

Code of Practice

P-1-11 CODE OF PRACTICE

1 PREAMBLE

1.1 The Council of Governors, Senior Executive and staff are committed to the continued high standing of The Pittwater House Schools and the compliance with this Code of Practice.

1.2 The Pittwater House Schools is administered by The Pittwater House Schools Limited, ABN 87 000 655 845, an independent not-for-profit Australian company which is the sole owner of the school.

1.3 Pittwater House is registered and accredited by the NSW Government to provide primary and secondary schooling and is registered by the Commonwealth Government for recurrent education grants and the provision of educational services for overseas students. Pittwater House is also licensed by the University of NSW to provide the New South Global Foundation Year Courses. Pittwater House is a Registered Training Organisation (No. 90785) able to offer courses under the Australian Recognition Framework.

1.4 Activities of the School will be conducted in a manner that supports the Core Values of Pittwater House and the corporate mission statement.

1.5 Policies and procedures are in place which are complementary to this Code of Practice and development of these will occur in concert with this Code.

1.6 This Code of Practice sets out guidelines for the ethical conduct of the activities of Pittwater House.

1.7 This Code will be brought to the attention of staff and students.

2 PROVISION OF EDUCATIONAL AND TRAINING SERVICES

2.1 Pittwater House will adopt policies and practices which maintain high professional standards in the delivery of education and training services and which safeguard the educational interests and welfare of students.

2.2 Teaching staff will be appropriately qualified (and/or demonstrate significant experience) for the respective programmes and levels to which they are appointed to teach.

2.3 Programmes and courses will be monitored and reviewed on a regular basis to ensure that courses are relevant, current and in line with Board of Studies, VETAB and/or university standards and syllabus requirements

3 MARKETING

3.1 Pittwater House will maintain a high level of marketing integrity. This includes external promotion of the institution, its courses and programmes.

3.2 Every effort will be made to ensure Pittwater House teaching, training, products and services match the expected outcomes of marketing strategies.

3.3 Special attention will be given to ensure promotional and advertising material is accurate and reflects the content and intended outcome of current teaching and training activities.

4 ADMINISTRATION

4.1 Pittwater House will maintain high standards of financial administration with particular attention to accurate accounting procedures and practices which will be monitored by regular audit using Australian Accounting Standards.

4.2 Student, staff and volunteer records will be kept in accordance with current National Privacy Principles.

5 FACILITIES AND EQUIPMENT

5.1 Built and natural facilities and plant and equipment will be maintained in good order and in accordance with the School's OHS Procedures and standard operating procedures.

5.2 Appropriate facilities will be provided as determined by relevant ordinances of local council and requirements of accrediting authorities (e.g. Board of Studies).

6 DOCUMENTATION

6.1 This Code of Practice and other policies and procedures are to be published and kept in staff / other Handbooks and published as separate documents and readily available for inspection or copying.

6.2 Review of the Code of Practice is to occur (as a minimum) at the annual summit meeting of senior management in December.

6.3 A copy of the Pittwater House MISSION STATEMENT and CORE VALUES are attached to this Code.

PITTWATER HOUSE MISSION STATEMENT OBJECTIVES

- To provide quality education based on sound and proven principles appropriate to the lives of young people emerging into the Australian and worldwide community of the twenty first century
- To bring out the best qualities in each individual pupil by encouraging and developing his or her abilities, latent or apparent

CORE VALUES

1. Honesty and integrity
2. Consideration for others caring, unselfishness, tolerance, courtesy, manners, helpfulness, service, forgiveness
3. Self concept and maximum use of talents self esteem, high expectations, appreciation and recognition, humility, self control, sense of duty and responsibility, diligence, perseverance, initiative, pride in appearance
4. Flexibility in thinking open-mindedness, intellectual vigour, life long learning
5. Tradition celebration, humour, panache, spirit
6. Promoting democracy inclusion, opportunity, stable governance, freedom of expression