



Pittwater House

From the Business Manager

January 2020

A warm welcome to all of our Pittwater House families.

This letter will cover some important practical issues for the 2020 school year, I hope you find it informative and useful.

Uniforms

You can order uniform items where fittings are not needed. **For pricing information and ordering instructions** [click here](#).

You can scan and email the forms to school.shop@tphs.nsw.edu.au, fax to 9971 1627 or drop into the shop or to Reception. Your order will be made up, charged to your account and can be collected from the shop or from Reception.

If you do need a fitting, we ask that you make an appointment to avoid a wait. If you haven't made an appointment, we ask that you wait patiently while those with appointments are dealt with first. You can make an appointment by calling Mrs Tess Spark on 9972 5721 or email the school shop.

Information on opening times are available on the website please [click here](#). The half an hour before school starts is by far the busiest time in the shop. Moving your visit to later in the day increases your chances of quicker service.

Please note also that the shop is open in January before school starts for uniform purchases. Whilst we have increased the holiday hours to make it easier to get an appointment, it is still important for a booking to be made.

Student Cards

Each student will be issued with a Student Card early in Term 1. The student card must be used on the Pittwater House buses, including excursions, and is used in the library and the canteen.

Buses

Students can travel to and from the School campus on the School's own private buses or on the public/government bus services. It is a condition of use of the School's private buses that Pittwater House Student Cards are scanned upon boarding and alighting the bus.

Bookings for TPHS private buses can be made by downloading the Skoolbag app. Please [click here](#) for downloading Skoolbag instructions. Costs and further information are available under the Transport tab on the [School's website](#).

Buses can be booked casually, for the year or for a term. Bookings must be made anew each booking period. If you do not book, you will be charged the unbooked fee, regardless of how regular the travel is. In addition, applications for Government bus passes can be made through the school.

Any enquiries about the bus runs can be directed to bus.bookings@tphs.nsw.edu.au

After School and Holiday Care

For students in the ECC to Year 5, please see the [OOSH website](#), <http://ooshnb.com.au/> or phone on: 02 9984 8089.

Accounts

We send an invoice out at the beginning of every month via email, showing the charges that have accrued to your account in the previous month and what amount, if any, will be deducted from your account. This gives you an opportunity to discuss any issues that arise. The annual tuition is divided by twelve to arrive at the monthly rate. A monthly incidentals charge covers the majority of curriculum related costs.

Car Parking

As is the case for all schools in the rare circumstances where onsite parking for parents is provided, there is limited availability. This is also true for Pittwater House. Most of the car parking reserved for parents is required by legislation to be available for parents of children in the ECC and is restricted to ECC parents in the mornings and afternoons at pick up and drop off time. We therefore ask parents to make use of the Kiss and Drop facility rather than park and walk your child in. Please make sure you do not endanger the lives of our children by driving against the clearly marked directional signs or driving at speeds above 5kph, (which is a gentle walking pace).

A map of the South Creek Road car park with the direction and speed limit is provided [here](#). Children are hard to see and can behave erratically in car parks. Make sure your children are holding your hand if they need to cross the car park and look out for other children while you are driving. Please ensure you return to your car within 15 minutes at pick up and drop off times. Any delay in returning to your car causes a follow on delay to the car park flow which can result in queues out to the street. If you would like to take longer, including allowing your children to play with their friends in the school grounds on the way out, please park in the surrounding streets. Further information can be found under Transport and Facilities in the School Information tab on the [School Portal](#) under the Transport and Facilities heading.

Contacting the School

The school phone is answered up to 4:00pm each night and from 8:00am each morning. While there are often staff still on duty before and after these times, they may not be able to answer the phones. Please check the School Portal for specific answers to your questions before calling as much information is available through that platform. Sporting information can also be found on the Facebook Group – Pittwater House Sporting Groups. General emails can be sent to school.admin@tphs.nsw.edu.au, and will be directed to the appropriate area.

Canteen

My Student Account (MSA) is the system Pittwater House uses for online ordering at the school canteen. The Pittwater House Student Photo ID Card can be used to make purchases in the same way you would use a bank card linked to a pre-paid account (i.e. only the funds you provide and approve can be spent).

The Accounts for every existing student and parent have already been set up at the School. New students are set-up in the first weeks of term.

To order online, view the MSA setup instructions and view the Canteen Menu please visit the School Portal on in the School Information tab under the Canteen and My Student Account (MSA) Heading [here](#).

Please note: parent profiles will not work correctly until the first day of Term.

Student Attendance

Pittwater House utilises Skoolbag and Edumate to Record Student Attendance.

For information on Attendance processes and policy please see the Attendance tab within the Portal on the TPHS website [here](#).

Skoolbag App: is used to submit all attendance notifications to the school. Select *Attendance Notifications* within the Skoolbag app. This is to inform the school of any upcoming full day absences, late arrivals, early departures and leave/exemption applications. As an alternative to using Skoolbag parents can email: attendance@tphs.nsw.edu.au or phone Reception on 9981 4400.

Edumate: is used to view any outstanding past absences and update student attendance with a reason/s for the absence. For instructions on how to do this, please see the Edumate tab within the School Portal on the TPHS website [here](#).

For all other general information you will need through the school year please refer to the School Information tab within the Portal on the TPHS website [here](#).

I look forward to seeing you at school in 2020.

Yours sincerely



Lynn Phelan