



Pittwater House

Student Handbook

Semper Diligens (Always Hardworking)

achieve a balance
co-educational campus | single-sex education

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Our Core Values

Pittwater House stays true to our six core values, which form the foundation of the School, these being:

- Honesty and integrity
- Consideration for others: Caring, unselfishness, tolerance, courtesy, manners, helpfulness, service, forgiveness
- Self-concept and maximum use of talents: Self-esteem, high expectations, appreciation and recognition, humility, self-control, sense of duty and responsibility, diligence, perseverance, initiative, pride in appearance
- Flexibility in thinking: Open-mindedness, intellectual vigour, life-long learning
- Tradition: Celebration, humour, panache, spirit
- Promoting Democracy: Inclusion, opportunity, stable governance, freedom of expression

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.

Form Class List 2017

The Form Class List for 2017 is available on the Parent Portal under General School Information: <http://www.pittwaterhouse.com.au/your-child/my-portal/parents/>

2017 Bell Times

	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Early Class	7:37am	7:37am	7:37am	7:37am	7:37am
Period 1	8:30am	8:30am	8:30am	8:30am	8:30am
Period 2	9:23am	9:23am	9:23am	9:23am	9:23am
RECESS	10:16am	10:16am	10:16am	10:16am	10:16am
Period 3	10:36am	10:36am	10:36am	10:36am	10:36am
Period 4	11:29am	11:29am	11:29am	11:29am	11:29am
SNR Pastoral JNR LUNCH 1 (oval)	12:22pm 7-12 Form Period K-6 Lunch	12:22pm <u>7-12 House Meetings</u> K-6 Lunch	12:22pm 7-12 Form Period K-6 Lunch	12:22pm 7-12 Form Period K-6 Lunch	12:22pm <u>7-12 Assembly</u> K-6 Lunch
JNR LUNCH 2 AND SNR LUNCH 1	12:47pm	12:47pm	12:47pm	12:47pm	12:47pm
JNR Pastoral SNR LUNCH 2 (oval)	1:12pm K-6 Form Period 7-12 Lunch	1:12pm K-6 Form Period 7-12 Lunch	1:12pm K-6 Form Period 7-12 Lunch	1:12pm K-6 Form Period 7-12 Lunch	1:12pm <u>K-6 Assembly</u> 7-12 Lunch
Period 5	1:39pm	1:39pm	1:39pm	1:39pm	1:39pm
Period 6	2:32pm	2:32pm	2:32pm	2:32pm	2:32pm
DAY ENDS K-2	3:00pm	3:00pm	3:00pm	3:00pm	3:00pm
DAY ENDS 3-6	3:20pm	3:20pm	3:20pm	3:20pm	3:20pm
DAY ENDS 7-12	3:25pm	3:25pm	3:25pm	3:25pm	3:25pm
Late Class	3:25pm	3:25pm	3:25pm	3:25pm	3:25pm
Late Class Ends	4:18pm	4:18pm	4:18pm	4:18pm	4:18pm

	Monday Day 6	Tuesday Day 7	Wednesday Day 8	Thursday Day 9	Friday Day 10
Early Class	7:37am	7:37am	7:37am	7:37am	7:37am
Period 1	8:30am	8:30am	8:30am	8:30am	8:30am
Period 2	9:23am	9:23am	9:23am	9:23am	9:23am
RECESS	10:16am	10:16am	10:16am	10:16am	10:16am
Period 3	10:36am	10:36am	10:36am	10:36am	10:36am
Period 4	11:29am	11:29am	11:29am	11:29am	11:29am
SNR Pastoral JNR LUNCH 1 (oval)	12:22pm 7-12 Form Period K-6 Lunch	12:22pm <u>7-12 Chapel</u> K-6 Lunch	12:22pm 7-12 Form Period K-6 Lunch	12:22pm 7-12 Form Period K-6 Lunch	12:22pm <u>7-12 Assembly</u> K-6 Lunch
JNR LUNCH 2 AND SNR LUNCH 1	12:47pm	12:47pm	12:47pm	12:47pm	12:47pm
JNR Pastoral SNR LUNCH 2 (oval)	1:12pm K-6 Form Period 7-12 Lunch	1:12pm <u>K-6 Chapel</u> 7-12 Lunch	1:12pm K-6 Form Period 7-12 Lunch	1:12pm K-6 Form Period 7-12 Lunch	1:12pm <u>K-6 Assembly</u> 7-12 Lunch
Period 5	1:39pm	Cadets/Skills and Service Yr 7-12	1:39pm	1:39pm	1:39pm
Period 6	2:32pm		2:32pm	2:32pm	2:32pm
DAY ENDS K-2	3:00pm	3:00pm	3:00pm	3:00pm	3:00pm
DAY ENDS 3-6	3:20pm	3:20pm	3:20pm	3:20pm	3:20pm
DAY ENDS 7-12	3:25pm	3:25pm	3:25pm	3:25pm	3:25pm
Late Class	3:25pm	3:25pm	3:25pm	3:25pm	3:25pm
Late Class Ends	4:18pm	4:18pm	4:18pm	4:18pm	4:18pm

K-2 students are dismissed at 3.00pm, however, students can attend a literature session and be collected at 3.20pm with older siblings.

Term Dates 2017 and 2018

2017		Term Commences		End of Term	
2017 - TERM 1	Friday 27 January 2017 Staff Development Day	Monday 30 January 2017 Early Childhood Centre commences Half Day Orientation for all Kindergarten, all Year 7 and any student new to the school in Years 1-6 and Years 8-12 Tuesday 31 January 2017 Current students Years 1-6 and 8-12 commence		Friday 7 April 2017 Term 1 Closes	10 weeks
AUTUMN RECESS	Term 1 Public Holidays: Australia Day Thursday 26 January 2017, Good Friday 14 April 2017, Easter Monday 17 April 2017				2 weeks
2017 - TERM 2	Monday 24 April 2017 Staff Development Day	Wednesday 26 April 2017 Students Commence		Friday 30 June 2017 Term 2 Closes	10 weeks
WINTER RECESS	Term 2 Public Holidays: Anzac Day Tuesday 25 April 2017, Queen's Birthday Monday 12 June 2017				3 weeks
2017 - TERM 3	Monday 24 July 2017 Staff Development Day	Tuesday 25 July 2017 Students Commence		Friday 22 September 2017 Term 3 Closes	9 weeks
SPRING RECESS	Term 3 Public Holiday: Labour Day Monday 2 October 2017				3 weeks
2017 - TERM 4	Monday 16 October 2017 Staff Development Day	Tuesday 17 October 2017* Students Commence	Wednesday 13 December 2017 Term 4 Closes	Thursday 14 December 2017 Friday 15 December 2017 Staff Development Days	9 weeks
SUMMER RECESS	HSC examination commencement – Monday 16 October 2017				6 weeks
2018		Term Commences		End of Term	
2018 - TERM 1	Monday 29 January 2018 Tuesday 30 January 2018 Staff Development Days	Tuesday 30 January 2018 Early Childhood Centre commences Half Day Orientation for all Kindergarten, all Year 7 and any student new to the school in Years 1-6 and Years 8-12 Wednesday 31 January 2018 All students Years 1-6 and 8-12 commence		Friday 13 April 2018 Term 1 Closes	11 weeks
AUTUMN RECESS	Term 1 Public Holidays: Australia Day Friday 26 January 2018, Good Friday 30 March 2018, Easter Monday 2 April 2018				2 weeks
2018 - TERM 2	Monday 30 April 2018 Staff Development Day	Tuesday 1 May 2018 Students Commence		Friday 29 June 2018 Term 2 Closes	9 weeks
WINTER RECESS	Term 2 Public Holidays: Anzac Day Wednesday 25 April 2018, Queen's Birthday Monday 11 June 2018				3 weeks
2018 - TERM 3	Monday 23 July 2018 Staff Development Day	Tuesday 24 July 2018 Students Commence		Friday 21 September 2018 Term 3 Closes	9 weeks
SPRING RECESS	Term 3 Public Holiday: Labour Day Monday 1 October 2018				3 weeks
2018 - TERM 4	Monday 15 October 2018 Staff Development Day	Tuesday 16 October 2018* Students Commence	Wednesday 12 December 2018 Term 4 Closes	Thursday 13 December 2018 Friday 14 December 2018 Staff Development Days	9 weeks
SUMMER RECESS	* Anticipated HSC examination commencement – Thursday 11 October 2018 (To be confirmed)				6 weeks

Cadets at Pittwater House

The Pittwater House School Cadet Unit is a voluntary activity and is open to all Year 8-12 secondary students in the Grammar School and College. The Australian Army Cadets has recently mandated that Cadets must be 13 years of age and in at least Year 8. The cadets are offered a variety of activities centred on teamwork, leadership, self-discipline and community. In Years 8 and 10 the cadets develop leadership and adventure training skills and in Years 11 and 12 take on leadership and management roles within the Unit. Musicians can participate in the ceremonial marching band. Through Cadets students are able to complete such courses as Duke of Edinburgh Awards and the Adventure Training Award, as well as gaining valuable experience in service to the community. The cadet parades occur fortnightly (Day 7) during periods 5 and 6. Each year the students go on an annual camp and at least one bivouac.

For further information contact Captain (AAC) McClean, email: steve.mcclean@tphs.nsw.edu.au.

Skills and Service

The skills and service periods are in place for all students in Years 8 to 10 who choose not to do cadets. Therefore, it takes place periods 5 and 6 each Day 7 of the timetable. There are a selection of activities the different age groups undertake during skills and service, most of them have a community service focus, while other activities just as 'toastmasters' are focused on skills development.

For further information contact Amy Charters, email: amy.charters@tphs.nsw.edu.au.

How to use Skoolbag and Edumate for Attendance

Pittwater House utilises **Skoolbag** and **Edumate** to record Attendance. The instructions are located in the Parent Portal on the TPHS website under heading 'Handbooks and Policies':

<http://www.pittwaterhouse.com.au/your-child/my-portal/students/handbooks-and-policies/>

Skoolbag App: is used to submit all attendance notifications to the school. Select *Attendance Notifications* within the Skoolbag app. This is to inform the school of any upcoming full day absences, late arrivals, early departures and leave/exemption Applications (replacing written notes). As an alternative to using Skoolbag parents can email: attendance@tphs.nsw.edu.au or phone Reception on 9981 4400.

Edumate: is used to view any outstanding past absences and update student attendance with a reason/s for the absence.

For instructions on how to do this within Edumate, please go to the Edumate instructions located in the Parent Portal on the TPHS website under the heading 'How to View Absences and Enter Absence Reasons' <http://www.pittwaterhouse.com.au/your-child/my-portal/parents/>

Process for Full Day Absences Notification

- **Only to be used for full day sickness, medical or non-medical appointments**
- **Complete Absence Notification Form on Skoolbag**

Parents are required to contact the School by 9am on any day of absence. To notify the School of a full day absence due to sickness, medical or non-medical appointments please submit a full day *Absence Notification* form which can be located on Skoolbag, alternatively you can email attendance@tphs.nsw.edu.au or call Reception.

Please note this form should not be used for any type of holiday leave or absences due to any other reason. *If parents do not notify the school of a student absence in advance a reason will need to be provided within Edumate (see Edumate instructions).*

Process for Late Arrival

- **Complete Late Arrival Notification Form on Skoolbag**

Parents may provide a reason for the late arrival by completing a *Late Arrival Notification form* which can be found in the Attendance Notifications on Skoolbag.

Please note: all students arriving late **MUST** report to Reception immediately upon entering campus to sign in. Submitting a Skoolbag form for late arrival does not update class absences on Edumate unless student signs in at Reception.

Students will be issued with a slip from Reception which must be shown to their teacher to gain entry to the class in session. Where a late arrival form has not been received in advance, the student is still required to sign-in at Reception and the parent may enter a reason and authorisation for the late arrival directly into the School's Parent Portal on Edumate.

Process of Early Departure

- **Complete Early Departure Form on Skoolbag**

Requests for approval of an early departure from school must be received by 9am on the intended day of departure. An *Early Departures* form can be found under the Attendance Notifications on Skoolbag. This request will then be sent to a Head of School or a Stage Leader or Assistant to the Head of Junior School for approval. Class teachers will also be informed of approval for student to depart early.

Please note: all students departing early **MUST** report to reception to sign out. Submitting a Skoolbag form for early departure does not update class absences on Edumate unless student signs out at Reception.

When signing out students will be issued with a leave pass which they must carry with them whilst off campus and, should they be asked, produce the pass to police or DEC Officers.

Absences from school and/or class(es) are identified and recorded by the electronic roll.

Process for Application for Exemption or Leave during Term Time

Complete the Application for Exemption or Leave during Term Time Form on Skoolbag

Please note that all leave during term time for absences other than sickness or appointments, e.g. holidays, long weekends, funerals, elite sporting events or employment in approved entertainment industry activities must be applied for by completing the *Application for Exemption or Leave during Term Time* form which can be located on Skoolbag under the Attendance Notifications.

Please ensure applications are received by the school a minimum of 10 days before the first day of leave. As dictated by the Act, Exemption will not be granted in retrospect.

Applications for Exemption under section 25 of the Education Act 1990 must be made in writing using the Skoolbag app form 'Application for Exemption from Attendance at School'. Verbal requests and requests made in any written form other than the official form will not be accepted.

The Principal may grant exemption (exemption from compulsory education as set out in the Education Act) where it is clearly demonstrated that the absence is in the student's best interests in both the short and long term, and that all other options have been considered.

Exemptions cannot be granted retrospectively, as mandated by the NSW Education Act 1990.

Extended absences totalling up to 100 school days in a period of 12 months, may only be approved by the Principal.

Extended absences totalling greater than 100 school days in a period of 12 months, may only be granted by the Minister of Education.

Where students have been granted an Exemption the days exempt will not be counted as absences for reporting purposes. Where an Exemption is granted a Certificate of Exemption is produced (see Appendix 2). The original document is provided to the parent, a copy of the certificate is added to the students file, a scan of the exemption is sent to all custodial guardians and a copy of the certificate is added to the delegates folder of records.

Where an Exemption is not applicable, the parent/s and/or guardian/s are advised of the Principal's decision in a letter which is mailed to the applicant, scanned and sent to all custodial guardians and a copy added to the delegate's folder of records.

Daily Attendance Monitoring

Electronic rolls are marked to monitor the daily attendance/absence of all students.

Electronic rolls for students in Kindergarten to Year 6 are marked once daily between 8.30 and 8.40am.

Electronic rolls for students in Year 7 to Year 12 are marked in Form class and in each timetabled period of the day.

Electronic rolls are created to be marked for all excursions attended by students from Kindergarten to Year 12.

Follow Up of Unexplained Absences

Unexplained absences from school are followed up by the Schools Attendance Administration Officer.

Parents will receive an email and SMS as follows:

- On the morning of occurrence, the absence is followed up by email and/or SMS with the students parent/s and/or guardian/s
- If no response is received after three days, the absence is followed up by email with the students parent/s and/or guardian/s
- If no response is received after five days, the absence is followed up by email with the students parent/s and/or guardian/s
- If no response is received after 7 days the absence is confirmed as unjustified as required by the Minister's codes.

Attendance Quick Reference Guide

Absence Notification (Full Day) Sickness, Medical and Non-Medical Appointments only.

To Inform School (by 9.00am)	Have Not Informed School
<ul style="list-style-type: none">Process a Skoolbag Absence form<ul style="list-style-type: none">As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception on 9981 4400	<ul style="list-style-type: none">Students will be marked absent during roll markingParent receives automated notification by email from Edumate notifying them of student absence and requesting them to log in and provide a reasonParent to log in to Edumate and provide a reason for absence

Early Departure

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

To Inform School (by 9.00am)
<ul style="list-style-type: none">Process a Skoolbag Early Departure form<ul style="list-style-type: none">As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400Students must sign out at Reception

Late Arrival

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

To Inform School
<ul style="list-style-type: none">Process a Skoolbag Late Arrival form<ul style="list-style-type: none">As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400Students must sign in at Reception before going to class.

Application for Exemption or Leave during Term Time

To Inform School (10 days in advance)
<ul style="list-style-type: none">Process a Skoolbag Application for Exemption or Leave During Term Time formThe Principal may grant exemption (exemption from compulsory education as set out in the Education Act) where it is clearly demonstrated that the absence is in the student's best interests in both the short and long term, and that all other options have been consideredParent/Guardian will receive a letter indicating the outcome of your application

Please Note: If incorrect form has been submitted, Attendance will request re-submission of correct form.

Booklists

To view Senior School booklists and Junior School stationary packs please visit the Campion Books website. Instructions concerning school login and the use of MyConnect will be distributed to new parents each year. Please contact reception if these have not been received and you need to order books.

For further information please see the General School Information page located on the Parent Portal of the School's website : <http://www.pittwaterhouse.com.au/your-child/my-portal/parents/general-school-information/>

House Dinners

The House Dinners form an important part of our House structure. They are held annually in the Great Hall involving students from Years 3 to 12. The House Dinners are organized as a team effort between the Heads of House, the House Co-ordinators and the students in each House. The aim of these events is to foster House Spirit. Therefore, they are a compulsory event and students are expected to attend in full school uniform. House Dinner dates for 2017 are:

Butterworth:	22 August 2017
Morgan:	23 August 2017
Orrock:	24 August 2017

Outdoor Education and Camps

The School's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our School. School camps are an integral part of the co-curricular and pastoral program. Camps are compulsory and no alternate program will be run.

Aims

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide each year a different camp location and environment.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, good judgement, cooperation and tolerance.

Outdoor Education Schedule 2017

Grade	Term and Week	Dates
Year 3	Term 2, Week 5	22 to 24 May
Year 4	Term 2, Week 4	15 to 17 May
Year 5	Term 3, Week 7	4 to 7 September
Year 6	Term 4, Week 1	17 to 20 October
Year 7	Term 1, Week 2	6 to 10 February
Year 8	Term 2, Week 5	22 to 25 May
Year 9	Term 3, Week 3	7 to 10 August
Year 10	Term 3, Week 2	31 to 4 August
Year 11	Term 1, Week 3	16 to 17 February

Parent / Teacher Communication

Although each grade has a formal parent teacher night each year, parents are encouraged to contact teachers for feedback via email, phone or in person if ever they have a concern academically or pastorally. If an in-person interview is preferable, please contact the teacher directly via email to make an appointment. If an interview with a class or subject teacher is sought, it should be arranged with the teacher directly.

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

Formal Parent / Teacher Interviews

Formal Parent / Teacher interviews are scheduled throughout the year. They usually take place in the Great Hall and students are encouraged to attend these interviews in uniform with their parents. Interviews are vital for the exchange of ideas between staff, parents and students.

Grade	Term / Week	Day
Years K-2	Term 1, Week 4	Monday to Friday
Years 3-6	Term 1, Week 4	Thursday 23 February
Years K-2	Term 3, Week 2	Monday to Friday
Years 3-6	Term 3, Week 2	Thursday 3 August
Year 7	Term 1, Week 7	Thursday 16 March
Year 8	Term 2, Week 2	Tuesday 2 May
Year 9	Term 1, Week 8	Tuesday 21 March
Year 10	Term 1, Week 8	Tuesday 21 March
Year 11	Term 2, Week 2	Tuesday 2 May
Year 12 (1)	Term 1, Week 4	Tuesday 21 February
Year 12 (2)	Term 2, Week 7	Monday 5 June

Parent Communication Briefings are scheduled at different points in the year to cover a number of needs, including new year information, transition into the Secondary school, BYOT evenings, HSC information nights, wellbeing talks and subject selection nights. Students are reminded that they must always wear full school uniform to all School events unless otherwise specified. Some of these key events are scheduled for:

Grades Involved	Focus of Event	Date and Time
New parents	New Parents Reception	Friday 3 February 6pm to 8pm (Hall)
All parents	PHPA Drinks	Friday 10 March 6pm to 8pm (Hall)
ECC to Year 2	Start of year Parent Information Evening	Tuesday 7 February 6pm to 7.30pm
Year 3 to 6	Start of year Parent Information Evening	Wednesday 8 February 6pm to 7.30pm
Years 9 to 10	Start of year Parent Information Evening	Thursday 9 February 6pm to 7.30pm (Hall)
Years 7 to 8	Start of year Parent Information Evening	Tuesday 14 February 6pm to 7.30pm (Hall)
Year 11 (new Year 12) Starting the HSC Briefing	Start of year Parent Information Briefing	Tuesday 17 October 7.30am to 8.30am
Years 3 to 6	Secondary School Information Evening	Wednesday 22 March 6.30 to 7.30pm (Hall)
Year 8	Year 9 (2018) Subject Selection Evening	Tuesday 30 May 6.30 to 7.30pm (Hall)
Year 10	Year 11 (2018) Subject Selection Evening	Monday 29 May 6.30 to 7.30pm (Hall)

Communication

The major official channels of communication of Pittwater House are:

Appointments with class teachers, stage leaders, Heads of School which can be made as required by telephoning the office for a mutually convenient time on 9981 4400 or by direct email.

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

School Directory

The School Directory is available on the Parent Portal under General School Information:
<http://www.pittwaterhouse.com.au/your-child/my-portal/parents/general-school-information/>

Principal / Parent Coffee Mornings

These provide an opportunity for parents to have input into school programs and a voice for parent opinion. Each grade has a coffee morning scheduled each Semester.

The Principal / Parent Coffee Morning dates are available on the Parent Portal under General School Information: <http://www.pittwaterhouse.com.au/your-child/my-portal/parents/general-school-information/>

For further enquiries please contact the Principal's Personal Assistant on: 9981 4400.

Network Parent Meetings

These take place once a term for each section of the school and are another event aimed at providing parents with a voice in the direction of the school. Network parents request agenda items in the lead up to this event and distribute the minutes after the meeting. These meetings are chaired by the Principal.

Student Daily Notices

These are read to students in form class every day as required.

Student Assemblies

These are held Friday for special announcements, presentations, sports announcements and student briefings.

Student Handbook

This will be updated each Semester and placed on the School's website.

Assessment Policy Booklets

All classes from Years 7 to 12 are distributed with hard copies of the annual assessment booklet in the first week of school each year. The HSC Assessment Booklet is distributed in Term 4.

Curriculum Information Guides

An "Elective Subjects for Year 9" booklet is published and distributed to Year 8 students in Term 2. A "Senior Handbook for Year 11" is published and distributed to Year 10 in Term 2.

Laptops

Today's students think, connect and communicate differently from those who were at school only a few years ago. Laptop Trial research showed that students with 1:1 access are:

- more motivated and engaged in learning
- better organised, which improves literacy and numeracy outcomes
- better able to collaborate and think analytically

Laptops promote better learning in and out of school by providing:

- anywhere, anytime access to learning
- independent, self-initiated learning, e.g. promotion of problem-solving skills, along with the ability to access a wide range of resources to answer their questions
- collaboration between students in different schools, states and even countries
- the ability to teach students how to communicate appropriately and safely on social websites

- the ability to access homework and school information online and offline
- more time for teachers to teach students to use the Internet appropriately as a learning tool
- greater access to real-time information, digital learning resources and educational software
- online spaces such as Canvas, where students can access varied content to support their level of understanding in a subject area
- the ability to digitally capture any learning medium, such as videos or photographs, to create digital stories and other projects.
- opportunities to discuss cyberbullying, online safety and social media as real-life issues during class.

Years 5-12: Information Technology Acceptable Conduct and Use Agreement

Pittwater House provides many technology tools and resources to support student learning. This Acceptable Use Agreement covers the guidelines for proper use of Pittwater House’s technology. Students are expected to use technology in ways that are safe, productive, responsible and respectful. All Pittwater House students are to undertake “Digital Citizenship” education training upon joining the School.

In attending Pittwater House, students and parents acknowledge the following rules and conditions:

As a Pittwater House student, I understand that my school network, school software and school email accounts are owned by the School and are not private. Pittwater House has the right to access my information at any time.

The following guidelines encompass government laws, online safety, netiquette, and responsible use.

1. I will be a responsible, respectful computer user and use technology for approved learning and communication activities. I will check with a teacher or my parents if I am unsure about whether a particular website, program, game or other computer use is safe and responsible.
2. I understand that I am a representative of Pittwater House in all my online activities and that my behaviour should be respectful in all ways towards myself, fellow students, teachers, and my school.
3. I will not tamper with or damage any technology resources supplied by Pittwater House.
4. I will not copy, sell, or distribute any copyrighted software, images, songs, videos, files or other media purchased from a store or downloaded from the Internet without written permission from the author.
5. I will not copy and paste another person's writing, images, music, videos or other media and submit it as my work. I understand that it is stealing another person’s work and is called plagiarism. I will use my own words and give credit to owner/author for any work I include as part of my projects or papers. I will seek permission to use copyrighted materials.
6. I will use all online communications responsibly. I will not use computers, mobile phones, personal digital devices or the Internet to send or post hate or harassing mail or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other hurtful behaviours either at school or at home.
7. I will be polite and use appropriate language in all my typing, including writing activities, online searching, keyboarding practice, blogs, wikis and all computer use.
8. I will never give out personal information such as my name, address, phone number, or school name through any Internet access, including email. I understand that it could put me at risk.

9. I will use personal flash drives, network folders, mobile devices and other storage devices in a trustworthy manner. I will not use any storage device for the purpose of allowing another person to complete my assignments.
10. I understand that passwords are private information, only to be shared with teachers and parents. I will not share my password or allow someone else to use my password or accounts, nor will I use theirs.
11. I will use approved reference and research sources when conducting online research. I understand the Internet is a source for information that can be true or false and that the school is not responsible for inaccurate information obtained from the Internet.
12. I understand that online spaces such as blogs and wikis are to be treated as classroom spaces.
13. I will not take photographs of students or teachers without their permission. Nor will I distribute electronically photographs of other students that are in my possession.

Consequences for Violation of this Agreement

The Principal or an appointed delegate will decide what conduct is considered to be inappropriate, and consequences may range from loss of computer privileges to suspension or expulsion from Pittwater House. The Principal (or appointed delegate) will consider each incident and determine the appropriate punishment.

Parent or Guardian

All parents should read and discuss this Acceptable Use Agreement with their child. Computer access is provided for educational purposes in keeping with the academic goals of Pittwater House, and that Student use for any other purpose is inappropriate. It is also necessary to recognise that it is impossible for Pittwater House to restrict access to all controversial materials. Children's computer activities at home should be supervised, as they can affect the academic environment at school.

Assessment Policy Years 7 to 12

Note: More specific details are outlined for each year group in the grade assessment booklets distributed at the start of each academic year. A copy of these booklets can also be found on the Parent Portal located on the School's website under Handbooks and Policies:
<http://www.pittwaterhouse.com.au/your-child/my-portal/parents/>

Secondary Assessable Task Schedule

All students in Years 7 to 12 will receive at the start of each year a schedule outlining the assessable tasks for each Year 7-12 subjects and their weightings. The timings are correct at the date of publication, but faculties have the discretion to amend the timetable in accordance with the syllabus requirements and in consultation with the Deputy Principal.

Notice of Tasks

Students will be given a minimum of 14 days' notice of assessable tasks. Students are responsible for finding out about tasks set in their absence. However, all tasks are on Canvas. The published schedules distributed at the start of the year are considered the first notification of the due date of the task.

Late Submission of Assessable Tasks

It is the responsibility of the student to ensure that assessable tasks are submitted by the due date.

In Years 7 to 10 unexplained late work will be reduced by 10% of the total mark for work submitted on the first day after the due date, 50% of the total mark for work submitted on the second day after

the due date and 100% of the total mark for work submitted on or after the third day after the due date. In Years 7 to 9 a suitable explanation to avoid penalty needs to have been provided by the parents. In Year 10 a doctor's certificate or proof of suitable exceptional circumstances is required.

In Year 11 and 12 students will receive zero for all work submitted after 8.30am on the due date unless a successful appeal has been made. Students need to use the Appeals and Misadventure form to undertake an appeal.

Years 11 and 12 Appeal Procedures

- Students who fail to submit or attend a task on the advised date will receive a mark of zero for that task. The student may choose to appeal this mark if they consider that they have reasonable grounds for appeal. A Medical Certificate must accompany all medical related appeals.
- These may include illness and misadventure as defined in the ACE Manual, absence due to an approved school activity or exchange provided that the time lost does not prevent the student from completion of the course requirements.
- Appeals should be submitted on the School Appeals Form to the Deputy Principal within 48 hours of the task or the student's return to school. The student and staff member concerned should complete the appeal before submitting it to the Deputy Principal.
- The School's Appeals Committee includes the Deputy Principal, the Head of School and the Faculty Co-ordinator.
- If the Appeals Committee grants the appeal, they may suggest an extension, or an alternate date for the task, or a substitute task. If all of these are not feasible, then the Committee may advise the teacher on how a satisfactory estimate might be achieved.

Medical Certificates

Medical Certificates written by a doctor closely related to the student will not be accepted as valid documentation. Medical certificates:

- Should be issued during the period of illness
- Should state the nature of the illness
- Should state the date the student visited the doctor.

Medical Certificates must be submitted with an Assessment Appeals Form within 48 hours of the student returning to school. It is the student's responsibility to provide the Deputy Principal with the appropriate misadventure documentation for consideration to be given to the task.

Submission of Tasks

All research based tasks will be submitted via Canvas. This will automatically run the task through 'Turnitin', which will provide a check on plagiarism and academic practice. Assignments submitted via Canvas do not require a cover sheet as this is built into the system, hard copy tasks that are submitted must have an assignment cover sheet attached.

All tasks whether in hard copy or via Canvas, unless specified otherwise, must be submitted by 8.30am. All tasks submitted after 8.30am will receive 0%. Students must submit an assessment appeals form if they have a legitimate reason for a task being submitted late.

Malpractice

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be a student's own work. Malpractice, including plagiarism, could lead to a student receiving zero marks and may jeopardise a student's assessment results.

Malpractice is any activity that allows a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own;
- using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own;
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- using non-approved aides during an assessment task;
- contriving false explanations to explain work not handed in by the due date;
- assisting another student to engage in malpractice.

Plagiarism is the dishonest representation or copying of the whole or part of work, data or ideas, or presenting substantial extracts from books, articles, computer software or the Internet without proper acknowledgement.

Where a student's work is brought under question with regard to malpractice/plagiarism, the School will examine available evidence and determine the appropriate action (if any) to be taken. Such action may include:

- The deduction of marks as considered appropriate
- The parent or guardian to be notified
- The assigned work to be redone (or a substitute task done) by the student.
- Or any other punishment deemed appropriate by the school.

Examinations and Testing

Allwell Testing

All Pittwater House students in Years 4, 6, 8 and 10 will undertake Academic and Diagnostic Testing each year. The aim of this testing is to assist the School in tracking the student progress, identifying areas of particular strength and weakness and to provide rich data to the teachers that will assist them to effectively differentiate the curriculum. The Year 6 testing is also used as a placement test to assist us in streaming the Mathematics and Science classes effectively in Year 7. These tests take place on alternate Years to NAPLAN, which allows the school to have from Year 3 to Year 10 an annual external assessment being done on the student's literacy and numeracy skills and to effectively track their progress throughout that period in the lead up to their HSC. Like NAPLAN, it is not possible to study for these tests as they are based on literacy and numeracy skills rather than the specific class curriculum.

- Year 10: Friday 24 March - Hall. 9am to 1pm
- Year 10 (Absentees): Thursday 6 April 20, 9am - 1pm. Location to be advised
- Year 8: Monday 21 August - Hall. 9am to 1pm
- Year 4 Tuesday 29 August - classrooms 9am to 1pm
- Year 4, 8 (Absentees): Wednesday 6 September - Location (TBA) - 9am to 1pm
- Year 6 – (Year 7 Placement Test): Wednesday 22 November - Hall. 9am to 1pm

NAPLAN Testing

The 2017 NAPLAN Testing will take place from the 9th to 11th May. All students in Years 3, 5, 7 and 9 will participate. A more detailed timetable will be updated here when it is released.

ICAS Tests

Students will participate in the University of NSW ICAS Tests throughout the year. These tests serve several purposes, such as allowing the students to test themselves against the nation, however, they also provide the school with another source of rich data that we can use to track student progress.

ICAS SUBJECT	ICAS SITTING DATE
	Note: some of these dates may differ for some classes due to clashes with camps, etc.
Science	Tuesday 30 May 2017
Writing	Monday 12 June – Friday 16 June 2017
Spelling	Wednesday 14 June 2017
English	Tuesday 1 August 2017
Mathematics	Tuesday 15 August 2017

Pittwater House Secondary Examination Periods

Pittwater House has several examination periods throughout the year for Years 7 to 12.

- Years 7 and 8: Yearly Examination only (Term 4, Week 4)
- Years 9 to 10: Mid-Yearly and Yearly Examination (Terms 2 and 4)
- Year 11: Mid-Yearly and Yearly Examination (Terms 2 and 3)
- Year 12: Mid-Yearly and Trial HSC Examination (Terms 1 and 3)

Examination Procedures

- All Year 7 to 12 examination periods will have a formal timetable
- Years 7 and 8 cannot go home during examinations
- Years 9 and 10, with parental permission may choose to study at home during examination weeks when they have no examination scheduled.
- Year 11 and 12 only attend school when they have examinations
- All students will be given an examination outline prior to the start of the examination period

Examination Rules

- Silence at all times in the examination room. Any talking will result in loss of marks or the cancellation of a student's paper.
- Candidates are not allowed to borrow equipment from each other or pass anything to each other.
- Candidates are not allowed to eat anything in the examination room.
- Candidates must not behave in any way likely to disturb the work of any other candidate – only communication with the supervisor is permissible.
- Candidates are not allowed to take bags, notes or pencil cases into an examination room. All water bottles must be in clear bottles and required equipment in clear bags. Liquid paper and liquid paper tape are not allowed in the examination room.
- Candidates obey the instructions of the supervisor at all times.
- Year 11 and 12 Candidates only, in line with HSC rules may not leave the examination during the first hour of the examination or during the last 15 minutes of the examination. Year 7 to 10 students cannot leave the examination early.

- Candidates must make a serious attempt at the examination. They must also come with the necessary equipment.
- Candidates must use only approved calculators when called for in certain examinations.
- Dictionaries (electronic or otherwise) are not allowed in examinations.
- Watches must be taken off wrists and placed on desks. All Smart watches must be placed at front with phones.
- No mobile phones are permitted to be on the students during examinations. All mobiles must be turned off and left at the front desk of the examination room.
- Students should use toilet facilities before examinations start.
- Year 11 and 12 students must use their student examination number instead of their name on all examination papers. Year 7 to 10 students will use their name.

Illness / Misadventure

- Years 7 to 9: If illness or misadventure prevents you from attending or affects your performance in an examination, it is your responsibility to inform the school before the examination starts. It is also your responsibility to arrange a ‘make-up’ examination with the Deputy Principal.
- Years 10-12: If illness or misadventure prevents you from attending or affects your performance in an examination, it is your responsibility to inform the school before the examination starts then lodge a doctor’s certificate and Assessment Appeals Form to the Deputy Principal as soon as possible after the examination day. It is also your responsibility to arrange a make-up examination with the Deputy Principal.

Note: Year 12 students should also see the NSW Education Standards Authority (NESA) “Rules and Procedure” booklets that were distributed at the start of Year 12.

Homework

Introduction

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

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

Outcomes

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

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

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

Procedures

Homework is implemented according to the following guidelines:

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

Time Commitment

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

Suggested Homework

Kindergarten:	10 minutes homework per evening + reading
Year 1:	15 minutes homework per evening + reading
Year 2:	20 minutes homework per evening + reading
Year 3:	30 minutes homework per evening + reading
Year 4:	40 minutes homework per evening + reading
Year 5:	50 minutes homework per evening + reading
Year 6:	60 minutes homework per evening + reading
Year 7:	60 minutes per evening including assignment work and revision
Year 8:	90 minutes per evening including assignment work and revision
Year 9:	90 minutes per evening including assignment work and revision
Year 10:	120 minutes per evening including assignment work and revision
Year 11:	2 to 3 hours per evening including assignment work and revision
Year 12:	3 hours per evening including assignment work and revision

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

Homework for Junior School students 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. At this Early Stage 1 level homework is timed at 10 minutes per daily session.

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.

Years 7 to 12 Referencing and Bibliography Policy

In all research assessment tasks in all subjects it is necessary to clearly identify and reference the source of all ideas, images, and quotes that you use in your work. This allows the teacher to locate the original source in the bibliography at the end of your work. All sources used in your research must be acknowledged in the bibliography.

This is necessary for ethical reasons, to inform the marker of the extent of your research, and often for reasons associated with copyright. Sources you use that need to be included in your bibliography might include:

Advertisements	Other students' work	Others' ideas	Blogs
Encyclopaedia articles	Personal interviews	CDROMs and DVDs	Letters
Pictures	Magazines	Maps	TV programs
Pamphlets	Journals	Newspapers	Movies
Artworks	Teachers	Lecturers	Books
Websites	Emails	Discussion groups	Music

The Pittwater House Schools uses the 'APA bibliography structure' this can be accessed through the 'citation maker' web program and Office 2010 also has an option under the 'References' tab that will assist in creating correctly formatted APA style references and bibliographies. It is necessary that this APA is used for all bibliographies to ensure a standardised format.

Reference

We need to acknowledge all sources used in all research tasks. We do this when:

- we quote directly from a book or article,
- where your work draws upon the ideas and arguments of others,
- you copy images, pictures or diagrams
- you summarise or paraphrase an author's work.

If you fail to do this you are guilty of plagiarism.

How Do We Reference?

There are many different styles of referencing. The style that is to be used across the Pittwater House Senior Schools is a simplified version of referencing within the text.

Examples

An author being quoted from a book by John Starr:

'The report was well received by the community' (Starr, 1990, pg.12).

OR

Starr stated that 'the report was well received by the community' (1990, pg. 12).

A web page being quoted from, where there is an author and a date published:

'Hitler was responsible for the anti-Semitism in Germany' (Richards, 1990).

A web page being quoted from where there is a title (Hitler's Germany), but no date or author:

'Hitler's policy of Blitzkrieg was responsible for Germany's initial victories' (Hitler's Germany, cited 16.1.05).

A web page is being quoted from when there is no date, author or title:

‘Hitler committed suicide in 1945’ (www.hitler.com.au, cited 01.01.05).

Note: The above are all for quotes. However, if you use the ideas of another source even if it is written into your own words, then it must be referenced. This is done the same as the above examples, but just doesn’t have the direct quote ‘’. You can also see that there is no need for page numbers for web sites.

Turnitin – all Year 7 to 12 research based assessment tasks are to be submitted through Turnitin and are to be submitted with an assessment cover sheet.

Student Wellbeing

Policy Rationale

Pittwater House School is committed to safety, security and support as it nurtures sound relationships and works in the interest of student and staff protection.

Wellbeing Aims

In our dealing with each other, the school encourages us all to show:

- courtesy, humility, tolerance, good humour and integrity
- respect for and appreciation of the talents of others
- a spirit of enquiry, independence and personal initiative

Counselling and Support Services for Students

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

The School seeks to implement these aims by:

- providing a range of support services including the School’s network of pastoral care, student counselling and referrals to medical and non-medical people if necessary
- encouraging students with problems to seek help
- ensure that the availability of support is accurately and widely publicised to all students
- provide on-going guidance and training to people involved in the support and care of students.

Pittwater House has an extensive system of student support comprising the School’s network of pastoral care and the Student Counsellor.

The School’s network of pastoral care includes:

- Class Teachers
- Faculty Co-ordinators
- Form Teachers
- Stage Leaders
- Assistants to the Head of the Junior School
- Careers Counsellor

- School Counsellors'
- Heads of School
- Deputy Principal
- Principal

Heads of School

For all students, the Head of School together with the Student Counsellor assists the students deal with a wide range of issues, which may affect the student in their personal or academic life. Among others, they may include:

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

The Form Teacher

For all students at the School the Form Teacher is an important person. The Form Teacher is seen regularly by the students and is able to monitor the student's emotional and academic growth. It is important that the Form Teacher establish a warm and caring relationship with all students. Students should be able to raise issues that concern them. Form Teachers and teaching staff have an interest in all of the students attending the School and should liaise on a regular basis with the Counsellor or Relevant Head of School and monitor the student's progress. The Form Teacher, under direction of Stage Leaders, also oversees the School's Study Skills program.

School Counsellors

The School's non-medical pastoral care enables most problems to be addressed and is appropriate for resolving practical or academic problems which give rise to stress or anxiety. However, if the problem is more serious and the student requires other professional intervention, the student will be referred to the relevant people by the Head of School or the School Counsellor. The School liaises with specific medical practitioners particularly experienced in the care of school students.

They have an established relationship with the School and liaise with the School Counsellors over health issues. They can refer students to other agencies if necessary. The safety of the individual concerned and of those around them is paramount. The School Counsellor has the expertise and knowledge of specialist help in the management of any major crisis.

Careers Co-ordinator

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

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

Pittwater House Recognition of Achievement

Junior School Academic Awards

Each student's academic progress is monitored and recorded by the form teacher throughout the year. There are four progressive levels of achievement that the student must attain and move through to gain the highest award form of classroom achievement. These are as follows:



Personal Points and Honour Cards are awarded in class by the teacher, Achievement Certificates are presented by the Head of School in Assembly and the **Excellence in Diligence** is awarded at the Supplementary Prize Giving at the end of the Year. Each level of award attained from Achievement Certificate level is noted on the student's report.

Academic Achievement Certificates are awarded to each Kindergarten student at the conclusion of the year, recognising their first year of formal education. These are presented at the annual Prize Giving Ceremony.

White Academic Badges are awarded at the annual Prize Giving Ceremony to those students from Year 3 to Year 6 who have gained one of the top 2 places academically in their class. These places are determined through class formative and summative assessments and tasks, as well as daily performance.

The Silver Jubilee Prize is awarded at the Annual Prize Giving to those students gaining first place academically in each class from Kindergarten to Year 6. The first place academically in Year 6 in the Preparatory School and the Junior Girls' College is also named *Dux*.

General Merit awards (max 2) are presented to those students who have demonstrated an impressive year academically, however, have not gained first or second place. This award may also be given to a student who has made outstanding gains in their personal performance academically.

Other Significant Awards – Character Strength Awards An integral part of the Junior School Pastoral Program and student well-being is the acknowledgement of the 24 Character Strengths. Students are recognised for their understanding and modelling of these, appropriate for their age eg. Kindergarten students receive the Kindness award.

Secondary Academic Awards

Types of Awards

1. Academic Awards for Excellence and Endeavour;
2. Secondary Certificates for accumulating credits; and
3. Prize Giving Awards for subject and pastoral excellence.

1. Academic Awards

Each term teachers have been asked to indicate which of the students in their classes they believe should receive Academic Excellence Awards and which students should receive Academic Endeavour Awards. These awards are presented at assemblies throughout the year. At the end of each Semester (half year) students who have achieved the top three places in each year level will receive an **academic badges** that can be worn on their ties and/or blazers.

Academic Certificate Criteria

Faculty Co-ordinators need to nominate recipients of these awards after each major assessment task.

- Academic **Excellence** Awards are given to those students who excel in a particular subject. The Award is given to the top two or three students in the class for a particular task. The aim of this award is to reward consistent, outstanding academic achievement. These awards will be presented in the fortnightly Grammar and College Assemblies.
- Academic **Endeavour** Awards are given to those students who have industriously and consistently applied themselves to their studies. This award is given to the two or three students per class who display the highest levels of endeavour (as judged by the teachers). These awards will be presented in the weekly Grammar and College Assemblies.

Academic Badges Criteria

Academic Badges will be awarded to those students who receive either first or second place in the grade in either the Mid-Yearly or Yearly progressive assessments.

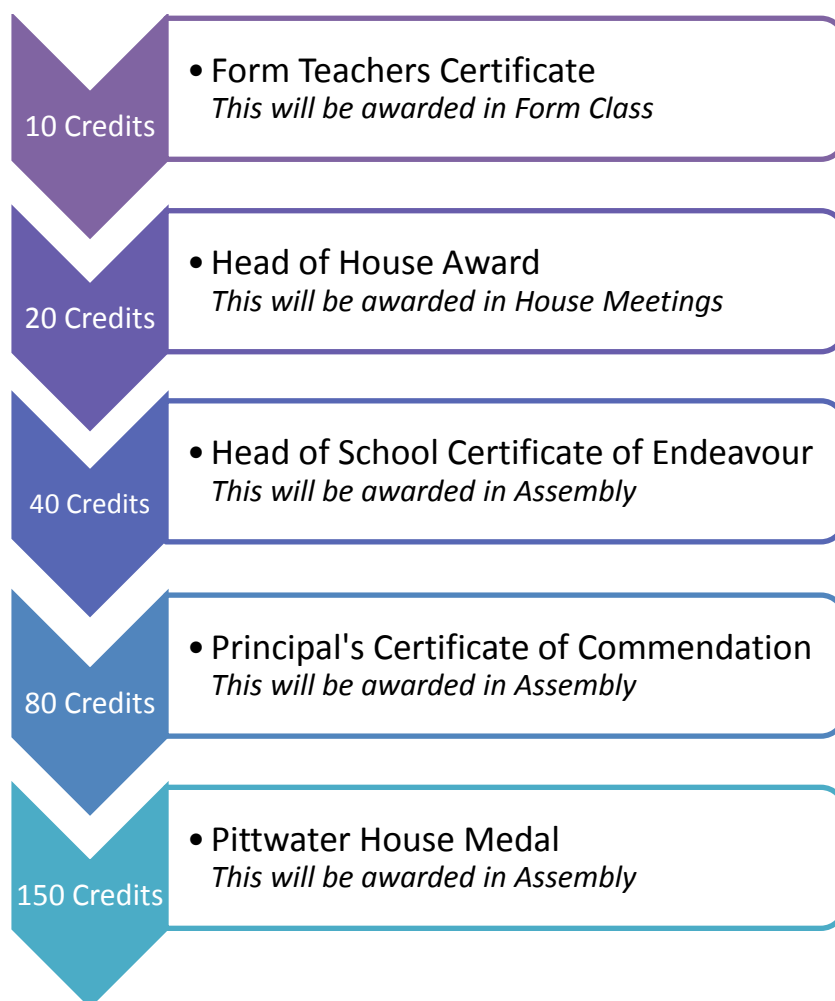
- Blue Badge – Years 11 and 12
- Red Badge – Years 7 to 10
- White Badge – Years 3 to 6

2. Secondary Certificates Awarded for Accumulating Credits

Based on Credits recorded by teachers for student merit in areas such as:

- Academic
- Sport
- Co-curricular
- Community
- Wellbeing
- Core Values

Teachers enter the credits in the Welfare area of Edumate and these credits will be visible to parents and will automatically accumulate towards the certificates listed below. These certificates will be processed by admin and passed for distribution to either Form teachers, Heads of House or Deputy Principal according to level.



3. Annual Prize Giving (Secondary)

There are two Prize Giving assemblies each year. Year 12 have theirs at the end of Term 3 and the Years 7-11 one takes place on the last day of each academic year. Prizes are awarded for two main categories (separate Grammar and College):

- Citizenship: students who exemplify the core values
- Academic Awards:
 - > Years 7 to 11
 - 1st, 2nd and 3rd in each year level
 - 1st in each course
 - > Year 12
 - 1st in each course
 - Dux of School (note: this is presented in February of each year, based on student who achieves highest ATAR).

Discipline Policy

The aim of a Pittwater House education is to produce young men and women capable of living personally rewarding lives and also capable of contributing constructively to society; it is about the development of the whole student in relationship to others.

All individuals and groups within society must be valued and treated with respect. At Pittwater House we acknowledge that:

- families, society, peers, staff and other significant adults influence the behavioural development of young people.
- behaviour has consequences which increase or reduce immediate and future choices.
- individuals must accept responsibility for their own behaviour according to their developmental ability.

Pittwater House will work together with families to create learning communities which are:

- safe
- inclusive
- conducive to learning
- free from harassment and bullying.

Elements of discipline, both self-imposed and imposed externally, are involved in all aspects of that overall human development. Learning involves making mistakes and finding more appropriate ways to behave in the future. Discipline is intended to develop self-respect and respect for the rights of others.

Effective self-discipline requires as a basis the acceptance of individual responsibility through an understanding that all behaviour is purposive and is the result of a decision by that individual to act in a particular way. All mistakes offer the opportunity to help young people find a more appropriate way to behave.

The responsibility for classroom management in the first instance lies with the classroom teacher. However, classroom teachers should not feel hesitant to discuss student management problems with colleagues, Stage Leaders/Faculty Co-ordinators, Counsellors, Heads and the Principal.

Management chain the Secondary School



Management chain in the Junior School



The Discipline Policy is designed to develop a sense of responsibility in students. The student must, therefore, take the key role in examining his/her own behaviour and making necessary changes.

1. Misbehaviour should be examined in the light of the School's policies
2. Students should be encouraged to see their behaviour as one in which they made a choice
3. Students should experience the logical consequences of their actions
4. Students should be involved in finding ways to make up for what they have done and to make more appropriate choices next time
5. The teacher's response should be one which models good problem solving and effective conflict resolution strategies
6. The policy should be understood and supported by the whole school community if it is to be effective.

The disciplinary approach adopted at Pittwater House is intended to further develop in children the ability to make decisions, to resolve problems and to develop healthy respect for self and others.

Credits and Debits

Credits and Debits are awarded by the classroom teacher. For Years 7-12 students, these can be viewed by parents by logging into Edumate.

Detentions (Secondary only)

Detentions at Pittwater House take place either at lunch time or on a Friday after school.

- Lunch Detention – Lunch time detentions may be scheduled or supervised by a classroom teacher for subject specific disciplinary matters, such as the need to catch up on homework or for misbehaving in class. Lunch time detentions may take place in the form of a student being placed on the general lunch detention register. This will involve the student reporting to the Lunch Duty 2 Oval Supervisor on the corner of the oval each day and they will supervise them doing jobs for the first half of lunch. Breaches of the school rules, such as ongoing uniform infringements and general poor behaviour can lead to a lunch detention.
- After School Detention – These take place on a Friday afternoon from 3.30 to 4.30. After school detentions will be issued for:
 - The accumulation of five debits or lunch detention
 - A significant incidence has occurred, breaching School rules and expectations.

The Head of School or Stage Leader will issue the detention form, which will be sent home for parental signature.

- For very serious cases a Saturday or holiday detention may be issued.

Suspension

For more serious disciplinary matters the School may resort to excluding students from class for a specified period of time.

The measures available include:

- Internal suspension where the student is removed from class for a period, is officially suspended and works in a withdrawal space until the suspension period is completed. In this case students are not allowed contact with other students during the course of the school day.
- External suspension where the student is sent home for a period specified by the Principal under the supervision of parents

There are a number of matters which are considered:

- Natural justice and procedural fairness: this involves the right of a fair hearing. Both students and parents need to be told why a suspension is being initiated. The student being suspended should be able to explain any mitigating circumstances before the suspension comes into effect.
- An Emergency Situation: where the safety of other students or staff is at risk, immediate suspension may be necessary. The Principal can then make a later decision on the action to take. Possession of a suspected illegal drug, violent or threatening behaviour or possession of a prohibited weapon fall into this category.
- Notification: Proper written notification to students and parents is critical in the observation of natural justice.

Expulsion

Expulsion is usually as a result of a major breaking of school rules, such as a student being in possession of illegal drugs, or as a last resort when all other disciplinary measures have failed. As a general rule, the behaviour should be so serious that suspension is inadequate to deal with the behaviour and the need of the student to receive an education is outweighed by the need to ensure the wellbeing and safety of other students and the need to maintain order and discipline.

The Principal may also cancel the enrolment (as opposed to expulsion) of an above school age student who is failing to take advantage of the educational opportunity provided by refusing to participate in the program of instruction.

School Rules

These rules will help us all achieve the school's wellbeing aims:

- *show courtesy and respect for others*
- *allow students to learn and teachers to teach*
- *care for the environment in which we live and work*

Enrolment in the School means accepting a contract to honour the rules, practices, traditions and good name of the School. Any behaviour or appearance which adversely reflects upon the School will be considered contrary to School Rules. This applies in and out of the School (i.e. in public, at weekends, at home, etc., as well as in class or on the sports field) regardless of whether the student is in uniform or not.

It is the individual student's responsibility to find out and learn the rules. Ignorance is no excuse for failure to comply. It is the student's responsibility to learn the specific rules that apply to particular areas, Houses, buildings and amenities (e.g. library, gymnasium, oval, etc.) and these rules must also be observed.

Property

- No student may touch, borrow, interfere with, or damage any property of the School and its employees or of any other person.
- Any damage to property must be reported immediately to an appropriate member of staff.
- Vandalism is not tolerated.
- Each student is responsible for any property allocated to them and also for their own property, which must be maintained in good condition, stored tidily and clearly marked.

- Students should not have more money in their possession than is absolutely necessary and the School accepts no responsibility for items of value.
- Students must use their lockers to store property and ensure that the lockers are securely padlocked.
- Please do not bring large sums of money or valuable property to school. If it has to be brought to School for some urgent reason it must be given to a Head of School immediately upon arrival for safe-keeping until needed.
- Students are not permitted to buy or sell property at School.

Alcohol

No student may possess or consume any alcoholic beverage at school, on a school activity or whilst travelling to or from school. No member on the School Roll, of whatever age, may consume liquor in public in School uniform. No student under 18 years of age is permitted to consume alcohol.

Drugs – Zero Tolerance

Any suggestion of a student trafficking in, using or abusing drugs (prescribed or otherwise) will lead to summary expulsion and reporting to the appropriate authorities. Any student carrying medicine at school must register this fact with the Health Centre in M Block. No student may ever give a medicine to another student for whom it is not prescribed.

Smoking

The whole Pittwater House Campus is a NON-SMOKING area. No student is allowed to smoke at school or whilst travelling to or from school or at any time in school uniform. (This is not intended to suggest that they should smoke at home or anywhere else.) No student may carry tobacco, cigarettes or other smoking apparatus on his or her person or in belongings whilst at or travelling to or from school. The School reserves the right to inspect all personal clothing or property from time to time if the breaking of this rule is suspected and to apply appropriate sanctions. Smoking is addictive and causes serious illness and premature death.

Sexual Harassment

The School has always adopted a policy of non-discrimination and has never condoned harassment of any sort. Severe penalties now exist under both State and Federal Law regarding sexual harassment by senior students (16 years and over) or by adult members of staff in the organisation.

Mobile Phones

- The school takes no responsibility for mobile phones lost or stolen if a student fails to place it in safe keeping.
- Mobile phones are to be switched off whilst in class. They can only be used if the teacher has given their approval for a specific learning activity.
- All Years 7-12 mobile phones must be turned off and placed in location as directed by supervisor during any examination or assessment. A student found with a mobile phone during an assessment task will be considered to be in breach of the schools examination rules and will receive zero for the task.
- Students needing to make contact with their parents or caregivers in an emergency can do so by contacting reception and using the school phone.
- Students are never to take photos, film or record other students without their permission.
- Students should not wear ear phones when walking on campus or to and from school, or when in the playground or on the playing field, as it is a dangerous practice.
- Depending on the activities being conducted school staff have the absolute discretion to collect and hold mobile phones for all or part of the School day or activity duration.
- All K-6 mobile phones must be handed to the classroom teacher and will be returned at the end of the day.

Boundaries

- A student is out of bounds when in any area of the School (either in a building or outside) without some legitimate and purposeful reason for being in that area.
- Students are not permitted to leave the boundaries of the School grounds during School hours without permission.
- Classrooms may not be entered during breaks and after School without permission.
- Gardens around the School buildings are not to be used as thoroughfares.
- Ball games may only be played in the areas provided for the purpose.

Bicycles, Scooters and Skateboards

- Bicycles must be wheeled, not ridden once on school grounds.
- They should be kept chained in the areas allocated, and the School will accept no responsibility for loss or damage to them.
- Students must wear a helmet whenever they are riding a bicycle, scooter or skateboard.
- Students are not to ride scooters or skateboards on the school grounds at any time.

Behaviour During Co-curricular Activities

Co-Curricular activities are an essential in the 'Whole School Concept' and many of the School's educational aims are achieved through them. The code of behaviour is an extension of the usual code expected of students in curricular activities and must be in evidence both on and off campus. Fair play is paramount.

Pittwater House Core Values must be reflected in all individual, group and team pursuits.

Commitment is emphasised as essential in the pursuit of excellence. Adequate training, rehearsal and preparation is therefore expected of all students in Co-Curricular activities.

Courtesy, consideration for others and the co-operative spirit is the hallmark of the Pittwaterman and this is to be displayed in the following ways:

- All participants must be punctual to rehearsal/training sessions as well as the scheduled activity. If in rare instances through genuine emergency, students cannot be present, they must inform the teacher in charge well before the activity takes place.
- Visitors to the campus must be greeted, given direction and made feel welcome. This is everyone's responsibility, but the particular responsibility of student leaders.
- Excellence in performance and play should be recognised by applause, whether it be for the home representatives or a visiting group. Barracking should always be positive, encouraging effort and never designed to provoke activity contrary to the Pittwater House spirit. Students must accept victory and defeat graciously.
- The correct uniform and/or kit must be worn to training and to the activity, otherwise students will not be allowed to participate. School uniform must be worn to and from that activity if travelling by public transport.

Negative behaviour is contrary to the positive educational aims of Pittwater House. Anyone associated with Pittwater House as a spectator, participant or official involved in:

- physical violence or threatening physical violence
- verbal abuse
- bad language
- questioning the decisions of referees, adjudicators, judges or teachers in charge of an activity
- provocative comments intended to incite will be immediately excluded from participation by Pittwater House staff. Serious disciplinary action will follow.

Any genuine problem should be referred to the teacher in charge of the activity so it can be dealt with by the Principal, through the correct channels.

Bullying

Bullying and harassment are unwelcome behaviours that are persistent, unwanted, hurtful, threatening or frightening. They are the exertion of power by another person or group over a person or group perceived to be less powerful.

Bullying/harassment may be:

Subtle (where the intentions of one party may not be clear or obvious)

- Staring/rolling the eyes/grimacing and making faces
- Unpleasant comments about another's body
- Invading someone's personal space
- Teasing
- Ridiculing or denigrating another person for their achievements
- Suggestive or hurtful comments or jokes

Explicit (where the intentions of one party are obvious)

- Notes, SMS, MSN, emails, social media, gestures made on a persistent basis
- Offensive comments or rumours
- Exclusion from a group
- Verbal abuse across year levels
- Threats or threatening comments
- Intimidation
- Throwing projectiles
- Displaying offensive material
- Overt physical behaviour such as pinching, grabbing, punching

Criminal (behaviours subject to legal action)

- Indecent exposure
- Sexual assault
- Attempted or actual rape
- Sending obscene letters, SMS, MSN, emails, social media
- Making obscene phone calls
- Physical violence
- Slander, libel or defamation

Prevention and Response

Students should support each other in reporting instances of harassment or bullying. The School strongly emphasizes the need to empower the bystander. We all have a role in preventing bullies.

Students should

- Try to ignore it; to react may encourage the behaviour
- NEVER obey a bully
- Report persistent, inappropriate behaviour, whether observed or experienced directly, immediately to any person in authority or a teacher with whom the student feels comfortable
- Remember that 'dobbing' is when you 'tell on' someone in authority for your own gratification. Reporting bullying or harassment is an important aspect of being a member of a community that takes responsibility for its members.

Parents can

- Listen to their son or daughter if they say they are being bullied or someone is bullying others and agree on a course of action
- Notify the School if they feel the situation warrants intervention by the School staff
- Encourage their child to discuss incidents of bullying and reinforce the need to speak out about the behaviour
- Discourage their child from retaliating in kind to incidents of bullying or harassment
- Use appropriate channels to report incidents; NEVER approach other parents or children directly.

The School will

- Ensure that students are taught positive conflict resolution, tolerance and respect for others
- Be vigilant in monitoring the student body for signs of distress or suspected incidents of bullying or harassment
- Use activities to reinforce Pittwater House's aims with regard to a positive learning community
- Report incidents of bullying or harassment to staff designated to deal with it who will record and investigate the report
- Ensure that counselling is provided where needed for both victims and bullies. Students will receive help with strategies to enable them to handle the situation themselves where appropriate.

Actions Students Should Take

- Students are encouraged to report all incidents of bullying to a trusted teacher, Form Teacher, Counsellor or Head of School, even if the student is not directly involved.
- Students sometimes need support to deal with certain incidents that involve aggression and conflict resolution; therefore, they should speak with a member of the school's staff, in confidence.

Actions the School Will Take

If bullying / harassment continues the perpetrator may:

- Receive a warning
- Be required to attend a meeting with parents and the relevant Head of School
- Be required to discuss their behaviour with the victim/s and make amends
- Be suspended or expelled in extreme or persistent cases at the discretion of the Principal.

Pittwater House is committed to the establishment of a positive and inclusive School community where instances of bullying and harassment are the exception and students are equipped with lifelong skills to live harmoniously in a diverse society.

Uniforms and Appearance

Please Note: If you would like to view the Uniform Shop on the School's website please click on the link or go to: <http://www.pittwaterhouse.com.au/our-school/our-students/our-uniform/>

Hairstyles

The School reserves the right to instruct any student to have hair groomed to regulations as interpreted by the School if it is of an unacceptable standard, and/or to suspend the student until the standards are met.

All Boys

- At the back, hair should be cut off the collar, ears and eyes
- Hair colour should be of a natural colour
- At the front, hair should be cut or brushed so that it is at least 1 cm clear of the eyebrows under normal circumstances.
- No boy may wear moustaches, side-burns or beards and all boys should be clean shaven as necessary.
- No boy may have a haircut under a number 2 in length on sides and number 4 in length on top.
- No boy may have lines or patterns cut into their hair.

All Girls

- Hair styles should be simple and neat. If a girl has long hair it must be kept off the face and all tied in a ponytail at the back, buns at the back, or plaits using a plain ribbon or blue elastic bands, or pony tail bows (available at the School Shop).
- At the front hair should be cut or brushed so that it is at least 1cm clear of the eyebrows under normal circumstances.
- The School reserves the right to instruct any girl to have her hair dressed to regulations and/or to suspend the girl until the standards are met.
- Hair ribbons may be worn in the House colours, red, white or blue.
- Hair colour should be of a natural colour.
- No girl may have hair cut shorter than a number 2.
- No girl may have lines or patterns cut into their hair.

Uniform Shop Opening Times

Monday:	8am-12pm & 12:30-4pm
Tuesday:	8am-12pm & 12:30-4pm
Wednesday:	8am-12pm & 12:30-4:30pm
Thursday:	(Closed)
Friday:	8am-12pm

Sun Hat

In the interests of health all students in the School are obliged to wear a School sun hat (chosen from one of the School styles available from the School Shop) when they are in the playground or taking part in outdoor activities.

Blazers

These are to be worn to and from school in Terms 2 and 3. During these cooler terms they are also to be worn to all assemblies, formal occasions and Chapel services. The blazer is to always be worn as the outer layer. The one exception to this rule is when it is raining and the school raincoat may be worn over the blazer.

Sports Clothing

Articles of sports clothing may be worn only at relevant sporting activities. (e.g. white water polo top may not be worn at swimming carnivals). Students must have correct Pittwater House PE Uniform for school PDHPE, Sport and carnivals.

Year 12 Jersey

The jersey is a privilege. Therefore, students can only wear it on the condition that they continue to wear their blazer to and from school.

Travelling to and from School

All students must be in correct school uniform whilst travelling to and from school. It is never acceptable to be in half uniform or to look dishevelled when in uniform. Therefore, if you go to the shops or other locations on the way to or from school uniform rules must be upheld.

Functions at School

All students when attending functions at school must wear formal school uniform.

Excursions

When students are attending an excursion organised by the School they will wear uniform as deemed appropriate to the nature of the outing by the Head of School. The uniform will take one of three forms: school uniform; PE uniform or tracksuit. All students must wear a School sun hat at all times outside.

Personal Adornment

Students are not permitted to wear any form of make-up except clear nail varnish. No student is permitted to wear any form of jewelry or personal adornment other than a wrist-watch. No one may wear any form of ear-rings other than girls in Forms ECC-12 who may wear one pair of plain ear studs or small sleeper in the lower lobe. Students may wear approved School insignia such as School Badges, other badges awarded by the School and Duke of Edinburgh Awards, etc.

School Bags

Each student should have a standard Pittwater House school bag as issued by the School Shop in which to carry homework books, lunch and other effects. Labels, slogans and transfers may not be affixed to the outside of school bags. Regulation Pittwater House sports bags are available from the School Shop and should be used for sports clothing.

Lost Property

It cannot be too greatly emphasised that the School can do little to assist in recovering lost property if the loss is not reported immediately to the Form Teacher, Stage Leader or Head of School. If losses are reported at once, the School will take appropriate steps to investigate. Found property is held for a reasonable period at the School Shop. The School has no legal responsibility for personal items. These are brought on campus at the owner's risk and claims against the School for loss of or damage to personal property will be denied. All personal property should be correctly named.

Student Drivers

Parameter: Road traffic accidents are the largest cause of death in Australians between the ages of 17 and 25. The School relies on the goodwill of our neighbours who live in the streets surrounding the campus. Student drivers are reminded that Police have powers to take serious steps against motorists who display disregard for the rights of other road-users, including the confiscation of their vehicles.

Approval: The School view is that driving a motor car is not a 'right'. Student Drivers' conduct as a member of Pittwater House is very much on display through student driving behaviour. Reports of students driving dangerously, heedlessly or selfishly will be taken very seriously and may revoke permission to drive to school. In extreme cases the police will be informed. It is the School's aim to develop safe and responsible behaviour on the road for all its students.

Student Parking

All drivers are to observe whatever parking regulations exist on the neighbouring streets. The School does not accept responsibility for parked vehicles.

Students are not to drive onto the school grounds or enter in their vehicle any school carpark.

Student Card

A Pittwater House Student Card will be issued to all K-12 students. This card formally identifies the bearer as a current Pittwater House student and will be used for all library borrowing and may be required for attendance checks. Cards need to be carried each school day. They can also be used for student discount travel. The card, once charged, can be used for canteen, copying and School Shop purchases.

Withdrawal of Students

Where a student's enrolment is voluntarily terminated the School must receive one full term's written notice, addressed to the Principal, of the intention to withdraw. By way of example, where a student is to be voluntarily withdrawn from the School at the end of Term III written notice of this intention must be received by the School no later than the last day of the preceding Term II.

Student References from School

Students leaving the School (other than those expelled) may apply for a reference from the Heads of School or the Deputy Principal.

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 Schools 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.

Physical Education Policy Years 7 to 12

Students meet their teacher at an allocated area (pool, oval, stadium) at the beginning of each PE lesson. Students are expected to arrive just on or after the bell and be changed into their uniform within 5 minutes from this time. Students are not allowed to wear their PE uniform to school, and if they have PE last period of the day, they must change back into their full school uniform at the end of the lesson. The only exception is if the student is representing Pittwater House in a sporting event after school.

Uniform Policy

All students are expected to be changed for every PE lesson. The uniform includes:

- Swimming (swimming costume/school board shorts, swimming cap, goggles, rash vest 'optional')
- PE shirt
- PE dry shorts
- Sports socks
- Sports shoes – vans/converse/volleys etc. are NOT permitted
- Pittwater House hat
- Pittwater House tracksuit

During the winter months, when the weather is cool, students may wear the TPHS tracksuit, but no school jumpers or other jumpers are to be worn.

Sickness, Injury or Forgotten Uniform Policy

Students who are sick or injured and cannot participate in PE need to notify the teacher through either a handwritten note signed by the parents or guardian or an e-mail sent prior to the lesson. Text messages on a student's phone will not be accepted. The letter / e-mail should inform the teacher of the student's illness / injury. If a student has an extended period of time off due to illness or injury, a doctor's certificate should be presented to the teacher, explaining the length of time of illness or injury and the reason.

If a student misses a PE lesson without any formal note or e-mail from the parents or guardian, teachers will follow the procedure for being out of uniform as stated below:

- 1st Offence A debit and a lunchtime detention
- 2nd Offence An afterschool detention (on Fridays from 3.30pm-4.20pm)

At the beginning of each Term, all students start on a clean slate.

Any student who has forgotten their uniform or cannot participate in a practical lesson for any reason without a note will be expected to complete a sporting booklet outlining the history, rules, skills and drills of whatever sport is currently being covered. The work must be legible and students are expected to apply their best effort to all aspects of the task. Failure to do so will result in the booklet being completed again.

PDHPE Computer Policy

Students are NOT to bring laptops to any practical class.

Health Lessons

All Health lessons held in classrooms require the teacher to be present before the class enters. While waiting for the teacher to arrive, each class will wait and be lined up outside the door.

Workbook Policy

All students are expected to bring their Health Workbook to every lesson. If students do not bring their workbook with them to class, the following will occur:

- Stage 1 – A warning will be given for the first offence accompanied by a debit
- Stage 2 – A lunchtime detention for the second offence
- Stage 3 – An after school detention for the third offence (refer to HOD)

At the beginning of each Term, all students start from zero.

If a student loses their workbook, they are to notify the class teacher. Students will need to take the initiative and photocopy another student's book to use during class time.

Diary Policy

All students are expected to bring their School Diary to every Health lesson. This is to record any homework or activities that need to be completed.

Homework Policy

All students are expected to complete the set homework after each Health lesson. If the homework is not completed, the following will occur:

- Stage 1 – A debit will be given to the student and noted in the teacher's logbook. The student will complete the homework task prior to the next lesson.
- Stage 2 – A debit and a lunchtime detention will be given – also noted in teacher's logbook
- Stage 3 – An after school detention for the third offence, accompanied by an e-mail from the HOD to the parents

At the beginning of each Term, all students start from zero.

Creative Arts

Contacts

- Co-ordinator of Creative Arts – Mr David Cosentino
- Deputy Co-ordinator of Creative Arts (Tutors and Performance) – Mr Jim Abraham

Please Note: The Instrumental Music Handbooks (including application forms) are available in the My Portal area on the Pittwater House website under students/handbooks and policies: <http://www.pittwaterhouse.com.au/your-child/my-portal/students/handbooks-and-policies/> or from your music teacher or reception.

To visit the Music and Arts page on the School's website please click on the link or go to: <http://www.pittwaterhouse.com.au/beyond-the-classroom/music-the-arts/>

Debating

Pittwater House has a number of debating opportunities throughout the year. Participation in debating is encouraged, as argument development, argument structure, public speaking skills and critical thinking are all practiced and refined as they progress through the competition.

Debates will be held within school as part of the House competitions and externally in the form of interschool debates and the HICES Debating competition. Junior School debaters will be liaised with through their class teachers.

Sport

Contact

Pittwater House Sport is co-ordinated by Ms Sue Grigg, Manager of Sport and Extra Curricular Programs:

Email: sue.grigg@tphs.nsw.edu.au
Office: Room N16, first floor, North Wing Science Block

Join Pittwater House Sporting Groups Facebook Page

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

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

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

If you have any enquiries about this page, please contact Ms Sue Grigg, Manager of Sports and Extra Curricular Activities at: sue.grigg@tphs.nsw.edu.au.