



Pittwater House

WELCOME TO JUNIOR SCHOOL 2023



How to use this book

The amount of information you receive when starting 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 parents 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 are looking for.

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

Along with this book, a great starting point for new families is our website Portal - <http://pittwaterhouse.com.au/portal>

From the website Portal you can access **Parent Lounge**, the School's web-based program for parents, where you can keep your family details up to date. You will also find two tabs on the Portal, *New Enrolment Information* and *Pittwater House App*. The former provides links to a digital copy of this handbook along with other useful documents and the latter contains instructions on how to download and use the Pittwater House App.

Contacts

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Enrolments	enrolments@tphs.nsw.edu.au	9972 5789
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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
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Co-ordinator of Gifted and Talented K-12	Ms Victoria James victoria.james@tphs.nsw.edu.au	9972 5782
Co-ordinator of Library	Ms Kayte Eyre kathryn.eyre@tphs.nsw.edu.au	9972 5723
Teacher Librarian – Junior School	Mrs Patricia Doonan patricia.doonan@tphs.nsw.edu.au	9972 5750
School Counsellors	Ms Megan Williams megan.williams@tphs.nsw.edu.au	9972 5742
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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 written in a cursive style with a long, sweeping underline that extends to the right.

Dr Nancy Hillier (BA, DipEd, MEdSt, DEd, MACE, MACEL, MAICD)
Principal and CEO

A Welcome Letter From Our Head Of Junior School



When you join us here at Pittwater House, you can be sure you are commencing a journey that will be rich and rewarding in every experience, and, warm in its inclusivity; for your child and for your whole family. You are about to become an integral part of the Pittwater House Family.

Regardless of the point of entry for your child, Kindergarten through to Year 6, and the time of the year that you join us, you will find that your child's class teacher and the specialist teachers will be fully prepared for them in every aspect of their schooling.

The Pittwater House Junior School is overwhelmingly a happy place where our students engage wholeheartedly in their daily routines.

Most importantly for all here in the Junior School we strive to ensure that:

- The Pittwater House Core Values are clearly understood and guide our decisions
- All our students are comfortable and happy in their environment
- Each student's individual needs, in every aspect of their learning, are supported
- The academic regime is designed to challenge all students' critical and creative thinking
- Wonder and curiosity will be aroused through engagement in exciting lessons
- Students' well-being is paramount, and a positive mindset will support their learning
- Our teachers are of the highest quality and lifelong learning is demonstrated and reinforced

The warmest welcome is extended to all as you take this next step. The class teacher will be making an appointment to meet with you very soon to discuss your child's settling and early progress.

Ruth Achurch
Head of Junior School

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Vision And 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 Girls' College
Katie Thomas



Head of Boys' Grammar
David Heath



Head of Junior School
Ruth Achurch



Head of Teaching & Learning
Jasmin Mano



Business Manager
Luke Preston

Key Staff - Junior School Leadership



**Assistant Head of Junior
School Curriculum**
Sacha Webster



**Assistant Head of Junior
School Well-Being**
Amy Tickle

Term Dates 2023

New Starters Orientation	
Monday, 30 January	Half day orientation for all students new to Pittwater House
Term 1 Commences (10 weeks)	Term 1 Ends
Tuesday, 31 January	Thursday, 6 April
Term 2 Commences (9 weeks)	Term 2 Ends
Wednesday, 26 April	Friday, 23 June
Term 3 Commences (10 weeks)	Term 3 Ends
Tuesday, 18 July	Friday, 22 September
Term 4 (9 weeks)	Term 4 Ends
Tuesday, 17 October	Wednesday, 13 December (all students)

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 at 3:20pm with older siblings.

2023 Important Dates

Available early in Term 1 and will be sent out via the Pittwater House App as well as available under Links in the Parent Lounge, accessed via the Pittwater House website Portal.

Campus Map



Preparing To Start School

Daily Routine

Students need to be at school by 8:15am as lessons begin at 8:30am.

There is supervision in the playground from 8:10am.

The day finishes at either 3:00pm (K-2) or 3:20pm (3-6).

K-2 students are dismissed at 3pm, however, students can attend a literature session and be collected at 3:20pm with older siblings. If you would like your child to attend literature, please put a note in their diary for their classroom teacher.

Children may be picked up from the Kiss and Drop Zone.

Soft Start

Students attending Kindergarten in Term 1 are offered a "Soft Start" in the Discovery Hub Courtyard for the first few weeks. Each day, your child can join the other Kindergarten students in the Courtyard from 8.15am. This is a calm place and allows them time to settle and be ready for class. When they feel ready, students can join their K-6 friends on the playground.

During the first week of school, your child will be issued with the following:

- Student Diary
- Daily School Timetable
- A Buddy
- House membership
- Stationery Orders.

Buddies

There is a Buddy system in place for all children. Each ECC-Year 2 class is buddied up with a Year 3-6 class. Throughout the year they will participate in various activities together.

Student ID Cards

Each student will be issued with a Student ID Card early in Term 1. The card is used for the Pittwater House buses (both regular travel and excursions), the library, printers and the canteen.

Daily Requirements

What to bring to school each day:

- Crunch and Sip*
- Recess in a labelled container
- Lunch in a labelled lunchbox
- Labelled refillable drink bottle
- Homework folder (school issued)
- Student Diary (school issued)
- Spare clothes (in case of accidents underwear/socks)
- Pittwater House wide-brimmed or bucket hat
- Raincoat (Pittwater House or other).

**See Crunch and Sip explanation on next page.*

Class Requirements

The following equipment will be required at the beginning of the year and is available to purchase from the Uniform Shop. All items need to be clearly named.

- Painting smock
- PE uniform in a named PE bag
- A raincoat should be kept in school bags for those unexpected downpours.

Please note the following:

- Please check your child's Diary daily for messages and initial
- When you have read the Newsletter please sign to indicate you have seen it in your child's Diary.

Please name all of your child's belongings (even shoes!) as you will be surprised at what can get lost, misplaced or borrowed.

It is much easier to return lost items to the correct owners if they are named clearly.

Bringing toys to school for news or other occasions is actively discouraged, as many precious and costly items can be lost or broken, causing unnecessary heartbreak.

Crunch And Sip

Fruit and vegetables cut into bite size pieces and a drink of water in a named reusable bottle, is taken at 9.30am each morning.

Recess

Children will require a small snack in a labelled container for recess. Suggestions include manageable portions of fruit or healthy snacks such as muesli bars or cheese and crackers.

Lunch

Parents need to pack and send individually packed lunch boxes each day. We recommend sandwiches as a nutritious base in your child's lunch box, as they are manageable and healthy and fillings can be varied according to your own child's likes and dislikes. More fruit, cheese, muesli bars, and other healthy snacks should also be added to lunch boxes to fuel your child's energy needs. Try to keep packaging to a minimum. Drink bottles are an easy way to provide water for children. Please send a named reusable drink container with your child each day.

Important: Nut-Free/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 and kept up to date 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.

Form Class List

A list of Form Classes, detailing the teacher and room for each class will be available on the Parent Lounge under Links - School Information from the first day of Term 1.

Academic Care/Class Programs

The School's academic program is developed from the outcomes and content outlined in the NSW Education Standards Authority (NESA) syllabuses.

NESA mandates the amount of time as a percentage, of each of the individual syllabus requirements, ensuring that 80% of a typical school day is taken up by the 6 Key Learning Areas and 20% of time is given over to the School for use at its discretion.

The Key Learning Areas (KLAs) and their time allocation are as follows:

English	25-5%	Science & Technology	6-10%	Creative Arts	6-10%
Mathematics	20%	HSIE – History & Geography	6-10%	Personal Development Health & PE	6-10%

The remaining 20% of time is used in teaching French, Mandarin, Gross Motor, Sport, Assembly, Strengths and Reflections, band, choir, rehearsals and special school-based projects such as the Outdoor Education well-being program.

Each class program acknowledges the ethos of the School and is prepared with the gender of the class in mind. Understanding that children learn differently, at their own pace, and have varying needs and abilities underpins the planning of teaching programs so that they cater for individuals' needs. Programs are planned collaboratively by each of the class and specialist teachers, and are strongly supported by well-equipped learning spaces, extensive resources and technological equipment.

We recognise the diversity of children's interests and abilities as well as individual learning needs and cater for these through a range of co-curricular programs to complement in class learning:

- Swimming
- Outdoor Education
- Curriculum linked excursions
- Student-led Action teams
- Inter-school Sport
- School Choirs and Bands
- Access to Instrumental Music Tuition
- K - Year 6 Learning Enrichment
- School Productions
- Sports Academies and Clubs.

All specialist classes are timetabled with the class timetable operating on a fortnightly cycle of an A and B week.

The NESA website below is a valuable resource for you as parents to stay abreast of the NSW Curriculum: educationstandards.nsw.edu.au.

Accounts

The School has been implementing a new system for payment of Accounts in 2022. Details of the finalised system will be updated in this section for the beginning of 2023. Families will also be notified via the Pittwater House App.

The annual tuition fee is divided by twelve to arrive at the monthly rate. A monthly incidentals charge covers the majority of curriculum related costs.

Families can pay their school fees by credit card online manually or a direct debit can be set up. Payment can be made using credit card, EFT or BPay.

Payments can be made via Parent Lounge or the school website at www.pittwaterhouse.com.au/online-payments

Any enquiries should be directed to accounts@tphs.nsw.edu.au

After School Care

After School Care is provided on Campus for students in Kindergarten to Year 6. For details please contact Mrs Ruth Achurch at ruth.achurch@tphs.nsw.edu.au

Attendance

Absence Notification

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

Early Departure

Early departures 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"> • Add Absence Notification in App or Parent Lounge selecting 'Early Departure' as Type of Absence • Student must sign out at Reception before departing campus

Late Departure

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

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

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.

Birthdays

If your child's birthday falls on a school day and they would like to celebrate the occasion with their class, you may send individual items such as cupcakes or icy poles that can be easily handed out to each child in the class. Please do not send large cakes that need to be cut up and apportioned by the teachers. Please be mindful that some children have allergies, intolerances and social or religious reasons that may prevent their participation. Check with the teacher to be sure. Please do not ask the teacher to hand out birthday party invitations.

Bring Your Own Device Program (BYOD)

In order to support the most innovative and effective teaching and learning experiences, Pittwater House provides age appropriate devices at school for students in Kindergarten through to Year 4. Kindergarten to Year 2 students have a comprehensive set of iPads for each year group. Years 3 and 4 use modern touch screen Windows devices that are ideal for tasks like the online Naplan exams.

From Year 5 onwards, Pittwater House adopts a "Bring Your Own Device" (BYOD) technology program, ensuring each student is equipped with their own device. We strongly recommend a MacBook of any type.

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.

How The BYOD Program Works

- Students purchase their own device, we strongly recommend a Macbook (privately or through the School's preferred partner, CompNow). **Please read all of this section before purchasing any device.**
- The school provides all of the software licenses students require including Anti-Virus software, 1TB of cloud storage, assistance with device set-up and on-site IT Support.
- The IT Department will load all necessary software and apps on your child's computer, there is no requirement to purchase any further software. The software loaded includes Office 365 and Adobe Creative Cloud. We also use many web-based learning tools. All of our software runs on both Mac and Windows.
- The IT Department will host computer setup days on Monday, 23 and Tuesday, 24 January 2023 to ensure students can get their laptop fully configured and loaded with software prior to commencing the school year. The process takes about 1 hour. More details will follow closer to the time with regards to booking a time to come in. Other set-up times can be arranged by emailing IT on support@tphs.nsw.edu.au

Student Responsibilities

Students are allowed to access the technology at school and they must complete the internet and ICT user agreement. They must 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.
- Ensuring that they back up their files using Office 365 OneDrive, and do not state 'computer malfunction' as an excuse for late submission of work.
- Each device has up-to-date virus software. Devices without it will not be able to access the network. The IT Department can assist with the install of Anti Virus Software.

Purchasing Recommendation and Our Preferred Supplier

The preferred student device is Macbook (Air or Pro). You are welcome to purchase a MacBook from any supplier, however it is highly recommended that you purchase one with 3-year onsite AppleCare warranty. It is important that you factor this in when comparing prices between suppliers.

We have partnered with CompNow as our preferred Apple Mac reseller. They also have a selection of Windows laptops for your consideration. CompNow can supply a 3 year onsite warranty called AppleCare+. This is highly recommended and includes accidental damage and onsite warranty repairs.

PLEASE NOTE:

- Devices with out of date Anti-Virus software will be unable to join the Pittwater House network. The IT Department can provide assistance with Anti-Virus installation.
- iPads and other "App" based tablets, such as Android tablets, are not recommended due to their limitations. Chromebooks are not supported and will not be able to join the network.

There are two MacBook options on the CompNow Parent Purchase 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.

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

- Delivery to your house
- Setup days before school commences and ongoing IT support
- Repairs done at school during school hours
- 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.

Please contact Chris Maker, Director of Learning Technologies, for further guidance on device selection. Chris can be contacted on chris.maker@tphs.nsw.edu.au.

The CompNow Parent Purchase Portal can be accessed at <https://shop.compnow.com.au/school/pittwater-house>

Software

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

The IT Department will host computer setup days on Monday, 23 and Tuesday, 24 January 2023 to ensure students can get their laptop fully configured and loaded with software prior to commencing the school year. The process takes about 1 hour. More details will follow closer to the time with regards to booking a time to come in. Other set-up times can be arranged by emailing IT on support@tphs.nsw.edu.au

Cyber Safety

To keep our students safe online, Pittwater House uses a system called Saasyan Assure. Details on the system are provided on their website www.saasyan.com

This system covers internet searches at school only. However, it can look for signs of bullying and issues like self-harm on Teams and school based email anywhere and anytime.

Contact our Learning Technologies IT department if you have any questions about the devices and technical support on: support@tphs.nsw.edu.au.

Please contact either Chris Maker (Technical) or Belinda Treloar (Teaching) if you have any questions or need further information about how the devices will be used in class.

Canteen

Pittwater House currently uses an online ordering system called My Student Account (MSA) for the School Canteen however we will be transitioning to the Flexischools App for 2023. Parents will be notified of all changes via the Pittwater House App.

Junior School children are not able to purchase their recess and lunch over the counter. All recess and lunch orders are packed and delivered to the students in the playground.

Students in Year 5 and 6 are able to purchase a snack and/or drink during Junior Lunch 1 which is 12.22pm – 12.47pm.

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 activities can be either in the form of clubs, sporting academies and teams or academic and cultural pursuits. These activities may take place before school, during the school day or after school hours. A variety of activities are offered in order to suit a variety of student interests.

Music, dance and visual arts are part of our weekly lessons. These take place in our onsite Performing Arts Centre, Art Rooms and Performing Arts Cottage.

Junior School students are fortunate to have available to them all the facilities on campus which include the James Mooney Sports Oval, the short-course swimming pool, the sports centre, the Performing Arts Centre and the Library. Children attend classes with specialist teachers for PE, French, Mandarin (Years 3-6), Dance, Music, Tennis and Library taking advantage of these facilities.

Co-Curricular – Sports

Sports play a significant role in the life of Pittwater House students. Sports are a key part of our curriculum and students take part in both recreational and competitive sports.

We cater to a diverse range of interests and abilities, giving every child the opportunity to develop their talents beyond the classroom.

Students use the swimming pool for their PE lessons and carnivals in Term 1, and for sport in Terms 1 and 4. Their swimming ability is assessed by our specialist PE teachers and they participate in a water awareness program, 'Swim and Survive', appropriate to their individual ability. This is great preparation for both our K-2 and 3-6 Swimming Carnivals, held early in Term 1. Private lessons are encouraged for all non-swimmers at Pittwater House as swimming is a survival skill necessary for life on the Northern Beaches.

The School's Cross Country Carnival is held in Term 2 and a K-6 Athletics Carnival is held early in Term 3 at the NSW Academy of Sport, Narrabeen. Students participate in running age races for the age they turn in the current school year. There are also novelty events and an obstacle course for the K-2 students. Students represent and win points for their House.

K-2 students have a tennis lesson, following the Hot Shots program each week, as part of their gross motor development.

The full list of 2023 Co-curricular Sporting opportunities will be available early next year. Parents will be notified what is on offer and how to sign up via the Pittwater House App. The following page shows a list of our 2022 Co-curricular Sporting options.

Please contact the Sports Department with any questions at sportsoffice@tphs.nsw.edu.au

Term 1:	
Advanced Boardriders Academy	Years 5-6*
AFL CIS U12 Boys Trials	Years 5-6*
Basketball Academy	Years 1-6
Basketball CIS U12 Boys & Girls Trials	Years 5-6*
Basketball MWBA Competition	Years 3-6*
Diving CIS U12 Championships	Years 5-6
Football HICES U12 Boys Trials (Soccer)	Years 5-6*
Football CIS U12 Girls Trials (Soccer)	Years 5-6*
Netball HICES U12 Trials	Years 5-6*
Netball Academy	Years 1-6
PISA Boys & Girls Teeball	Years 3-4*
PISA Girls Softball	Years 5-6*
PISA Senior Boys Cricket	Years 5-6*
Running Academy	8 years and above
Swimming Carnival	Years 3-6
Swimming Carnival	K-2
Swim Club	K-6
Tennis Coaching	K-6
Tennis CIS U12 Boys & Girls Trials	Years 5-6*
Ultimate Frisbee Academy	7 years and above

Term 2:	
Athletics Carnival ECC Games	ECC
Athletics Carnival	K-6
Basketball Academy	Years 1-6
Basketball MWBA Competition	Years 3-6*
Cross Country Carnival	K-6
Gymnastics State Championships	K-6
Hockey CIS U12 Boys & Girls Trials	Years 5-6*
Netball Academy	Years 1-6
Netball MWNA Saturday Competition	8 years and above
PISA Girls Netball	Years 3-6*
PISA Boys Soccer	Years 3-6*
Rugby 7's CIS U12 Girls Trials	Years 5-6*
Rugby Union CIS U12 Boys Trials	Years 5-6*
Rugby League CIS U12 Boys Trials	Years 5-6*
Running Academy	8 years and above
Snowsports Championships - Term 2 Holidays	K-6
Softball CIS U12 Boys Trials	Years 5-6*
Swim Club	K-6
Tennis Coaching	K-6
Touch Football CIS U12 Trials	Years 5-6*
Ultimate Frisbee Academy	7 years and above

Term 3:	
Basketball Academy	Years 1-6
Basketball MWBA Competition	Years 3-6
Cricket CIS U12 Girls & Boys Trials	Years 5-6*
Golf NSW PSSA Championships	Years 3-6*
Netball Academy	Years 1-6
Netball MWNA Saturday Competition	8 years and above
PISA Girls Soccer	Years 3-6*
PISA Boys Mod League	Years 3-6*
PISA AFL Mixed Senior Teams	Years 5-6*
Rugby Mosman Shield	Years 5-6*
Running Academy	8 years and above
Softball CIS U12 Girls Trials	Years 5-6*
Tennis Coaching	K-6
Ultimate Frisbee Academy	7 years and above

Term 4:	
Basketball Academy	Years 1-6
Basketball MWBA Competition	Years 3-6
Cricket Mosman Shield	Years 5-6*
Netball Academy	Years 1-6
Running Academy	8 years and above
Surf Lifesaving / Surf Education	Years 2-6*
Swim Club	K-6
Tennis Coaching K-6	K-6
Ultimate Frisbee Academy	7 years and above

* Limited number of participants allowed

Co-curricular - Performing Arts

The Performing Arts - dance, drama and music are an integral part of every child's academic and personal development. It is well documented that through participating in the Performing Arts, students gain artistic skills and improve academically, personally and socially.

At Pittwater House we offer 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 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 of the ensembles are audition only due to a specific number of participants, minimum skill level or other limitations.

Performing Arts Ensembles include but are not limited to:

Music

Junior Band, Senior Band, Intermediate Band, Big Band, Contemporary Band, Vocal Ensemble, Senior Choir, Allegro and Senior Strings.

Dance

Dance Companies for Junior and Senior.

Drama

Theatre Sports for both Junior and Senior.

Other Opportunities:

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 School's website Portal under New Enrolment Information tab, Performing Arts Choices.

If you have any questions or are after further information please email performingarts@tphs.nsw.edu.au

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.

Application Form

If your child is interested in having private instrumental or vocal lessons, please fill out the Private Music Lessons online form on the School's website Portal under the New Enrolment Information tab.

Communication

The main channels of communication between parents and the School are via the Pittwater House App (see Digital Communication Services - Parents on the following page for more info) 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 the Pittwater House App 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.

In addition, on an as-needed basis:

Communication with Class Teachers, Assistant Heads or the Head of the Junior School can be made as required by emailing them directly. Email addresses can be obtained from our Reception staff by phoning 9981 4400 during school hours.

Parent/Teacher Communication

A Student Diary is issued to every child at the beginning of each year by the class teacher. These books are integral to the daily communications between teachers and parents. If you need to make note of how your child is feeling, any questions or concerns or wish to remark on conversations or events you think important for the class teacher to know, please write these down in the corresponding date in the Student Diary. Teachers read and initial this book each day and may make comments about how your child spent their day, the friendships they are forming, or give detail about upcoming events. Likewise, parents should read these comments and initial the book each night. There is also requirement for you to initial each week to signify you have read the School newsletter, HouseNews.

Formal Parent/Teacher Interviews

Formal Parent/Teacher interviews are scheduled twice a year and take place either via Zoom or face to face at the School. In the lead up to the Parent/Teacher Interview, parents will be provided with a link to book their appointment online. These links will be sent via email or the Pittwater House App.

School Directory

The School Directory provides email and phone contact information for key contacts and is available on TASS Parent Lounge under Links - School Information.

DIGITAL COMMUNICATION SERVICES FOR PARENTS

Most of the online services listed below are available via the Links menu in TASS Parent Lounge. Under each listing is the appropriate contact for any assistance required.

Pittwater House uses the Office 365 platform for the majority of our online services. To access this, an invitation from Microsoft to set up your username and password has been sent to you by email.

Please contact our IT Department at support@tphs.nsw.edu.au if you can't locate the email.

Tools for Administration and Communication



The **TASS Parent Lounge** 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: www.pittwaterhouse.com.au/portal

Login: TPHS Username and Password

Enquiries: School administration at: school.admin@tphs.nsw.edu.au



Seesaw is our Learning Management System for Years K-2 where content, homework and e-learning activities are hosted. It showcases the students' work, contains pictures of the students doing various activities and often provides information on events. Log in details will be provided by your Class Teacher.

Years: Kindergarten to Year 2

Link: <https://web.seesaw.me/>

Enquiries: IT Support at: support@tphs.nsw.edu.au



Canvas is our Learning Management System where content, homework and e-learning activities are hosted. 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: support@tphs.nsw.edu.au



The **Pittwater House App** is the main point of communication between the School and parents. It is used to:

- Stay up to date with key school information such as upcoming events, notices, newsletters, timetables and contact information.
- Set notifications to see information specific to your children, their Year Group and their interests
- Easily complete attendance and excursion notifications using your Single Sign On authentication, as the new app will intuitively remember and autofill your key details.

Instructions how to download and use the App are available on the Portal located on the School website.

Years: Early Childhood to Year 12

Link: <https://www.pittwaterhouse.com.au/portal/parent-app-instructions>

Enquiries: IT Support at: support@tphs.nsw.edu.au



Campion is the supplier of primary level textbooks and eBooks. Each year parents will receive communication with instructions on how to order.

Years: Kindergarten to Year 6

Link: <https://www.campion.com.au/>

Enquiries: School Administration at: school.admin@tphs.nsw.edu.au



School Interviews is for parents to Book Parent/Teacher Interviews. Parents will be emailed a code which allows you to book interview times with teachers.

Years: Kindergarten to Year 12

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

Enquiries: School administration at: 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: <https://shop.compnow.com.au/school/pittwater-house>

Enquiries: Director of Information and Learning Technologies at: chris.maker@tphs.nsw.edu.au



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

Pittwater House will be transitioning to the Flexischools App in 2023. All notifications and information regarding this transition will be provided to parents via the Pittwater House App.

Enquiries: IT Support at: support@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

Enquiries: Accounts at: accounts@tphs.nsw.edu.au

DIGITAL SERVICES FOR STUDENTS

Tools for Learning and Communication

Most of these services are available via Links on TASS Student Cafe, accessed via the website Portal: <https://www.pittwaterhouse.com.au/portal> or as otherwise indicated below. Students and parents will receive details of how to access these services as needed.



Seesaw is our Learning Management System for Years K-2 where content, homework and e-learning activities are hosted. It showcases the students' work, contains pictures of the students doing various activities and often provides information on events.

Years: Kindergarten to Year 2

Link: web.seesaw.me/

Enquiries: IT Support at: support@tphs.nsw.edu.au



Mathletics Maths based interactive activities, games and challenges.

Years: Kindergarten to Year 4

Link: mathletics.com/au

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



Literacy Planet Digital literacy learning programs, providing access to thousands of curriculum aligned exercises covering a range of areas from reading to advanced grammar.

Years: 3-6

Link: www.literacyplanet.com/au/

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



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

Years: 3-12

Link: canvas.tphs.nsw.edu.au/

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



Education Perfect an online learning platform that covers subjects taught from Years 5 to 12.

Years: 5-6

Link: <https://www.educationperfect.com/app/#/login>

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



Maths Online – online video tutorials and maths exercises.

Years: 5-6

Link: <https://www.mathsonline.com.au/login>

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



Literacy Pro – accurately assesses students reading comprehension.

Years: 5-6

Link: <https://slz04.scholasticlearningzone.com/slz-portal/#/>

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



Essential Assessment – literacy and numeracy assessment.

Years: 5-6

Link: <https://www.essentialassessment.com.au/student/>

Login: TPHS Username and Password



Student Printing Services. Only available when at school.

Years: 5-12

Link: papercut.tphs.nsw.edu.au:9191/user

Enquiries: IT Support at: support@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: support@tphs.nsw.edu.au



Outlook Web App is the student email account.

Login: TPHS Username and Password

Enquiries: IT Support at: support@tphs.nsw.edu.au



ClickView provides the students with online education videos.

Years: Early Childhood to Year 12

Link: online.clickview.com.au/SignIn

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: accounts.google.com

Login: TPHS Username and Password

Enquiries: IT Support at: support@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.

Junior eLibrary - Electronic library service for students in the Junior School (ECC, Kindergarten and Years 1 to 6) 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

Discovery Hub (K-2)

The **Kindergarten – Year 2 Discovery Hub** is an exciting new initiative which was introduced in 2020. The Discovery Hub combines the best elements of Pittwater House's current structure with current research and a continuing focus on our students' needs.

The Hub is the bridge from Early Childhood Education to Stage 2. It supports our students through:

- **Space to learn and move**

Kindergarten – Year 2 classes exist in one designated area of the School where their rooms are close to one another. This allows ease of movement between classes and a shared learning courtyard.

This space underwent a cosmetic upgrade in advance of the larger Junior School renovation.

- **Time to socialise**

Children in a large number of studies have shown increased attention after Recess where they are engaged in unstructured play.

Kindergarten – Year 2 Recess have two 15 minute playtimes each morning allowing children a greater area to move within.

- **Teaching by Stage not age**

Lessons in Reading, Phonics and the Number strand are taught by ability. This has strong implications for academic development at all levels, but also has social and emotional benefits. It allows interaction with a greater number of children, so friendships and working partnerships can be developed. It also provides access to the whole K-2 teaching team, which will provide relationship-building opportunities, ultimately easing transitions between Years.

The remainder of the lessons (other areas of Maths, English, Science, HSIE, Art, PDPHE, Music, Dance, Tennis, French, Pastoral) are taught in single-sex classes with continued access to our specialist teachers.

The Hub opens up academic and socialisation opportunities for our children. There is extensive evidence-based research that says providing more structured (guided) and unstructured (free) play allows children to use their creativity, curiosity and imagination in a process that can have powerful intellectual and physical benefits for the child. By changing our program to adopt these new initiatives, we are ultimately supporting students' social, emotional, cognitive and physical needs in positive ways.

By the time our children transition into Year 3 and beyond, our students will have the skills and knowledge they need for future learning. They will:

- Be independent, curious, critical and creative thinkers
- Be skilled collaborators
- Demonstrate resilience and persistence
- Regulate their emotions
- Co-operate, negotiate with and be empathetic towards others
- Be challenged academically.

Diverse Learning

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

Our learning enrichment team is staffed by specialised teachers including the Learning Enrichment Co-ordinator, Learning Enrichment Teachers and teacher aides.

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.

Excursions

Excursions take place to enhance and complement the learning taking place in the classroom. We attempt to engage the students in one excursion in each of Terms 1, 2, and 3.

Excursion notifications are sent to parents via email. This will prompt you to go to Parent Lounge (either desktop version or on the Pittwater House App) to review the invitation and associated information relating to the excursion. Parents need to accept the invitation once they have read and accepted the excursion terms and conditions (including risks) and verified all medical information for their child.

Health Centre

Our Health Centre is staffed five days a week by two registered nurses. Nurses provide health care to all students at Pittwater House from the Early Childcare Centre to the Senior School. Nurses 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 the Health Centre Staff, we contact the parents and arrangements for the required treatment are made.

As beds in the 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 which is collected via TASS Parent Lounge. Your child will not be permitted to commence their schooling at Pittwater House if the information has not been supplied.

Pittwater House Nurses

Registered Nurse Ingrid Scouller

Registered Nurse Nikki Kuga

Contact Details

Phone: 02 9972 5734 (8.30am to 3.30pm)

Email: healthcentre@tphs.nsw.edu.au

You can download a Health Centre Factsheet with the above information plus a Schedule of Procedures from our website portal under New Enrolment Information.

High Potential Learners

Our High Potential Learning Co-ordinator 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.

High Potential 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
- Grouping in our K-2 Discovery Hub
- Weekly Learning Enrichment pull-out classes across Kindergarten - Year 10.

Our High Potential Learning Co-ordinator 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.

High Potential Learning 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

High potential students may accelerate in a single subject, 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 High Potential Learning 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.

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.

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

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

Kindergarten: 10 minutes homework per evening + reading

Year 1: 10 minutes homework per evening + reading

Year 2: 15 minutes homework per evening + reading

Year 3: 20 minutes homework per evening + reading

Year 4: 30 minutes homework per evening + reading

Year 5: 40 minutes homework per evening + reading

Year 6: 40 minutes homework per evening + reading

Homework is planned by the teacher to support the learning taking place in the classroom. Homework commences in Kindergarten in the form of sound and sight word recognition, reading and number activities.

From Year 3 to Year 6 homework is usually given in the form of a weekly contract to allow for students to attend other co-curricular activities that may fall on weeknights making homework difficult to complete on a nightly basis. Where special considerations need to be made due to the student's capacity to perform specific tasks, suitable adjustments will be made and noted by both the teacher and parent.

Homework is submitted on the Friday of any given week and no homework is given over the weekend. Should homework not be completed, for any reason, a note from the parent in the School diary is required.

Library

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

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

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

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

ECC - Year 2: 1 book

Year 3 - Year 12: 2 books

Loan Length:

Picture books – **1 week**

Chapter books – **2 weeks**

Library bags are compulsory for K-6. Books are expected to be returned at each library lesson.

Chapter books may be renewed at the discretion of library staff and if there are no reserves on the items. Borrowing from the Junior School library ceases over the holidays.

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

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

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

Lost Property

Labelling all items helps their swift return when they are left out on the playground or appear to be lost.

Found property is held for a reasonable period with the Head of Junior School, Ruth Achurch.

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 named.

Mobile Phones

The following rules regarding the use of mobile phones apply:

ECC to Year 6 Students

Students are not to have mobile phones or Smart watches on the School grounds. Exemptions to this rule, for example the use of phones to support and monitor a medical condition, need to be discussed with and approved by the Head of the Junior School.

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

We challenge our students to become emotionally resilient, community-minded young people. We achieve this through our intensive Pastoral Care Program such that students feel simultaneously challenged and supported.

Pastoral care runs throughout everyday life at Pittwater House, giving your child support at every age and every stage. At the same time, we encourage our students to step up and take on leadership positions in a variety of areas, both within school and in the wider community.

It all starts in the classroom. Every student from Kindergarten to Year 12 is placed in a single-sex class. These are the centrepieces of the pastoral care network. Each class teacher acts as the first point of contact for students and their parents with regards to any aspect of life at Pittwater House. Students can seek support and talk to their teacher about any issues they may be having. Additional staff members, including qualified school counsellors, are also available to assist students and parents at any time.

Our Pastoral Care Program

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

Buddy Program: Every student in our Junior School is paired with a buddy; an older student to befriend and help guide the younger children through the transitions and early years of their school life. Regular pastoral sessions are utilised to foster these relationships allowing our younger students to grow in confidence and providing older students the opportunity to practice great leadership and positive role-modelling.

Strengths and Reflections: 24 individual character strengths are explored, examined and practiced throughout the year to ensure our Junior students can recognise and be proud of who they are and how they appear to others. They can identify strengths they admire in others and determine those they aspire to develop.

Bounceback and Friendology: Resources produced by qualified psychologists and other education experts are utilised by our teachers to proactively help students develop a stronger sense of well-being, providing strategies to build resilience, strong friendships, confidence and success.

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 who have committed their time 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! 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, or to get started straight away as a volunteer please email 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: www.pittwaterhouse.com.au/portal

This Portal provides links to some useful documents for families new to the School and year group booklists (under the New Enrolment Information tab) as well as links to our IT Helpdesk and the online programs for parents, students and staff that contain a vast amount of information accessed regularly (see Portal homepage). 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.

Student ID Cards

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

Sun Safety

We enforce the “no hat, no play” rule in the Junior School to support each child’s sun safety awareness. Students need a wide-brimmed school hat. We actively teach sun safety and the need to ‘Slip, Slop, Slap’ throughout the year. We recommend you please apply a generous amount of sunscreen to your child before leaving home to not only protect them from sun damage in the morning hours, but to reinforce in the home the same understanding of sun safety. Extra attention is needed on the days your child has swimming.

Textbooks

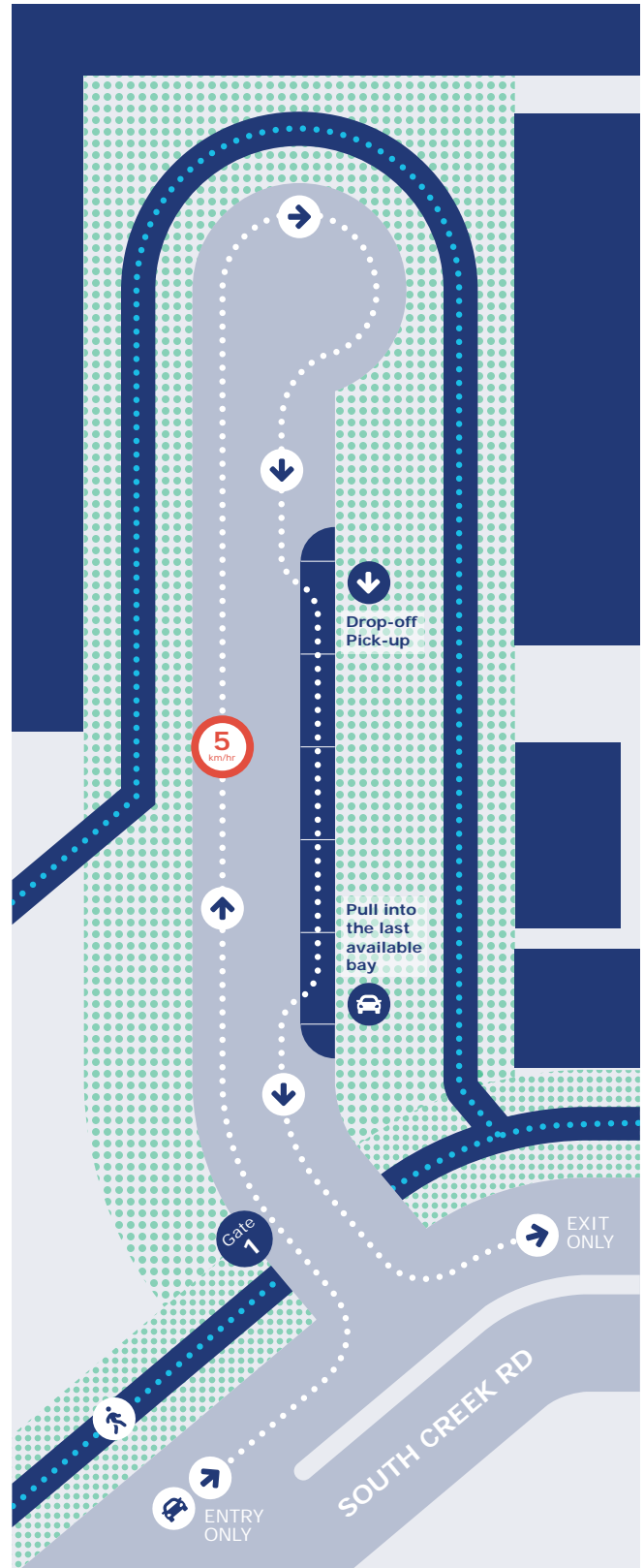
The textbooks for 2023 Junior classes will be available for purchase from our supplier Box of Books.

Textbook ordering instructions will be sent to parents via the Pittwater House App.

Travel

KISS AND DROP ZONE

- This area of the school is used primarily as an open recreational space for students to utilise during the day. At the beginning and end of the day it converts to a Kiss and Drop Zone supervised by staff. The only times the Kiss and Drop Zone is open to vehicles is from 7:45-8:25am, 2:55-3:10pm and 3:10-3:45pm. During those times students are only permitted to walk around the outside of the zone and drivers are to remain in the vehicle at all times. The speed limit is 5kph and there is no parking anywhere within the Kiss and Drop Zone.
- Pittwater House staff on Kiss and Drop Zone 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 issues unrelated to the Kiss and Drop Zone at this time as they will be concentrating on student safety. All staff in the Kiss and Drop Zone have the full authority of the School to instruct you in the use of the facility. Parents who do not follow the instructions of the staff in attendance may be refused further access to the Kiss and Drop Zone.
- 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 Kiss and Drop Zone is 3:05pm. Day end 3:20pm means at the Kiss and Drop Zone 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 on the left side.
- 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 Kiss and Drop Zone.
- Child safety - Please ensure children get in or out of the vehicle on the passenger 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.
- Please note, due to a traffic island there is no right turn entry to the Kiss and Drop Zone from South Creek Road. Similarly, on exiting you can only turn left towards Pittwater Road.

Family Name Cards

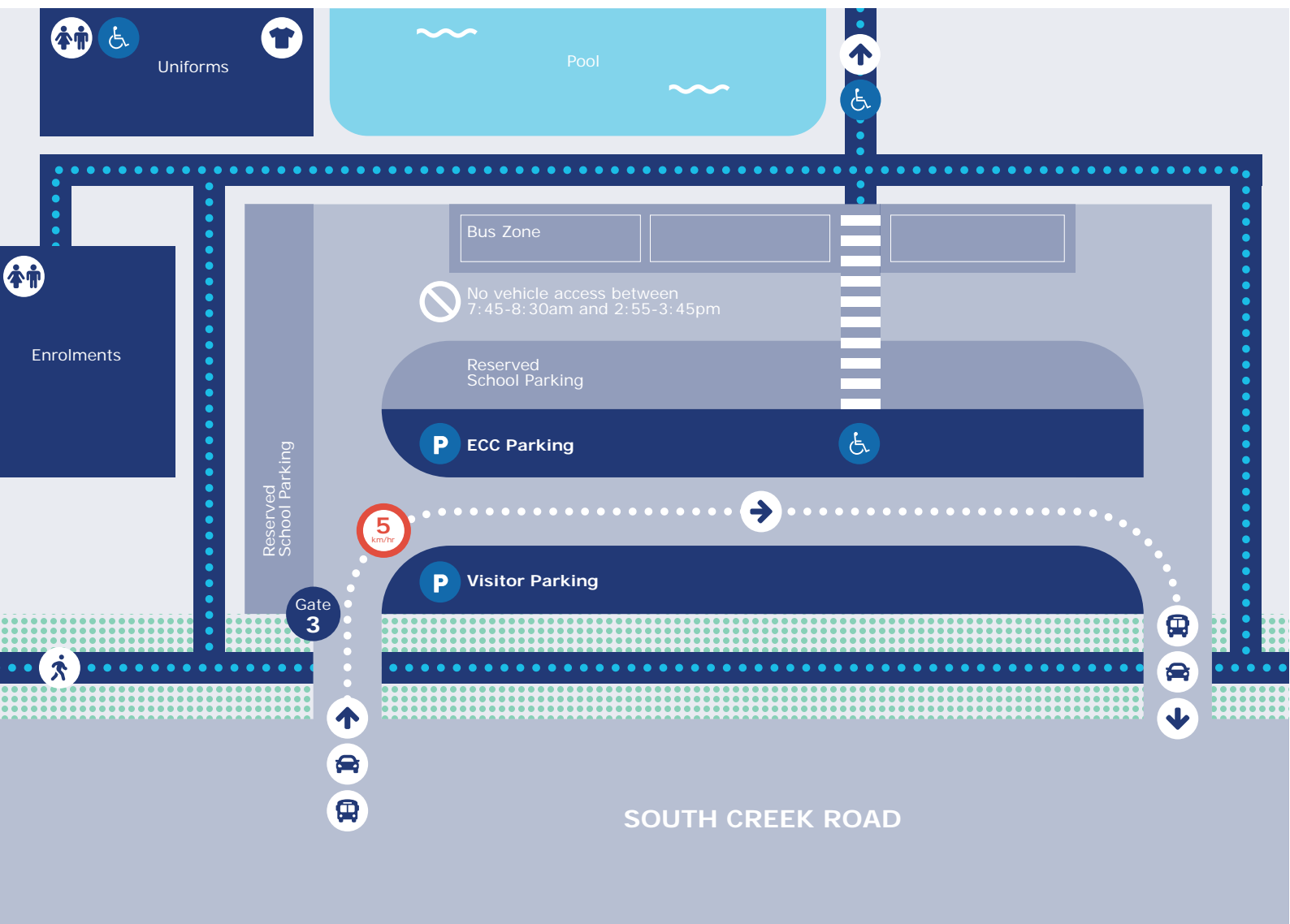
Family name cards are handed out in the first week of school to cars in the Kiss and Drop Zone by staff. If you already have one from the previous year, you can continue to use that. If you require one later in the year, you can pick one up from Reception. The cards are used to display your family name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

CAR PARK OPERATIONS

The School Car Park is used for the safe delivery and collection of students by our bus fleet, Early Childhood Centre (ECC) families, Kindergarten families, Staff and Visitors. Please refer to the map for designated parking areas.

- 5kph speed limit
- No 'L' or Red 'P' Platers allowed in car park at anytime
- Car park 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 as this can interrupt the flow of traffic into the Kiss and Drop Zone.
- Pittwater House may deny access to people who do not comply with these conditions.

CAR PARK MAP



BUSES

TRANSPORT TO AND FROM CAMPUS

Students can travel to and from the School campus on the Pittwater House specific 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 ID 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.

All students are dropped off and collected from our bus zone in the South Creek Road car park.

Teaching staff on duty escort students from the Junior Schools to buses each afternoon.

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, parents will be contacted via their emergency contact details provided to the school. In the event contact is unable to be made to parents, the child will remain on board for the remainder of the run until contact is made to arrange alternate pick up.

Costs

The costs per trip (including GST) for 2022 are set at the following rates:

FARE TYPE	COST
Booked Fare	\$4.50 per trip (subject to change for 2023) This is a flat rate fare with no discount for siblings.
Unbooked Casual Fare	\$15.00 per trip (subject to change for 2023) 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.

NOTE: Charges will apply regardless of whether your child actually travels or not.

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.

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 are required to book their child on the School's private buses by logging into the **RollCall Web version or RollCall Parent App**.

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

HOW TO BOOK

The **Pittwater House School** uses **RollCall** which is an online Bus Service portal.

RollCall has the following features:

- Online bookings
- Real-time alerts and Notifications
- The ability for parents to track their child's journey

For up-to-date live information of our bus service please use this link to our website:

[Pittwater House | School Pickup Services In Sydney](#)

Getting started

1. Please use pittwaterhouse.rollcall.com.au/parent/login to log into the web version.
The Link is also available in the Parent Lounge under Links – RollCall.
2. **Previous users of RollCall please note** - Rollcall will now accept your Single Sign On (SSO) accounts in order for you to easily access all of the school's platforms (Canvas, MSA, Parent Lounge, etc) with the same Login Information.

Making a Bus Booking

For long period bookings – 2023:

1. Log into the portal via your **desktop/PC/Mac**.
2. On the Parent Portal Login page enter your same login details you use for the School's platforms and select **PITTWATER SSO**.
3. On your first login attempt (or infrequent use) you will see our PH Sign in page. You will again need to login using the details you use for the School's platforms.
4. On the RollCall home page, select the **Bookings Tab** then **+ Create New Booking** then select the student you wish to book for, and finally the period is **2023 Bus Bookings. Select Apply**.
5. You can now select which Group (AM or PM) then the Bus, the Bus Stop and date range you wish to make the booking for.
6. When this is complete, the booking will be detailed in the AM/PM matrix as the boxes change colour according to which bus you are booked onto. When the booking is correct, **select Confirm**.
7. Please note, you will not be able to select any dates to book buses during our school holiday periods.

For additional help see RollCall tutorials here:

- [Creating a Booking Tutorial](#)
- [Choosing a Bus and Stop](#)
- [Booking a Child to Multiple Buses](#)

Casual Day-to-Day Bookings or Changes

For casual day to day bookings or changes (up to 2 weeks in advance) and to track daily activity on your phone download the RollCall Parent App from the App Store.

1. Go to Apple App store or Play Store.
2. Search for - **RollCall Parent App**;
3. Press Install/download App to install on your smart device.
4. On the RollCall login screen – Key in the following.
 - a. School: **pittwaterhouse** (All lowercase letters)
 - b. Enter your same login details you use for the School's platforms and select PITTWATER SSO.
 - c. On your first login attempt (or infrequent use) you will see our PH Sign in page and again you will need to login using the details you use for the School's platforms.
 - d. On the home page you can select Map showing your booked bus route (if the route is active and logged on) and Bus Changes and Alerts tabs.

The following video tutorials are available to help you navigate RollCall Parent App.

1. App – Add a Secondary Carer ([See Tutorial Here](#))
2. App – Changing Bus Stop and Route ([See Tutorial Here](#))
3. App – Setting Alerts ([See Tutorial Here](#))
4. App – Create an Absence ([See Tutorial Here](#))

The image displays two screenshots of the RollCall Parent App login interface. The left screenshot shows the main login screen with the RollCall logo at the top. Below the logo are three input fields: 'School' with 'pittwaterhouse' entered and a green checkmark, 'Email', and 'Password'. Below these fields are three buttons: a green 'Login' button, a dark blue 'Pittwater SSO' button, and a blue 'Forgot Password' link. The right screenshot shows the 'PH Sign in' screen. It features the 'PH' logo and the text 'Sign in'. Below this is a text input field for 'Your Pittwater House username'. A blue 'Next' button is positioned to the right of the input field. Below the input field is a blue link that says 'Can't access your account?'. At the bottom of the screen is a 'Sign-in options' link with a key icon.

If you experience any technical difficulties, please contact IT support on: support@tphs.nsw.edu.au

If you have any questions on the bus routes or bookings, please email: bus.bookings@tphs.nsw.edu.au

Morning Government Bus Runs

Route	Dep	From	Arrive
600n	7.29 am	Warringah Mall	8.00 am
601n	7.42 am	Manly Wharf	8.10 am
606n	7.57 am	Narraweena (McIntosh & Alfred)	8.18 am
695n	7.33 am	Frenchs Forest	7.54 am
696n	7.50 am	Beacon Hill (Warringah & Willandra Roads)	8.04 am
704n	7.01 am	Avalon (Plateau Road at Bilgola Terrace)	7.48 am

Afternoon Government Bus Runs

Route	Dep	From
626n	3.43 pm	Pittwater House South Creek Road
771n	3.32 pm	Pittwater House South Creek Road
789n	3.40 pm	Pittwater House South Creek Road
778	3:38pm	Pittwater House South Creek Road

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 Uniform Shop is located on campus near the Performing Arts Cottage/Sports Centre.

The Uniform Shop provides uniforms for all years.

Uniform Shop Opening Hours - Term Time

Monday and Tuesday: 8am – 4pm (closed 12 – 12.30pm)

Wednesday: 8am – 4.30pm (closed 12 – 12.30pm)

Thursday: Closed

Friday: 8am – 12pm

Check the Uniform page on the School's website for Uniform Shop Opening Hours during the Summer 2022/23 Holidays.

<https://www.pittwaterhouse.com.au/join-us/uniforms>

Uniform fittings are by Appointment Only

For an appointment please call 02 9972 5721 or book online at <http://www.schoolinterviews.com.au/code/65srz>

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

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

The Uniform Ordering Form can be found on <https://www.pittwaterhouse.com.au/join-us/uniforms>

UNIFORM REQUIREMENTS

Pittwater House Uniform

Kindergarten - Year 4 Girls

SUMMER (Terms 1 & 4)

- Summer dress, **OR**
- White short sleeve shirt with navy tailored shorts, **WITH**
- White ankle socks and black leather velcro strap school shoes for K-Y1 and black leather lace-up school shoes for Year 2 onwards



WINTER (Terms 2 & 3)

- White long sleeve shirt with tartan tunic and navy long socks for K-Y2 or navy opaque tights for Y3-4, **OR**
- White long sleeve shirt with navy tailored pants and white socks **WITH**
- Black leather velcro strap school shoes for K-Y1 and black leather lace-up school shoes for Y2-4
- School blazer for Y1-6



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



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)



All uniform garments and accessories are available at the school shop

Sport Accessories



Polar fleece



Rash vest (K-Y10)



Sports bag



Wet bag



Girls' boardshort



Boys' speedos



Swimming skins



Girls' one-piece

Second-hand Uniforms

The Clothing Pool, run by the Pittwater House Parents' Association (PHPA) and volunteer parents, sells good quality, second-hand uniforms and accessories. The proceeds of the sales can be either donated to the PHPA for school projects or split equally between the previous owner of the uniform and the PHPA. Any items that can't be resold due to wear and tear, superseded styles, or stains are donated to an appropriate charity.

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

Clothing Pool Opening Hours

Monday, 12:45pm - 1:30pm

Tuesday, 8:30am - 10:00am

Thursday, 2:00pm – 3:15pm

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

For enquiries, please contact phpaclothingpool@tphs.nsw.edu.au



Pittwater House

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