



Pittwater House

WELCOME TO JUNIOR SCHOOL 2022



Pittwater House School
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facebook.com/tphs.collaroy



pittwaterhouse.com.au

How To Use This Handbook

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

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

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

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

What's New?

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

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

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A Welcome Letter From Our Principal



We are honoured you have chosen Pittwater House for your child. It gives me great pleasure to welcome you to our wonderful School community.

Our purpose at the School is to partner with you to help your child develop into a well-rounded and well-educated person of outstanding character in an environment that fosters emotional and academic development.

At Pittwater House there is a great spirit of friendliness, mutual respect and recognition of achievement, all reflected in the school motto '*Semper Diligens*' — Latin for 'Always Hardworking'.

It is our desire that your child experiences this in their time spent at our School and beyond: in framing their positive approach to learning; within the long-lasting friend groups they will create and as their character and values are shaped into their older years.

The size and structure of our School allows for each child to be treated as a special individual. The staff at Pittwater House take their role as teachers very seriously. They seek to guide students to achieve academically and grow physically, socially and emotionally in a happy, secure environment.

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

Warm regards,

A handwritten signature in blue ink, appearing to read 'Nancy Hillier'. The signature is fluid and cursive, with a long horizontal stroke at the end.

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

A Welcome Letter From Our Head Of Junior School



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

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

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

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

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

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

A handwritten signature in cursive script that reads "Ruth M. Achurch". The signature is written in black ink on a light-colored background.

Ruth Achurch
Head of Junior School

Vision And Core Values

Our Mission

Pittwater House is committed to developing high achieving students who are connected globally to each other and to the communities in which they live and which they will serve.

Our Vision

Pittwater House will continue to be recognised as a leading learning community, committed to excellence in all its endeavours and where every student matters every day as they experience true balance in education.

Our Motto

Semper Diligens (Always Hardworking)

Our Core Values

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

Each interlinked value provides guidance to students and staff on how to respond to challenges and opportunities that present in our daily lives.

Using these values, we facilitate a quality contemporary education which seeks to transform individuals and to encourage critical minds, striving at all times to develop responsible global citizens.

H

HONESTY AND INTEGRITY

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

E

EXCELLENCE

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

R

RESPECT AND CARE

We nurture and model respect and care in self, others and our environment. We respect and care for individuals for who they are.

O

ORIGINS

We celebrate the journey of our traditions.

I

INNOVATION

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

C

COMMUNITY

We connect our students, families, staff and alumni.

Key Contacts

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

School Executive

Principal	Dr Nancy Hillier principal@tphs.nsw.edu.au	
Principal's Personal Assistant	Mrs Julia Paul julia.paul@tphs.nsw.edu.au	9972 5766
Deputy Principal	Mr James Walmsley james.walmsley@tphs.nsw.edu.au	9972 5774
Head of Junior School	Mrs Ruth Achurch ruth.achurch@tphs.nsw.edu.au	9972 5745
Business Manager	Ms Lynn Phelan lynn.phelan@tphs.nsw.edu.au	9972 5748

Junior School Leadership

Assistant Head of Junior School Curriculum	Mrs Sacha Webster sacha.webster@tphs.nsw.edu.au	9981 4400
Assistant Head of Junior School Well-being	Amy Tickle amy.tickle@tphs.nsw.edu.au	9981 4400

Key Staff

Acting Co-ordinator of Learning Enrichment	Ms Jenny Cook jenny.cook@tphs.nsw.edu.au	9972 5782
Co-ordinator of High Potential and Gifted Students	Ms Victoria James victoria.james@tphs.nsw.edu.au	9972 5782
Co-ordinator of Library	Ms Kayte Eyre kathryn.eyre@tphs.nsw.edu.au	9972 5723
Teacher Librarian – Junior School	Mrs Patricia Doonan patricia.doonan@tphs.nsw.edu.au	9972 5750
School Psychologists/Counsellors	megan.williams@tphs.nsw.edu.au prue.excell@tphs.nsw.edu.au (M-W) sean.panambalana@tphs.nsw.edu.au (W,Th)	9972 5742

Key Staff - Executive Team



Principal
Dr. Nancy Hillier



Deputy Principal
James Walmsley



Head of College
Lorna Probst



Head of Grammar
David Heath



Head of Junior School
Ruth Achurch



**Head of Teaching &
Learning**
Janet Lovell



Business Manager
Lynn Phelan

Key Staff - Junior School Leadership



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



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

Term Dates for 2022

New Starters Morning Orientation

Monday 31 January

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

Term 1 Commences (10 weeks)

Tuesday 1 February

Term 1 Ends

Friday 8 April

Term 2 Commences (9 weeks)

Wednesday 27 April

Term 2 Ends

Friday 24 June

Term 3 Commences (10 weeks)

Tuesday 19 July

Term 3 Ends

Friday 23 September

Term 4 Commences (9 weeks)

Tuesday 18 October

Term 4 Ends

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

School Hours

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

* Pastoral is replaced with Assembly on Fridays

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

Important Dates

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

Campus Map



- 1 Early Childhood Centre (Pre-school)
- 2 The Deck (Upper level)
- 3 Junior School Classrooms:
Kindy - Year 3 (Ground level)
Years 4 - 6 (Upper level)

- 4 Visual Arts (Upper level)
- 5 Technology & Applied Science (TAS)
- 6 Senior School Classrooms

- 7 Performing Arts Precinct
- 8 Canteen (Ground level)
Library (Top level)
- 9 Science Labs

Preparing For The First Day Of School

Daily Routine

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

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

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

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

Children may be picked up from the Drop off/Pick up Loop from 3:05pm until 3:45pm.

Soft Start

Students attending Kindergarten in Term 1 are offered a "Soft Start" in the Discovery Hub Courtyard for the first few weeks. Each day, your child can join the other Kindergarten students in the Courtyard from 8.15am. This is a calm place allowing them time to settle and be ready for class.

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

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

Buddies

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

Student Cards

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

Daily Requirements

What to bring to school each day:

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

**See Food and Nutrition section on next page for further information.*

Class Requirements

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

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

Please note the following:

- Check your child's School Diary daily for messages and initial as evidence of your sighting

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

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

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

Food And Nutrition

1. Crunch And Sip

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

2. Recess

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

3. Lunch

Parents need to pack and send individually packed lunch boxes each day. We recommend sandwiches as a nutritious base in your child's lunch box, as they are manageable and healthy and fillings can be varied according to your own child's likes and dislikes. More fruit, cheese, muesli bars, and other healthy snacks should also be added to lunch boxes to fuel your child's energy needs. Children will be encouraged to return all packaging to their home. Please send a labelled, reusable drink bottle filled with water with your child each day.

Important: Nuts/Allergy Aware Environment

*PLEASE DO NOT INCLUDE ANY PRODUCTS THAT CONTAIN NUTS (this includes drinks).

Healthy food is paramount for your child's learning, growth and development.

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, including any type of nut milk, on to the School campus and no nuts or nut products will be sold at the School Canteen. Students should not share any food with other students. Students with allergies should ensure they have an action management plan that has been communicated with the School's Health Centre and that they follow the stated procedures in regards to medication, etc. The School cannot guarantee to eliminate all nut products at School functions or during curricular or co-curricular activities.

Form Class List

A list of class teachers will be available on the School Portal under School Information from the first day of Term 1.

Academic Care/Class Programs

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

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

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

English	25-35%	Science & Technology	6-10%	Creative Arts	6-10%
Mathematics	20%	HSIE – History & Geography	6-10%	Personal Development Health & PE	6-10%

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

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

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

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

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

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

Accounts

We send an invoice out at the beginning of every month via email, showing the charges that have accrued to your account in the previous month and what amount, if any, will be deducted from your nominated bank account or credit card. This gives you an opportunity to discuss any issues that arise. The annual tuition is divided by twelve to arrive at the monthly rate. A monthly incidentals charge covers the majority of curriculum related costs.

Current families can pay their school fees by credit card online. School fees are direct debited on the 15th of the month unless this date is not on a business day, then it is the following business day. Families can now pay prior to this day with a credit card, EFT or BPay.

To pay your school fees go to www.pittwaterhouse.com.au/online-payments or wait for the automatic direct debit process.

After School Care

We are pleased to be able to offer our families an after school care service, here on campus, so you don't have to worry about your child being transferred to another site. This service is available for students in Kindergarten to Year 6 and operates from 3-6pm Monday to Friday.

We proudly work in partnership with EXTEND, Australia's largest family owned and operated Outside School Hours Care (OSHC) provider. For more information about EXTEND's services please visit www.extend.com.au or speak with the Registrar on 02 9972 5789 .

Attendance

Quick Reference Guide for TASS Parent Lounge

Absence Notification

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

Early Departure

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

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

Late Departure

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

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

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

Birthdays

Not all families recognise a child's birthday, however if you do, and want to recognise it on the day at school, you need to be mindful that some children have allergies, intolerances and social or religious reasons that may prevent their participation. Any birthday treats brought to school need to be purchased rather than homemade. Ice blocks are an easily distributed treat. Check with the teacher to be sure. Please do not ask the teacher to hand out birthday party invitations.

Bring Your Own Device Program (BYOD)

In order to support the most innovative and effective teaching and learning experiences, Pittwater House provides age appropriate devices at school for students in Kindergarten to Year 4. Kindergarten to Year 2 have a comprehensive set of iPads for each year group. Years 3 and 4 use modern touch screen Windows devices that are ideal for tasks like the online Naplan exams. For our Year 5 and 6 students Pittwater House uses a BYOD program.

How The BYOD Program Works

- Students purchase their own device, preferably a Macbook (privately or through the School's preferred partner, CompNow). **Please read all of this section before purchasing any device.**
- The school provides all of the software licenses students require including Anti-Virus software, 1TB of cloud storage, assistance with device set-up and on-site IT Support.
- The IT Department will load all necessary software and apps on your child's computer, there is no requirement to purchase any further software. The software loaded includes Office 365 and Adobe Creative Cloud. We also use many web-based learning tools. All of our software runs on both Mac and Windows.
- The IT Department will host computer setup days on Monday 24th and Tuesday 25th January 2022 to ensure students can get their laptop fully configured and loaded with software prior to commencing the school year. The process takes about 1 hour. More details will follow closer to the time with regards to booking a time to come in. Other set-up times can be arranged by emailing IT on itsupport@tphs.nsw.edu.au.

Purchasing Recommendation and Our Preferred Supplier

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

We have partnered with CompNow as our preferred Apple Mac reseller. CompNow prices include AppleCare which is a 3 year on-site Warranty that includes accidental damage (please read the terms and conditions) and will deliver the Macbook to your house. They also have a selection of Windows laptops for your consideration.

PLEASE NOTE:

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

There are two MacBook options on the CompNow Parent Purchase Portal. Both are suitable for students in Years 5 to 9. If students go on to select subjects in their Senior years requiring higher computing power like graphic design or digital music creation, then the higher specification model is recommended.

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

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

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

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

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

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

Software

All software is supplied by the School. You do not need to purchase any additional software. For students with MacBooks, we will make software available via the self-service portal (this portal will be ready for the start of the 2022 school year). Students with Windows devices are able to self-install software as per the instructions outlined on the Portal.

Cyber Safety

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

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

Student Responsibilities

Students are allowed to access the technology at school and they must complete the internet and ICT user agreement. They must take responsibility in:

- Ensuring devices are always charged each night and brought daily to all lessons
- Ensuring they are protected with a suitable case and always handled with care
- Ensuring that they back up their files using Office 365 OneDrive, and do not state 'computer malfunction' as an excuse for late submission of work
- Each device has up-to-date virus software. Devices without Anti-Virus Software will not be able to access the network. The IT Department can assist with the install of Anti-Virus Software.

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

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

Canteen

Canteen orders are available for all children ECC to Year 12.

My Student Account (MSA) is the online ordering system to order food from the School Canteen. Junior School children are not able to purchase their recess and lunch over the counter. All recess and lunch orders are packed and delivered to the students in the playground.

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

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

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

View MSA set up instructions here: <https://www.pittwaterhouse.com.au/portal/school-information>.

You can view the Canteen menu here: <https://www.pittwaterhouse.com.au/facilities>.

Co-Curricular Activities

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

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

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

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

Co-Curricular – Sports

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

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

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

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

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

If your child would like to sign up for any Co-Curricular Sport activities you will need to submit a permission note. These are made available at the beginning of each term.

For a full list of Co-curricular sporting opportunities available to students, please refer to the Co-Curricular Sports Program that can be found on the Portal under New Enrolment Information or contact the Sports Department with any questions (sportsoffice@tphs.nsw.edu.au).

The final list of Co-curricular Sport options offered each term are dependent on student numbers and interest.

Term 1:	Term 3:
Advanced Boardriders Academy	Athletics Academy 8 years of age and above
AFL CIS U12 Boys Trials*	Athletics Carnival ECC Games
Athletics Academy 8 years of age and above	Athletics Carnival K-6
Basketball Academy	Basketball Academy
Basketball CIS U12 Boys & Girls Trials*	Basketball MWBA Competition Years 3-6*
Basketball MWBA Competition Years 3-6*	Cricket Milo T20 Blast School Cup Year 5-6*
Diving CIS Championships	Golf NSW PSSA Championships
Netball HICES Trials*	PISA: Girls Soccer Years 3-6*
PISA: Boys and Girls Teeball Years 3-4*	PISA: Boys Mod League Years 3-6*
PISA: Girls Softball Years 5-6*	PISA: AFL Mixed Senior Teams Years 5-6*
PISA: Senior Boys Cricket Years 5-6*	Rugby Academy Years 3-6
Rugby Academy Years 3-6	Rugby Mosman Shield Years 5-6*
Swimming Carnival Years 3-6	Rugby 7's U10 and U12 Competition
Swimming Carnival K-2	Soccer Academy
Swimming Squad Training	Softball CIS U12 Girls Trials
Soccer Academy	Tennis Coaching
Soccer HICES U12 Boys Trials*	Touch Football CIS U12 Boys and Girls Trials
Tennis Coaching	
Tennis CIS U12 Boys and Girls Championships	
Term 2:	Term 4:
Advanced Boardriders Academy	Athletics Academy 8 years of age and above
Athletics Academy 8 years of age and above	Basketball Academy
Basketball Academy	Basketball MWBA Competition Years 3-6*
Basketball MWBA Competition Years 3-6*	Cricket Mosman Shield Years 5-6*
Cricket CIS U12 Girls and Boys Trials*	Rugby Academy Year 3-6
Cross Country Carnival K-6	Soccer Academy
Gymnastics State Championships	Surf Lifesaving/Surf Education Years 2-6
CIS U12 Hockey Boys and Girls Trials*	Tennis Coaching
PISA: Girls Netball Years 3-6*	Tennis TPHS Family Day
PISA: Boys Soccer Years 3-6*	Tennis TPHS Singles Championship
Rugby Academy Years 3-6	
Rugby 7's U10 and U12 Competition Training	
Rugby Union CIS U12 Boys Trials*	
Rugby League CIS U12 Boys Trials*	
Snowsports Championships - Term 2 Holidays	
Soccer Academy	
Softball CIS U12 Boys Trials	
Tennis Coaching	

* Limited number of participants allowed
There may be a trial situation to select the team

Co-Curricular – Performing Arts

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

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

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

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

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

Performing Arts Ensembles include but are not limited to:

Music

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

Dance

Dance Technique (Stage 2, Stage 3 and Stage 4), Junior Dance Company, Senior Dance Company. Other Opportunities include:

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

Register Your Interest

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

Co-Curricular Private Tuition

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

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

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

The School at present offers tuition on the following instruments:

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

BRASS Trumpet, French Horn, Trombone, Tuba, Euphonium

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

KEYBOARD Piano,* Pipe Organ*

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

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

Application Form

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

Communication

The major official channels of communication of Pittwater House are:

- **Appointments with Class Teachers, Assistant Heads, Heads of School, Deputy Principal** which can be made as required by telephoning the office for a mutually convenient time on 9981 4400 or by direct email.
- The Pittwater House publications of **HouseNews** and **HouseUpdate** which are prepared on alternate weeks and are posted on the School's website. Parents/caregivers are notified as soon as the latest publication has been posted.
- **Principal/Parent Coffee Mornings**
These provide an opportunity for parents to have input into school programs and a voice for parent opinion. Each Year group has a coffee morning scheduled each semester. The Principal/Parent Coffee Morning dates will be made available to parents early in 2022. For further enquiries, please contact the Principal's Personal Assistant on: 9981 4400.
- **Parent/Teacher Communication**
A Student Diary is issued to every child at the beginning of each year by the class teacher. These books are integral to the daily communications between teachers and parents. If you need to make note of how your child is feeling, any questions or concerns or wish to remark on conversations or events you think important for the class teacher to know, please write these down in the corresponding date in the Student Diary. Teachers read and initial this book each day and may make comments about how your child spent their day, the friendships they are forming, or give detail about upcoming events. Likewise, parents should read these comments and initial the book each night. There is also requirement for you to initial each week to signify you have read the school newsletter, HouseNews.

Formal parent/teacher interviews are held during Week 4 in Term 1 and Term 3 each year after mid-year reports have been issued. However, teachers are available at other times for formal interviews. An interview request can simply be made via the student diary or a call to Reception which will be emailed through to the teacher.

Digital Services for Parents

Most of the services listed in this booklet are available via the Portal on the Pittwater House website or as otherwise indicated: <https://www.pittwaterhouse.com.au/portal/>. Under each listing is the appropriate contact for any assistance required.

Your child's TPHS Username and Password will be provided to you via email.

Tools for Administration and Communication



The **TASS Parent Lounge** provides direct access to:

- View your child's attendance, timetable and academic reports
- View the School calendar
- View your account transactions if you are the account holder
- Update your personal details and your child's medical details at any time
- Information on academic progress
- Welfare details including: Notifications of disciplinary action (i.e. detentions) or awards given.

Years: Kindergarten to Year 12

Link: <https://portal.tphs.nsw.edu.au>

Login: Single sign on (SSO) Username and Password issued by Microsoft.

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



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

Years: Kindergarten to Year 2

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

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



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

Years: 3-12

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

Login: TPHS Username and Password

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



NOTE: This app will be replaced with Digistorm early 2022.

The **Skoolbag** app is the main point of communication between the School and parents. It is used for school communications, permission forms, HouseNews and bus bookings. You can also access major event dates and our detailed School Google Calendars through the app. Parents use Skoolbag to inform the School of any upcoming absences (replacing written notes).

Instructions to download the app and how to use Skoolbag are available on the Portal.

Years: Early Childhood to Year 12

Link: <https://www.pittwaterhouse.com.au/portal/skoolbag>

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



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

Years: Kindergarten to Year 6

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

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



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

Years: Kindergarten to Year 12

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

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



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

Years: 5-12

Link: shop.compnow.com.au/school/pittwater-house

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



Symbaloo is used in Years 1 and 2 to provide easy access to web based resources. Use this link to access any web based resources used in the classroom.

Years: 1-2

Link: edu.symbaloo.com

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



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

Instructions for set up are available on the Portal.

Years: Early Childhood to Year 12

Link: pittwaterhouse.com.au/portal/school-information

Login: Login to be set up by parents/guardians

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

Accounts Online



Pittwater House

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

Years: Early Childhood to Year 12

Link: pittwaterhouse.com.au/online-payments

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

School Calendars



Pittwater House

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

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

Digital Services for Students

Tools for Learning and Communication

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



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

Years: Kindergarten to Year 2

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

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



Mathletics Maths based interactive activities, games and challenges.

Years: Kindergarten to Year 4

Link: mathletics.com/au

Login: TPHS Username and Password

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



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

Years: 3-6

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

Login: TPHS Username and Password

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



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

Years: 3-12

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

Login: TPHS Username and Password

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



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

Years: 5-6

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

Login: TPHS Username and Password

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



Maths Online – online video tutorials and maths exercises.

Years: 5-6

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

Login: TPHS Username and Password

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



Literacy Pro – accurately assesses students reading comprehension.

Years: 5-6

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

Login: TPHS Username and Password

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



Essential Assessment – literacy and numeracy assessment.

Years: 5-6

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

Login: TPHS Username and Password



Student Printing Services. Only available when at school.

Years: 5-12

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

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



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

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



Outlook Web App is the student email account.

Login: TPHS Username and Password

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



ClickView provides the students with online education videos.

Years: Early Childhood to Year 12

Link: online.clickview.com.au/SignIn

Login: Student TPHS Username and Password

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



Symbaloo is used to in Years 1 and 2 to provide easy access to web based resources. Use this link to access any web based resources used in the classroom.

Years: 1-2

Link: edu.symbaloo.com

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

Google Apps



Pittwater House

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

Link: accounts.google.com

Login: TPHS Username and Password

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

Library and Information Services



Pittwater House

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

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

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

Login: Student TPHS Username and Password

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

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

Discovery Hub (K-2)

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

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

- **Space to learn and move**

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

- **Time to socialise**

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

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

- **Teaching by Stage not age**

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

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

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

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

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

Excursions

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

Documentation for an excursion will be provided to you to download or completed online. The documentation will include all the details of the excursion and a risk statement outlining the risks identified for the excursion. The forms are to be signed by the parent/guardian and returned to school by the date indicated.

Health Centre

Our Health Centre is staffed five days a week by a registered nurse who provides health care for the whole School community, from the students in the Early Childcare Centre to those in the Senior School. Our nurse can administer prescribed medication, if required, and conduct the school-based immunisation programs.

Location and Opening Times

The Health Centre is located in Room MG17 on the lower level of the Junior School block. Health care is provided between the hours of 8.30am and 3.30pm as an emergency service for students and staff who have an acute episode of illness whilst at School.

Services Provided

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

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

As the facilities in the Health Centre are limited, we notify parents if a student is not well enough to complete the day's classes/activities and ask parents to make arrangements for their child to be taken home.

Mandatory Health and Medical Information

Before your child commences with Pittwater House you are required to complete Mandatory Health and Medical Information in the TASS Parent Lounge. Your child will not be permitted to commence their schooling at Pittwater House until this form is completed.

Pittwater House Nurse

Registered Nurse Ingrid Scouller

Contact Details

Phone: 02 9972 5734 (between 8.30am and 5.30pm)
Email: healthcentre@tphs.nsw.edu.au

To read more about our Health Centre, please read the Health Centre Fact Sheet on the Portal under New Enrolment Information.

High Potential and Gifted Students

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

High Potential and Gifted Student Learning

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

- In-class extension and enrichment and differentiated learning tasks
- Individual learning tasks and programs
- Inter-school academic competitions
- Flexible progression — whole-grade or single-subject acceleration
- Individual mentoring
- Grouping in our K-2 Discovery Hub
- Weekly Learning Enrichment pull-out classes across Kindergarten - Year 10.

Our High Potential and Gifted Students Co-ordinator teacher works with class teachers to support them in catering for high ability students and mentors students to enable them to work at a faster pace and explore higher level thinking.

High Potential and Gifted Students Opportunities

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

- Inter-school competitions such as:
 - Future Problem Solving program
 - Mathematics days.
- Individual challenges such as:
 - Mathematics olympiads
 - Science competitions
 - STEM challenges.

Acceleration

Gifted students may accelerate in a single subject, or an entire class may be accelerated in a particular subject such as Mathematics.

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

Referral

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

House System

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

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

The Houses are: Butterworth, Morgan and Orrock.



Siblings will be assigned to the same House.

House Dinners

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

Homework

Homework is an integral part of the academic life at Pittwater House. Children's learning can be enhanced through providing opportunities to review, reinforce and apply what is learned at School. Moreover, an important part of developing a strong community partnership is keeping parents informed about, and involved in, what their children are doing at the School. Homework achieves both objectives.

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

Time Commitment

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

Suggested Homework

Kindergarten: 10 minutes homework per evening + reading

Year 1: 10 minutes homework per evening + reading

Year 2: 15 minutes homework per evening + reading

Year 3: 20 minutes homework per evening + reading

Year 4: 30 minutes homework per evening + reading

Year 5: 40 minutes homework per evening + reading

Year 6: 40 minutes homework per evening + reading

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

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

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

Learning Enrichment

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

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

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

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

Types of support

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

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

Referral

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

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

Library

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

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

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

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

ECC - Year 2: 1 book

Year 3 - Year 12: 2 books

Loan Length:

Picture books – **1 week**

Chapter books – **2 weeks**

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

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

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

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

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

Lost Property

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

Found property is held for a reasonable period 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.

Mobile Phones

The following rules regarding the use of mobile phones apply:

ECC to Year 6 Students

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

General Rules:

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

Pastoral Care

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

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

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

Our Pastoral Care Program

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

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

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

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

Pittwater House Parents' Association (PHPA)

Our Focus

The Pittwater House Parents' Association (PHPA) is a group of volunteer parents who meet regularly to plan and organise several events throughout the year as well as running the Second-hand Uniform shop (Clothing Pool). Whilst fundraising is our ultimate goal, we are also passionate about creating a vibrant and thriving parent community that truly reflects the School's values. We want to ensure that every Pittwater House family feels welcome and is able to be involved in whatever capacity they can, in a fun, enjoyable and non-judgemental environment.

What We Do

All funds raised through PHPA activities are donated back to our School for the benefit of the students. The committee members are made up of parents/guardians from across the School and have the time to fully commit to organising these events and initiatives. At the beginning of each school year we hold an AGM to review the prior year and look forward to the next. All parents/guardians from the School community are welcome to attend and hear how their contributions have made a difference.

Be Involved

We encourage everyone to get involved in some way, be it in the Clothing Pool or at any of our events - as a volunteer and/or a customer! There are also opportunities to volunteer for the School canteen when required. We also organise for each class to have a Network Parent who will be your contact for any general questions around school life and is an essential link between the School, the PHPA and class families.

Contact Us

If you are keen to know more about the parent community, please email our PHPA President, Sheridan at PHPA@tphs.nsw.edu.au, or if you would like to volunteer please email PHPAvolunteer@tphs.nsw.edu.au. You can also find out what we have been up to and what's next on the calendar via our closed Facebook Group (Pittwater House Parents' Association).

Pittwater House Online Portal

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

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

If you are having access issues, please contact school.admin@tphs.nsw.edu.au.

Student Cards

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

Sun Safety

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

Textbooks

The textbooks for 2022 Junior classes will be available for purchase from our supplier Champion Books.

Textbook ordering instructions will be sent to parents in due course.

Travel

NOTE: All Travel information is currently under review. We will notify parents when this section has been updated.

CAR PARK OPERATIONS

Overview

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

Kiss And Drop Zone

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

Drop Off

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

Pick Up

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

Family Name Cards

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

Kindergarten Parking

There are 12 parking spots that are marked in red for Kindergarten parents only. In the first few weeks of school in particular, many Kindergarten parents prefer to walk their children to the classroom. Access to these marked parking spots is available **only to Kindergarten parents** between the hours of 8:00am and 8:45am and again between 2:30pm and 3:45pm.

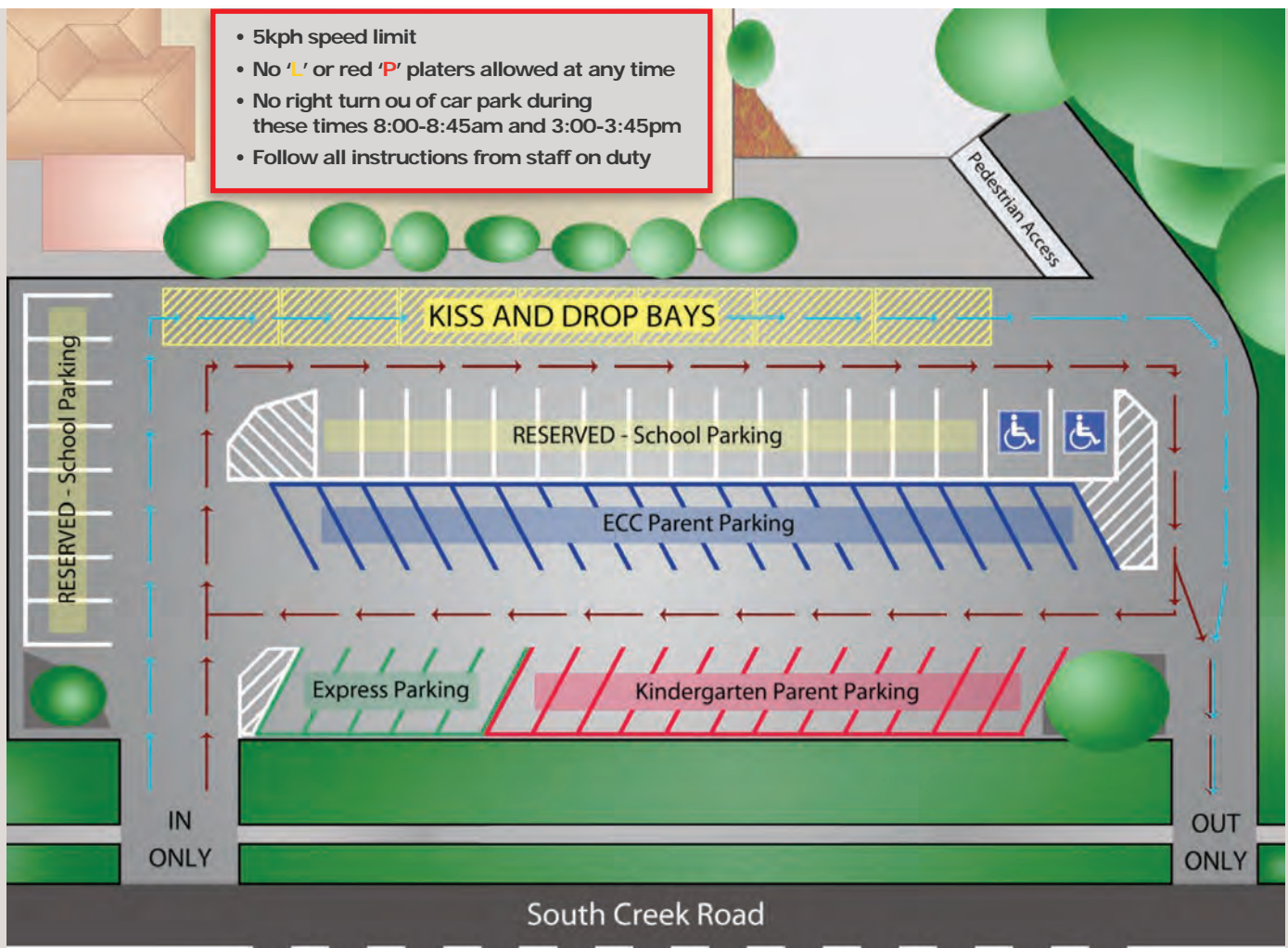
Kindergarten parents will be given a clearly marked red permit by their child's classroom teacher on the first day of school. Please note that this permit allows you access to this range of parking spots, it does not guarantee a parking spot. Only cars with these permits may park in the Kindergarten designated parking spots in the restricted hours. Staff on duty will be ensuring these parking spots are only used by Kindergarten permit holders. To ensure that these parking spots are available to as many parents as possible, we require that they are occupied for a maximum of 15 minutes, giving you time to walk your child to the classroom, give a brief goodbye and return directly to your car. If you wish to park for longer, please use the surrounding streets.

Express Parking

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

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

CAR PARK MAP



BUSES

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

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

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

PRIVATE BUS SERVICES

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

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

Costs

The costs per trip (including GST) for 2022 are not yet confirmed. The below information has been based on 2021 content.

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

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

How to Book

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

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

Booking Types

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

Change or Cancel Current Booking

Please see conditions as follows:

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

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

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

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

BAYVIEW/AVALON BUS RUN – MORNING

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

BAYVIEW/AVALON BUS RUN - AFTERNOON

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

ST IVES BUS RUN – MORNING RUN

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

ST IVES BUS RUN – AFTERNOON RUN

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

MOSMAN BUS RUN – MORNING RUN

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

MOSMAN BUS RUN – AFTERNOON RUN

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

FOREST BUS RUN – MORNING RUN

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

FOREST BUS RUN – AFTERNOON RUN

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

MANLY BUS RUN – MORNING RUN

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

MANLY BUS RUN – AFTERNOON RUN

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

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

Public Bus Services

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

MORNING GOVERNMENT BUS RUNS

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

AFTERNOON GOVERNMENT BUS RUNS

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

Uniform

Our students take great pride in their uniform and it should be worn neatly and correctly at all times. You'll find a guide to uniform requirements for the Junior School on the following pages. The Pittwater House uniform adapts to different seasons and sports requirements.

- Summer Uniform is worn in Term 1 and Term 4
- Winter Uniform is worn in Term 2 and Term 3

UNIFORM SHOP

The Pittwater House Uniform Shop is located directly opposite the South Creek Road car park entrance. Please enter the shop through the car park.

The Uniform Shop sells new uniforms for all years.

Standard 2021/2022 Uniform Shop Opening Hours - Term Time Only

Monday and Tuesday: 8.00am - 4.00pm (closed 12.00pm - 12.30pm)

Wednesday: 8.00am - 4.30pm (closed 12.00pm - 12.30pm)

Thursday: Closed

Friday: 8.00am - 12.00pm

December 2021 Holiday Uniform Shop Opening Hours

Shop Open: 8:00am – 4:00pm (closed 12.00pm – 12.30pm)

Monday 14th, Tuesday 15th, Wednesday 16th, Thursday 17th and Friday 18th

January 2022 Holiday Uniform Shop Opening Hours

Shop Open: 8:00am – 4:00pm (closed 12.00pm – 12.30pm)

Monday 18th, Tuesday 19th, Wednesday 20th, Thursday 21st, Friday 22nd

Uniform fittings are by Appointment Only

For an appointment please call 02 9972 5721
Please book an appointment for a uniform fitting
as delays can occur if families arrive together.

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

The 2022 Uniform Ordering Form can be found on the Portal, under School Information.

UNIFORM REQUIREMENTS

Pittwater House Uniform Kindergarten - Year 4 Girls

SUMMER (Terms 1 and 4)

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

WINTER (Terms 2 and 3)

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



Year 5 - Year 9 Girls

SUMMER (Terms 1 and 4)

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

WINTER (Terms 2 and 3)

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



Kindergarten - Year 12 Boys

ALL YEAR

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



Sport Uniform and Accessories - Unisex

KINDERGARTEN - YEAR 12

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



All uniform garments and accessories are available at the school shop

Sport Accessories



Polar fleece



Rash vest (K-Y10)



Sports bag



Wet bag



Girls' boardshort



Boys' speedos



Swimming skins



Girls' one-piece



GET FITTED BY THE EXPERTS TODAY

In partnership with
**PITTWATER HOUSE
SCHOOL**

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

Every time you buy a pair of shoes.

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

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

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

*Visit www.theathletesfoot.com.au/school-rewards for more details

 **School Rewards**

Warriewood
(02) 9970 8964

Warringah Mall
(02) 9939 8926

Second-Hand uniform shop/clothing pool

The Clothing Pool, run by volunteer parents, sells good quality, second-hand uniforms. The proceeds of the sales are split equally between the previous owner of the uniform and the Pittwater House Parents Association.

Any items which are too worn or stained to be sold are donated to an orphanage in Cambodia.

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

Clothing Pool Opening Hours

By appointment only on Tuesdays, 8:00am – 9:15am and Thursdays, 2:00pm – 3:15pm and subject to COVID restrictions.

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

If you have questions, contact phpaclothingpool@tphs.nsw.edu.au.



Pittwater House

Want to find out more?

Visit our website at www.pittwaterhouse.com.au or speak with our Registrar on +61 2 9972 5789.

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CRICOS Provider Code 00897J