 cm below mid knee cap.  
**Junior Girls' College:** Length just under knee cap (no longer).
- b. **Stockings and Socks:** College girls Forms 7 – 9 wear white socks (not anklets) in summer and School navy pantyhose or tights in winter. Forms 10 – 12 wear black sockettes in summer and School navy pantyhose or tights in winter. For all formal occasions as directed College girls must wear pantyhose. Junior Girls College girls wear navy tights in winter and white ankle socks (not anklets) in summer.
- c. **Shoes:** Standard leather lace-up shoes (no shoes with straps) should be kept clean and in good repair. The regulation black lace-up shoe for all girls is Clarks "Mighty" or "Detroit". These are

plain lace up shoes (2cm heel) with no decoration or coloured stitching and are available in a large range of sizes and width fittings.

- d. **Gloves:** On formal occasions white gloves are worn with both winter and summer uniforms by girls in the College.
- e. **Jumpers:** C7 - 9 wear blue jumpers. C10 – 12 wear red jumper. No girl in C7-C12 may wear the jumper as the outer garment whilst travelling to or from School or on formal occasions.
- f. **Blazers:** Blazers to be worn to and from School with winter uniform.
- g. **School Colours Blazer:** May be worn all year round except on official functions as advised when a suit or Senior School uniform must be worn.
- h. **Travelling:** When travelling to and from School in winter uniform girls must wear the school blazer. In summer the blazer is optional but the regulation school jersey (grey or blue as appropriate) may not be worn as the outer garment at any time.

### 13. SCHOOL INSIGNIA ITEMS

The School Shop carries a range of items bearing the School insignia.

### 14. SCHOOL BAGS

Each pupil should have a standard Pittwater House school bag as issued by School Shop in which to carry homework books, lunch and other effects. Labels, slogans, transfers and advertising matter issued these days to the public at large and to schoolchildren in particular may not be affixed to the outside of school bags. Regulation Pittwater House sports bags are available from the School Shop and should be used for sports clothing.