



**Pittwater House**

# WELCOME TO EARLY CHILDHOOD CENTRE 2021



Pittwater House 70 South Creek Road,  
Collaroy NSW 2097 PO Box 244,  
Manly NSW 1655 Australia



+ 61 2 9972 5789



[facebook.com/tphs.collaroy](https://facebook.com/tphs.collaroy)



[pittwaterhouse.com.au](http://pittwaterhouse.com.au)



# Contacts

## Early Childhood Centre

### Coordinators

Administration	<a href="mailto:andrea.murray@tphs.nsw.edu.au">andrea.murray@tphs.nsw.edu.au</a>	9972 5794
Educational Leadership	<a href="mailto:gina.platt@tphs.nsw.edu.au">gina.platt@tphs.nsw.edu.au</a>	9972 5794
Assistant Administration	<a href="mailto:yvonne.mash@tphs.nsw.edu.au">yvonne.mash@tphs.nsw.edu.au</a>	9972 5794
General Enquiries	<a href="mailto:ecc@tphs.nsw.edu.au">ecc@tphs.nsw.edu.au</a>	9972 5794

### School Support

Enrolments	<a href="mailto:enrolments@tphs.nsw.edu.au">enrolments@tphs.nsw.edu.au</a>	9972 5789
Health Centre	<a href="mailto:healthcentre@tphs.nsw.edu.au">healthcentre@tphs.nsw.edu.au</a>	9972 5734
IT Support	<a href="mailto:support@tphs.nsw.edu.au">support@tphs.nsw.edu.au</a>	9972 5770
Reception	<a href="mailto:school.admin@tphs.nsw.edu.au">school.admin@tphs.nsw.edu.au</a>	9981 4400
Uniform Shop	<a href="mailto:school.shop@tphs.nsw.edu.au">school.shop@tphs.nsw.edu.au</a>	9972 5721

# A Welcome Letter from Our Principal



We are honoured you have chosen Pittwater House for your child. It gives me great pleasure to welcome you to our wonderful School community.

Our purpose from the Early Childhood Centre onwards, is to partner with you to help your child embark on their learning adventure and ultimately develop into a well-rounded and well-educated person of outstanding character in an environment that fosters emotional and academic development.

At Pittwater House there is a great spirit of friendliness, mutual respect and recognition of achievement, all reflected in our School motto 'semper diligens' — Latin for 'always hardworking'.

It is our desire that your child experiences this in their time spent at our School and beyond: in framing their positive approach to learning; within the long-lasting friend groups they will create and as their character and values are shaped into their older years.

The size and structure of our Early Childhood Centre allows for each child to be treated as a special individual. Our highly experienced and dedicated educators take their role very seriously. They seek to guide students to grow physically, socially and emotionally in a happy, secure environment.

We look forward to getting to know your family in our new school year and working with you to create the most beneficial learning experience for your child.

Warm regards,

**Dr Nancy Hillier** (BA, DipEd, MEdSt, DEd, MACE, MACEL, MAICD)

# A Welcome Letter from the ECC Co-ordinators



The Pittwater House Early Childhood Centre provides an inviting and nurturing environment for the youngest members of the Pittwater House learning community.

We warmly offer your child an investigative space, inspired by provocation that generates many opportunities for student led learning, all of which are gently guided and scaffolded by intentional teaching practices.

With an exceptional overarching curriculum that meets the children's holistic needs as well as their cognitive development, we approach learning as an interactive and curious adventure. We are inclusive and flexible, allowing us to deliver high quality education and care for each child, from the moment they arrive to the moment they leave. In fact, with the assistance of our digital learning platform, our learning community reaches far beyond the school gate and into your home.

All our learners have the right to play, as it is recognised that play not only constructs the foundations for happiness and creativity, but it is also vital for healthy brain development, language acquisition, social competence, executive function and self-regulation.

Our extended program and hours of operation offer families the convenience of an early drop off and a later pick up, as well as the Government funded rebate through the Child Care Subsidy Scheme.

On behalf of our wonderful team of educators, we welcome you and your family. Our passion and dedication to our profession will ensure that your child will receive the skills and confidence needed for a successful transition into Kindergarten when the time comes.

A handwritten signature in black ink that reads "Andrea Murray".

**Andrea Murray**  
Administration Co-ordinator

A handwritten signature in black ink that reads "Gina Platt".

**Gina Platt**  
Educational Leadership  
Coordinator

# A Welcome Letter from our Head of Junior School



I am delighted to welcome you and your family to the Pittwater House Early Childhood Centre. When your child joins us here at Pittwater House, you can be sure they are commencing a journey that will be rich and rewarding in every experience and warm in its inclusivity. You are about to become an integral part of the Pittwater House Family.

The Pittwater House Early Childhood Centre is a happy place where our youngest students engage wholeheartedly in their daily routines. Our highly dedicated team of educators combine their many years of experience at the Centre to engage each child's senses, stimulate their innate curiosity and nurture their budding intellectual, social and emotional growth.

Most importantly for all in the Early Childhood Centre we strive to ensure that:

- The School's Core Values are clearly understood and guide our decisions;
- All our students are comfortable and happy in their environment;
- Each student's individual needs, in every aspect of their learning, are supported;
- Wonder and curiosity will be aroused through engagement in exciting lessons and activities;
- Students' well-being is paramount, and a positive mindset will support their learning;
- Our educators are of the highest quality and lifelong learning is demonstrated and reinforced.

The warmest welcome is extended to all as you take this next step.

*Ruth M. Achurch*

**Ruth Achurch**  
Head of Junior School

# Contents

INTRODUCTION	Page
• VISION AND CORE VALUES	8
• KEY STAFF	9
• IMPORTANT DATES 2021	10
• CENTRE HOURS, FEES AND PROGRAMS	11
• CAMPUS MAP	12
• PHILOSOPHY	13
• ENROLMENT	14
ACCOUNTS	15
ATTENDANCE	15
CANTEEN ORDERS	15
CLASS PROGRAMS	16
COMMUNICATION	17
DIGITAL COMMUNICATION	18
EXCURSIONS	20
HEALTH CENTRE	20
KINDERGARTEN – YEAR 2 DISCOVERY HUB	21
LIBRARY	23
PHOTOGRAPHS	24
PITTWATER HOUSE PARENTS ASSOCIATION (PHPA)	24
UNIFORM	25

# Core Values

## Our Mission

Pittwater House is committed to developing high achieving students who are connected globally to each other and to the communities in which they live and which they will serve.

## Our Vision

Pittwater House will continue to be recognised as a leading learning community, committed to excellence in all its endeavours and where every student matters every day as they experience true balance in education.

## Our Motto

Semper Diligens (Always Hardworking)

## Our Core Values

Pittwater House stays true to our six core values, which form the foundation of the School. Each interlinked value provides guidance to students and staff on how to respond to challenges and opportunities that present in our daily lives.

Using these values, we facilitate a quality contemporary education which seeks to transform individuals and to encourage critical minds, striving at all times to develop responsible global citizens.



### HONESTY AND INTEGRITY

We challenge our community to develop and practise the qualities of kindness, honesty, moral courage and good character.



### EXCELLENCE

We aspire to excellence in effort, determination and dedication in academics and all our endeavours.



### RESPECT AND CARE

We nurture and model respect and care in self, others and our environment. We respect and care for individuals for who they are.



### ORIGINS

We celebrate the journey of our traditions.



### INNOVATION

We encourage originality, enquiry, risk-taking and critical thinking where students have the courage to imagine.



### COMMUNITY

We connect our students, families, staff and alumni.



# Key Staff



**Principal**  
Dr. Nancy Hillier



**Head of Junior School**  
Ruth Achurch



**Administrative Co-ordinator**  
Andrea Murray



**Education Leadership Co-ordinator**  
Gina Platt



**Assistant Administrative  
Co-ordinator**  
Yvonne Mash



**Educator**  
Sharryn Moss



**Educator**  
Jen Goodman

# Important Dates

2021

## **48 weeks per year program**

Monday 18th January - Friday 17th December 2021

## **Term Only Program**

New Student Orientation Day – Wednesday 27th January 2021

Term 1 – Thursday 28th January - Thursday 1st April 2021

Term 2 - Tuesday 20th April - Friday 18th June 2021

Term 3 - Tuesday 13th July - Friday 17th September 2021

Term 4 - Tuesday 12th October - Wednesday 8th December 2021

\* Staff Development Days - Monday 25th January, Monday 19th April,  
Monday 12th July, Monday 11th October, Friday 10th December

The Pittwater House Early Childhood Centre operates from 7.30am until 6.00pm for 48 weeks of the year. Families have the option to choose from one of the following programs:

## Centre Hours, Fees and Programs

Program	Hours of Operation	Daily Tuition Fee
Short Day Program – Term Time Only	8:30am – 3:30pm	\$115 (Current 2021 Fee)
Long Day Program – Term Time Only	7:30am – 6:00pm	\$135 (Current 2021 Fee)
Long Day Program – 48 Weeks per Year	7:30am – 6:00pm	\$135 (Current 2021 Fee)
Casual Days	7:30am – 6:00pm	\$160 (Current 2021 Fee)

Students can attend any program and days within that program but must attend a minimum of two set days per week.

The Term Time Only Programs are set as per the School's term dates, students enrolling into these programs are encouraged to commence at the beginning of the term.

Students enrolling into the **48 week per year Program** can commence at any time.

Casual Days can be booked at any time during the year regardless of which nominated program you have chosen. These bookings are to be booked directly with the ECC and are subject to availability. They are particularly popular during Non-Term Time sessions.

Penalty fees will apply if a student is dropped off before their nominated program begins or collected after their nominated program ends.

The current penalty fees are:

Early Drop Off - \$ 20.00

Late Collections - \$ 20.00

Late Collections after 6.00pm - \$ 30.00 per 15 minutes

# Campus Map



- |   |                                      |   |
|---|--------------------------------------|---|
| 1 Early Childhood Centre (Pre-school)   | 4 Visual Arts (Upper level)          | 7 Performing Arts Precinct                                |
| 2 Covered Outdoor Learning Area (COLA)  | 5 Technology & Applied Science (TAS) | 8 Pitt Stop Canteen (Ground level)<br>Library (Top level) |
| 3 Junior School Classrooms:<br>Kindy – Year 3 (Ground level)<br>Years 4 – 6 (Upper level) | 6 Senior School Classrooms           | 9 Science Labs  |

# Philosophy of the Early Childhood Centre

The Early Childhood Centre at Pittwater House was built on the land of our traditional custodians. We value and acknowledge Aboriginal and Torres Strait Islander culture and their connection to the land, water and community in which we operate. We pay our respect to them, their cultures and customs both past and present and continue to learn from the knowledge, our first nation has to share.

Early childhood education is the foundation of a child's journey into lifelong learning. In the Early Childhood Centre at Pittwater House, we believe that each child is a unique individual, we respect that all children have the fundamental right to be heard and therefore, have the opportunity to contribute to their own educational discoveries. Our curriculum recognises that education is an ongoing process which develops each child's personality, talents and abilities to the fullest (UNCROC 1990). We embrace Australia's Early Years Learning Framework and share in its commitment that: *"All children have the best start in life to create a better future for themselves and for the nation."*

We provide a warm and inclusive learning environment which fosters children's development by motivating and inspiring children to be the best learners that they can be. We believe in the importance of learning through play and how this is best supported with a balance of open-ended, man-made, and natural resources to promote interactions, reflexivity, risk-taking, exploration and connection with nature. Our educators instil an appreciation for the environment and sustainable practices to protect and preserve our world while maintaining the child's natural sense of wonder. In each child we aim to develop a feeling of belonging to and a love for the land, which will lead to a respectful relationship toward the environment and a sustainable future.

With a comprehensive knowledge of social constructivist theories underpinning our daily practice, we acknowledge that learners construct new understandings based on their own personal experience. Our child-centred, early educational philosophy hinges on the belief that children are powerful and capable individuals, with the ability and desire to construct their own knowledge. We use the Early Years Learning Framework (EYLF) as our guideline and share its clear vision for all children to experience learning that is engaging and builds success for life (DEEWR, 2009, p. 7). Our educators are mindful of the 'child's rights to express their own views about things that affect them' and strive to include the voices of children in all areas of The Centre's decision-making (UN, 1989).

We recognise that families are the child's first educators and that they play an influential role in shaping these experiences within their own environment and community contexts. Therefore, we are committed to open and meaningful communication with our families, welcoming diversity by celebrating the richness of differences within our service. Our identity project is designed to promote positive self-esteem and pride, as we ensure each family's heritage is visually represented. Our children are encouraged to share their vast cultural tapestry by inviting the whole world into their own learning environment.

Our educators are dedicated and highly trained professionals, who are devoted to providing quality care and education that reflects and supports the philosophy of our service. Each educator contributes to their own skills and strengths through their ongoing professional development, and together we have developed an innovative curriculum which reflects the principles and practices of the Early Years Learning Framework; Belonging, Being and Becoming.

# Enrolment

## Change of Enrolment

Should you wish to make a permanent change to your child's current enrolment you must complete the 'Request for Change of Enrolment' Form. This form is available via Skoolbag or hard copies are available in the Centre. No changes will be accepted via email.

Please note the following notice periods are required:

### 1 Week notice

- Increase in days / change of the same number of days / changes of program

### 4 Weeks' notice

- Reduction of days

This form is to be submitted to the Enrolments Department in person or via email [enrolments@tphs.nsw.edu.au](mailto:enrolments@tphs.nsw.edu.au).

All requests are subject to availability and you will receive confirmation of your request via return email.

## Withdrawal of Enrolment

Should you wish to withdraw your child from the Centre you will need to complete the 'ECC Notification of Termination of Enrolment' on Skoolbag. No withdrawals will be accepted via email.

Please note the following notice periods are required:

### 4 Weeks' notice

- Withdrawal from the ECC throughout the year

### 1 Terms notice

- Withdrawal from the ECC at the end of the year

(this notice is required by day 1 of Term 4)

The finalisation of a student's enrolment including the return of the potential refund due to CCS can take up to 3 months after the student has left the Centre.

ail manager@ooshnb.com.au or call Area Manager, Lauren Waite on 0479 068 161.

# Accounts

Your account can be viewed in Xplor (see Digital Communication section) at any time. Upon logging in, you should navigate to the Finance section on the left-hand side. Fees and charges are shown as a Debit and payments or CCS benefits are shown as Credits.

Current families can pay their school fees by credit card or direct debit online. School fees are debited on Thursday each week. You can update these details at your convenience in the Finance Section of the Xplor website.

# Attendance

You are required to sign your child in and out of the Pittwater House Early Childhood Centre each day. Upon entering the foyer, your location services will register your arrival and you can confirm your child's attendance through the app on your phone by scanning the QR Code located on the Ipad in the foyer.

In the event of absence, you must notify the Centre through the Xplor app.

Students signed in or out, outside their program hours will incur an early/late fee.

Students not signed in or out correctly may be registered with the Government as an absence or conflict your current rebate hours of attendance agreement. This can affect CCS benefits.

42 days absence are permitted before your CCS benefits are affected.

Causal attendance days can also be booked through the Xplor app.

# Canteen Orders

Canteen orders are available for all children ECC-Year 12.

My Student Account (MSA) is the online ordering system to order food from the School Canteen.

All recess and lunch orders are packed and delivered to the students in their classroom.

You can view the menu here: <https://www.pittwaterhouse.com.au/facilities> or via Skoolbag app.

# Class Programs

The Early Childhood Centre focuses on catering for two specific age groups.

• Children 3 & 4 years old	Early Learner Program
• Children 4- & 5 years old	Pre-Kindergarten / Transition Program

Children are designated to classes in accordance with their age before April 30th.

## Early Learner Program

This is a program which is designed for children to support your child’s social, emotional and self-care development. It offers opportunities to investigate the world around them and construct their own identity within a supportive learning community.

Our Early Learner program is about relationships with people and the actions and responses of others. Our educators recognise the importance of an environment that supports self-growth. Focusing on skills which help the children develop an understanding of themselves as significant and respected individuals. This program explores the concept of being active participants in their own learning journey and nurtures a true sense of belonging.

## Pre-Kindergarten Program

In this year prior to school entry, your child will learn how to apply and adapt the skills they have learned in the Early Learner Program. Recognising themselves a valuable member of their own learning community, the children are becoming active contributors to their world, broadening their experiences as participants in different relationships and communities.

Our Pre-Kindergarten Program offers opportunities to develop the understanding that our actions or responses affect how others feel or experience belonging. How mutually enjoyable and respectful relationships with people and the environment, enable us to work collaboratively in everyday routines, events and experiences. Our 4 and 5 year-old children have opportunities to contribute to decisions, where they develop skills to live and learn interdependently.

Ensuring that your child has a learning journey which is meaningful and connected to their individual needs, our educators will provide experiences such as exploration, collaboration and problem solving across all aspects of the program.

- Individual programs for all children
- Flexibility for preferred day attendance
- Use of external indoor and outdoor facilities on campus such as: oval, tennis courts, library, hall, gymnasium and adventure playgrounds



## Transition Program

The Early Childhood Centre offers an extended Transition Program to those children moving into the Junior School the following year. This is in addition to our Kindergarten Orientation sessions and runs throughout Term 4.

Our Transition Program takes place two days a week and offers your child the opportunity to explore the larger school environment, using the playgrounds, classrooms and specialist teaching resources. It familiarises the children with concepts of the Kindergarten Curriculum.

The program invites new students who are planning to join Pittwater House for the first time in Kindergarten to join our transition group, welcoming them into the larger school community.

# Communication

Notifications will be automatically sent to your phone when either an incident, accident or injury has occurred. This enables communication direct from the centre during the day, sharing information you may need to know prior to collecting your child.

A Student Diary is issued to every child. These books are integral to the daily communications between teachers and parents.

Formal parent/teacher interviews are held during Term 1 and Term 3. However, teachers are available at other times for formal interviews. An interview request can simply be made via the student diary or a call to reception which will be emailed through to the teacher.

# Digital Communication

As we welcome our new families into our learning community there are a few administrative processes that need to be completed in order for you to register your child's attendance and access the Government funded rebate through the Child Care Subsidy Scheme.

We encourage our families to install the following apps and set up your login details, prior to your start date. This will enable you to connect digitally to all aspects of The Pittwater House Early Childhood Centre, leaving you time to gently arrive and focus on your child's first day at school.



The **Xplor Home Portal** provides direct access to:

- Your billing and booking information
- Your CCS enrolment
- Your child's attendance records
- Your child's incident and accident reports
- Register your child's absence from the ECC

**Years:** Early Childhood Centre

**Link:** <https://home.myxplor.com/> or download the App to your mobile device

**Android Users:** [https://play.google.com/store/apps/details?id=com.xplor.home&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.xplor.home&hl=en_AU)

**Apple Users:** <https://apps.apple.com/au/app/xplor-home/id1479657396/?platform=iphone>

**Login:** your login will be sent to you via an email from Xplor.



The **Skoolbag** app is the main point of communication between the School and parents. It is used for School Communications, Permission Forms, HouseNews and Bus Bookings. You can also access Major Event Dates and our detailed School Google Calendars through the app. Parents use Skoolbag to inform the School of any upcoming absences. Instructions to download the app and how to use Skoolbag are available on the Portal.

**Years:** Early Childhood to Year 12

**Link:** <https://www.pittwaterhouse.com.au/portal/skoolbag>

**Enquiries:** ECC Administration at: [ecc@tphs.nsw.edu.au](mailto:ecc@tphs.nsw.edu.au)



The **Educa** platform provides a two-way communication service where families can access their child's learning journey.

It provides direct access to:

- Your child's day to day learning
- The ECC policies
- The ability to let educators see what interests your child has outside of the ECC

**Years:** Early Childhood

**Link:** <https://pittwaterhouseecc.educa.co.nz/account/logon>

**Enquiries:** ECC Administration at: [ecc@tphs.nsw.edu.au](mailto:ecc@tphs.nsw.edu.au)

---



The **Edumate** Portal provides direct access to:

- View your child's Attendance, Timetable and Academic Reports
- View the School Calendar
- View your Account Transactions if you are the account holder (K-12 only)
- Update your Personal Details and your child's Medical Details at any time
- Information on Academic Progress
- Welfare details including: Notifications of Disciplinary Action (i.e. Detentions) or Awards Given

**Years:** Early Childhood to Year 12

**Link:** <https://portal.tphs.nsw.edu.au>

**Login:** TPHS Username and Password

**Enquiries:** School Administration at: [school.admin@tphs.nsw.edu.au](mailto:school.admin@tphs.nsw.edu.au)

---



**My Student Account** is an online ordering system to order food from the School Canteen.

Instructions for set up are available on the Portal.

**Years:** Early Childhood to Year 12

**Link:** <https://www.pittwaterhouse.com.au/portal/school-information>

**Login:** Login to be set up by parents/guardians

**Enquiries:** School Administration at: [school.admin@tphs.nsw.edu.au](mailto:school.admin@tphs.nsw.edu.au)

---

# Excursions

Excursions take place to enhance and complement the learning taking place in the classroom.

Documentation for an excursion will be found on Skoolbag to be downloaded or completed online. The documentation will include all the details of the excursion and a risk statement outlining the risks identified for the excursion. The forms are to be signed by the parent/guardian and returned to school by the date indicated.

# Health Centre

Our Health Centre is staffed five days a week by two registered nurses. The nurses provide health care for the whole school community, from the students in the Early Childcare Centre to those in the Senior School.

Our Nurses and Early Childhood Educators can administer prescribed medication, if required. Our Nurses also conduct the school-based immunisation programs.

## **Location and Opening Times**

The Health Centre is located in Room MG17 on the lower level of the Junior School block. Health care is provided between the hours of 8.30am and 3.30pm as an emergency service for students, staff and families who have an acute episode of illness whilst at School.

## **Services Provided**

Early Childhood students who become unwell whilst at School are assessed by their educators and if needed are directed to the Health Centre, where they are assessed and receive appropriate treatment.

There is a full first aid kit located in the ECC and locked storage facilities available to securely house any medications that need to be administered during the day. Families are required to complete our medication register to authorise the administration of any medicines, creams or supplements. All medicines must remain in their original packaging and the dosage is clearly communicated in accordance with medical consultation.

If a student requires further treatment which cannot be provided by the Health Centre Staff, we contact the parents and arrangements for the required treatment are made.

As the facilities in the Centre are limited and we always put the child's needs first, we notify parents if a student is not well and ask parents to make arrangements for their child to be taken home.

## **Mandatory Health and Medical Information**

Before your child commences with Pittwater House you are required to complete Mandatory Health and Medical Information which is collected via our Edumate system. Your child will not be permitted to commence their schooling at Pittwater House if incomplete.

### **Asthma and Anaphylaxis Plans**

If your child suffers from asthma or a severe allergy, a relevant plan from your doctor is required to be attached to the medical form.

## Sun safety

We are a “sun smart” centre endorsed by the Cancer Council and we endorse a “no hat, no play” policy. Our program includes sun safety and we re-apply sunscreen at 10:30am daily.

<b>Pittwater House Nurses</b>	<b>Contact Details</b>
Registered Nurse Ingrid Scouller	Phone: 02 9972 5734 (between 8.30am and 3.30pm)
Registered Nurse Karen Brocklebank	Email: healthcentre@tphs.nsw.edu.au

To read more information about our Health Centre, please read the Health Centre Fact Sheet on the Portal under New Enrolment Information.

# Kindergarten to Year 2 Discovery Hub

Beyond the ECC, our Junior School includes the Junior Girls’ College and the Preparatory School and runs from Kindergarten to Year 6. It offers single-sex classes within a co-educational campus, giving your child the best of both single-sex and co-ed schooling.

Within this structure, our caring teachers are able to identify and enrich your child’s talent, be it academic, creative, sports-related or leadership-oriented.

The Pittwater House Discovery Hub is a dedicated Kindergarten to Year 2 precinct which utilises the latest learning philosophies and tailored physical spaces to provide an optimum learning experience for our youngest students.

Opened in February 2020, the Discovery Hub was developed in direct response to meeting the adapting needs of our students, supported by research including that of world-renowned Finnish educator, Pasi Sahlberg, who introduced his research and learnings to our School community in 2019.

Our teaching strategies are as wide and varied as the requirements of our students. Our comprehensive and challenging programs are underpinned by research to ensure that each lesson is approached in the most effective way to maximise learning.

Children are naturally motivated to play. One of the key new philosophies that our Discovery Hub has adopted is a focus on play-based learning, both inside and outside of the traditional classroom settings. This is associated with significantly enhanced cognitive, social, emotional and physical outcomes for students.

Play-based learning involves both student-initiated and teacher-guided learning. Our teachers have undergone specialised Harvard Graduate School of Education professional development in this area to enable them to develop opportunities to encourage children to explore, experiment and problem-solve as part of their play, whilst stretching their thinking to higher levels.

The Discovery Hub has been designed to allow flexibility in teaching methods. It provides creative and engaging learning spaces to suit individual, small group or whole class activities to create an optimum learning experience for our students. Their day has also been restructured to allow for more breaks without compromising opportunities for learning.

The Discovery Hub supports ability-based group work across the Kindergarten to Year 2 classes, which fosters broader friendship groups and provides access to more teachers. This, in turn, supports social and emotional development and enhances confidence and resilience in the classroom and playground.

At Pittwater House, our high teacher-to-student ratio and capped class sizes enable Kindergarten – Year 2 class teachers, specialist teachers and learning enrichment staff to understand what each child needs to thrive at school.

Our teachers use a variety of strategies and tools to assess the developmental and learning stage of each child, then tailor their classroom activities to cater for the individual learning needs of children across different curriculum areas. This approach ensures each child achieves their personal learning goals before moving on to the next.

Within the Discovery Hub, children are grouped according to their needs and their progression through the curriculum. Teachers use research-based gender-specific strategies in all areas, adapting to the individual interests of the students.

As the primary building blocks of education, our numeracy and literacy programs engage children in a range of ways. To complement our students' learning of the foundations: English, Mathematics, HSIE (History and Geography) and Science and Technology, we also offer age-appropriate introductions to subjects such as languages (French), Creative Arts (Music, Drama and Art) and PDHPE (Sport, including tennis and swimming, and Dance), all taught by specialist teachers in purpose-built facilities.

Our Gifted and Talented Co-ordinator regularly liaises with classroom teachers to provide additional extension and enrichment opportunities to identified students. This program is comprised of challenging weekly group sessions classes, internal/external competitions and termly incursions.

Our Learning Enrichment Team specialises in in-class support and collaborative planning for students with additional needs. We create a learning environment where all students can progress at their own rate and optimise growth. Our team is staffed by specialised teachers including the Learning Enrichment Co-ordinator, a Learning Enrichment Teacher and three teacher aides.

As an extension to classroom learning, our comprehensive list of co-curricular opportunities gives children the chance to try many different activities across sport, creative arts and critical thinking to further develop their social connections across year groups.

Our Campus provides everything our students need in one place: multiple open play spaces and dedicated learning areas; an 8-lane 25 metre swimming pool; a multi-purpose gymnasium; tennis courts; a performing arts centre; a music cottage; a library; a health centre run by qualified nurses; counsellors and so much more.

# Library

The School has a well-resourced library where students can borrow books, research, and find a quiet space to read.

Library lessons are a vital part of the English syllabus and of a student's love and appreciation of literature and literacy understandings.

Students in Kindergarten -Year 6 have a weekly timetabled session where they can borrow. The Library is also open during lunchtimes on Monday through to Friday.

Please see below some of the borrowing rules and expectations which ensure the smooth and equitable running of the library.

**ECC - Year 2:** 1 book

**Year 3 - Year 12:** 2 books.

Loan Length:

Picture books – **1 week**

Chapter books – **2 weeks**

Library bags are compulsory for K-6.

Books are expected to be returned at each library lesson.

on the items. Borrowing from the Junior School library ceases over the holidays.

Students are encouraged to use the eLibrary to borrow from at all times but particularly over the school holiday period. Log-in details are provided to students.

If a book is lost or damaged a replacement fee will be charged. This is the cost of the item plus a processing fee of \$7. This is non-refundable, and if a lost item is subsequently found the student is given the resource to keep.

Our aim is to provide equal access to the resources of the library and to maintain a vibrant, relevant and happy place to visit

# Photographs

To protect the privacy of our children and their families, there will be no photographs (including video) taken within the centre other than those taken by staff using TPHS photographic equipment.

Photographs/videos that are taken by staff, will be shared and can be viewed by families via the digital online platform EDUCA, as part of the children's educational portfolio.

No other photographs/video may be taken of the children without prior written approval.

# Pittwater House Parents Association (PHPA)

## Our Focus

The Pittwater House Parents' Association (PHPA) is a group of volunteer parents who meet regularly to plan and organise a number of events throughout the year as well as managing the school Canteen and the Second-hand Uniform shop. Whilst fundraising is our ultimate goal, we are also passionate about creating a vibrant and thriving parent community that truly reflects the School values. We want to ensure that every Pittwater House family feels welcome and can be involved in whatever capacity they are able to, in a fun, enjoyable and non-judgemental environment.

## What We Do

All funds raised through PHPA activities are donated back to our School for the benefit of the students. The committee members are made up of parents/guardians from across the School and have the time to fully commit to organising these events and initiatives. At the end of each school year we hold an AGM to review the past year and look forward to the next. All parents/guardians from the School community are welcome to attend and hear how their contributions have made a difference.

## Be Involved

We encourage everyone to get involved in some way, be it in the Canteen, Clothing Pool or at any of our events - as a volunteer and/or a customer! We organise for each class to have a Network Parent who will be your contact for any general questions around school life and is an essential link between the School, the PHPA and class families. We also have a Volunteer Liaison who coordinates the daily Canteen Volunteers and recruits the volunteers for all our events as needed.

## Contact Us

If you are keen to know more about the parent community, please email PHPA Co-Presidents, Kate and Connie at [PHPA@tphs.nsw.edu.au](mailto:PHPA@tphs.nsw.edu.au), or to get started straight away with a volunteer shift in the Canteen please email our Volunteer Liaison, Shannon at [PHPAvolunteer@tphs.nsw.edu.au](mailto:PHPAvolunteer@tphs.nsw.edu.au). You can also find out what we have been up to and what's next on the calendar via our closed **Facebook** group or on **Skoolbag**.



# Uniform

Our students take great pride in their uniform and it should be worn neatly and correctly at all times. Students must wear the school uniform in full.

The Pittwater House ECC uniform (girls only) adapts to different seasons and sports requirements..

- Summer Uniform - Term 1 and Term 4
- Winter Uniform – Term 2 and Term 3

## UNIFORM SHOP

The Pittwater House School Shop is located on campus at 70 South Creek Road, Collaroy, near the Music Cottage / Sports Centre.

Please enter the shop through the main campus.

The Uniform Shop provides uniforms for all years, from the Early Childhood Centre to Senior School.

### Standard 2021 Uniform Shop Opening Hours - Term Time Only

Monday and Tuesday:	8.00am - 4.00pm (closed 12.00pm - 12.30pm)
Wednesday:	8.00am - 4.30pm (closed 12.00pm - 12.30pm)
Thursday:	Closed
Friday:	8.00am - 12.00pm

### January 2021 Holiday Uniform Shop Opening Hours

Shop Open: 8:00am – 4:00pm (closed 12.00pm – 12.30pm)

Monday 18th, Tuesday 19th, Wednesday 20th, Thursday 21st, Friday 22nd

### Uniform fittings are by Appointment Only

For an appointment please call 02 9972 5721

Please book an appointment for a uniform fitting as delays can occur if families arrive together.

Due to variation in supply all prices are subject to change without notice, however prices as quoted are correct at time of printing.

**The Uniform Ordering Form can be found on the Portal, under School Information.**

# Pittwater House

## Early Childhood Centre Uniforms

SUMMER (Terms 1 & 4)	WINTER (Terms 2 & 3)
<p><b>GIRLS</b> Summer dress with white ankle socks and black velcro strap school shoes</p>	<p><b>GIRLS</b> Navy long sleeve polo with tartan tunic, polar fleece, long navy socks and black velcro strap school shoes</p>
<p><b>BOYS</b> Navy short sleeve polo with grey shorts, short grey socks and black velcro strap school shoes</p>	<p><b>BOYS</b> Navy long sleeve polo, grey shorts, polar fleece, long grey socks and black velcro strap school shoes</p>
	<p><b>UNISEX OPTION</b> Long sleeve polo shirt with navy tracksuit pants, polar fleece, white ankle socks and white velcro strap sandshoes</p>



### ACCESSORIES

#### REQUIRED

- Pittwater House bag
- Pittwater House bucket hat
- Library bag
- Art smock
- Rain jacket

#### OPTIONAL

- Hair ties, headbands and ribbons (school fabric)

**Examples of required school shoes or sandshoes**  
(not sold in school shop)



All uniform garments and accessories are available at the school shop

## **Second-Hand uniform shop/ clothing pool**

The Clothing Pool, run by volunteer parents, sells good quality, second-hand uniforms. The proceeds of the sales are split equally between the previous owner of the uniform and the Pittwater House Parents Association.

Any items which are too worn or stained to be sold are donated to an orphanage in Cambodia.

The Clothing Pool is located next to the Uniform Shop, close to the South Creek Road entrance of the school.

### **Clothing Pool Opening Hours**

Tuesdays, 8:00am – 9:15am

Thursday, 2:00pm – 3:15pm

We accept cash, cheques and credit cards. Purchases cannot be charged to your school account.

If you have questions, contact [phpaclothingpool@tphs.nsw.edu.au](mailto:phpaclothingpool@tphs.nsw.edu.au).