



Pittwater House

# WELCOME TO SENIOR SCHOOL 2022



Pittwater House School  
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PO Box 244, Manly NSW 1655



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facebook.com/tphs.collaroy



pittwaterhouse.com.au

# How To Use This Handbook

The amount of information you receive when starting at a new school can be a bit overwhelming so we want to make it as simple as possible.

This handbook has been designed specifically with new families in mind. It will give you all the information you need to ensure your family is informed and prepared for a successful and seamless start at Pittwater House.

We provide this document as an electronic resource so that our families can always access the most up-to-date information with ease. The document is also searchable making it easy to find what you're looking for.

Whenever we release updated editions we will include the date it was last revised in the blue header at the top of each page. We will also list here what sections have been amended so you can see at a glance what has changed.

## **What's New?**

The last version of this document was the 2021 Handbook which was printed in hard copy. We are now moving to an electronic version and updating the information for the 2022 school year.

A full list of the changes introduced for 2022 will be made available in the next update.

# Contacts

<b>Accounts</b>	<b>accounts@tphs.nsw.edu.au</b>	<b>9972 5792</b>
<b>Enrolments</b>	<b>enrolments@tphs.nsw.edu.au</b>	<b>9972 5789</b>
<b>Health Centre</b>	<b>healthcentre@tphs.nsw.edu.au</b>	<b>9972 5734</b>
<b>IT Support</b>	<b>itsupport@tphs.nsw.edu.au</b>	<b>9972 5770</b>
<b>Reception</b>	<b>school.admin@tphs.nsw.edu.au</b>	<b>9981 4400</b>
<b>Transport</b>	<b>transport.bookings@tphs.nsw.edu.au</b>	<b>9981 4400</b>

## School Executive

Principal	Dr Nancy Hillier principal@tphs.nsw.edu.au	9972 5766
Principal's Personal Assistant	Mrs Julia Paul julia.paul@tphs.nsw.edu.au	9972 5766
Deputy Principal	Mr James Walmsley james.walmsley@tphs.nsw.edu.au	9972 5774
Head of College	Mrs Katie Thomas katie.thomas@tphs.nsw.edu.au	9972 5771
Head of Grammar	Mr David Heath david.heath@tphs.nsw.edu.au	9972 5725
Head of Junior School	Mrs Ruth Achurch ruth.achurch@tphs.nsw.edu.au	9972 5745
Business Manager	Ms Lynn Phelan lynn.phelan@tphs.nsw.edu.au	9972 5748
Head of Teaching and Learning	Ms Janet Lovell janet.lovell@tphs.nsw.edu.au	9972 5782

## Senior School Year Co-ordinators

Stage 4 Co-ordinators	Year 7 College	Ms Jenny Cook jenny.cook@tphs.nsw.edu.au	9981 4400
	Year 8 College	Ms Georgina Brady georgina.brady@tphs.nsw.edu.au	9981 4400
	Year 7 Grammar	Mr Luke McKee luke.mckee@tphs.nsw.edu.au	9981 4400
	Year 8 Grammar	Mr Robert Clarke robert.clarke@tphs.nsw.edu	9981 4400
Stage 5 Co-ordinators	Year 9 College	Ms Bronte Stovin-Bradford bronte.stovin-bradford@tphs.nsw.edu.au	
	Year 10 College	Ms Stephanie Burke stephanie.burke@tphs.nsw.edu.au	9981 4400
	Year 9 Grammar	Mr Owen Hamerton owen.hamerton@tphs.nsw.edu.au	9981 4400
	Year 10 Grammar	Mr Adam Hine adam.hine@tphs.nsw.edu.au	9981 4400
Secondary Stage 6 Co-ordinator Careers and Tertiary Advisor TAFE Co-ordinator	Mrs Mellissa Murray mellissa.murray@tphs.nsw.edu.au	9972 5707	

## Additional Contacts:

Acting Co-ordinator of Learning Enrichment	Ms Jenny Cook jenny.cook@tphs.nsw.edu.au	9972 5757
Co-ordinator of High Potential & Gifted Students (K-12)	Ms Victoria James victoria.james@tphs.nsw.edu.au	9972 5782
School Psychologists/Counsellors	megan.williams@tphs.nsw.edu.au prue.excell@tphs.nsw.edu.au (M-W) sean.panambalana@tphs.nsw.edu.au (W, Th)	9972 5742

# 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 at the School is to partner with you to help your child 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 the 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 School allows for each child to be treated as a special individual. The staff at Pittwater House take their role as teachers very seriously. They seek to guide students to achieve academically and grow physically, socially and emotionally in a happy, secure environment.

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

Warm regards,

A handwritten signature in blue ink, appearing to read 'Nancy Hillier'. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Dr Nancy Hillier BA, DipEd, MEdSt, DEd  
**Principal and CEO**

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# 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.

**H**

### HONESTY AND INTEGRITY

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

**E**

### EXCELLENCE

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

**R**

### 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.

**O**

### ORIGINS

We celebrate the journey of our traditions.

**I**

### INNOVATION

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

**C**

### COMMUNITY

We connect our students, families, staff and alumni.

# Key Staff - Executive Team



**Principal**  
Dr. Nancy Hillier



**Deputy Principal**  
James Walmsley



**Head of Grammar**  
David Heath

**Head of College**  
Katie Thomas  
(From T1 2022)



**Head of Junior School**  
Ruth Achurch



**Head of Teaching & Learning**  
Janet Lovell



**Business Manager**  
Lynn Phelan

## 2022 Updates Coming Soon

### Senior School Year Co-ordinators

#### Stage 4 Co-ordinators



**Year 7 College**  
Ms Jenny Cook



**Year 8 College**  
Ms Georgina Brady



**Year 7 Grammar**  
Mr Luke McKee



**Year 8 Grammar**  
Mr Robert Clarke

#### Stage 5 Co-ordinators



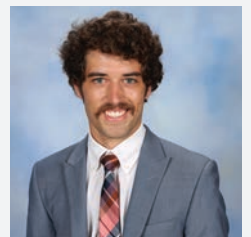
**Year 9 College**  
Ms Bronte Stovin-Bradford



**Year 10 College**  
Ms Stephanie Burke



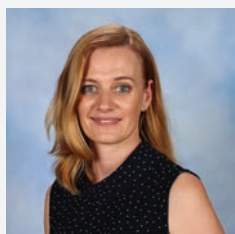
**Year 9 Grammar**  
Mr Owen Hamerton



**Year 10 Grammar**  
Mr Adam Hine

#### Secondary Stage 6 Co-ordinator

Careers and Tertiary Advisor  
TAFE Co-ordinator



Mrs Mellissa Murray



# Term Dates for 2022

## New Starters Morning Orientation

Monday 31 January

Half day morning orientation for Kindergarten, Year 7 and any other students new to the School

### Term 1 Commences (10 weeks)

Tuesday 1 February

### Term 1 Ends

Friday 8 April

### Term 2 Commences (9 weeks)

Wednesday 27 April

### Term 2 Ends

Friday 24 June

### Term 3 Commences (10 weeks)

Tuesday 19 July

### Term 3 Ends

Friday 23 September

### Term 4 Commences (9 weeks)

Tuesday 18 October

### Term 4 Ends

Tuesday 13 December (Years K-6)  
Wednesday 14 December (Years 7-11)

# School Hours

Years K-2		Years 3-6		Years 7-12	
Class/Period	Bell Times (Daily)	Class/Period	Bell Times (Daily)	Class/Period	Bell Times (Daily)
Period 1	8:30am	Early Class	7:37am	Early Class	7:37am
Play Time	9:30am	Period 1	8:30am	Period 1	8:30am
Period 2	9:45am	Period 2	9:23am	Period 2	9:23am
Period 3	10:30am	Recess	10:16am	Recess	10:16am
Play Time	11:15am	Period 3	10:36am	Period 3	10:36am
Period 4	11:29am	Period 4	11:29am	Period 4	11:29am
Junior Lunch 1	12:22pm	Junior Lunch 1 (Oval)	12:22pm	Senior Pastoral*	12:22pm
Junior Lunch 2	12:47pm	Junior Lunch 2	12:47pm	Senior Lunch 1	12:47pm
Junior Pastoral*	1:12pm	Junior Pastoral*	1:12pm	Senior Lunch 2	1:12pm
Period 5	1:39pm	Period 5	1:39pm	Period 5	1:39pm
Period 6	2:32pm	Period 6	2:32pm	Period 6	2:32pm
Day Ends**	3:00pm	Day Ends	3:20pm	Day Ends	3:25pm
				Late Class	3:25pm
				Late Class Ends	4.18pm

\* Pastoral is replaced with Assembly on Fridays

\*\* Years K-2 students are dismissed at 3pm, however, students can attend a literature session and be collected with older siblings at 3:20pm.

# Important Dates

Available in 2022 from Term 1, Week 2 and will be sent out to parents and added to this handbook.

# Campus Map



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

# Preparing For The First Day Of School

## Daily Routine

Students need to be at school by 8:15am as lessons begin at 8:30am. The day finishes at 3:25pm.

Students may be picked up from the car park at 3:30pm. (See additional notes in this booklet about transport logistics).

On the first day of school each student will be issued with the following:

- Daily school timetable
- Student ID Card will be arranged and issued at a later date
- House membership
- Lock for individual locker
- Student Diary (Year 7 only).

## Student Cards

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

## Daily Requirements

What to bring to school each day:

- Lunch in a labelled lunchbox
- Labelled refillable drink bottle
- Sun hat (chosen from one of the School styles available from the School Shop)
- Computer (see additional notes in this booklet about Bring Your Own Device).

## Allergy Aware Environment

The School aims to provide a nut-free environment to protect children and adults on campus who have allergies to nuts and nut products. Students, staff and visitors must not bring nuts or nut products on to the School campus and no nuts or nut products will be sold at the School canteen. Students should not share any food with other students. Students with allergies should ensure they have an action management plan that has been communicated with the School's Health Centre and that they follow the stated procedures in regards to medication, etc. The School cannot guarantee to eliminate all nut products at School functions or during curricular or extra-curricular activities.

Allergies to foods or other substances must be reported via the Medication Update form supplied at the time of enrolment or when necessary via the TASS Parent Lounge. It is also imperative that class teachers are informed of any such allergies so as to accommodate individual requirements.

# Academic Subjects

Pittwater House continues to offer subjects from all of the Key Learning Areas of the NSW Education Standards Authority (NESA). All subjects taken in Years 11 and 12 lead to the awarding of the NSW Higher School Certificate after the completion of the State exams at the end of Year 12.

In Years 7 and 8 most subjects are compulsory as prescribed by NESA. The exception to this is the choice between French and Mandarin in Year 8.

For Years 9 and 10 each student must take the mandatory core set by NESA. Aside from the mandatory core subjects, students in Year 9 and 10 must also choose a number of elective subjects.

For Years 11 and 12, each of the subjects are assigned 'units' to contribute to the NSW Higher School Certificate. Each candidate is required to undertake a minimum of twelve units in Year 11 (excluding extension subjects) and a minimum of 10 units in Year 12. University entrance or the ATAR is calculated from the student's best 10 units, and this must include two units of English.

For new students, subject selections and completed selection forms should be discussed at the Enrolment Interview.

Note: Students in Years 11 and 12 also have the opportunity to study a range of courses through TAFE which can contribute to their ATAR. Additional language courses are also available in Years 11 and 12 for background speakers through the Saturday School of Community Languages at Chatswood. Courses may also be taken through the NSW School of Languages. Courses available include Korean, Japanese, German, Russian and Indonesian to name a few.

# 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 nominated bank account or credit card. 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.

Current families can pay their school fees by credit card online. School fees are direct debited on the 15th of the month unless this date is not on a business day, then it is the following business day. Families can now pay prior to this day with a credit card, EFT or BPay. To pay your School fees go to [www.pittwaterhouse.com.au/online-payments](http://www.pittwaterhouse.com.au/online-payments) or wait for the automatic direct debit process.

# Attendance

## Quick Reference Guide for TASS Parent Lounge

### Absence Notification

To Inform School before 9:00am on day of absence:	Haven't Informed School:
<ul style="list-style-type: none"> <li>• <b>Add Absence Notification</b> in Parent Lounge</li> <li>• Parent will not receive Absentee alert as School has been informed</li> </ul> <p>Attendance queries can be directed to:  <a href="mailto:attendance@tphs.nsw.edu.au">attendance@tphs.nsw.edu.au</a></p>	<ul style="list-style-type: none"> <li>• Student will be marked absent</li> <li>• Parent receives SMS and Email</li> <li>• Parent acknowledges existing Absentee Record with a reason in Parent Lounge within 7 days</li> </ul>

### Early Departure

Requests for approval of an early departure from School must be received by 9:00am on the intended day of departure. **Students must sign out at Reception prior to departure.**

To Inform School
<ul style="list-style-type: none"> <li>• <b>Add Absence Notification</b> in Parent Lounge selecting 'Early Departure' as Type of Absence</li> <li>• Student must sign out at Reception before departing campus</li> </ul>

### Late Departure

Inform School on the day of late arrival. **Students must sign in at Reception on arrival.**

To Inform School
<ul style="list-style-type: none"> <li>• <b>Add Absence Notification</b> in Parent Lounge selecting 'Late for School' as Type of Absence</li> <li>• Student must sign in at Reception on arrival to campus</li> </ul>

For full details about our Attendance policy, please refer to the Attendance Policy and Instructions document that can be found on the Portal, under New Enrolment Information.

## 2022 Updates Coming Soon

# Bring Your Own Device Program (BYOD)

## Background

Pittwater House adopts a “Bring Your Own Device” (BYOD) technology program for all Senior students to be used in all learning areas. The technology model in the School is for each student in the Senior School to be equipped with their own device. Pittwater House will provide a site-wide WiFi network, a suite of educational software and configuration IT support. The learning benefits of a BYOD model are that it normalises the use of technology within the classroom and creates opportunities for students to learn, collaborate and communicate beyond the walls of the classroom. Ready access to a laptop provides an invaluable educational resource that complements the learning taking place in the classroom and is suited to the balance between direct instruction and student-centered work.

2020 Year 6 students will be able to use their current device in the Senior School. There is no expectation for these families to purchase a new device.

The 2022 BYOD program involves:

- Students purchasing their own device (privately or through the School’s preferred partner, CompNow);
- Students will be able to, at no additional cost, install Office 365 onto their devices and for some subjects the Adobe Creative Cloud suite of software;
- Students will also be provisioned with a school-based email account;
- Students will be provided an Office365 and a Google account to access Apps and cloud-based storage;
- Students and parents can access the learning platform, Canvas, for learning resources;
- For some subjects, students will access e-textbooks via our textbook partner, Box of Books;
- The provision of cyber-safe tools and resources via our cyber-safe partners Family Zone;

## It is important that:

1. Each device has up-to-date virus software.
2. If the student is likely to choose technology-based electives, such as IST or Photography and Digital Media in Years 9 to 12 then a higher-powered laptop would be beneficial.
3. iPads and other “App” based tablets such as Android tablets, are not recommended as a prime device due to their limitations. Similarly, Chromebook do not allow all software to be installed.

## Purchasing Recommendation – MacBook (Air or Pro)

The School recommends the purchase of a MacBook. Please contact Chris Maker, Director of Learning Technologies, [chris.maker@tphs.nsw.edu.au](mailto:chris.maker@tphs.nsw.edu.au) for guidance on device selection. There are two MacBook options on the Portal. Both are suitable for students in Years 5 to 9. If students go on to select subjects in their Senior years requiring higher computing power like graphic design or digital music creation, then the higher specification model is recommended.

You are welcome to purchase the MacBook from any supplier, however it’s highly recommended that you purchase one with 3-year onsite Apple Care warranty. It is important that you factor this in when comparing prices between suppliers.

## 2022 Updates Coming Soon

We have partnered with CompNow as our preferred Apple Mac reseller. They also have a selection of Windows laptops for your consideration.

To purchase, the CompNow portal can be accessed at: <https://shop.compnow.com.au/school/pittwater-house>.

There are many advantages to purchasing a MacBook through CompNow. These include:

- A 3-year onsite warranty;
- Delivery to your house;
- Setup days before school commences and ongoing IT support;
- Repairs done at school during school hours;
- The IT Department provides a self-service portal for all school-related software. This makes installing new software very easy and minimises disruptions to learning;
- New software will be available via the self-service portal as required;
- MacBooks are robust devices that are rarely affected by viruses.

Additionally, we highly recommend that such devices are covered with optional accidental damage insurance and with extended warranty cover. This is available through CompNow during the device order process or please consult your home and contents insurance provider. Please check your policy carefully. The School is not responsible for damage or loss of students' personal devices.

Please also consider purchasing the STM Dux Case cover for the MacBook. Screens are the most vulnerable part to damage and the most expensive part to fix. These covers are definitely worth the cost.

### Software

All software is supplied by the School - you do not need to purchase any additional software.

For students with MacBooks, we will make software available via the self-service portal. The IT Department will also hold two setup days on the 24 AND 25 January to help get new computers setup and loaded with software.

Students with Windows devices are able to self-install software as per the instructions outlined on the Portal: <https://www.pittwaterhouse.com.au/portal/technology-and-e-learning>

All students are entitled to an Office 365 licence, which includes 1TB of cloud storage. We also supply Adobe products for students that require them for various subjects and we use many web-based learning tools. All of our software runs on both Mac and Windows.

### Textbooks

Increasingly publishing companies are working on making the e-textbook options more accessible and these often offer a large range of resources and experiences not available in traditional paper texts. A large percentage of texts in 2022 will be either e-only or have e-options. Access details for these texts will be made available via the Portal.

## 2022 Updates Coming Soon

### Cyber Safety

We are a cyber-safe school. We partner with Family Zone to provide resources for students and parents to assist in keeping our community safe. The program involves four key aspects:

1. A robust filtered internet connection whilst at school;
2. Cyber-safe learning experiences integrated into the School's wider educational program;
3. An optional program to help parents monitor and control internet usage outside school;
4. Spot Shield management of all personal devices whilst at school;
5. Support for families: with information on current issues, support from cyber experts and tools to help manage devices.

Please be aware that it will be mandatory for all students in the School to have Spot Shield by Family Zone installed. This software enables the School to provide safe internet that can be monitored by various staff.

You will receive, from Family Zone an account activation email. Additional information on the installation process and cyber-safe tips are available on our cyber portal <https://www.familyzone.com/pittwaterhouse>.

### Student Responsibilities

Having constant access to technology can be revolutionary to the way students learn, opening up greater opportunities for instant access to information, more individualised and differentiated learning and increased opportunities to be creators of content rather than passively receiving instruction. However, access to technology also comes with responsibility and students must realise that they are responsible for their actions. Therefore, before they are allowed to access the technology at school, they must complete the internet and ICT user agreement. They must also take responsibility in:

- Ensuring devices are always charged each night and brought daily to all lessons;
- Ensuring they are protected with a suitable case and always handled with care; and,
- Ensuring that they back up their files to a suitable location. Computer malfunction is not an excuse for the late submission of work. Students' Office 365 and Google accounts, provided by the School, offer cloud-based storage.

### School Support

The IT Department will be able to help setup students with MacBooks so they can connect to our self-service portal for easy software delivery. We can also assist students with connecting Windows laptops to the network and helping them install the software they require.

If you have any questions about devices please contact the Director of Learning Technologies, [chris.maker@tphs.nsw.edu.au](mailto:chris.maker@tphs.nsw.edu.au). If you have any other questions concerning the program please contact the Deputy Principal at [james.walmsley@tphs.nsw.edu.au](mailto:james.walmsley@tphs.nsw.edu.au).



# Cadets

Pittwater House has a long tradition with its Army Cadet Unit. The Cadet Program goes beyond outdoor recreation and community service activities; it focuses on leadership and team building skills from an early age.

The Pittwater House School Cadet Unit is a voluntary activity and is open to all Senior students in the Grammar School and College. The student must turn 13 years of age in that calendar year to join.

There is an emphasis on developing skills such as orienteering, abseiling, radio communication, water safety, first aid and teamwork. The Senior students in the Cadet Unit have the opportunity to learn and develop leadership skills through running the day-to-day operation of the Unit and mentoring the younger students.

Musicians can participate in the ceremonial marching band.

The highlight of the Cadet calendar are the overnight camps. During the camps Cadets undertake many activities and challenges including, camping out overnight, canoeing, rafting, abseiling and navigation. Around the campfire at night the Cadets have the opportunity to relive their experiences of the day. The Cadet calendar also provides many opportunities to be part of wider community events on days of remembrance.

Cadets is held after school on a Monday from 3.30pm to 5.00pm.

For students who would like to join Cadets, please complete the Cadet application form that you received by email or locate on the Portal, under School Information. **Please return to the Admissions Office by Term 1, Week 3.**

# Canteen

Canteen orders are available for all students from Year 7 to Year 12.

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

New student accounts are set-up in the first weeks of term.

You can order from the canteen through MSA here: <https://msa.tphs.nsw.edu.au/>.

MSA set up instructions and the canteen menu (also on Skoolbag app) can be found at this link: <https://www.pittwaterhouse.com.au/portal/school-information>.

# Co-Curricular Activities

Pittwater House believes in providing a well-rounded education, offering students the opportunity to develop their talents beyond the classroom.

## Co-Curricular - Sports

We believe that a regular program of physical activity and extra-curricular activity is an integral part of your education. Our objective is to offer an appropriate level of instruction in individual and team sports and extra-curricular programs to all students at Pittwater House so that they may discover in themselves, and in association with their peers, in team settings, the enjoyment and challenge of athletic endeavours in fair spirit.

The Sports Department highly recommends that everyone participate in activities during the school year. Parents please note that some teams/activities are limited to a specific number of participants and there may be a trial situation to select the team.

If your child would like to sign up for any of the following activities, please submit the permission note which will be made available at the beginning of 2022 via the Pittwater House Skoolbag app in the Sport folder.

Please refer to the Co-curricular Sports Program for more in-depth information on each sport or contact the Sports Office with any questions ([sportsoffice@tphs.nsw.edu.au](mailto:sportsoffice@tphs.nsw.edu.au)).

## 2022 Updates Coming Soon

Term 1:	Term 2:
Advanced Boardriders Academy	Advanced Boardriders Academy
Athletics Academy	AFL CIS U14 Trials
Baseball CIS U17 Grammar Trials	Athletics Academy
Basketball Academy	Athletics Carnival
Basketball Semester 1 Interschool Competition	Basketball Academy
Basketball CDSSA Trials	Basketball Semester 1 MWBA Competition
Cricket CIS U18 Grammar Trials	Cross Country Carnival
Cricket CIS U15 Grammar Trials	Diving CIS Trials
Cricket CIS U18 College Trials	Fitness Training Grammar - 15 years +
Fitness Training Grammar - 15 years +	Fitness Training College - 15 years +
Fitness Training College - 15 years +	Fitness, Strength & Conditioning
Fitness, Strength & Conditioning	Gymnastics State Championships
Golf CIS Trials	Netball College Interschool Competition
Hockey CDSSA Trials	Rugby Academy
Netball CDSSA Gala Day & Trials	Rugby Union CDSSA Grammar Trials
Netball College Competition Training begins	Rugby 7's CIS U18 College Trials
Rugby Academy	Rugby League CIS Grammar Trials
Soccer Academy	Rugby U14 & U16 Grammar Competition Training
Soccer Grammar Competition Training begins	Snowsports Raceweek - Term 2 Holiday Camp
Soccer CDSSA Trials	Soccer Academy
Softball CIS U18 Grammar Trials	Soccer Grammar Interschool Competition
Swimming Squad Training Year 7-12	Soccer College Competition Training begins
Swimming Carnival	Surfing U16 & U19 Regional Championships
Tennis Coaching	Swimming Squad Training Year 7-12
Tennis CDSSA Gala Day - Teams	Tennis Coaching
Tennis AICES U18 Tennis Championship	Volleyball U15 All Schools Trials
Touch Football CDSSA Trials	Volleyball U18 CIS Trials
Triathlon NSW All Schools - Individual	Water Polo Year 7 Competition Training begins
Water Polo Academy	Water Polo Year 8-9 Interschool Competition
Water Polo Year 8-9 Competition Training begins	Water Polo Year 10-12 Interschool Competition
Water Polo Year 10-12 Competition Training begins	Water Polo Year 7 Interschool Competition
Water Polo Year 10-12 Interschool Competition	

## 2022 Updates Coming Soon

Term 3:	Term 4:
Advanced Boardriders Academy	Advanced Boardriders Academy
Athletics Academy	Athletics Academy
Basketball Academy	Basketball Academy
Basketball Semester 2 MWBA Competition	Basketball Semester 2 MWBA Competition
Cricket Milo T20 Blast School Cup Year 7-8 Girls	Fitness Training Grammar - 15 years +
Cross Country Carnival	Fitness Training College - 15 years +
Fitness Training Grammar - 15 years +	Fitness, Strength & Conditioning
Fitness Training College - 15 years +	Rugby Academy
Fitness, Strength & Conditioning	Soccer Academy
Rugby U14 & U16 Grammar Interschool Competition	Softball AICES U18 College Trials
Rugby Academy	Swimming Squad Training Year 7-12
Soccer College Interschool Competition	Tennis Coaching
Soccer Academy	Tennis AICES U15 Tennis Championship
Swimming Squad Training Year 7-12	Touch Football Interschool Competition
Tennis Coaching	Triathlon CIS - Team
Touch Football Competition Training begins	Water Polo AICES U17 Trials
Touch Football Interschool Competition	
Water Polo Year 7 Interschool Competition	

### Key: Sports Associations

#### CDSSA

Combined Districts Schools Sports Association

#### AICES

Association of Independent  
Co-Educational Schools

#### CIS

Combined Independent Schools

### Join Pittwater House Sporting Groups Facebook Page

Pittwater House has a Sporting Groups Page on Facebook for current students and their families. This page provides updates to sporting fixtures and draws, results, permission slips and latest news for Pittwater House sporting teams. This is a closed group, so unless you are a member you will not be able to view content.

If your child is in a sporting team, please join this group and check this page for the latest updates on sporting teams at Pittwater House.

Instructions to join: [www.facebook.com.au](http://www.facebook.com.au). You need to have a Facebook profile if you wish to join. Search for **Pittwater House Sporting Groups** page and request to join the group.

# Co-Curricular - Performing Arts

The Performing Arts are an integral part of every child's education and development. It is well documented that through participating in the Performing Arts, students not only gain artistic skills but improve academically, personally and socially.

At Pittwater House we offer an appropriate level of instruction in individual tuition, ensembles and co-curricular programs to all students. This approach allows the students to explore and discover the enjoyment and challenge of creative and performance endeavours in an inclusive environment where they are extended to reach their potential.

Performing Arts comprises Dance, Drama and Music. It is an immersive experience for the students giving them skills and personal development attributes that they will carry with them through life.

It's never too late to become involved in the Performing Arts and we encourage and recommend that everyone participate in a Performing Arts activity (Ensemble or Private Tuition) during the school year.

Some ensembles are restricted due to a specific number of participants, minimum skill level or other limitations. Due to these limitations, students may be required to audition for these ensembles.

Performing Arts Ensembles include but are not limited to:

## Music

Junior Band, Performance Band, Symphonic Winds, Big Band, Cantabile Singers, Vocal Ensemble, Show Choir, Allegro, Junior Strings and Senior Strings.

## Dance

Dance Technique (Stage 2, Stage 3 and Stage 4), Junior Dance Company, Senior Dance Company.

Other Opportunities include:

Major Productions, HICES Music Festivals, Solo and Ensembles Performance Nights, Competitions, Assemblies and Special Events.

## Register Your Interest

If your child is interested in participating in an Ensemble, please complete the online registration form on the Portal under New Enrolment Information/Performing Arts Choices.

Other Opportunities include:

Major productions, HICES music festivals, solo and ensemble performance nights, competitions and special events.

# Co-Curricular Private Tuition

Instrumental and Vocal tuition is available to all students enrolled at Pittwater House School.

Private lessons are attended once per week during the term and are usually 30 minutes long. The students are given tuition on their chosen instrument/s or voice by tutors who have expert teaching skills, qualifications and experience. Tuition fees are charged to your term invoice.

Students who have private lessons are also required to participate in an ensemble.

The School at present offers tuition on the following instruments:

**WOODWIND** Flute, Oboe, Clarinet, Alto Saxophone, Tenor Saxophone, Bassoon

**BRASS** Trumpet, French Horn, Trombone, Tuba, Euphonium

**STRINGS** Violin, Viola, Cello, Double Bass, Electric Bass, Guitar, Acoustic Guitar\*, Electric Guitar\*, Ukulele

**KEYBOARD** Piano\*, Pipe Organ\*

**PERCUSSION** Drum Kit, Timpani, Bass Drum, Xylophone, Tambourine, Cymbals etc.

\*These instruments are not always used in school bands or ensembles. A single piano and guitar may be used in Jazz Bands or Chamber Orchestra but positions are in demand. Students who play these instruments are encouraged to learn an ensemble instrument as well in later years.

## Application Form

If your child is interested in having private instrumental or vocal lessons, please fill out the online form under New Enrolment Information/Instrumental/Vocal – Private Music Lessons.

## 2022 Updates Coming Soon

# Communication

The main channels of communication between parents and the School are via the Skoolbag app (see below for more information) and email, as well as direct communication from teachers.

The Pittwater House publications of **HouseNews** and **HouseUpdate** are prepared on alternate weeks and are posted on the School's website. Parents/caregivers are notified via Skoolbag as soon as the latest publication has been posted.

There are dedicated Parent-Teacher interviews throughout the year, in Term 2 and Term 4, offering the opportunity to sit down with your child's teachers to discuss their progress at the School.

## DIGITAL COMMUNICATION SERVICES - PARENTS

Most of the services listed below are available via the Portal on the Pittwater House website or as otherwise indicated: <https://www.pittwaterhouse.com.au/portal/>.

*\*Your TPHS Username and Password was sent to you in your welcome email from Kellie Finlay, Registrar.*

## Tools for Administration and Communication



**2022 Updates  
Coming Soon**

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
- 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:** Kindergarten 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)



**Canvas** is our Learning Management System where content, homework and e-learning activities are hosted as well as each student's diary. All student classes will have a course. Parents can view their child's course content.

**Years:** 3-12

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

**Login:** TPHS Username and Password

**Enquiries:** IT Support at: [itsupport@tphs.nsw.edu.au](mailto:itsupport@tphs.nsw.edu.au)



**2022 Updates  
Coming Soon**

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 (replacing written notes).

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



**Box of Books** is the supplier of secondary level text books and ebooks. Each year parents will receive communication with instructions on how to order.

Instructions to download the app are available on the Portal.

**Years:** 7- 12

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



**School Interviews** is for parents to book parent/teacher interviews. Parents will be emailed a code which allows them to book interview times with teachers.

Instructions for set up are available on the Portal.

**Years:** Kindergarten to Year 12

**Link:** <https://www.schoolinterviews.com.au>

**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)



**CompNow** provides parents with a purchase portal to buy a MacBook and various accessories. MacBooks are the preferred student device from Years 5 to 12. CompNow provide a three-year onsite warranty with all of their devices. The School provides full support for MacBooks. You can choose to buy your device at other retailers.

**Years:** 5-12

**Link:** [shop.compnow.com.au/school/pittwater-house](http://shop.compnow.com.au/school/pittwater-house)

**Enquiries:** Director of Information and Learning Technologies at: [chris.maker@tphs.nsw.edu.au](mailto:chris.maker@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:** [pittwaterhouse.com.au/portal/school-information](http://pittwaterhouse.com.au/portal/school-information)

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

**Enquiries:** IT Support at: [itsupport@tphs.nsw.edu.au](mailto:itsupport@tphs.nsw.edu.au)

## Accounts Online



Pittwater House

This is a secure online payment service that offers easy payment of school fees associated with the School or to make a donation. It requires your School account number to pay School fees online. This can be found on your School invoice.

**Years:** Early Childhood to Year 12

**Link:** [pittwaterhouse.com.au/online-payments](http://pittwaterhouse.com.au/online-payments)

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



## School Calendars



Pittwater House

**School Google Calendars** are sorted by year group and activities. Parents may also wish to subscribe to the Calendars allowing the School activities to appear in their personal electronic calendar.

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

In addition, there are various ways to maintain contact with teaching staff and Heads of School:

**Appointments with Form Teachers, Stage Leaders, Heads of School, Deputy Principal** which can be made as required by telephoning the office for a mutually convenient time on 9981 4400 or by direct email.

## Parent/Teacher Communication

Although each grade has a formal parent teacher night each year, parents are encouraged to contact teachers for feedback via email, phone or in person if ever they have a concern academically or pastorally.

If an in-person interview is preferable, please contact the teacher directly via email to make an appointment. If an interview with a class or subject teacher is sought, it should be arranged with the teacher directly.

Parents are always encouraged to go through the classroom or Form teacher first if they have any concerns. However, if necessary, for academic issues, the Faculty or Stage Co-ordinator should be contacted next and for pastoral issues the Head of Grammar or College can be contacted if the Form teacher has been unable to resolve any problem. Academic issues that have not been resolved by the Form Teacher, Faculty or Stage Heads, should be elevated to the Deputy Principal.

## Formal Parent/Teacher Interviews

Formal Parent/Teacher interviews are scheduled throughout the year and take place in the Hall. Students are encouraged to attend these interviews in uniform with their parents.

Interviews are vital for the exchange of ideas between staff, parents and students.

Parent communication briefings are scheduled at different points in the year to cover several needs, including new year information, transition into the Senior School, HSC information nights, wellbeing talks and subject selection nights. Students are reminded that they must always wear full school uniform to all School events unless otherwise specified.

## School Directory

The School Directory is available on the School Portal under 2021 School Information: <https://www.pittwaterhouse.com.au/portal>.

## DIGITAL SERVICES – STUDENTS

### Tools for Learning and Communication

Most of these services are available from the Portal: <https://www.pittwaterhouse.com.au/portal/school-information> or as otherwise indicated below.



**Canvas** is an online learning platform which provides class learning spaces, library resources, and other learning tools.

**Years:** 3-12

**Canvas App:** Canvas student app (Canvas by Instructure) is available for download on mobile devices. Please search in your app store. It will request a school name. Please type the following URL:

**canvas.tphs.nsw.edu.au** Click on the arrow > to the left which takes you to the login page.

**Login:** Student TPHS Username and Password

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



**Student Printing Services.** Only available when at school.

**Years:** 5-12

**Link:** <http://papercut.tphs.nsw.edu.au:9191/user>

**Enquiries:** IT Support at: [itsupport@tphs.nsw.edu.au](mailto:itsupport@tphs.nsw.edu.au)



Students can self-install **Microsoft Office** and **Adobe Creative Suite**. Instructions to download are available on the Portal

**Enquiries:** IT Support at: [itsupport@tphs.nsw.edu.au](mailto:itsupport@tphs.nsw.edu.au)



**Outlook Web App** is the student email account.

**Login:** Student TPHS Username and Password

**Enquiries:** IT Support at: [itsupport@tphs.nsw.edu.au](mailto:itsupport@tphs.nsw.edu.au)



**Edrolo** provides students in Years 11 and 12 with HSC resources in various subjects. This includes supplementary resources and study guides specifically for the HSC.

**Years:** 11-12

**Link:** <https://edrolo.com.au/activate>

**Enquiries:** Mr James Walmsley at: [james.walmsley@tphs.nsw.edu.au](mailto:james.walmsley@tphs.nsw.edu.au)



**ClickView** provides the students with online education videos.

**Years:** Early Childhood to Year 12

**Link:** TPHS Username and Password

**Login:** Student TPHS Username and Password

**Enquiries:** Library Technician at: michella.macintosh@tphs.nsw.edu.au

### Google Apps



Pittwater House

**Google Apps:** Students are provided with a Google account to enable access to various Google apps and their own Google Drive storage.

**Link:** [www.accounts.google.com](http://www.accounts.google.com)

**Login:** Student TPHS Username and Password

**Enquiries:** IT Support at: itsupport@tphs.nsw.edu.au

### Library and Information Services



Pittwater House

**Library Catalogue and Services:** Search and reserve books, check your borrowing history and create reading lists.

**Senior eLibrary:** Electronic library service for students in the Senior School (Years 7 to 12) to borrow eBooks.

**Login:** Student TPHS Username and Password

Students will be able to gain access to these systems by using their TPHS Username and Password. As non-library borrowers, parents and guardians will be able to view the systems as guests but will not have a personal log in.

**Enquiries:** Mrs Kayte Eyre: Kathryn.Eyre@tphs.nsw.edu.au

## Excursions

Prior to any excursion or activity parents will be notified via Skoolbag that an online permission form is required for completion to provide consent for your child to attend such events.

# Gifted And Talented Program

Our Gifted and Talented specialist works with students, their families and teachers to ensure the best complement between educational needs and curriculum offerings. This collaboration results in an educational program that identifies students' strengths and areas of interest to maximise their engagement and provide them with opportunities to extend their learning.

## Gifted and talented learning

We help high potential learners grow their abilities through approaches such as:

- In-class extension and enrichment and differentiated learning tasks
- Individual learning tasks and programs
- Inter-school academic competitions
- Flexible progression - whole-grade or single-subject acceleration
- Individual mentoring
- Streamed classes for Maths and Science in the Senior School.

Our Gifted and Talented specialist teacher works with class teachers to support them in catering for high ability students and mentors students to enable them to work at a faster pace and explore higher level thinking.

## Gifted and talented opportunities

Your child also has the opportunity to extend themselves through academic competitions and co-curricular activities. Pittwater House enters teams of students and individuals in a range of competitions including:

- Inter-school competitions such as:
  - Future Problem-Solving Program
  - Mathematics days
- Individual challenges such as:
  - Mathematics Olympiads
  - Science competitions
  - STEM Challenges

## Acceleration

Gifted students may accelerate in a single subject. For example, a Year 11 student could sit the HSC ahead of time in French or Dance or an entire class may be accelerated in a particular subject such as Mathematics.

In special cases where a student is gifted across all Key Learning Areas and has demonstrated social maturity, they may be accelerated an entire year.

## Referral

Referral to the Gifted and Talented Department is via your child's classroom teacher or form teacher. Parents can also make a direct referral if required, as well as contact the team for support or feedback as necessary.

# Health Centre

Our Health Centre is staffed five days a week by a registered nurse who provides health care for the whole School community, from the students in the Early Childcare Centre to those in the Senior School. Our nurse can administer prescribed medication, if required, and 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 and staff who have an acute episode of illness whilst at School.

## Services Provided

Students who become unwell whilst at School are directed to the Health Centre, in the first instance, where they are assessed and receive appropriate treatment.

If a student requires further treatment which cannot be provided by our registered nurse, we contact the parents and arrangements for the required treatment are made.

As the facilities in the Health Centre are limited, we notify parents if a student is not well enough to complete the day's classes/activities 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 in the TASS Parent Lounge. Your child will not be permitted to commence their schooling at Pittwater House until this form is completed.

### Pittwater House Nurse

Registered Nurse Ingrid Scouller

### Contact Details

Phone: 02 9972 5734 (between 8.30am and 3.30pm)

Email: [healthcentre@tphs.nsw.edu.au](mailto: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.

# House System

All students are allocated to a House when they join the School. There are three Houses which provide students with the opportunity to come together on special occasions, such as key sports days and House Dinners and mix beyond their immediate Year group.

The Houses are named after three important individuals in the School's life.

The Houses are: Butterworth, Morgan and Orrock.



Siblings will be assigned to the same House.

## House Dinners

House Dinners form an important part of our House structure. They are held annually in the Great Hall involving students from Years 5 to 12. House Dinners are organized as a team effort between the Heads of House, the House Co-ordinators and the students in each House. The aim of these events is to foster House spirit. Therefore, they are a compulsory event and students are expected to attend in full school uniform.

# Homework

Homework is an integral part of the academic life at Pittwater House. Children's learning can be enhanced through providing opportunities to review, reinforce and apply what is learned at School. Moreover, an important part of developing a strong community partnership is keeping parents informed about, and involved in, what their children are doing at the School. Homework achieves both objectives. The aim is to help every student to achieve his or her full academic potential. It is expected that students will fully co-operate by taking the responsibility for their own progress. This means that they need to concentrate and participate in class and develop a conscientious approach towards all homework tasks.

The School believes that homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

## Outcomes

As a result of this policy, it is intended that:

- Each child's learning will be enhanced through the regular completion of homework tasks.
- Parents will know more about their child's schoolwork and ability.
- Parents will have the opportunity to be actively involved in assisting children with homework.

The focus at Pittwater House is a home-school partnership. We need the support of families to ensure that homework is always completed.

## Procedures

Homework is implemented according to the following guidelines:

- Each student will be assigned homework in each subject on a regular basis. This is recorded by the student each day on Canvas.
- While the amount of homework will vary according to age and learning needs, every student will be assigned some homework on each day of the School week, with a focus on core subjects.
- The Head of each Academic Faculty and Stage will be responsible for determining and reviewing annually the homework program and practices for the students in their care.

## Time Commitment

Homework is important for completing and consolidating work done in class, developing independent study habits, revising and reading. It should be remembered that homework tends to be set with the average student in mind, and it would be unrealistic to expect every student to spend exactly the set time on work. However, the amount of time spent doing homework should not be such that a child is deprived of experiences other than those which stem from the School.

## Suggested Homework (per evening including assignment work and revision)

Year 7: 60 minutes

Year 8: 90 minutes

Year 9: 90 minutes

Year 10: 120 minutes

Year 11: 2 to 3 hours

Year 12: 3 hours

Years 7-10 Homework timetables are published in the beginning of the Internal Assessment Booklets.

# Languages

All Year 7 students study one semester of Chinese and French and they choose one of these for study in Year 8.

In Year 7 students are encouraged to use French and Chinese in the classroom and to follow simple directions in the target language. This continues in Year 8 where students complete the mandatory 100 hours of language other than English.

They also have the opportunity to draw comparisons of French life and customs in the Francophone world and different traditions and practices in the Chinese speaking communities with their own experiences in Australia, in order to promote cultural awareness. Understanding how language works as a system, including use of tones in the Chinese language and different writing in Chinese characters will give them an insight into the grammatical and semantic aspects of French/Chinese and English and enable them to make linguistic connections.

The interactive website 'Language Perfect' is used as an accompaniment to the course where students will do a variety of exercises in the target language and participate in the Language World Championships competition.

The Language course introduces students to the language and culture of contemporary France and China. Students learn elements of active conversation and how to manipulate French and Chinese in sustained interactions to exchange information, ideas and opinions within authentic settings. Student access and respond to a range of written French and Chinese text types. Students develop writing skills by organising and composing simple French text and in Chinese, they will be using pinyin and will be introduced to character writing. In addition to the language teaching of the course, various aspects of Chinese and French society and culture are introduced through extracts from the news, videos and classroom discussions. The emphasis throughout the course is on communicative skills in a thematic approach. Themes include self, shopping, family, sport, food, school and everyday activities. The texts are supported by a range of activities such as role-plays, games, puzzles, card and poster making. Through diverse and interesting exercises students are engaged and learn to communicate both orally and in written form.

Other cultural experiences include:

- Excursions and incursions
- Cooking a regional dish
- Game of petanque/badminton/diablo
- Chinese Festivals.

Computers form a pivotal part of the Language class learning experience.

- Students use the internet to find appropriate pictures for use on postcards and cultural exchange of information to a French penfriend
- They design PowerPoint presentations to share information with peers in class
- They access a range of visual and audio stimulus to enhance the language acquisition and allow for independent learning and progression.

The students are assessed throughout both years using a range of tools including oral presentations, dialogues, ICT tasks where they incorporate multi-media to present and manipulate text and sound, as well as formal examinations as per assessment calendar. This subject leads to elective Stage 5 French or Chinese which is a prerequisite for Stage 6 French Continuers and French Extension or Chinese Continuers.



# Leadership Program

Pittwater House has a structured Leadership Program which encompasses academics, community service, co-curricular activities, school pride and involvement. The program is designed to develop leadership skills and offer valuable experience to our future leaders.

Two main features of it are:

The Year 10 Lighthouse Program is compulsory for all students. Students wishing a leadership position in Year 12 must complete the Years 11 Leadership Program until its conclusion at the end of Term 2 in Year 11. During the course of the program the students are asked to demonstrate social awareness, peer support and recognition of school rules.

The Student Representative Council is led by our Senior Prefects and has members from Years 7-12 across both College and Grammar. The members of the SRC are voted into the positions annually by the student body and have a significant voice at Pittwater House School.

# Learning Enrichment

If your child has a disability or learning difficulty, our team provides a supportive and collaborative approach to ensure they can actively engage and participate successfully within the School environment.

Our Learning Enrichment team is staffed by specialised teachers including the Learning Enrichment Co-ordinator, a Learning Enrichment Teacher and three teacher aides, all full-time.

The Enrichment team specialises in in-class support and collaborative planning for students with additional needs. We create an inclusive learning environment where all students can progress at their own rate and reach their full potential.

We work in close liaison with families, students, teachers and our School Counsellors to develop clear personalised goals and strategies. We can refer children to external professionals for further assessment if required.

## Types of support

We recognise that all students are individuals with varying needs, so we offer a variety of learning enrichment systems, including:

- In-class support and team teaching
- Class/student observations and teacher feedback
- Small group and individual remedial programs before, after and during school
- Curriculum differentiation and adjustment in the mainstream classroom
- Homework support and study skills
- Adjusted curriculum and assessments
- Professional learning for teachers and families
- Assessment of student learning
- Student profiles and individual plans.

## Referral

Referral to Learning Enrichment is via your child's classroom teacher or Form teacher.

Parents can also make a direct referral to the team if required, as well as contact the team for support or feedback as necessary.

# Lost 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 teacher, Year or Stage Co-ordinator or Head of School.

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 labelled with the owner's name.

# Mobile Phones

The following rules regarding the use of mobile phones apply:

## Year 7 to 10 Students

Students may bring their phone to school, however, there are limited times when they are allowed to access them. Students are to:

- 1) Turn phones off and lock them in their lockers between 8.30am and 3.25pm. Lockers must be locked with padlocks. Phones are not to be accessed during these times.
- 2) At times teachers may require students to bring their mobile devices to class for a specific learning activity. Students must then return their phones to their lockers at the next available break.

## Year 11 to 12 Students

Students may bring their phone to school, however, there are limited times when they are allowed to access them.

- 1) Students may carry phones with them.
- 2) They should not be used or seen in class without teacher approval.
- 3) Students cannot walk around campus during breaks with headphones on.

## General Rules:

- Mobile phones/devices are brought to school entirely at the owner's risk.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- At all times, students may go to reception or their Head of School to contact parents or receive a call.
- Parents may only contact students during the school day via School Reception.

# Pastoral Care And Student Well-being

The School aims to provide a supportive environment that will help students to realise their potential. By providing clearly defined support systems, and the opportunity to pursue social, cultural and extra-curricular, in addition to academic excellence, the School aims to facilitate and promote positive mental health, happiness and well-being.

The School's network of pastoral care includes:

- Class teachers
- Faculty Co-ordinators
- Form teachers
- Stage Leaders and Year Co-ordinators
- Assistants to the Head of the Junior School
- Careers and Tertiary Advisor
- School Psychologists/Counsellors
- Heads of School/Deputy Principal
- Principal.

## Heads of School

For all students, the Heads of School along with the Pastoral Care Team assist the students deal with a wide range of issues which may affect the students in their personal or academic life. For all students, the Head of School together with some of our school counsellors assists the students deal with a wide range of issues, which may affect the student in their personal or academic life.

Among others, they may include:

- personal relationships
- academic issues/study issues
- Family issues
- stress, depression/loneliness
- disciplinary action
- harassment and/or discrimination of any kind.

## The Form Teacher

For all students at the School the Form teacher is an important person. The Form teacher is seen regularly by the students and is able to monitor the student's emotional and academic growth. It is important that the Form teacher establish a warm and caring relationship with all students. Students should be able to raise issues that concern them. Form teachers and teaching staff have an interest in all of the students attending the School and liaise on a regular basis with the Pastoral Care Team to monitor the student's progress. The focus of the Form teacher is to collect a broader picture of the student and understand their strengths, weaknesses and social interactions.

## School Counsellors

The School's non-medical pastoral care enables most problems to be addressed and is appropriate for resolving practical or academic problems which give rise to stress or anxiety. However, if the problem is more serious and the student requires other professional intervention, the student will be referred to the relevant people by the Head of School or the School Counsellor. The School liaises with specific medical practitioners particularly experienced in the care of school students. They have an established relationship with the School and liaise with the School Counsellors over health issues. They can refer students to other agencies if necessary. The safety of the individual concerned and of those around them is paramount. The School Counsellor has the expertise and knowledge of specialist help in the management of any major crisis.

## Careers and Tertiary Advisor

For all students completing HSC subjects, the Careers and Tertiary Advisor can assist senior students with course selection, preparation for HSC and career advice on a regular basis. The Careers and Tertiary Advisor provides individual and group counselling and access to careers and tertiary education information. The Careers and Tertiary Advisor will notify all students of relevant Open Days at tertiary institutions and will offer advice about study in Australia and abroad. Careers events bring together representatives from various career fields and tertiary institutions.

Students can make an appointment to discuss their particular concerns regarding career selection or subject selection. Students may bring a parent, guardian or fellow student to all meetings.

## Our Pastoral Care Program

Our Pastoral Care Program is made up of the various, formal sub-programs discussed below.

**Empowerment and Connections** (College & Grammar, Years 7-12): The overarching goal is the development of self-respect and self-identity, and the recognition of the value of other people. The programs are designed to assist community building both at School and in the wider community focusing on the skills of self-discipline, striving for personal bests, respect and understanding which encourages empathy and supports authentic positive expression. As a result, students gain a greater sense of self and their worth as an individual and valuable member of society. At times, College and Grammar students will be brought together in Pastoral Programs.

**World Challenge** (Years 7-10): World Challenge helps young people explore their limits and grow in confidence, resourcefulness and global citizenship through life-changing experiences outside their normal environment. *NOTE: This program is currently on hold due to COVID Restrictions.*

**The Resilience Project Partnership** (College & Grammar Years 7-12): A program that is evidence based and looks to develop resilience through practicing the skills of gratitude, empathy and mindfulness. It is a sequential program that is delivered through Form class. Parents have access to both a webinar and online resources to ensure they are across the concepts and methods used.

**Lighthouse Program** (Year 10): Extra-curricular activities, community service, presentations in Form, leading assemblies, uniform expectation and House participation are all common aspects the Lighthouse Program. The goal is to have students who are engaged in the School community, who are responsible and accountable as well as setting a standard and being role models for younger students.

**Leadership Program** (Year 11): We believe everyone has the potential to be a great leader. The Leadership Program helps students develop the confidence, skills and professionalism to be an inspiring leader and the opportunity to be chosen as a student leader in Year 12.

## Student Led Peer Support Programs

**CUP - College Union Program** (College Year 7–12): Vertical well-being groups in which issues pertinent to young women are discussed in a nurturing and safe environment. All members of the College community are a member of a CUP group. It is the perfect way for girls to make friendships between the Year groups and make the College community a dynamic, close and respectful society where the individual is known and appreciated. The program was founded by a former Head Girl of The College.

**Big Program** (Grammar Year 7–12): A boys' well-being program founded by two former leaders of the Grammar School, based on the premise that real strength and real courage is knowing when to ask for help when going it alone is too difficult. This initiative is facilitated by students in Years 11 and 12 with students in small, often Form groups, from Years 7 to 10.

# 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 several events throughout the year as well as running the Second-hand Uniform Shop (Clothing Pool). 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 is able to be involved in whatever capacity they can, 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 beginning of each school year we hold an AGM to review the prior 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 Clothing Pool or at any of our events - as a volunteer and/or a customer! There are also opportunities to volunteer for the School canteen when required. We also 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.

## Contact Us

If you are keen to know more about the parent community, please email our PHPA President, Sheridan at [PHPA@tphs.nsw.edu.au](mailto:PHPA@tphs.nsw.edu.au), or if you would like to volunteer please email [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 (Pittwater House Parents' Association).

# Pittwater House Online Portal

The Pittwater House Portal can be reached at: <https://www.pittwaterhouse.com.au/portal>

This Portal provides a home for the vast amount of information that parents, students and teachers use on a regular basis. The aim of this service is to provide our community with easy access to these resources and accompanying information guides. Parents, students and staff are encouraged to regularly visit their respective links in order to remain informed of current resources, policies and events.

If you are having access issues, please contact [school.admin@tphs.nsw.edu.au](mailto:school.admin@tphs.nsw.edu.au).

## Student Cards

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

## Textbooks

The textbooks for 2022 study will be available for purchase from our supplier Box of Books. Textbook ordering instructions will be sent to parents during Term 4, 2021.

## 2022 Updates Coming Soon

# Travel

## CAR PARK OPERATIONS

### Overview

- Follow ALL instructions from staff on duty
- 5kph speed limit
- No 'L' or Red 'P' Platers allowed in car park at anytime
- Drivers to stay in vehicle when using Kiss and Drop Zone
- Allow time for children to be assembled 3:05pm pick up for Years K-2 and 3:25pm for Years 3-6 at the earliest. Do not arrive before these times
- Only alight from the School side of vehicles
- Carpark is only available for Kindergarten, ECC and Express parking between 8:00am-8:45am and 3:00pm-3:45pm
- During these times, parking is limited to a 15 minute duration
- No right turn out of car park during set times of 8:00am-8:45am and 3:00pm-3:45pm
- Pittwater House may deny access to people who do not comply with these conditions.

### KISS AND DROP ZONE

- **This is a no parking zone at all times. Drivers are to remain in the vehicle at all times.**
- Pittwater House staff on Car Park Duty are there for safety reasons and to assist with the smooth running of the Kiss and Drop Zone. Please follow their instructions. The staff will not be able to discuss any non-car park related issues at this time as they will be concentrating on student safety. All staff in the car park have the full authority of the School to instruct you in the use of the car park. Parents who do not follow the instructions of the staff in attendance may be refused further access to the South Creek Road car park.
- Pittwater House School will be working hard to have students ready for pick up at the correct times. Please note that school day end times are the times instruction finishes in the classroom. It will then take time for the students to be organised and dismissed. If the day end is 3:00pm, the earliest the students should be expected to be at the car park is 3:05pm. Day end 3:20pm means at the car park at 3:25pm at the earliest.
- Kiss and Drop is designed to be a safe method for students to be collected from and dropped at school. To help traffic flow on neighboring roads, please help keep it efficient by making sure the students are ready to leave the car with no last minute clothing adjustments needed, everything in their bags and all arrangements made. At the drop off, they will only need their seatbelt released and then they can exit the car.
- Pittwater House School has a "no boot" policy for safety reasons and to keep the Kiss and Drop Zone flowing. We want to avoid students and teachers having to step out into the roadway to access the boot of the car as well as avoiding the additional time this takes, which when multiplied by all the cars, adds to the time taken for all cars to move through the car park.
- Child safety - Please ensure children get in or out of the vehicle on the School side.
- **No right turn out of car park during set times of 8:00am-8:45am and 3:00pm-3:45pm.** When vehicles attempt to make a right turn this causes significant delays to the operation of the Kiss and Drop Zone. Please be considerate to your fellow parents and other road users by turning left only during these times.

## 2022 Updates Coming Soon

### Drop Off

- Staff will be on Car Park Duty to assist please follow their instructions.
- Arriving between 8:15am and 8:25am enables the students to arrive at their classroom on time for lessons to commence at 8:30am. Playground supervision is available from 8:10am.
- When dropping off please ensure your car pulls into the closest available Kiss and Drop space to the pedestrian entry gate behind any vehicles already there – **please note that the Kiss and Drop Zone ends before the pedestrian crossing. There will be no loading or unloading of children from vehicles after this point.**
- Students should be dropped from the first available bay in the Kiss and Drop Zone behind cars already there. Students can exit vehicles from the start of this lane (unless they need staff assistance). Drivers do not need to wait for a space closer to the pedestrian entry gate to become available.
- Children are to promptly get out of the car on the **School side.**
- **Drivers - do not get out of your vehicle.** The staff on duty will ensure your children are seen safely inside the School.
- **No right turn out of car park during 8:00am-8:45am.** Turning right may save you time but it has a significant negative impact on the flow of the car park. Please be considerate.

### Pick Up

- Staff will be on Car Park Duty to assist please follow their instructions.
- When arriving for pick up please ensure your car pulls into the closest available Kiss and Drop bay to the pedestrian entry gate behind any vehicles already there – **please note that the Kiss and Drop Zone ends before the pedestrian crossing. There will be no loading or unloading of children from vehicles after this point.**
- Please display your family name card to assist the staff on Car Park Duty in preparing your child/children for pick up.
- If you arrive early at pick up time or your child/children are not ready you will be required to exit the car park and drive around the block to the South Creek Road entrance to re-join the queue. Note the statement earlier regarding the earliest time you can expect the students to arrive at the car park.
- Students will only be organised and loaded into vehicles by the staff on Car Park Duty.
- Once you have your child/children safely on board do not attempt to discuss any other issues with the staff on Car Park Duty. Exit the car park to keep the Kiss and Drop Zone moving.
- **No right turn out of car park during 3:00pm-3:45pm.** Turning right may save you time but it has a significant negative impact on the flow of the car park. Please be considerate.

### Family Name Cards

Family name cards are handed out in the first week of school to cars in the Kiss and Drop Zone by staff. If you already have one from the previous year, you can continue to use that. If you require one later in the year, you can pick one up from Reception. The cards are used to display your family name so staff can get your children organised to be taken to your car.



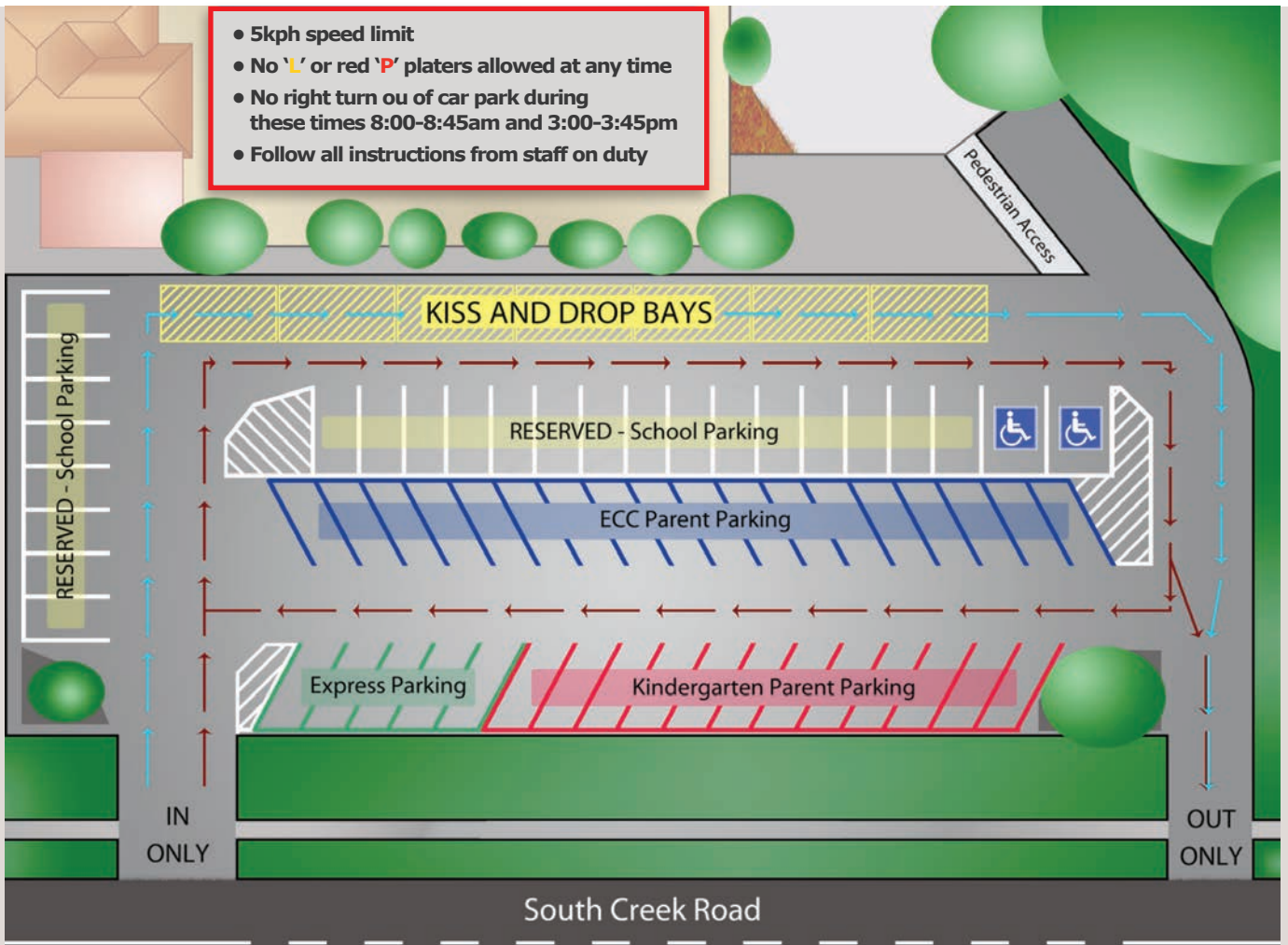
## 2022 Updates Coming Soon

### Express Parking

There are 4 parking spots that are marked in green for parents who for various reasons may need, on occasion, to park in the morning or afternoon and walk into school. These parking spots are strictly for 15 minute use only between the hours of 8:00am and 8:45am and again between 2:30pm and 3:45pm. We encourage parents of all students from Kindergarten up to utilise the Kiss and Drop Zone. Staff will direct you to these express parking zones as needed. Staff on duty will be ensuring these parking spots are only used for 15 minutes or less. If you wish to park for longer, please use the surrounding streets.

We understand that the car park is a resource valued by all parents. It is the intent of these procedures to make the car park an efficient and safe part of the School.

### CAR PARK MAP



## 2022 Updates Coming Soon

### BUSES

#### TRANSPORT TO AND FROM CAMPUS

Students can travel to and from the School campus on the School's own private buses or on the public/government bus services.

The Pittwater House bus system allows us to know who is on our buses at all times. This system offers considerable advantages in the event of an emergency or where we need to communicate with parents quickly.

**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.**

#### PRIVATE BUS SERVICES

The School runs five buses around areas of the North Shore and the Northern Beaches to assist many of our students who are not conveniently served by commercial or government services.

The morning bus service drops students at the Westmoreland Avenue entrance. A teacher on duty escorts students from the Junior Schools to buses in Westmoreland Avenue and the South Creek Road car park each afternoon.

#### Costs

The costs per trip (including GST) for 2022 are not yet confirmed:

FARE TYPE	COST
<b>Booked Fare</b>	<b>\$4.50 per trip</b> This is a flat rate fare with no discount for siblings.
<b>Booked Casual Fare</b>	<b>\$8.00 per trip</b> This fare applies <b>ONLY</b> where a casual booking has been made using Skoolbag at least 1 working day prior to the journey and you have received a confirmation from the School that this booking has been received and a seat is available. Only three casual bookings can be made at one time. The same days booked every week will be deemed to be a booked fare.
<b>Unbooked Casual Fare</b>	<b>\$15.00 per trip</b> For safety and capacity reasons we do not wish to take unbooked casual fares. There is a chance that students who arrive at the bus stop in the morning without booking at least one working day prior may be missed and students who get on the bus in the afternoon may put the bus over capacity and require an additional driver to be sought without notice to drive a backup bus.

Charges relating to use of the School's private bus services for travel to and from school will be billed directly to your school account. Parents will be asked to nominate the days of the week travel will be undertaken and these charges will apply regardless of whether your child actually travels or not.

#### How to Book

Families who wish to reserve seats on any of the School runs may book on a yearly or Term by Term basis. For all term bookings parents need to rebook prior to the commencement of each Term by the cut off dates below.

Bookings can be made using the Skoolbag app. **The School will not accept bookings or changes to bookings via email.**

## 2022 Updates Coming Soon

### Booking Types

Annual Bookings	
<b>Annual Booking</b>	Annual bookings will not be accepted or honoured until further notice.
Term Only Bookings	
If you would like to book the bus Term by Term please note the booking cut offs below. <i>Note: If you want to make a one off change to your Term booking please refer to 'Change to Current Booking' below.</i>	
<b>Term 1</b>	All bookings for Term 1 need to be in Skoolbag by Friday 22 January for processing.
<b>Term 2</b>	All bookings for Term 2 need to be in Skoolbag by Friday 16 April for processing.
<b>Term 3</b>	All bookings for Term 3 need to be in Skoolbag by Friday 9 July for processing.
<b>Term 4</b>	All bookings for Term 4 need to be in Skoolbag by Friday 8 October for processing.
<b>Booked Casual Fare</b> As per the relevant table	
<b>Unbooked Casual Fare</b> As per the relevant table	

### Change or Cancel Current Booking

Please see conditions as follows:

- If you want to make a once off change to the booked bus stop, the School must be notified at least one working day prior to the journey and you must receive confirmation of this change. No additional charges will apply.
- If you have a permanent booking but do not use it you will still be charged as per your booking.
- If you want to make a permanent change to your booking, you will be charged at the booked rate.
- If you want to add an additional one off journey to your booking this will be charged at the Booked Casual Fare rate and the same notice period will apply.
- If you want to permanently cancel a current booking the School must be notified at least one working day prior to the journey and you must have received confirmation of this change. You will not be charged for the cancelled journey/s. You cannot cancel journeys within a booked period. There must be at least one full week before another permanent booking can be made.

**Important Note:** if the School does not receive an Annual, Term Only or Casual Booking and a student uses the bus service, the Unbooked Casual Fare will apply until a valid booking has been received.

Any children **under 10 years of age** travelling on a private bus run will need to be met at the bus unless very specific consent has been given in writing by the parents for the children to proceed off the bus unaccompanied by either an older sibling or being met by another adult. If a child who should be met is not, drivers will call the parent concerned on the emergency phone number(s) provided on bus booking forms. In the event of the driver being unable to contact parents on emergency phone number(s), the children will remain on board for the remainder of run until the driver is able to make contact with a parent to arrange alternate pick up.

Any enquiries about the bus runs can be directed to [bus.bookings@tphs.nsw.edu.au](mailto:bus.bookings@tphs.nsw.edu.au).

## 2022 Updates Coming Soon

### BAYVIEW/AVALON BUS RUN – MORNING

Time	Location
7.35 am	Careel Bay Tennis Courts, car park, Barrenjoey Road, North Avalon
7.37 am	Barrenjoey Road/North Avalon Road, North Avalon
7.39 am	Avalon Parade/Barrenjoey Road, Avalon
7.40 am	Roundabout Bilgola Plateau/Barrenjoey Road, Avalon
7.45 am	Main Bus Stop Newport Shops, Barrenjoey Road, Newport
7.47 am	Barrenjoey Road/Trevor Road, Newport
7.48 am	Walworth Street/Barrenjoey Road, Newport
7.49 am	Barrenjoey Road/Hillcrest Avenue, Newport
7.55 am	Via Darley Street Tennis Courts, Bayview Park, Pittwater Road, Bayview
7.59 am	Return Darley Street/Barrenjoey Road, Mona Vale
7.59 am	Barrenjoey Road opposite Pittwater Road, Mona Vale (Mona Vale Girl Guides)
8.02 am	Main bus stop between Waterloo and Albert Street/Pittwater Road, Narrabeen
8.07 am	Collaroy Beach shops, Collaroy
8.09 am	Anzac Avenue/Pittwater Road, Collaroy
8.15 am	Pittwater House, Westmoreland Avenue bus stop

### BAYVIEW/AVALON BUS RUN - AFTERNOON

Time	Location
3.38 pm	Depart Pittwater House, Westmoreland Avenue bus stop
3.40 pm	Anzac Avenue/Pittwater Road, Collaroy
3.42 pm	Corner Homestead Avenue/Pittwater Road, Collaroy
3.47 pm	Pittwater Road/Narrabeen Street, Narrabeen
3.51 pm	Main bus stop between Waterloo and Albert Street/Pittwater Road, Narrabeen
3.55 pm	Main Bus Stop Pittwater Road/Park Street, Mona Vale
3.58 pm	Via Darley Street Tennis Courts, Bayview Park, Pittwater Road, Bayview
4.00 pm	Return Darley Street/Barrenjoey Road, Mona Vale
4.04 pm	Walworth Street/Barrenjoey Road, Mona Vale
4.05 pm	Main Bus Stop Newport Shops, Barrenjoey Road, Newport
4.09 pm	Roundabout Bilgola Plateau Road/Barrenjoey Road, Avalon
4.11 pm	Avalon Parade/Barrenjoey Road, Avalon
4.13 pm	Barrenjoey Road/North Avalon Road, North Avalon
4.15 pm	Careel Bay Tennis Courts, car park, Barrenjoey Road, North Avalon

### ST IVES BUS RUN – MORNING RUN

Time	Location
7.35 am	St Ives Shops, Mona Vale Road at Memorial Avenue, St Ives
7.39 am	Opposite Brigidine Girls College, Mona Vale Road after Woodbury Road, St Ives
7.48 am	Mona Vale Road before Chiltern Road, Ingleside
7.55 am	Powderworks Road at Kalang Road, Elanora Heights
8.00 am	Garden Street after Irrawong Road, North Narrabeen
8.02 am	Opal Seaside Aged Care, Garden Street, Warriewood
8.03 am	Garden Street at Orchard Street, Warriewood
8.04 am	Flower Power, Macpherson Street, Warriewood
8.06 am	Macpherson Street opposite Boondah Road, Warriewood

## 2022 Updates Coming Soon

### ST IVES BUS RUN – AFTERNOON RUN

Time	Location
3.38 pm	Depart Pittwater House, South Creek Road car park
3.56 pm	Macpherson Street, Warriewood
4.01 pm	Via Garden Street to Powderworks Road, Elanora Heights
4.05 pm	Powderworks Road/Kalang Road, Elanora Heights
4.08 pm	Corner Mona Vale Road/Manor Road, Ingleside
4.25 pm	Corner Myoora/Cooyong Street, Terrey Hills (Terrey Hills Public School)
4.35 pm	Brigidine Girls College, Mona Vale Road, St Ives
4.39 pm	Mona Vale Road/Memorial Avenue, St Ives

### MOSMAN BUS RUN – MORNING RUN

Time	Location
7.24 am	Macpherson Street and Bray Street, Mosman
7.30 am	Bridgepoint, Brady Street, Spit Junction, Mosman
7.45 am	St Paul's Church, Frenchs Forest Road, Seaforth roundabout
7.47 am	Corner Bangaroo Street/Yatama Street, Balgowlah
7.48 am	Corner Woodbine Street/Illalong Close, North Balgowlah
7.50 am	Daisy Street, Balgowlah
7.53 am	Corner Balgowlah Road/Condamine Street, Balgowlah
7.54 am	Balgowlah Road at Suwarrow Street, Fairlight
7.55 am	Bus stop Kierle Park, Pittwater Road, Manly
8.00 am	Harbord Primary/Oliver Street/Wyadra Avenue, Freshwater
8.02 am	Oliver and Brighton Streets, Freshwater
8.03 am	Adams Street, Curl Curl
8.04 am	Corner Griffin Road/Pitt Road, North Curl Curl
8.05 am	Corner Griffin Road/Headland Road, Dee Why
8.15 am	Pittwater House, Westmoreland Avenue bus stop

### MOSMAN BUS RUN – AFTERNOON RUN

Time	Location
3.38 pm	Depart Pittwater House, Westmoreland Avenue bus stop
3.45 pm	Corner Griffin Road/Headland Road, Dee Why
3.46 pm	Corner Griffin Road/Pitt Road, North Curl Curl
3.48 pm	Adams Street, Curl Curl
3.50 pm	Corner Oliver Street/Wyadra Avenue, Freshwater
3.51 pm	Corner Oliver Street/Lawrence Street, Freshwater
3.52 pm	Eurobin Avenue/Pittwater Road Opp. Kierle Park, North Manly
3.53 pm	Balgowlah Road/Pine Street (Manly Pool), Manly
3:54 pm	Balgowlah Road/Suwarrow Street, Fairlight
3.55 pm	Corner Balgowlah Road/Condamine Street, Balgowlah
3.58 pm	Daisy Street, North Balgowlah
4.00 pm	Corner Woodbine Street/Illalong Close, North Balgowlah
4.02 pm	Corner Bangaroo Street/Serpentine Crescent, North Balgowlah
4.05 pm	St Paul's Church, Frenchs Forest Road, Seaforth roundabout
4.16 pm	Bridgepoint, Brady Street, Spit Junction, Mosman

## 2022 Updates Coming Soon

### FOREST BUS RUN – MORNING RUN

Time	Location
7.35 am	Forest Way Shops Car Park, Grace Avenue, Forestville
7.38 am	Blackbutts Road/Prince Charles Road, Belrose
7.39 am	Blackbutts Road/Athol Street, Belrose
7.40 am	Haigh Avenue/Camira Close, Belrose
7.43 am	Pringle Avenue/Haigh Avenue, Belrose
7.45 am	Hews Parade/Forest Way (Wesley Aged Care Facility), Belrose
8.00 am	Warringah Road/Beacon Hill Road, Beacon Hill
8.15 am	Pittwater House, Westmoreland Avenue bus stop

### FOREST BUS RUN – AFTERNOON RUN

Time	Location
3.38 pm	Depart Pittwater House, Westmoreland Avenue bus stop
3.45 pm	Warringah Road/Beacon Hill Road, Beacon Hill
3.50 pm	Forest Way Shops Car Park, Grace Avenue, Forestville
3.53 pm	Blackbutts Road/Prince Charles Road, Belrose
3.55 pm	Blackbutts Road/Athol Street, Belrose
4.00 pm	Haigh Avenue/Camira Close, Belrose
4.02 pm	Haigh Avenue/Wanniti Road, Belrose
4.05 pm	Hews Parade/Forest Way (Wesley Aged Care Facility), Belrose

### MANLY BUS RUN – MORNING RUN

Time	Location
7.35 am	Beatrice Street/Moore Street, Balgowlah Heights
7.36 am	Corner Beatrice Street/Ernest Street, Balgowlah Heights
7.37 am	Corner Ernest Street/Lewis Street, Balgowlah Heights
7.38 am	Corner Ernest Street/Radio Street, Balgowlah Heights
7.42 am	Corner Woodland Street/Lower Beach Road, Balgowlah Heights
7.50 am	Corner Sydney Road/Thornton Street, Fairlight
7.52 am	Belgrave Street Tennis Courts, Manly
7.54 am	Corner Pittwater Road/Pine Street, Manly
7.55 am	Corner Pittwater Road/Collingwood Street, Manly
8.05 am	Pittwater Road/Sturdee Parade, Dee Why
8.10 am	Pittwater House, Westmoreland Avenue bus stop

### MANLY BUS RUN – AFTERNOON RUN

Time	Location
3.38 pm	Depart Pittwater House, Westmoreland Avenue bus stop
3.41 pm	Pittwater Road/Sturdee Parade, Dee Why
3.45 pm	Harbord Road/Mile Street, Freshwater
3.56 pm	Corner Pittwater Road/Collingwood Street, Manly
3.58 pm	Corner Pittwater Road/Pine Street, Manly
4.02 pm	Belgrave Street Tennis Courts, Manly
4.04 pm	Corner Sydney Road/Thornton Street, Fairlight
4.12 pm	Beatrice Street/Moore Street, Balgowlah Heights
4.20 pm	King Street/Condamine Street, Manly Vale

\* All Pittwater House private bus runs are subject to change depending on demand \*

## 2022 Updates Coming Soon

### Public Bus Services

Refer to [www.sydneybuses.info/schools](http://www.sydneybuses.info/schools) to download individual timetables for each route. The times below were the last notified to Pittwater House:

#### MORNING GOVERNMENT BUS RUNS

Route	Dep	From	Arrive
600n	7.29 am	<b>Warringah Mall</b> Condamine Street & Kentwell Road, Allambie Heights Shops, Skyline Shops, Warringah & Willandra Roads, Narraweena (McIntosh & Alfred), Carawa Road & Alfred St, NBSC Cromer Campus, Pittwater House	8.00 am
601n	7.42 am	<b>Manly Wharf</b> Pittwater Road & Steinton Street, Queenscliff Road & Greycliffe Street, Lawrence Street & Harbord Road, Oliver & Brighton Streets, Adams & Lalchere Streets, Griffin & Pitt Roads, Howard Avenue & The Strand, Pittwater Road & Lismore Avenue, Pittwater House	8.10 am
606n	7.57 am	<b>Narraweena (McIntosh &amp; Alfred)</b> Carawa Road & Alfred Street, Carawa Road & Caroola Road, Howse Crescent & Truman Avenue, Wheeler Heights Shops, NBSC Cromer Campus, Pittwater House	8.18 am
695n	7.33 am	<b>Frenchs Forest</b> Skyline Shops, Warringah & Willandra Roads Beacon Hill, Narraweena (McIntosh & Alfred), Carawa Road & Alfred Street, NBSC Cromer Campus, Pittwater House	7.54 am
696n	7.50 am	<b>Beacon Hill (Warringah &amp; Willandra Roads)</b> Narraweena (McIntosh & Alfred), Carawa Road & Alfred Street, NBSC Cromer Campus, Pittwater House	8.04 am
704n	7.01 am	<b>Avalon (Plateau Road at Bilgola Terrace)</b> Clareville (Hudson Parade at Taylors Point Road), Avalon (Hudson & Hilltop), Avalon Community Library, Newport (Neptune Road), Mona Vale Junction, Narrabeen (Pittwater Road), Collaroy, Pittwater House	7.48 am

#### AFTERNOON GOVERNMENT BUS RUNS

Route	Dep	From	Arrive
626n	3.43 pm	<b>Pittwater House</b> Dee Why (Pittwater Road), Warringah Mall (Pittwater Road), Manly Vale Community Centre, Balgowlah Shops, Balgowlah (Coral Street), Spit Junction, Neutral Bay Junction	4.25 pm
771n	3.32 pm	<b>Pittwater House</b> Collaroy, Narrabeen (Pittwater Road), Mona Vale Junction, Newport Hotel, Newport (Neptune Road), Avalon, Careel Head Road	4.18 pm
789n	3.40 pm	<b>Pittwater House</b> South Creek Road & Pittwater Road, Collaroy, Narrabeen (Pittwater Road), Mona Vale Junction, Darley St., Newport Hotel, Newport Shops, Taylors Point, Avalon	4.32 pm

# 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 uniform 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 near the Music Cottage/ Sports Centre. Please enter the shop through the main campus.

The Uniform Shop provides uniforms for all years.

### Standard 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

### 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.



# Pittwater House Uniform

## Year 5 - Year 9 Girls

### SUMMER (Terms 1 & 4)

- Summer dress, **OR**
- White short sleeved shirt with navy tailored shorts, **WITH**
- White ankle socks and black leather lace-up school shoes



### WINTER (Terms 2 & 3)

- White short sleeve shirt with tartan skirt and navy opaque tights **OR**
- White short sleeved shirt with navy tailored pants and white ankle socks, **WITH**
- Black leather lace-up school shoes
- School blazer



## Year 10 - Year 12 Girls

### SUMMER (Terms 1 & 4)

- Blue and white striped short sleeve shirt, **WITH**
- Navy skirt, **OR**
- Navy tailored shorts, **WITH**
- Black ankle socks and black leather school shoes



### WINTER (Terms 2 & 3)

- Blue and white striped short sleeve shirt, **WITH**
- Navy skirt and navy opaque tights, **OR**
- Navy tailored pants and black ankle socks, **WITH**
- Black leather school shoes
- School blazer



## Kindergarten - Year 12 Boys

### ALL YEAR

- Pinstriped short sleeved shirt (long sleeved version optional in winter)
- School tie (different ties for K-Y6, Y7-9 or Y10-12. Elastic ties available for K-2)
- Grey tailored shorts (long pants optional in winter), **WITH**
- Grey Pittwater House socks (short socks for Term 1 & 4, long socks for Term 2 & 3)
- Black leather school shoes (velcro strap school shoes for K-Y1 and black leather lace-up school shoes from Year 2 onwards onwards)
- School blazer (required in winter for Y1-12)



## Sport Uniform and Accessories - Unisex

### KINDERGARTEN - YEAR 12

- Sport polo shirt
- Sport shorts
- Tracksuit
- White ankle socks
- Trainers (predominantly white, no bright colours or casual footwear)
- Bucket hat (K-Y2) or cap (optional for Year 3 onwards)



## Sport Accessories



**Polar fleece**



**Rash vest (K-Y10)**



**Sports bag**



**Wet bag**



**Girls' boardshort**



**Boys' speedos**



**Swimming skins**



**Girls' one-piece**

## Accessories



**School bag**  
(various sizes available)



**Jumper**



**Rain jacket**



**Library bag**



**Art smock**



**Winter scarf**



**Girls' straw hat**



**Cap (Year 3 onwards)**



**Bucket hat**



**Girls' hair accessories**



# GET FITTED BY THE EXPERTS TODAY

In partnership with  
**PITTWATER HOUSE  
SCHOOL**

**\$5 DONATED  
BACK TO YOUR SCHOOL**

**Every time you buy a pair of shoes.**

The School Rewards Program is a great fundraising opportunity, with \$5 from every pair of shoes purchased being donated back to your school.

This applies to all family members across the complete in-store range of adults and/or kids sports, school, work and casual shoes.

All you have to do is nominate your school at the time of purchase for the sale to be counted towards the Program Rewards.

\*Visit [www.theathletesfoot.com.au/school-rewards](http://www.theathletesfoot.com.au/school-rewards) for more details



**Warriewood**  
(02) 9970 8964

**Warringah Mall**  
(02) 9939 8926

## **Secondhand 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 (by appointment only)**

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)

*NOTE: Currently unavailable due to COVID Restrictions.*





## Pittwater House

# Want to find out more?

Visit our website at [www.pittwaterhouse.com.au](http://www.pittwaterhouse.com.au) or speak with our Registrar on +61 2 9972 5789.

### **Pittwater House**

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