



Pittwater House

From the Head of the Junior School

28 January 2021

Dear Parents and Guardians,

It is with a cautious yet optimistic approach that this greeting and introduction to the Junior School for 2021 is delivered.

Every academic year is always anticipated with great excitement and the promise of exhilarating teaching and learning experiences and successes, found in any and every aspect of the school day; and this is just the teachers!

We truly hope and secretly suspect, that this feeling is replicated in the homes of our Junior School families and as such, I wish you all a very warm welcome to the 2021 academic year.

It would be remiss of me not to acknowledge that the Christmas holiday experience will have been very different from the norm for each of our families, whether they be staff or students. To this end, it is with the greatest care and understanding, for every individual of our School Community, that we approach 2021 mindful of our unique situations. Each of us will have a story to tell and it is important that we take time to listen and not compare.

This year we will be not only continuing the overarching theme of Respect in the Junior School, but also, focusing on Gratitude. Not matter what age, from Kindergarten to Year 6, and then the staff, we need to be aware of all that we need to be grateful for, from the simplest to the most complex of words, gifts and deeds, and, to whom we need to express our thanks. Respect is one of the most important values for life and needs to be evident in every facet of our daily lives. Children need to develop resilient relationships and strong and valuable connections, both for themselves and others, and to be able to openly give thanks. With your support at home, and reinforcement at school, this will be a noteworthy focus. There will also be special attention paid to our School Core Values in the everyday lives of the students.

Our remarkable team of educators in the Junior School are very excited and well-prepared to welcome all students; both those returning and those joining us for the first time.

Mrs Hannah Holmes is returning from maternity leave and will provide specialist lessons in a part time capacity across a variety of classes. Mrs Natasha Roberts will be returning to the K-2 Hub, teaching P1, while Mrs Rebecca Hunt and Mrs Crystal Mason will be taking maternity leave this year. The information outlining the teacher placement for 2021 follows in this letter.

The Assistant Head K-2, Mrs Jodie Garrad will be responsible for the curriculum development and pastoral time in the Discovery Hub as well as teaching J2, Mrs Sacha Webster will be responsible for the curriculum development and delivery from Years 3 to 6 and teaching J5W, and Mrs Amy Tickle will be overseeing the implementation of the well-being program in the Junior School as well as teaching J3.

Specialist subjects will be taught by a variety of expert teachers who teach across the whole School and Mr Whisson and Mrs Mellis will be responsible for delivering the PDHPE syllabus in the Junior School.

The first day for all new students is Wednesday 27 January 2021. This refers to all Wednesday ECC children, for the full day, and, Kindergarten students and new starters until 12:00pm.

Due to the COVID 19 restrictions we must continue to welcome all students in the manner we did last year. Students will leave their parents and be collected at the gates near the Kiss Drop area. They may be walked into the carpark area from the street or delivered by car via the Kiss Drop lane. It is important to note that the parking in the car park is for ECC and Kindergarten parents only, during these busy times of the day. Specific information is presented further in this letter.

ECC students will continue to arrive and depart accompanied by their parents / carers as they have been instructed by the Centre leaders.

On the first day, **Kindergarten Students**, are to be escorted to the marquee just inside the gates. Here the children will be greeted by Mrs Garrad, Miss Faassen and Miss Hooper. They will mark the roll and ask the students to sanitise their hands before they head off to their classrooms. The students will assemble at the marquee at 12:00pm; please wait outside the gate until you are invited to collect your child.

All **new students** from **Years 1- 6** will be met at the gates by Mrs Tickle and Mrs Holmes at 9.00am. The rolls will be marked and the students will be instructed to sanitise their hands. From here they will be escorted to the sports centre to meet their teachers and take part in their orientation and House activities. Students will be finished their first morning at 12:00pm and will be brought to you at the car park gates. Please wait outside the gate and we will call the children to meet you.

The first full day for all Junior School students is Thursday 28 January 2021.

ECC and Junior School Teaching Staff for 2021

I am pleased to announce the following class teachers and their room locations:

Junior College

FORM	TEACHER	ROOM
JK	Miss Jade Faassen	MG20
J1	Mrs Julie Morrison	MG23
J2	Mrs Jodie Garrad	MG14
J3	Mrs Amy Tickle	MG24
J4	Mrs Stephanie Cockerton	M116
J5 T	Mrs Belinda Treloar	M118
J5 W	Ms Sacha Webster	M119
J6	Ms Charlotte Dooley	M111

Preparatory School

FORM	TEACHER	ROOM
PK	Miss Kate Hooper	MG21
P1	Mrs Natasha Roberts	MG19
P2	Mrs Stephanie Layton	MG15
P3	Mr Grant Colquhoun	MG11
P4	Mrs Bridget Garing	M115
P5 N	Mr Marcial Nunura	M114
P5 P	Ms Ingrid Paton	M117
P6 B	Mr Stephen Behan	M112
P6 F	Ms Mary Grace Francis	M110

Mrs Achurch's office is located at the front next to the Admissions office at MG28

Attendance

For Pittwater House Attendance Policy, Instructions and Quick Reference guide please visit the General Information page on the Parent Portal on the website <https://www.pittwaterhouse.com.au/portal/attendance>

Attendance at school is compulsory and a legal requirement from the age of 6 years (within the calendar year of commencement). The School day begins with the commencement of the first lesson promptly at 8:30am. An electronic roll call is recorded at this time, and a record of attendance which the school must legally maintain. Therefore, any absence from school must be explained by the parent/guardian.

Please download the Skoolbag app. Instructions can be found on the parent portal here: <https://www.pittwaterhouse.com.au/assets/docs/181009-Skoolbag-Instructions-Booklet.pdf>

K-6 Skoolbag Absence Notification Forms:

- **Absence Notification:** send by 9am for sickness, medical and non-medical appointments only
- **Early Departures:** send by 9am on intended day of departure, sign out at Reception
- **Late Arrivals:** inform school on the day of late arrival, sign in at Reception
- **Application for Exemption:** for Entertainment, Elite Arts or Elite Sports, Exceptional Circumstances
- **Leave - Short Term:** leave during term time for 3 days or less.
- **Leave – Extended:** leave during term time for 4 days or greater.

It is imperative that students are on campus in good time to unpack and adjust before their day in class begins. **Students need to be on campus by 8:15am** to attend to these needs without rushing and causing undue anxiety. The playground is supervised from 8:10am.

Parents of Kindergarten students are asked to deliver their child and leave them promptly and positively to promote and maintain the atmosphere of confidence and independence. Please also be reminded that the car park needs to be vacated in 10 minutes from arrival to allow fellow parents to utilise this service. Parental conversations cannot be held in the car park at this very busy time where all our energies need to be spent attending to children arriving safely and happily.

K-2 students can finish their school day at either 3:00pm or 3:20pm with the Years 3 - 6 students and siblings.

Houses and Timetable

New students will be informed of their colour House on their first day. They will be assigned to either Morgan House (red), Orrock House (blue) or Butterworth House (white). Siblings will be assigned the same colour House.

All students will be issued with a class timetable during Week 1. Our academic periods are approximately 53 minutes in duration and a fortnightly timetable will be issued. The timetable will follow a 10-day cycle. Each day consists of 6 academic periods and a 25minute pastoral period; two periods are held before recess, two between recess and lunch and two plus pastoral after lunch time. Kindergarten to Year 2 will have an adjusted timetable allowing them to have 2 mini-recess breaks between their blocked Literacy and Numeracy sessions. Pastoral periods will include assembly, strengths and reflections and personal development lessons, including House activities. Recess will take place from 10:18 until 10:38am. Lunch will take place from 12:22 until 1:10pm.

Security

As per the advice from the Department of Education, parents and carers are not allowed on school premises unless they have an appointment, or if they are collecting a child for any reason such as a doctor's appointment. Every person now entering the campus must scan the NSW QR code at the school entrance points. Approved visitors attending for an appointment, are also required to sign in at Reception and collect their visitor tag. Your child must be collected from Reception only, and cannot be collected from the classroom, left unattended in the car park, or in any other area, waiting to be collected by parents. Please remember to check out via the NSW QR code when you leave campus, and approved visitors must also sign out at Reception. If your child has forgotten to bring part of their daily requirements, please call Reception who can arrange for these items to be collected from the school gates. Reception is always your first point of contact. The staff will make sure that messages are passed on to class teachers and that appropriate staff are notified if collection arrangements are changed. Please place a note in the diary/planner if you know ahead of time that your afternoon arrangements are different from the usual. **Children will not be able to go home with a friend or another adult if there is no communication to support this.**

Communication

Emails should be sent to the reception using school.admin@tphs.nsw.edu.au. This may be for such things as changes in collection procedures, including if someone other than yourself is collecting your child.

The Car Park

To ensure parents adhere to our Car Parking rules please make yourself familiar with the Campus Map and Car Park Operations Handbook which can be found on the General Information page on the Pittwater House Parent Portal: <https://www.pittwaterhouse.com.au/portal/school-information>

Morning

The car park is attended by staff from 8:00 until 8:30am. Limited, signposted parking is available for Kindergarten and ECC students for 10 minutes duration only. Kindergarten students need to arrive prior to 8:15am. **Kiss, Drop, Go Zone** applies to all students K-6 students with students needing to arrive prior to 8:15am.

Afternoon

To ensure this system runs smoothly parents of children in Literature Club and Years 3-6 are asked *not to arrive until after 3:25pm*. ECC, Kindergarten, Year 1 and 2 students are picked up before that time and if parents of the older students have already queued up then it makes the system less effective and the surrounding streets can become congested; the ranger will be called. A reminder also that there is a teacher on duty until 3:45pm for those parents who would like to miss the 3:25pm rush.

Car signs to identify family names for the Kiss, Drop, Go zone will be given out when requested from reception. These signs are to be displayed on the passenger side of the dashboard for easy identification.

A final plea to only turn left out of the car park, as trying to make a right turn can cause greater delay.

The School Car Park is signposted and colour coded for parking and a parking time limit is in place.

ECC parents' parking is marked for ECC use only. Kindergarten parents' parking is marked for Kindergarten use only. All parents of ECC and Kindergarten children will be given a coloured tag on their first day to hang from the vehicle's rear-vision mirror to indicate use. All other students will need to be delivered and collected using the Kiss-Drop, Go method, or by walking in from car parks obtained in the surrounding streets.

An express ten-minute parking area has also been created for the odd emergency that may arise during the busiest times.

The car park will be closely monitored, and we ask that you comply with the requests and directions of the teachers and facilities team running the car park.

Beginning of the Year Reminders

To ensure all children have a smooth transition back into school life, please take note of the following:

- As per our **Allergy Awareness Plan**, no nuts or nut products, including nut milks may be brought on to the school premises as some of our students have severe allergies. Contact with these products could result in death.
- All pre-ordered textbook and stationery orders delivered to school will be issued to students on Day 1.
- Haircuts should be a priority with all boys' hair needing to be cut if it touches their collar or hangs in their eyes or across the face. Layering is an option if hair is thick and unmanageable. All girls' hair is to be tied up if it reaches their shoulders. No etchings in children's hair please.
- Red, White and Blue ribbons and matching uniform bows are the **only** form of hair adornment. No other colour variations are acceptable.
- Regulation girls' earrings are the only form of jewellery that is to be worn to school. Wrist watches should be discreet.
- As all children have been on holidays for over a month, please take the time to check that due to growth spurts, all items of School apparel still fit properly.
- Full seasonal School and PE uniforms must be worn at appropriate times. Sports shoes must be predominantly white with white laces.
- Encourage independence by expecting your child to be responsible for packing their bags, remembering homework and so on.
- As the first lesson commences at 8:30am, all children are expected to be at school well before this time. There is a teacher on duty in the playground from 8:10am.
- All clothing items, lunch boxes and personal items must be clearly labelled. It is upsetting to see so many new and unnamed items sitting in our lost property baskets. Lost property is located at the School Shop.
- All students are encouraged to wear sun block to school and replenish it themselves throughout the day.
- **Skateboards and Bikes:** Should your child need to ride a skateboard or bike to and from School, a request must be made to the Head of The Junior School in writing, outlining this need, with an undertaking from the parent that the student will be wearing approved protective head gear for the entire journey.

Mobile Phones

Junior School students may only bring mobile phones to school with the express permission of Mrs Achurch. This permission is obtained by completing and submitting the appropriate Skoolbag form. **Smart watches are not to be worn.** There are many reasons why mobile phones should not be brought to school, which are outlined below. In summary a phone at school is:

- An expensive device that could be lost or stolen
- A huge distraction either in class or at break time
- An anti-social distraction preventing face to face interaction with peers
- A lost opportunity to be living in the moment and experiencing real life
- An easy fall back if the student has left something at home, rather than learning a lesson
- A call to parents to solve a social issue rather than developing resilience strategies
- Withholding information by not seeking school support of issues arising at school
- Organising or reorganising afternoon collection procedures without the School having knowledge

- Compromising the School's duty of care for students
- Putting a minor at risk regarding internet predators

There is only one reason a primary school aged child needs to bring a phone to school; this relates to their safety travelling home alone outside of school hours. It is therefore requested that the Skoolbag permission form be completed and submitted only if you require your child to bring a mobile phone to school to be used in an emergency after school hours.

In requesting this permission, you understand that the student will need to keep their phone in their bag. The class teacher will not be responsible for the safekeeping of a student's phone. The student understands safe use of the phone and that it is not to be used on the School premises.

It is an expectation that any message relating to the child will be delivered to them via their form teacher, as it is of the utmost importance that the teacher knows what is happening for a child in their charge at all times, as a duty of care. Therefore, parents must not contact their child directly whilst they are at school, but rather, contact the School reception to pass on a message. Should the need arise a child's parents will be contacted as a matter of urgency.

I once again encourage you to carefully read the *Housenews*, newsletter, access the School Website or the School Facebook page, as well as refer to the Skoolbag App, if you are uncertain of a procedure or message. The car park notice board also advertises upcoming events.

All class teachers will be writing to you early in the term, to inform you of the happenings in their classrooms and provide more detail of the events that directly affect your children.

Once again, if you have any concerns, your child's teacher is always your first point of contact. To enable a meeting, always make an appointment rather than trying to see the teacher before or after school. If the matter needs further consideration, then please take the time to make an appointment to see the appropriate Assistant to the Head of Junior School. If these avenues provide no resolution, an appointment to see me can be made.

I am looking forward to an exciting, flexible, safe and supportive 2021 where School and home, work together to provide the best possible education for each and every student.

Yours sincerely



Ruth Achurch
Head of Junior School