



**Pittwater House**

## Private Bus Service Information 2024

Students can travel to and from the School campus on the Pittwater House private school buses or on the Public/Government Bus Services (refer to Public Bus Information on our website).

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

**It is a condition of use of the School's private buses that Pittwater House Student Cards are scanned upon boarding and alighting the bus.**

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 School 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 2024 are set at the following rates:

Fare Type	Costs
<b>Booked Fare</b>	<b>\$6.00 per trip</b> This is a flat rate fare with no discount for siblings.
<b>Unbooked Casual Fare</b>	<b>\$11.50 per trip</b> For safety and capacity reasons we do not wish to take unbooked casual fares. There is a chance that students who arrive at the bus stop in the morning without booking at least one working day prior may be missed and students who get on the bus in the afternoon may put the bus over capacity and require an additional driver to be sought without notice to drive a backup bus.

**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 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](mailto:bus.bookings@tphs.nsw.edu.au).

## How to Book

The Pittwater House School has implemented **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 <https://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, TASS Parent Lounge, etc) with the same Login Information.

## Making a Bus Booking

**For long period bookings (a maximum of one Term):**

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 **2024 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

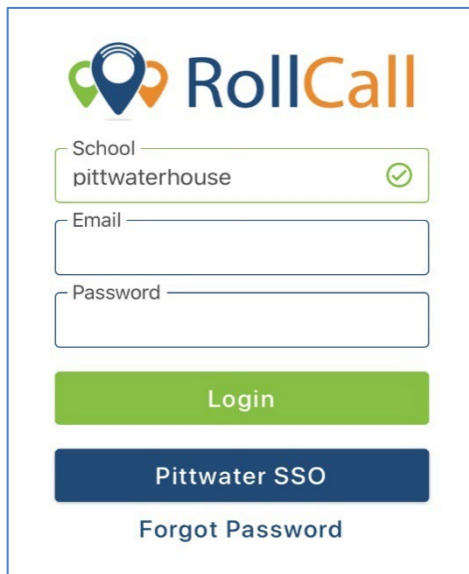
**For casual day to day bookings or changes (up to 2 weeks in advance) and to track daily activity on your phone download the RollCall Parent App from the App Store.**

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.

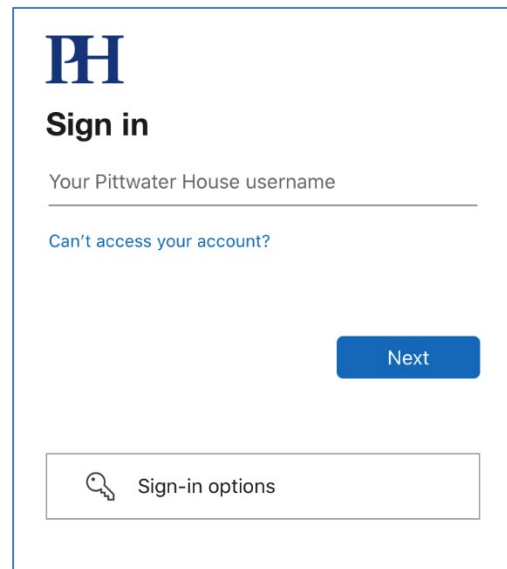


The following video tutorials are available to help you navigate the RollCall Parent App.

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 screenshot shows the RollCall app login interface. At the top is the RollCall logo, which consists of a stylized location pin icon with a green and orange gradient, followed by the text 'RollCall' in a blue and orange font. Below the logo are three input fields: 'School' with the text 'pittwaterhouse' and a green checkmark icon to its right; 'Email'; and 'Password'. Below these fields are three buttons: a green 'Login' button, a dark blue 'Pittwater SSO' button, and a blue 'Forgot Password' button.



The screenshot shows the Pittwater House (PH) Sign in page. At the top left is the 'PH' logo in a large, bold, blue font. Below it is the heading 'Sign in'. There is a text input field for 'Your Pittwater House username'. Below the input field is a blue button labeled 'Next'. To the left of the 'Next' button is the text 'Can't access your account?'. At the bottom of the page is a box containing a key icon and the text 'Sign-in options'.

If you experience any technical difficulties, please contact IT support on: [support@tphs.nsw.edu.au](mailto:support@tphs.nsw.edu.au)

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