



Pittwater House

2021

Year 11 – Leadership Program

True leaders always practice the three R's: Respect for self,
Respect for others and Responsibility for their actions

achieve a balance

co-educational campus | single-sex education

Key Contacts



Dr Nancy Hillier
Principal
principal@tphs.nsw.edu.au



Mrs Mellissa Murray
Secondary Stage 6 Co-ordinator,
Careers and Tertiary Advisor
mellissa.murray@tphs.nsw.edu.au



Mr James Walmsley
Deputy Principal
james.walmsley@tphs.nsw.edu.au



Ms Lorna Probst
Head of College
lorna.probst@tphs.nsw.edu.au



Mr David Heath
Head of Grammar
david.heath@tphs.nsw.edu.au

The Pittwater House Schools Ltd.

t 02 9981 4400

f 02 9971 1627

www.pittwaterhouse.com.au

PO Box 244 Manly NSW 1655

70 South Creek Rd Collaroy NSW 2097

ABN 87 000 655 845 | CRICOS 00897J

MBM:lsm – 10/02/21 - Version 1

Leadership Program

Today more than ever you as a young person face remarkable challenges. Therefore, it is so important for the School to provide you with a toolbox for life. A toolbox that will give you the skills and strategies to help you cope in society and life beyond school. Young people need to be healthy and resilient to meet life's challenges.

The Leadership Program allows individuals to develop greater confidence and awareness of themselves, their peers and learning beyond the classroom. The Program encourages greater responsibility for independent learning and reflection, develops team-work strategies, resilience, a sense of belonging and a respect of the individual. The Empowerment and Connection workshops encouraged you to cultivate empathy, challenge yourself, and above all to persevere in the face of adversity – because these are the qualities that will help you grow. The Leadership Program encourages individuals not to take the easy road, not to feel that they have to have instant gratification but rather to understand that people will only get from life what they invest in it. This Program will help you academically and pastorally.

This will involve:

- Undertaking internal or external Community Work per year. There may be restriction due to COVID-19 with external community work
- Participation in whole School events: swimming, athletics, House Cup
- Co-curricular participation – a minimum of 1 activity in Year 11
- Uniform Inspections – 6
- Exhibit positive relationships in Form – Form teachers will need to sign off that you have participated in Form activities
- Exhibit positive relationships in House – House teachers will need to sign off that you have participated in House activities
- Form presentation – a presentation to be made at Form, this can be with a group or as an individual

You must complete all minimum requirements of the Program. If, however, you participate in more co-curricular activities or complete more hours of service to the community, ensure that this is also recorded.

The variety of co-curricular activities and community service is broad; if your chosen activity is not listed, please see the Stage 6 Co-ordinator.

Submission of Leadership Program forms

It is the student's responsibility to ensure that all forms are signed by the appropriate staff prior to submission to the Stage Co-ordinator. House Teachers and Form Teachers should be consulted as to when they are available to sign documents for the Leadership Program.

The Community Service form must be accompanied by a letter or letters from the service provider confirming the student's involvement. This should be on letterhead and include contact details of the provider.

Inability to complete the Program

Any student who is unable to complete the Program due to illness or any other mitigating reason may apply to the Head of School and the Stage 6 Co-ordinator for special consideration. Such an application must be accompanied by a medical certificate.

Due Date

Year 11 – Term 3

All documents must be submitted to the Stage 6 Co-ordinator by the end of Week 1, Term 3 2021.

Why should I participate?

If you are interested in standing for a leadership position in Year 12, such as Prefect, House Captain you are required to participate in the Program to show your commitment to the School.

Will participation in the Program guarantee a leadership position?

No.

Lighthouse Program

Students are expected to have completed the program in Year 10. Students who did not complete the program should consult with the Stage 6 Co-ordinator and Head of School.

Program Section	Guidelines
Full engagement in and completion of academic course requirements	Participation in all classes, completing all homework, attending all excursions and bringing all equipment or specific uniform. Stage 6 Co-ordinator review Year 11 Semester 1 report.
Attending whole school events	Attending Annual Swimming/Athletics Carnivals, House Cup. Stage 6 Co-ordinator will review attendance.
Participation in at least 1 co-curricular activities during the year and attendance at whole school events as required <i>Co-curricular Participation form</i>	Co-curricular activities may include: School sports teams, School music groups, Debating, the School's Major Production, Chess Club, Coaching. Duke of Edinburgh participation can be used, when acting as an Award Ambassador while completing Silver and Gold.
Completion of a minimum of hours of service to the community. <i>Community Service Participation form</i> No payment should occur for the placement.	This can be with any organisation that provides a community service. Students may assist one group or many. It could include collecting money for the Red Cross, helping at the RSPCA, assisting with Church activities, helping at the local Op Shop. A letter of reference from students chosen organisation/s must be attached. Must be a minimum of 6 hours
Positive Relationships in Form Group	Demonstrate and develop positive relationships at all times with all members of the Form Group. Participate in Form Group initiatives. Form teacher to sign off.
Positive Relationships in House	Demonstrate and develop positive relationships at all times with all members of the House. Participate in and assist with House activities. House patron to sign off.
Consistent, correct wearing of the School and Sports Uniform <i>Uniform Expectation form</i>	The uniforms must be worn correctly at all times. This includes using the correct School bag and wearing correct school shoes and school hat.

Prefects

Students interested in being a Head Prefect/Prefect/House Captain must submit a written application (attached), email Dr Hillier with and email of application, deliver a speech and attend an interview with the Interview Panel.

The Prefect's role includes but is not limited to the following and the School encourages all students who are leaders to make the role their own by using their initiative and imagination and drawing on their individual strengths.

- As part of the Year 12 leadership team, the Prefect/s is/are expected to support and participate in the broader activities of the School
- Prefects should encourage and support their fellow Leaders, especially those who form part of the Year 12 Leadership Team
- Leaders should foster and encourage School spirit and an adherence to its ethos and expectations amongst all student
- Prefects meet regularly with the Heads of School and Stage 6 Co-ordinator to plan events and review school activities
- Prefects may be called upon to assist or lead Assemblies and give a report at the end of Terms 1 to 3 inclusive
- Prefects may be required to attend and/or officiate at special School events
- Prefects are required to write a detailed report for The Pittwaterman at the conclusion of the year
- Prefects meet regularly as a team to plan events
- Carry out before school duties or lunch duties
- Support and enforce School standards and rules
- Role model behaviour, dress and school values
- House Captains are expected to know the members of the House and to encourage participation, enthusiasm and House spirit
- House Captain should demonstrate
 - Support of the House teacher
 - The House Captain/s is/are expected to take an active role in all House meetings
 - The House Captain/s is/ are expected to assist in the planning of, organising and execution of all House activities and to be an enthusiastic and consistent participant



Leadership Application

Student Name: _____ **Form Class:** _____

I wish to apply for this position because:

(Discuss things such as what you would like to achieve in the next twelve months, your personal goals)

What skills/strengths do you have that will enable you to be a good Prefect?

How do you see yourself as a team player?

What characteristics do you possess that will make you a good leader for your House and what skills/qualities do you think necessary for a good leader to possess?



Internal or External Community Service Participation – Year 11

(Reference of each organisation must be attached)

Student Name: _____ **Form Class:** _____

Has completed Community Service demonstrating a commitment of: _____ hours.

1. Name of work provider: _____

Type of Community Service work: _____

Reference Letter attached: Yes No

2. Name of work provider: _____

Type of Community Service work: _____

Reference Letter attached: Yes No

Internal or External Community Service Participation – Year 11 cont.

(Reference of each organisation must be attached)

3. Name of work provider: _____

Type of Community Service work: _____

Reference Letter attached: Yes No

4. Name of work provider: _____

Type of Community Service work: _____

Reference Letter attached: Yes No



Co-Curricular Participation - Year 11

Leadership Program – a minimum of 1 activity is required per year.

Form to be completed by Student and endorsed by the teacher in charge of the activity.

Student Name: _____ **Form Class:** _____

1. Activity Name: _____

Teacher in charge Name: _____

Teacher in charge Signature: _____

2. Activity Name: _____

Teacher in charge Name: _____

Teacher in charge Signature: _____

3. Activity Name: _____

Teacher in charge Name: _____

Teacher in charge Signature: _____

4. Activity Name: _____

Teacher in charge Name: _____

Teacher in charge Signature: _____



Uniform Inspections – Year 11

Wearing school uniform is part of being a responsible student. Students should be dressed neatly, well-groomed at all times and take pride in their appearance. A good leader must be a role model and wear their uniform correctly.

There will be 6 inspections – to be organized by the Form Teacher/Stage Co-ordinator/Head of School.

The student will need to pass four of the six inspections.

The inspections will occur with no warning.

Please ensure that you know the uniform rules.

As a uniform inspection Form Teachers will tick off all aspects of uniform worn correctly. Students pass the inspection only when all categories are ticked off.

Student Agreement

I understand the rules regarding uniform and I agree to wear my uniform correctly and to follow the Pittwater House guidelines.

Student Name: _____ **Form Class:** _____

Student Signature: _____ **Date:** _____

Uniform Inspection (College): Year 11



Student Name: _____ Form Class: _____

College							
Inspection	1	2	3	4	5	6	Comments
Date							
Hair							
Skirt Length							
Blazer (winter)							
Shoes/Socks							
Socks							
Jewellery							
Make-up							
Teacher Initial							
Pass/Fail							

Uniform Inspection (Grammar): Year 11



Student Name: _____ Form Class: _____

Grammar							
Inspection	1	2	3	4	5	6	Comments
Date							
Hair							
Blazer (winter)							
Tie							
Top Button							
Shirt Tucked							
Shoes/Socks							
Teacher Initial							
Pass/Fail							

Application Endorsement – Year 11



Form to be completed by Form Teacher and House Teacher

Academic Attitude and Approach

- Has attended all classes in all subjects (other than approved absences) Yes No
- Completed work on time Yes No
- Is organized, with class-specific equipment in all classes Yes No
- Has maintained a consistent record of returning books to the Library by the due date Yes No

School Events

- Has attended School events as required Yes No
- Uniform Expectations
- Has consistently worn the uniform according to School expectations Yes No
- Has consistently worn the School sports uniform appropriately in Physical Education classes and at all sports occasions and at all sports occasions and matches Yes No

Positive Relationships

- Has demonstrated and developed positive relationships at all times with all members of the Form Group Yes No
- Has successfully participated in Form Group initiatives Yes No

Form Teacher Name: _____ **Signature:** _____

Date: _____

House

- Has demonstrated and developed positive relationships at all times with all members of the House Yes No
- Has successfully participated in House activities Yes No

House Teacher Name: _____ **Signature:** _____

Date: _____

