



# PITTWATER HIGH SCHOOL **HANDBOOK** **2022**



**Cover Image:**

Tess Masters Year 12 2021

*'Breakthrough'*

## CONTENTS

WELCOME FROM THE PRINCIPAL	6
SELF REGULATED HOMEWORK AT Pittwater High School	8
SCHOOL DIRECTORY	9
2022 TERM DATES	10
FACULTY HEAD TEACHERS	11
STAFF MEMBERS WHO CAN HELP YOU	12
TIMETABLE	13
LOCATION PLAN	14
THE YEAR 7 CURRICULUM	15
THE YEAR 8 CURRICULUM	15
YEAR 9 & 10 CURRICULUM	15
WHERE CAN STUDENTS AND PARENTS GET HELP?	16
THE SCHOOL EXPECTATIONS	17
THE SCHOOL EXPECTATIONS	18
THE SCHOOL EXPECTATIONS	19
GOODVIBES COMMENDATION SYSTEM	20
WHAT DO I DO IF I ...	21
WELLBEING	22
ANTI-BULLYING POLICY	23
OUT OF BOUNDS AREAS	23
LEVEL SYSTEM	24
SCHOOL INFORMATION	25
RULES FOR SCHOOL COMPUTERS AND INTERNET USE	29
THE LEARNING CENTRE (library)	30
SCHOOL UNIFORM	34
SENIOR SCHOOL UNIFORM	35
JUNIOR SCHOOL UNIFORM	36
SCHOOL SPORTS UNIFORM & SHOES	37
SPORT & PHYSICAL ACTIVITY POLICY	39
Term 1 Sport Selections Options Years 8, 9 & 10	41
Term 2-3 Sport Selections Options Years 8, 9 & 10	42
Term 3-4 Sport Selections Options Years 8, 9 & 10	43
LETTERS OF CONCERN FLOWCHART (YEARS 7-9)	44
N AWARD FLOWCHART- YEAR 10-12	45
N AWARD FLOWCHART- YEAR 10-12 Assessment/Exams	46
SCHOOL OPAL CARD	47
STATE TRANSIT AUTHORITY OF NSW	48
FOREST COACHLINES	49
EMERGENCY EVACUATION PROCEEDURES	50
PARENT INVOLVEMENT IN THE SCHOOL	51

PITTWATER HIGH SCHOOL CANTEEN	52
LOCKER HIRE SAMPLE	55
OFF and AWAY	56

## WELCOME FROM THE PRINCIPAL



Pittwater High School is a large, coeducational, comprehensive public high school that has grown from strength to strength over the years. We are an outstanding school, and with your positive approach to learning and respect for all, your years with us will be enjoyable as well as rewarding.

At Pittwater High School we have high expectations of all our students as they develop into young adults equipped with skills of independence, collaboration, creativity and critical thinking. We want all of our students to aspire to achieve their very best, whether this is academically, in sport, in creative and performing arts, or in student leadership. As part of our school community, all members have a responsibility to contribute to the positive culture in this school. With a dedicated and committed staff to support you, it is up to you to seize all opportunities offered and really excel at this outstanding school.

At Pittwater High we value and create a safe, caring and supportive learning environment where our students feel happy and enjoy coming to school. We support students through our pastoral care and wellbeing programs, ensuring that students have respect for each other, while developing in themselves strength of character and resilience.

Our teachers are highly qualified, dedicated and experienced in providing engaging teaching and learning programs which cater for all levels of ability. The leadership team is very focused on innovative delivery and strategic planning to ensure the best learning and wellbeing outcomes for our students. Added to this is the strength of our supportive parents who value all that we do in the school and are some of our most ardent advocates as an excellent public school. As a result, our reputation has, deservedly, grown, as evident in increased requests for enrolments with many parents choosing to go local rather than take up places at independent schools.

### **Some of our achievements include:**

- A strong trend in outstanding HSC results in 2021:
  - Top ATAR – 98.35
  - 33 Distinguished Achievers and one all-rounder.
  - 58 Band 6's
  - Students in Shape 2021 for Industrial Technology, work will be showcased at the Powerhouse Museum.
  - Top non-selective, State school – Agriculture.
  - 2<sup>nd</sup> Place in the state – Aboriginal Studies.
  - 42 students received prior entry to university, and many more received first offer to the university of their choice
- Many opportunities for the development of the whole child through extracurricular activities and student leadership. A widely recognised strong feature of our school is the many clubs on offer beyond the classroom, as diverse as visual arts, journalism, darts, choir, chess, dance, reading circle, science and debating, to accommodate the multiple and varied interests of our students.
- Opportunities for students through our renowned Music Ensembles program which is recognised and respected throughout the school and community. We have students participating in a symphony orchestra, concert band, symphonic band, two stage bands, two string ensembles and a choir.
- Up to 180 students study Agriculture each year at Pittwater, enjoying the agriculture and animal husbandry experiences of our small farm which is home to chickens, sheep and alpacas.
- Excellent competitive and non-competitive sporting opportunities. We are a member of the Warringah Zone Sports Association, of which Pittwater High has been the champion school on a number of occasions. Unique to our school-are our sailing teams that have competed at national level.
- Many opportunities for extension through challenging class tasks, the Aiming High Challenge, student Efficacy Teams, accelerated academic courses and high demand courses such as Extension 2 Mathematics and English HSC Courses.

Ms Alison Gambino  
Principal  
Pittwater High School

## LEARNING FOR ENGAGEMENT AT PITTWATER HIGH SCHOOL

**A**

ACCOMODATIONS AND ASSESSMENT  
FOR LEARNING

**C**

CHALLENGING AND CREATIVE  
LEARNING WITH CHOICE

**E**

ENGAGING LEARNING WITH  
ENRICHMENT AND EXTENSION

**D**

DIFFERENTIATION OF  
THE CURRICULUM

## SELF-REGULATED HOMEWORK EXPECTATIONS at Pittwater High School

**Importance of self-regulated homework:** The opportunity to engage in sustained meaningful homework, promotes self-efficacy and self-regulation. Tasks are not only designed to reinforce the subject skills and content, but also to develop students' ability to plan, prioritise and organise their time. It is imperative that these skills are developed from Year 7 onwards, leading to levels of autonomy and independence needed in the senior school and, later in life, the workplace. At Pittwater High School we have now built time into the day to allow for structured homework whilst also providing opportunity for teachers to deliver more timely feedback and guidance. At PHS we will further support students to develop time management skills, guide them to become more independent learners and ensure their workloads are manageable.

**Expectations of students:** With timetabled homework set daily, we expect students to set aside a **minimum of 1 hour** a day to complete this work. Homework will be differentiated to allow access and completion by all students, while also being challenging and engaging for high potential students. Unless a student is involved in a school based extracurricular activity or attending the Learning Centre, **students are expected to go directly home** to complete this work. Setting up a regular routine is the first step in organisation and time management for completing these learning tasks and developing as an efficient and self-managed learner.

**Self-regulated homework for the junior school:** This may include a task building on classwork that day, a task designed to complement and extend on the topic, a stage in an assignment to complete by a due date (milestone), a pre-lesson task to be prepared for development in the following lesson, or studying for examinations or tests through preparation of notes or question practice. Daily reading is also a part of the self-regulated homework routine. Through fiction and non-fiction text, students deepen their knowledge and connections to their world, build up fluency in reading to assist comprehension, broaden their vocabulary, develop curiosity, imagination, creativity and problem solving, and it is well documented that reading is also a platform to enhance writing skills.

**Years 7 and 8:** Homework will be set for one hour per day. Additionally, students are also required to read for a minimum of 20 minutes a day. **Years 9 and 10:** Where some students elect to do more demanding courses (eg higher level mathematics, accelerated courses, or languages), they should anticipate the need to do more than one hour a day in order to excel. In addition, students should be reading an average of 30 minutes a day.

**Self-regulated homework for the senior school:** By Years 11-12, students should have developed the skills of autonomy and self-regulation. Specific homework will be set in all subjects as outlined above in the junior school. Students are also expected to review all lessons studied that day by completing notes, organising topic summaries, preparing for assessment tasks, completing practice questions and studying for exams. Times will vary according to learning needs and individual programs of learning. However, as a guideline, for every hour of class, students should be setting aside 30 minutes for self-regulated homework.

**How parents and carers can support self-regulated homework:** Parents and carers can assist homework by supporting their child to develop independence in completing this work. Have the expectation clearly communicated to your child that they are to come directly home to complete their schoolwork, prior to other activities. Regularly check your email for any notifications from teachers about major assignments or communications about whether your child is falling behind. Do not do the work for them but encourage them to do the best they can within a reasonable time limit. Students are encouraged to always attempt tasks rather than become hindered through procrastination. Encourage the student to speak to the teacher themselves if they are struggling. If they fail to complete the homework, and there is no reasonable explanation, please let them face the consequences. You can be notified about incomplete homework by opting to receive Google Classroom Guardian summaries.

**Consequences of homework not completed:** Consequences will depend on the nature of the homework and the amount of time the student had to complete it. Generally, as a minimum, the teacher will record that homework was not completed and on the third such occasion a letter of concern will be emailed home and/or an N-award warning (10 to 12) issued. For major assignments not completed on time, communication to parents will be immediate. Students may also be placed on detention in order to complete homework.



## SCHOOL DIRECTORY

School Address	Pittwater Road & Mona St Mona Vale NSW 2103
School phone number	9999 4035
Email Address	pittwater-h.school@det.nsw.edu.au
Website	<a href="http://www.pittwater-h.schools.nsw.edu.au">http://www.pittwater-h.schools.nsw.edu.au</a>

Principal	Ms Alison Gambino
Deputy Principal	Ms Sophia Bromley Years 7 - 10
R/Deputy Principal	Ms Katrina Purvis Years 8 - 11
R/Deputy Principal	Ms Carol Roulston Years 9 - 12

School Executive	Ms Sam Keen	HT English
	Ms Amanda Sechi	HT Mathematics
	Ms Rachelle Krillich	HT Science
	Ms Alyce Peruzzi/Ms Electra Silk	HT Human Society and its Environment - HSIE
	Ms Taysha Fogwill	HT Cabrananga & Learning Support
	Mr George Morton-Ramwell	HT Teaching & Learning
	Dr Martin Hardy	HT Creative and Performing Arts - CAPA
	Ms Carolyn Samojlowicz	HT Technology and Applied Studies - TAS
	Mr Nick Johns	HT PDHPE
	Ms Meg Winter	HT Administration
	Ms Colleen Lustig	Languages Co Ordinator
	Mr Andrew Fairley	HT Wellbeing & Student Engagement
	Ms Elizabeth Seares	R/HT Secondary Studies

Student Advisers	Ms Juliana Murphy	Year 7
	Ms Emily Lockhart/Ms Gemma Michael	Year 8
	Ms Monika Juric	Year 9
	Ms Samantha Rous	Year 10
	Ms Anne-Maree Greene	Year 11
	Ms Kirsty Payne/Mr Ahmed Hamed	Year 12
	Ms Jasmin Wanschers	Girls' Adviser
	Mr David Little	Boys' Adviser

Assistant Advisers	Ms Melissa Gregan/Ms Phoebe Savage	Year 7
	Ms Christie Jones	Year 8
	Ms Jana More/Mr Gary Quince	Year 9
	Mr Martin Huynh	Year 10
	Ms Alison Mumford/Lara Giddings	Year 11

School Counsellors	Ms Emma Smith/Ms Nicole Castle/Ms Emma Whitelaw
Youth Adviser	Ms Lynda Roberge
Sport Organiser	Mr Nick Johns
Careers Adviser	Ms Chris Lanham
Librarian	Lara Griffin
Computer Support	Mr Herry Young
Prefects Co-ordinator	Ms Lara Griffin/Ms Electra Silk
SRC Co-ordinator	Ms Jarna More
Learning Support	Ms Michaela Flood/Ms Penny Waters



## 2022 TERM DATES

Term 1	<b>First Day</b>	Friday 28 January 2022	Staff only
		Monday 31 January 2022	Staff only
		Tuesday 1 February 2022	Year 7, 11, 12
		Wednesday 2 February 2022	8 & 10
	<b>Last Day</b>	Friday 8 April 2022	
Term 2	<b>First Day</b>	Tuesday 26 April 2022	Staff only
		Wednesday 27 April 2022	Whole school
	<b>Last Day</b>	Friday 1 July 2022	
Term 3	<b>First Day</b>	Monday 18 July 2022	Staff only
		Tuesday 19 July 2022	Whole school
	<b>Last Day</b>	Friday 23 September 2022	
Term4	<b>First Day</b>	Monday 10 October 2022	Whole school
	<b>Last Day (students)</b>	Monday 19 December 2022	
	<b>Last Day (staff)</b>	Tuesday 20 December 2022	

**NOTE:** Leave outside school holidays is discouraged and may impact on assessment results. Parents should apply for an exemption at least two weeks in advance.

# FACULTY HEAD TEACHERS



**ADMINISTRATION**  
Miss Meg Winter



**CABRANANGA**  
Ms Taysha Fogwill



**CAPA**  
Dr Martin Hardy



**ENGLISH**  
Ms Sam Keen



**HSIE**  
Ms Alyce Peruzzi



**HSIE**  
Ms Electra Silk



**MATHEMATICS**  
Ms Amanda Sechi



**PDHPE**  
Mr Nick Johns



**SCIENCE**  
Ms Rachelle Krillich



**SECONDARY STUDIES**  
Ms Elizabeth Seares



**TAS**  
Ms Carolyn  
Samojlowicz



**TEACHING & LEARNING**  
Mr George  
Morton-Ramwell



# STAFF MEMBERS WHO CAN HELP



**YEAR 7 ADVISER**  
Ms Juliana Murphy



**YEAR 8 ADVISERS**  
Ms Emily Lockhart—Mon-Wed  
Ms Gemma Michael—Thur-Fri



**YEAR 9 ADVISER**  
Ms Monika Juric



**YEAR 10 ADVISER**  
Ms Samantha Rous



**YEAR 11 ADVISER**  
Ms Ann-Maree Greene



**YEAR 12 ADVISERS**  
Ms Kirsty Payne/Mr Ahmed Hamed



**INTERNATIONAL CO-ORD**  
Ms Colleen Lustig



**COUNSELLORS**  
Emma Smith, Nicole Castle &  
Emma Whitelaw



**HT WELLBEING**  
Mr Andrew Fairley



**GIRLS' ADVISER**  
Ms Jasmin Wanschers



**BOYS' ADVISER**  
Mr David Little



**STUDENT SERVICES**  
Ms Lain Smith



**YOUTH OFFICER**  
Ms Lynda Roberge & Ollie



**PRINCIPAL**  
Ms Alison Gambino



**DEPUTY PRINCIPAL 7 & 10**  
Ms Sophia Bromley



**R/DEPUTY PRINCIPAL 8 & 11**  
Ms Katrina Purvis



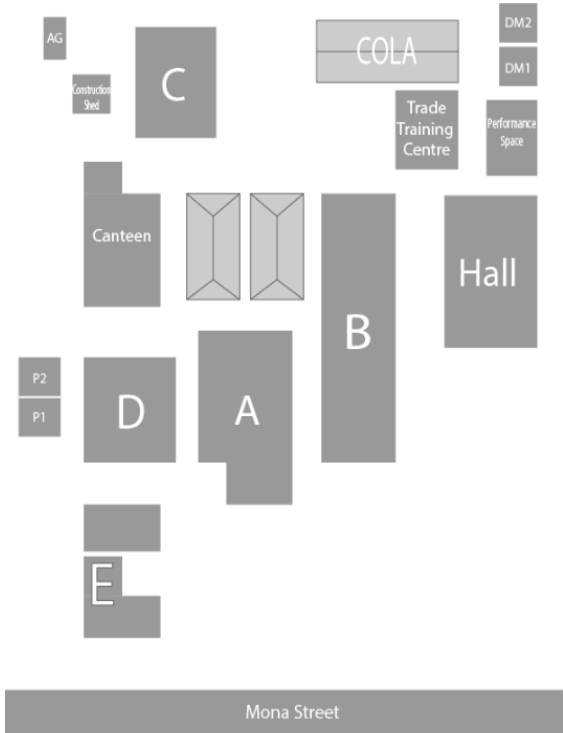
**R/DEPUTY PRINCIPAL 9 & 12**  
Ms Carol Roulston



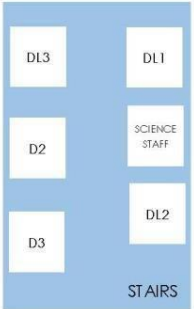
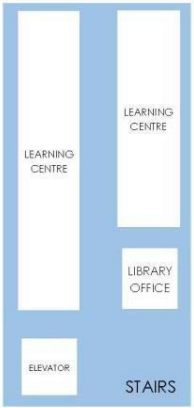
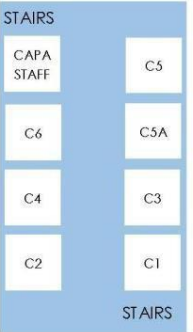
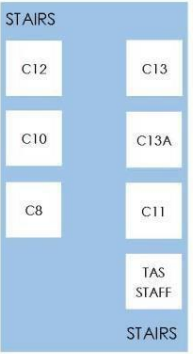
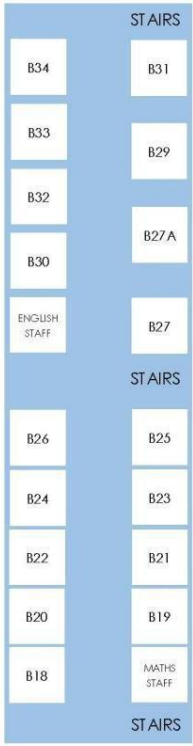
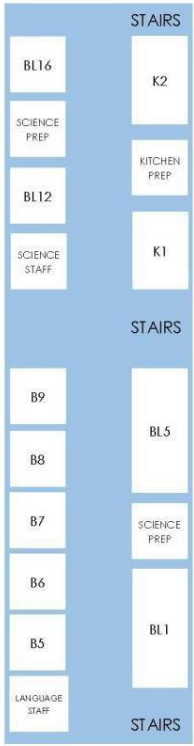
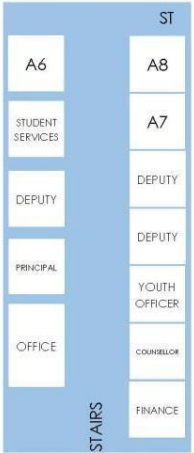
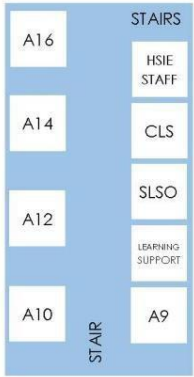
**CAREERS ADVISER**  
Ms Chris Lanham

PERIOD	MONDAY	TUESDAY	WEDNESDAY		THURSDAY	FRIDAY
Seniors PO	7.45 – 8.40	7.45 – 8.40	7.45 – 8.40		7.45 – 8.40	7.45 – 8.40
P1	8.45 – 9.40	8.45 – 9.40	8.45 – 9.40		8.45 – 9.40	8.45 – 9.40
P2 Includes Roll Call	Assembly-Year meetings 9.40 – 10.00	9.40 – 10.40	9.40 – 10.40		9.40 – 10.40	9.40 – 10.40
	10.00 – 10.55					
<u>MORNING TEA</u>	10.55 – 11.15	10.40 – 11.05	10.40 – 11.05		10.40 – 11.05	10.40 – 11.05
P3	11.15 – 12.10	11.05 – 12.05	11.05 – 12.10		11.05 – 12.05	11.05 – 12.05
P4	12.10 – 1.05	12.05 – 1.00	Lunch 12.10 – 12.40		12.05 – 1.00	12.05 – 1.00
<u>LUNCH</u>	1.05 – 1.35	1.00 – 1.30			1.00 – 1.30	1.00 – 1.30
			SPORT Year 8 – 10 12.40-2.30	P4 (7,11,12) 12.40 – 1.35		
P5	1.35 – 2.30	1.30 – 2.30		P5 (7,11,12) 1.35 – 2.30	1.30 – 2.30	1.30 – 2.30
Students leave at 2.30pm to complete self-regulated home learning with option of remaining in Learning Centre until 3.15pm						
Seniors P6	2.30 – 3.20	2.30 – 3.20	2.30 – 3.20		2.30 – 3.20	2.30 – 3.20
Teaching and Learning Staff	2.30 – 3.20	2.30 – 4.00 Staff Meeting	2.30 – 3.20		2.30 – 3.20	2.30 – 3.20

LOCATION PLAN



BLOCK PLANS



## THE YEAR 7 CURRICULUM

In 2022, Year 7 students will study the following courses:

Course
English
Mathematics
Australian Geography, Civics and Citizenship
Mandatory History
Personal Development / Health / Physical Education (PDHPE)
Technology (Mandatory)
Music
Visual Arts
Sport
Science

## THE YEAR 8 CURRICULUM

In 2022, Year 8 students will study the following courses:

Course
English
Mathematics
Australian Geography, Civics and Citizenship
Mandatory History
Personal Development / Health / Physical Education (PDHPE)
Technology (Mandatory)
Language – French or Japanese
Science
Sport
Elective Course (one)

## YEAR 9 & 10 CURRICULUM

In 2022, Year 9 & 10 students are required to undertake Core Courses and Elective Courses in their pattern of study. Below is a list of Core and Elective Courses offered at Pittwater High School.

### CORE COURSES COMPULSARY

Course
English
Mathematics
Science
Australian History, Civics & Citizenship
Australian Geography, Civics & Citizenship
Personal Development / Health / Physical Education (PDHPE)
Sport
Careers – Rotational plus 1 week of optional work experience
All My Own Work (prior to commencing Year 11 pattern of study)

### PARENT PORTAL

Parents can access their child's attendance, including period by period on Sentral Parent Portal. Parents can also access My Best Work on the Portal. Please access from the PHS website.

### GOOGLE CLASSROOM

Parents are invited to join their child's subject specific Google Classroom

## WHERE CAN STUDENTS and PARENTS GET HELP?

### LEARNING?

Support in completing class tasks, homework and assessment tasks.

Classroom Teacher

Address any unresolved issues.

Faculty Head Teacher

Support with learning across multiple subjects.

Contact the relevant Deputy Principal or the Learning Support team who will facilitate a referral.

Learning Support Team  
(Michaela Flood, Penny Waters) or Teacher Librarian

Address learning issues across multiple subjects and identified students of concern.

Deputy Principal

### WELLBEING?

Identify and assist students who appear unhappy, anxious, withdrawn, disengaged or are having conflict with peers.

Classroom Teacher

Contact Year Adviser in relation to peer issues or changes in circumstances. This will then be referred to other members of the wellbeing team.

Year Adviser, Boys' Adviser or Girls' Adviser.

Students must self-refer for an appointment with the youth officer or counsellor.

Youth Officer or Counsellor

Issues based on their gender, background, discrimination or sexuality.

Equity Officer

Issues inside or outside of school that are impacting on their mental health, their ability to get through the day or they are at significant risk of harm.

Head Teacher Wellbeing or Deputy Principal

### BEHAVIOUR?

Low level disruptive behaviour.

Classroom Teacher

Continued disobedience or ongoing poor behaviour within a subject area.

Faculty Head Teacher

Monitor poor behaviour across a range of subjects.

Year Head Teacher or Deputy Principal



## THE SCHOOL EXPECTATIONS

Be Responsible	<p>Students are expected to be in full school uniform.</p> <p>Offensive and discriminatory behaviour including bullying, cyber bullying, verbal and physical abuse, harassment or physical violence will not be tolerated.</p> <p>Mobile phones and portable electronic equipment are to be switched off and kept in pockets or bags.</p> <p>Care for property belonging to yourself, school and others.</p> <p>Respectful, safe and considerate behaviour is expected from students, including travelling to and from school.</p>
Be Respectful	<p>Attend school and be on time every day.</p> <p>Remain in class or in designated playground areas at all times.</p> <p>Bicycles and scooters are to be chained to the bike racks on arrival at school.</p> <p>Student motor vehicles are to be parked outside school grounds.</p> <p>Students are responsible for their own valuables.</p> <p>Touch football, soccer and cricket (with a soft ball) are permitted on the oval. Basketball is permitted on the courts next to the tennis courts and handball is permitted in the quadrangle.</p> <p>Illicit materials, laser lights, high energy drinks, permanent markers, skateboards, aerosol sprays, chewing gum, tech decks, and liquid white-out are not permitted at school.</p>
Aspire	<p>Produce original, referenced work with appropriate citations.</p> <p>Be prepared and maximise your potential.</p> <p>Be an active member of the school community.</p>

# Be Responsible

### Attend school and be on time every day.

- ✓ Attendance at school is compulsory for students up to the age of 17 years.
- ✓ If you are absent from school an SMS will be sent to your parents or care-givers. Parents / care-givers are required to provide an explanation for student absences either by a note to the Student Services desk, a return SMS reply or a phone call to the school office: phone number 99994035.
- ✓ If you are late to school you need to report to the front office to collect a late pass before you go to class.
- ✓ Early leavers must provide a parent / care-giver written note to student services before 8:45am. An early leaver's pass is then available for collection at the school office prior to leaving the school site.
- ✓ Students are expected to move to class immediately after the bell rings.

### Remain in class or in designated playground areas at all times.

- ✓ Students may only leave the classroom with a note from the teacher.

Play Ground	Area
PG 1	Canteen
PG 2	Grassed area bounded by the fence on Pittwater Road, the western edge of the volley ball court and a line from the western edge of the portables to the fence
PG 3	The Oval – Students are to sit around the perimeter of the football lines marked on the field
PG 4	Quadrangle
PG 5	Year 7 area – grassed area between the oval and the Performance Space
PG 6	Senior area – shaded area between A and B blocks

### Bicycles and scooters are to be chained to the bike racks on arrival at school.

- ✓ Students need to provide their own locks and chains. Students must wear helmets.

### Student motor vehicles are to be parked outside school grounds.

- ✓ Student drivers must not take other students to school activities without written permission of parents / care-givers as well as authorisation from a Deputy Principal.

### Valuables are the responsibility of the student.

- ✓ If brought to school, money, wallets, mobile phones, electrical devices and other valuables should be kept in a safe place such as a zipped pocket.
- ✓ The school takes no responsibility for lost, stolen or damaged items.

### Touch football, soccer and cricket (with a soft ball) are permitted on the oval. Basketball is permitted on the courts next to the Tennis courts and handball is permitted in the quadrangle.

### Illicit materials, laser lights, high energy drinks, permanent markers, skateboards, aerosol sprays, chewing gum, tech decks, liquid white out and are not permitted at school.

- ✓ Illicit materials include: tobacco, non-prescription drugs, implements for smoking, pornography and sexually offensive material, weapons, replica weapons, fireworks and discriminatory material.

# Be Respectful

### **Students are expected to be in full school uniform.**

- ✓ All students must wear BLACK enclosed leather shoes with their school uniform. Refer to sport uniform for sport shoe requirements.
- ✓ If there is an extenuating circumstance, students need to bring a note from parents / care- givers explaining why they are out of uniform and when they will be in uniform. This note needs to be taken to your Head Teacher or a DP and they will issue you with a temporary green uniform card.
- ✓ Excessive make-up and jewellery is not to be worn with the school uniform. Pittwater High School will not be responsible for lost, stolen or damaged jewellery.
- ✓ Leggings are not part of the school uniform or sports uniform.

### **Offensive and discriminating behaviour including bullying, verbal and physical abuse, harassment or physical violence will not be tolerated.**

- ✓ Bullying behaviour can be:
  - Verbal e.g. name calling, teasing, threats, sledging.
  - Physical e.g. hitting, spitting, tripping etc.
  - Social or Psychological e.g. ignoring, alienating, spreading rumors, dirty looks, malicious SMS, MSN, email messages and misuse of mobile phones.
  - Stealing e.g. taking, damaging or hiding other peoples' property.
- ✓ If you are being bullied you need to contact a teacher, or your Year Adviser. Refer to the School Website for support agencies.
- ✓ Be respectful to the whole school community, your teachers, school staff, your peers and visitors.

### **Mobile phones and portable electronic equipment.**

- ✓ Portable electronic equipment may include iPods, mp3s, game boys, PSPs, DSs and any other electronic devices. They should not be left in bags.
- ✓ Pittwater High School cannot be responsible for lost, stolen or damaged items.
- ✓ Head phones should only be used or visible when requested by the teacher.

### **Care for property belonging to yourself, school and others.**

- ✓ Vandalism, graffiti, theft, damage to equipment such as school computers, school equipment, fire extinguishers or plants and animals will not be tolerated.
- ✓ Respect the space of others when moving around the school.

### **Respectful, safe and considerate behaviour is expected from students travelling to and from school.**

# Aspire

### **Produce original, referenced work with appropriate citations.**

- ✓ All work must be your own and not plagiarised. Plagiarism can include, copying text from websites, text books, articles, and any other work produced by another person.

### **Be prepared and maximise your potential.**

### **Be an active member of the school community.**

- ✓ Be involved in extra curricula and school activities.

## How the GoodVibes System works

- Teachers award students with GoodVibes Points for achievements during class, at sport, after competitions etc. This is recorded in the Good Vibes App.
- GoodVibes are tallied up throughout the year and the awards presented at Presentation night or at commendation assemblies.
- Good Vibes encourage students to improve, to do well and to participate in all the activities at Pittwater High School.

## GoodVibes are given in the following areas

- School reports for outstanding or highly developed achievement.
- Inside class academic activities
- Outside class academic activities
- Sporting achievement
- Musical achievement
- Charities and community service
- School service
- Public speaking
- Leadership
- Student advisers award for excellence across a range of subjects.

## Types of Awards

- **Jamel Award** – awarded to students who are in the top 20% of GoodVibes at the end of a school year
- **Whappu Award** – awarded to students who are in the top 20-40% of GoodVibes at the end of a school year
- **Distinction Award** – awarded to students when they achieve three Jamel Awards in their time at Pittwater High School
- **Honours Award** – awarded to students who achieve the Jamel Award in all six years at Pittwater High School
- **Spirit Award** – awarded to a student who accumulates the most GoodVibes throughout their six years at Pittwater High School.

## Award Definitions

Traditional Indigenous language denotes the Jamel (Eagle) as a metaphor for *Absolute Brilliance*.



Traditional Indigenous language denotes the Whappu (Bronze-Winged Pigeon) as a metaphor for a *Person of High Value*.



## WHAT DO I DO IF I ...

**... have been absent?** Present or email a detailed note from your parent / carer on your return. The note is given to the Student Services desk. Notes should have your name and roll group printed clearly to assist with recording and filing.

An SMS reply to an absence message or phone call to the school will suffice for a note.

**... am late?** Go to the Student Services counter in A block for a late pass. Please provide a note from parents explaining the reason. An SMS is sent to advise parents of unexplained absences.

**... plan to leave early?** If your parents plan on allowing you to sign out early on a school day, early leaver requests will only be considered if submitted prior to 8:45am, and must be accompanied by a note/email. Students must take their signed and dated note to Student Services or the parent/caregiver sends an email prior to the commencement of the school day.

On **SPORT DAY** parents must send a note giving a specific reason, eg a specialist medical appointment, and must provide a medical certificate to the front office the morning following the student's absence. Notes without a specific and valid reason will not be accepted. The school is unable to accept emails on sport day.

**... am feeling sick?** Report to Student Services counter in A block with a note from your class teacher. Please do not call your parent.

**... am away from school for more than a few days?** Your parent / carer is to email the school advising the dates you will be absent and the reason for the leave e.g. family holiday, medical. Further paperwork will be required to be completed.

**... am not in uniform?** Bring a relevant note from home if there is a valid reason. Present it to the Deputy Principal of your year before 8.50am and collect a green card for that day. If there is no valid reason, students will be placed on detention.

**...am having problems?** Inform your Student Adviser, Youth Worker, Head Teacher Wellbeing, a teacher you trust, Girls or Boys Adviser, a Deputy Principal or the School Counsellor.

**...have lost some property?** Check with Student Services.

**...am lost?** Ask a teacher for directions or report to the Student Services counter

**...have lost my timetable?** See your Year Adviser or Student Services or access via your device.

**...experience mean behaviour?**  
Talk to the classroom teacher  
Talk to the Year Adviser  
Talk to the Girls/Boys Adviser

**...don't understand the work?** Ask your teacher for help or check with the Learning and Support Teacher, (HSIE staffroom).

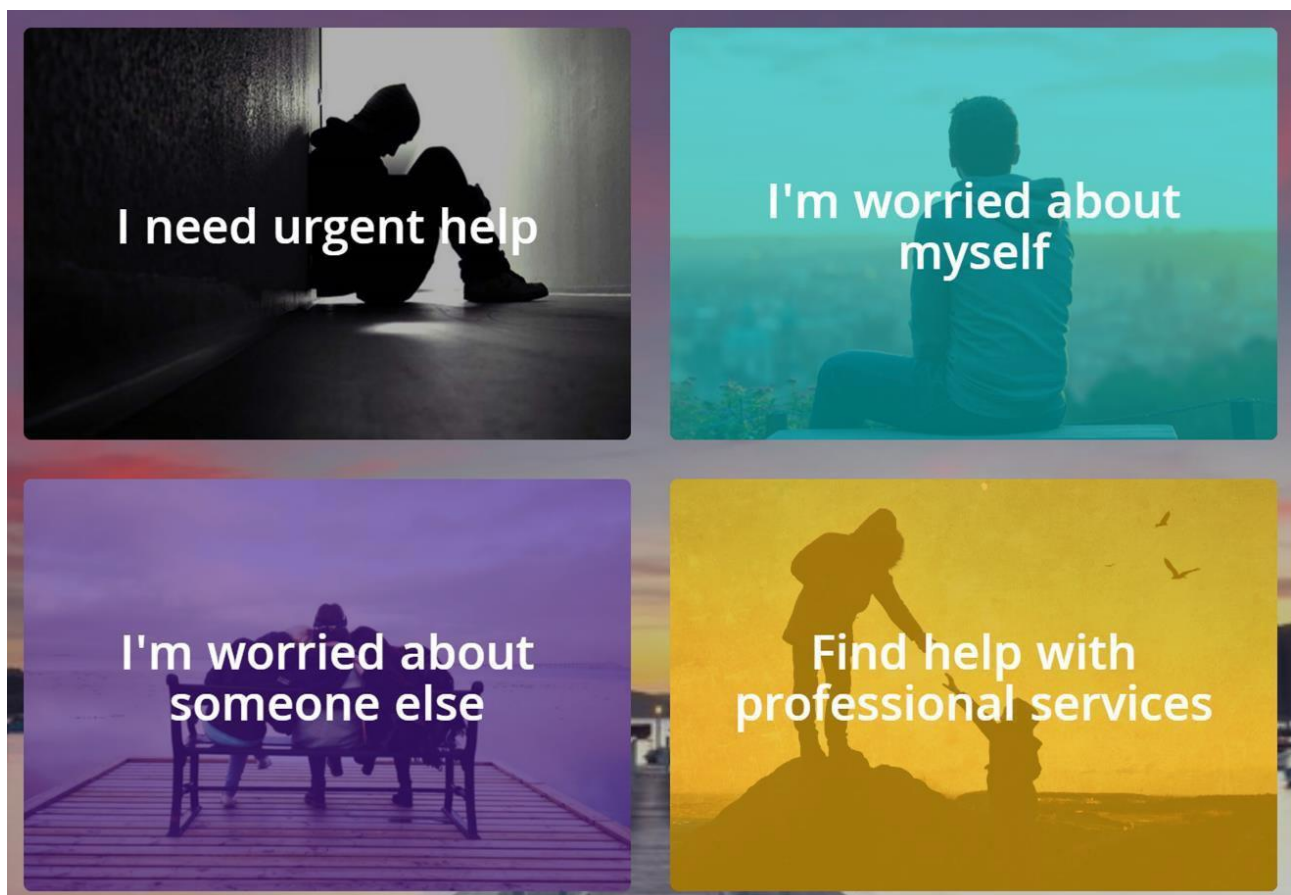
**...want advice about career Options?** See the Careers Adviser in the Library.

## WELLBEING

Pittwater High School places great importance on the link between student wellbeing, behaviour and learning. As such we have a Wellbeing Team composed of:

- A Year Adviser and Assistant Year Adviser
- A Boys Adviser and Girls Adviser
- Youth Worker
- School Counsellors
- Head Teacher of Student Wellbeing
- Deputy Principals

Various initiatives, incursions and excursions are run throughout the year to develop student wellbeing. The school website is also a source of resources for both parents and students.



## ANTI-BULLYING POLICY

Bullying is intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt, fear about being safe and secure or creates a risk to health.

Students and staff have the right to spend the school day free from fear of bullying, harassment, intimidation and / or victimisation.

Bullying can have verbal, physical, social and psychological dimensions.

Bullying can include: mean verbal comments, threatening or ridiculing someone, hurtful notes or graffiti, spreading rumours about someone, harassing or tormenting someone, making fun of (continually joking about a person at their expense), intentional excluding or ignoring a person or physical violence. Publishing a bullying incident through SMS, Email, YouTube or Facebook is also a form of bullying (cyberbullying).

If your child (or you?) are experiencing mean behaviour, you can:

- Talk to the classroom teacher
- Talk to the Year Advisor
- Talk to the Girls/Boys Advisor

## OUT OF BOUNDS AREAS

The pathway to the main entrance of the school may not be used to play ball games while waiting for buses nor as a general play area.

The car parks, areas behind the Hall and at the front of the school are out of bounds at all times.

The bicycle racks are out of bounds at all times except to riders arriving to or leaving school. Bicycles should be walked, within the school grounds.

The grassed areas between Pittwater Road and the main entrance are out of bounds on Wednesday lunch. The area at the back of canteen to Pittwater Road and front of A & B Blocks to Mona Street are out of bounds.

**Students are not permitted to leave the premises at any time during the school day without the permission of the Deputy Principal**



## LEVEL SYSTEM

The Level System is designed to demonstrate that students are being responsible, respectful and aspire to achieve their best.

This system also acts as restitution. When on a level card, teachers are able to provide positive feedback to students.

BEHAVIOUR		BEHAVIOURS INCLUDE	PROCESS/CONSEQUENCES	LEVEL
<b>MILD UNACCEPTABLE BEHAVIOUR</b>	<ol style="list-style-type: none"> <li>Dealt with by the Classroom Teacher</li> <li>Head Teacher is informed</li> <li>Enter on Sentral and send parent notification letter (scan then email)</li> <li>Follow up phone call or email from classroom teacher</li> </ol>	<ul style="list-style-type: none"> <li>Disruptive classroom behaviour</li> <li>Lack of application, incomplete classwork or homework</li> <li>Poor attitude to work</li> <li>Refusal to follow teacher instruction</li> <li>Does not bring equipment</li> <li>Disrespectful towards class teacher and / or peers</li> <li>Inappropriate BYOLD use</li> <li>Late to class and truancy</li> </ul>	<ol style="list-style-type: none"> <li>Student receives a <b>Level One</b> Learning Contract and <b>teacher lunch time detention</b>.</li> <li>Monitor for five lessons</li> <li>If there is no improvement refer to faculty Head Teacher for Level Two whole school monitoring.</li> </ol> <p><b>NB/ Students may attend excursions.</b></p>	<b>1</b>
<b>MODERATELY UNACCEPTABLE BEHAVIOUR</b>	<ol style="list-style-type: none"> <li>Dealt with by the Head Teacher of Faculty or Year Group in consultation with the Classroom Teacher</li> <li>Deputy Principal is informed</li> <li>Enter on Sentral and send parent notification letter (scan then email)</li> <li>Follow up phone call or email</li> </ol>	<ul style="list-style-type: none"> <li>Student is not responding to management strategies regarding work; behaviour; attitude; guidelines; continued disobedience or defiance</li> <li>Bullying or Harassment i.e. verbal, cyberetc</li> <li>Repeated fractional truancy or whole day truancy</li> <li>Unacceptable level of swearing between peers</li> <li>Moderate aggressive verbal or physical behaviour</li> <li>Defiant and uncooperative behaviour</li> <li>Inappropriate use of BYOLD and/or social media</li> <li>Refusal to follow teacher instructions</li> <li>Rudeness to teachers and / or non-teaching staff</li> <li>Repeated failure to comply with uniform code and failure to attend detentions</li> </ul>	<ol style="list-style-type: none"> <li>Monitor for ten days &amp; <b>Head Teacher detention in faculty or detention room. Lunch or afterschool.</b></li> <li>Whole school monitoring.</li> <li>Level card is signed by parents on a daily basis</li> <li>Extend time on Level Two if behaviours do not improve or refer to the Deputy Principal for possible entry to Level Three.</li> </ol> <p><b>NB/ Student are not to attend excursions or activities while on a Level Two card (if assessment related may be negotiated with Head Teacher or DP)</b></p>	<b>2</b>
<b>MAJOR UNACCEPTABLE BEHAVIOUR OR ONGOING UNACCEPTABLE BEHAVIOUR</b>	<ol style="list-style-type: none"> <li>Deputy Principal level</li> <li>Enter on Sentral and send parent notification letter</li> <li>Follow up phone call or email</li> </ol>	<ul style="list-style-type: none"> <li>Student does not respond to Class Teacher or Head Teacher management strategies; persistence disobedience or defiance</li> <li>Abuse, aggressive behaviour and / or rudeness towards teachers and / or non – teaching staff</li> <li>Bullying or harassment i.e. verbal, cyberetc</li> <li>Major incidents of various natures</li> <li>Destruction of property within school grounds</li> <li>Jeopardising the safety of others</li> <li>Swearing aggressively, directly at any member of staff</li> <li>Smoking</li> <li>Inappropriate use of BYOLD and/or social media</li> <li>Stealing: Major incidents can be considered as aggressive behaviour for a level four and suspension</li> <li>Vilification of students i.e. intentionally insulting a person's identity, beliefs, values, race, gender etc.</li> </ul>	<ol style="list-style-type: none"> <li>Monitored for ten days across all subjects. <b>Afterschool detention.</b></li> <li>Students report to Deputy Principal on a daily basis</li> <li>Level card is signed by parents on a daily basis</li> <li>Extend time on Level Three if behaviours do not improve or refer to the Principal for possible suspension</li> </ol> <p><b>NB/ Students are not to attend excursions or activities for 5 weeks (half of term). If assessment related may be negotiated with Head Teacher or DP.</b></p>	<b>3</b>
<b>SERIOUS OR EXTREME UNACCEPTABLE BEHAVIOUR OR ONGOING UNACCEPTABLE BEHAVIOUR</b>	<ol style="list-style-type: none"> <li>Dealt with by the principal or Deputy Principal</li> <li>Enter on Sentral and send parent notification letter</li> <li>Follow up phone call or email</li> </ol>	<p><b>SHORT SUSPENSION</b></p> <ul style="list-style-type: none"> <li>Persistent disobedience</li> <li>Use of alcohol and repeated smoking</li> <li>Possession of drug paraphernalia</li> <li>Inappropriate use of BYOLD and/or social media</li> <li>Aggressive behaviour including verbal vilification, bullying and damage to property</li> <li>Post compulsory education: non-serious attempt with learning</li> </ul> <p><b>LONG SUSPENSION</b></p> <ul style="list-style-type: none"> <li>Persistent or serious misbehaviour</li> <li>Physical violence</li> <li>Use or possession of a prohibitive weapon, firearm, or knife</li> <li>Use of an implement as a weapon</li> <li>Possession, supply or use of suspected illegal substance</li> </ul>	<ol style="list-style-type: none"> <li>Monitored for ten days across all subjects</li> <li>Students report to Deputy Principal across whole school</li> <li>Level card is signed by parents on a daily basis</li> <li>Extend time on Level Four if behaviours do not improve</li> </ol> <p><b>SUSPENSION</b></p> <ol style="list-style-type: none"> <li>Inform parent(s) / guardian(s) of suspension</li> <li>Send suspension letter and policy sent to parent/ guardian address</li> <li>Post suspension resolution meeting with parents upon student return</li> </ol> <p><b>NB/ Students are not to attend excursions or activities for one term (10 weeks). More than one suspension may lead to withdrawal from certain activities for the remainder of the year.</b></p>	<b>4</b>

# SCHOOL INFORMATION

## **Student Advisers**

Should be your first point of contact for parents if you have concerns about your child. If there is an issue with a particular subject please contact HT of the Faculty.

## **HT Wellbeing and Engagement**

The Head Teacher Wellbeing is responsible for providing internal support for students and liaising with internal and external wellbeing agencies.

## **Student Adviser Girls**

The girls' student adviser is available for girls who seek assistance when confronted with problems, such as friendship groups.

## **Student Adviser Boys**

The boys' student adviser is available for boys who seek assistance when confronted with problems, such as friendship groups.

## **Deputy Principal**

The Deputy Principal is responsible for overall welfare and teaching and learning. Each Deputy Principal is responsible for two different year groups.

## **The School Counsellor**

The school counsellors are available to assist both students and parents who may need help or support in any area of their school or home life. Please phone the school to arrange an appointment. The Counsellor is located in the front office area of A Block.

## **Careers Adviser**

The Careers Adviser is available to discuss career options and to link students with appropriate employers and tertiary institutions, support work experience and school-to-work programs. Assistance is also available with goal setting and the development of individual resumes. The careers office is located in the Library.

## **Peer Support**

Students in Year 7 are supported by trained Year 10 students in a program designed to develop supportive social relationships and assist in the adjustment to high school. Year 7 students gain confidence, social awareness and greater autonomy through the links developed in this program. By being a friend to younger students, this program helps Year 10 students to develop their leadership skills.

## **Learning and Support**

A Learning Support teacher is available to work with students requiring assistance in the classroom or more individualised instruction. The Learning Support teacher can be found in the HSIE staff room.

## **Anti-Racism Grievance Officer and Anti-Discrimination Officer (ARCO)**

The ARCO is the staff contact for issues related to racism and discrimination at school. Programs to address these issues are developed through the welfare system. This position is a State Government requirement. The ARCO is available to all students who experience discrimination at school and can be found in the LOTE staffroom.

## **Personal Development Courses**

Lessons in Personal Development are conducted as part of PDHPE program and are taught as part of the regular curriculum to students in Years 7-10.

## **Tolerance, Anti-Bullying and Peer Mediation**

A program to develop tolerance and to prevent bullying at school is taught as part of PDHPE and wellbeing programs.

## **Student Representatives Council (SRC)**

Student Representatives Council members meet regularly to discuss matters of concern to students and give voice to student opinion. Student involvement and leadership skills are developed through SRC activities.

## **High Potential and Gifted and Talented Students.**

Students are encouraged to join competitions in English, Mathematics, Science, Geography and Physical Education. Extracurricular activities are available to students in the Creative and Performing Arts, and students are encouraged to participate in the school's **AIMING HIGH CHALLENGE**.

## **Camps**

Camps are organised for students in Years 7, 9 and 11. During camps, students will participate in educational and physical activities that promote team work and strengthen peer relationships. You will receive information about camps via year advisers.

### **Student Services**

Student Services can be found in A Block. The sick bay is used for emergency illness and accident. It cannot offer more than temporary assistance. In cases of serious illness or accident, medical attention will be sought at the direction of the parents.

We seek your co-operation in not sending children to school if they are ill, as our facilities are very limited and the risk of passing on an infectious illness can be very high in a school environment. When your child is ill or injured at school, they should report the matter immediately to the class teacher if it is at lesson time or to the nearest teacher on playground duty during the recess or lunch breaks.

*Students must not go to the sick bay without a note from their teacher. Students must not initially call their parent before first reporting to sick bay with a note from their teacher.*

---

All phone contact between parents and students must be done at Student Services.

The school aims to inform parents by phone as quickly as possible of any illness or injury which occurs at school. Students are sent home only with parental authority and with the authority of the Deputy Principal.

*If your child rings you and tells you they are ill, please direct them to Student Services from where you will be contacted by school staff.*

---

### **Student Identification Cards**

All students will be issued with a student identification card. These cards will enable students to borrow library books, access photocopiers and scan when signing into school late or leaving early. They will be issued once the school photographs have been taken.

### **Bike Safety**

Pittwater High School takes an active part in road and bike safety campaigns. Students are required to wear helmets at all times when riding their bikes. Students are NOT to ride bikes on the school grounds and should walk them when crossing the street at pedestrian crossings. Bikes must be secured to the bike racks in the bike bay with an adequate chain and strong lock. Scooters must be secured in a similar fashion.

### **Homework**

Regular, ongoing revision for each subject is an expectation. Students are to complete all given homework.

### **Newsletters**

Newsletters are emailed during weeks 3, 6 & 9. Newsletters can be viewed on the school's website.

### **Text Books**

These are on loan to students and are owned by the school. The school spends a large amount of money on textbooks and these must be kept in good condition for future students to use.

Parents are asked to see that the books are carefully looked after and returned in good condition at the end of the year, or when the student leaves the school.

If textbooks are lost, damaged, or not returned they must be paid for at the value assessed by the Head Teacher of the subject.

Textbooks are not to be carried in bags that do not give adequate protection.

### **Sport**

Sport is an integral part of the school curriculum and therefore compulsory for all students. Students who cannot take part in sport because of illness or injury, although they have been present for lessons, must produce a note addressed to the teacher in charge of sport. These students will be provided with study facilities or other recreation to occupy them during the sport session.

### **Consequences of poor behaviour**

At Pittwater High School, student behaviour is managed by the Positive Behaviour for Learning model. The level system is designed to demonstrate that students are responsible, respectful, and aspire to achieve their best. This system also acts as restitution. When on a level card, teachers are able to provide positive feedback to students.

Students may also be issued with after school detentions which are held on Monday afternoons between 2.30pm - 3.10pm. Students who fail to attend these sessions without a valid reason will have their detention escalated to a Deputy's Detention which are held on Thursday afternoons between 2.30pm - 3.30pm.



# BYOD @ PITTWATER HIGH SCHOOL

BYOD (Bring Your Own Device) refers to students bringing a personally- owned device to school for the purpose of learning. The purpose of BYOD is to continue technology-rich learning for all students at Pittwater High School. There will be more opportunities for students to collaborate with others, connect with a global community, receive feedback from teachers, and create products like videos to demonstrate their learning.

## What devices can students bring to school?

Windows-based machines or MacBook OS machines ONLY. See Specifications and overleaf.



**Please do not purchase ipads/Google Chrome devices as they ARE NOT compatible with NAPLAN.**

Devices can also be purchased through the school's link to the HP Store <https://pittwater-h.schools.nsw.gov.au/technology/byod-bring-your-own-device.html>

## Device specifications

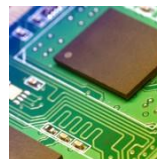
### Wireless Connectivity



All devices must support 5GHz dual band. (802.11 n/ac wireless)

**Note:** Not all 802.11 n/ac devices support 5GHz dual band. Your device WILL NOT WORK at school if it does not support 5GHz dual band. See below for alternative.

### Memory and RAM



Devices must have a minimum of 250GB storage and 8GB RAM.

### Wireless Connectivity - *alternative*



If a device does not support 5GHz dual band, a *USB dual band wireless adapter* may be purchased to allow the use of Wi-Fi at school.

### Operating system



Devices must have the current version of an operating system installed.

### Battery life



Devices must last minimum of **6 hours** without charge.

### Hardware features



Devices must have a camera and microphone.

Software & Apps	Student Responsibility
<p>Devices must have software or apps, including:</p> <ul style="list-style-type: none"> <li>- Office – <a href="https://www.office.com/">https://www.office.com/</a></li> <li>- Adobe - <a href="https://www.adobe.com.au/">https://www.adobe.com.au/</a></li> <li>- Students sign in with their school email address.</li> </ul> <p>Students can download free Microsoft &amp; Adobe software for laptops at the following web address:</p> <p><a href="https://nsw-students.onthehub.com/WebStore/Welcome.aspx">https://nsw-students.onthehub.com/WebStore/Welcome.aspx</a></p>	<p>Students must:</p> <ul style="list-style-type: none"> <li>- Sign the BYOD student agreement with their parent /carer before bringing their own devices to school</li> <li>- Ensure their devices are safe and secure at all times</li> <li>- Keep their devices safe using carry cases, screen guards, etc.</li> <li>- Use devices according to school and NSW DoE policies</li> </ul> <p>Families may choose to purchase insurance for student devices</p>
<p>For more information, please go to our website <a href="http://www.pittwater-h.schools.nsw.gov.au">www.pittwater-h.schools.nsw.gov.au</a></p>	



## Compatible BYOD Specifications

Device Type	Windows Laptop	Mac Laptop	Windows Tablet
Operating System	Microsoft Windows 10 or higher	MacBook OS X 14 or higher	Windows 10 or higher
Wireless Card	5GHz (2.4 GHz is not appropriate)		
Min. Screen Size	20 cm (7.9 inch)		
Storage Capacity	500 GB Hard Drive		
RAM	16 GB		
Min Battery Life	Minimum 6 hours		
Required Accessories	Protective Case/Cover and headphones		
Other Requirements			
Example of minimum device requirement	13” MacBook Air/Pro	Microsoft Surface Product (keyboard highly recommended)	

## RULES FOR SCHOOL COMPUTERS AND INTERNET USE

Be Respectful	<p><b>Show respect for others in the way you use technology in the school.</b></p> <ul style="list-style-type: none"> <li>Use technology for completing set work</li> <li>Use technology in a way that does not cause hurt to others</li> <li>Refrain from commenting in a hurtful way</li> <li>Report inappropriate use of technology</li> </ul>
Be Responsible	<p><b>You have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>Act in a way that does not endanger the computer equipment <ul style="list-style-type: none"> <li>e.g. not eating or drinking near a computer</li> <li>not vandalising the equipment in any way</li> </ul> </li> <li>Respect other users of the network <ul style="list-style-type: none"> <li>e.g. Not interfering with another's files</li> <li>not copying another's work</li> </ul> </li> <li>Only access the internet for study and research purposes, not for recreation, gaming or entertainment</li> <li>Be responsible with any personal access passwords by treating them as highly confidential</li> <li>Avoid any activity which may infringe copyright – such as downloading music files – or which may promote any other illegal activities</li> <li>Refrain from downloading files from the internet, unless with a specific teacher's permission</li> <li>Refrain from using the school's network for personal email or for accessing "chat rooms".</li> </ul>
Aspire	<p><b>Our students aspire to use technology to improve their learning knowledge and understanding of the world</b></p> <p>Our school has an extensive computer network which is available for use by students, both in class lessons and for research.</p>



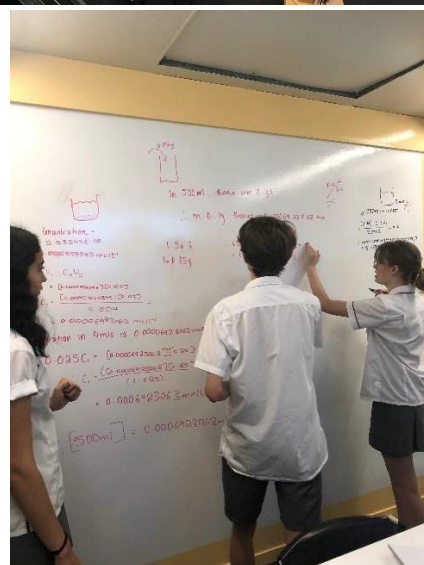
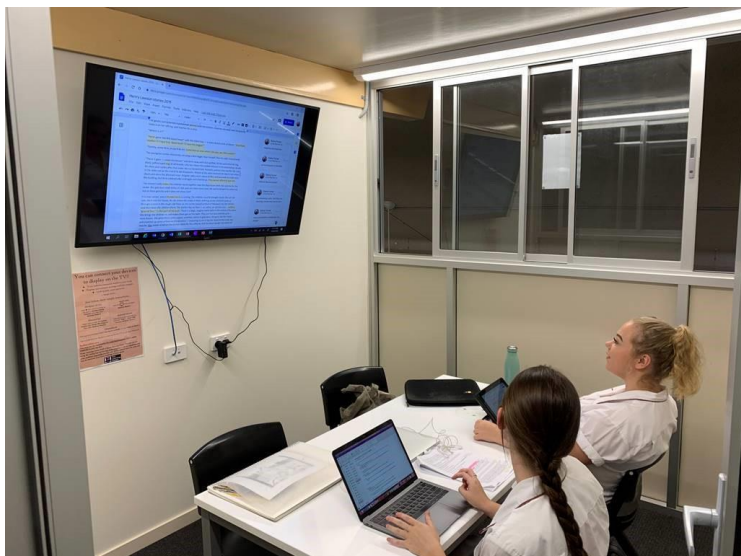
## THE LEARNING CENTRE (Library)

The Pittwater High School Learning Centre is a welcoming space set over two levels in D Block that connects with all facets of school life and learning.

The Learning Centre is open for all students from 8.00 am Monday - Friday, remains open every Morning Tea and Lunch (except to accommodate staff meetings and formal examinations on occasion), and until 4.00 pm on Mondays, Wednesdays, Thursdays and Fridays (closing times are extended in the lead up to and during Year 11 and 12 exam periods).

We are proud to boast that Pittwater High School Learning Centre offers one of the largest range of services and facilities of any comparable high school library. Our facilities and services include:

- ✚ A fully air-conditioned library facility containing:
  - Quiet and comfortable reading spaces
  - Flexible study spaces which support both group and independent study, including four bookable meeting rooms for Year 11 and 12 students equipped with state-of-the-art technology to support collaboration (see the pictures below)
  - A computer room with 30 computers



- ✚ Fantastic **support for readers**:
  - A huge fiction collection with contemporary books for all ages, including short stories and graphic novels, with new titles arriving all the time
  - Over 1,500 eBook and over 800 audiobook titles students can access with any device at any time for free

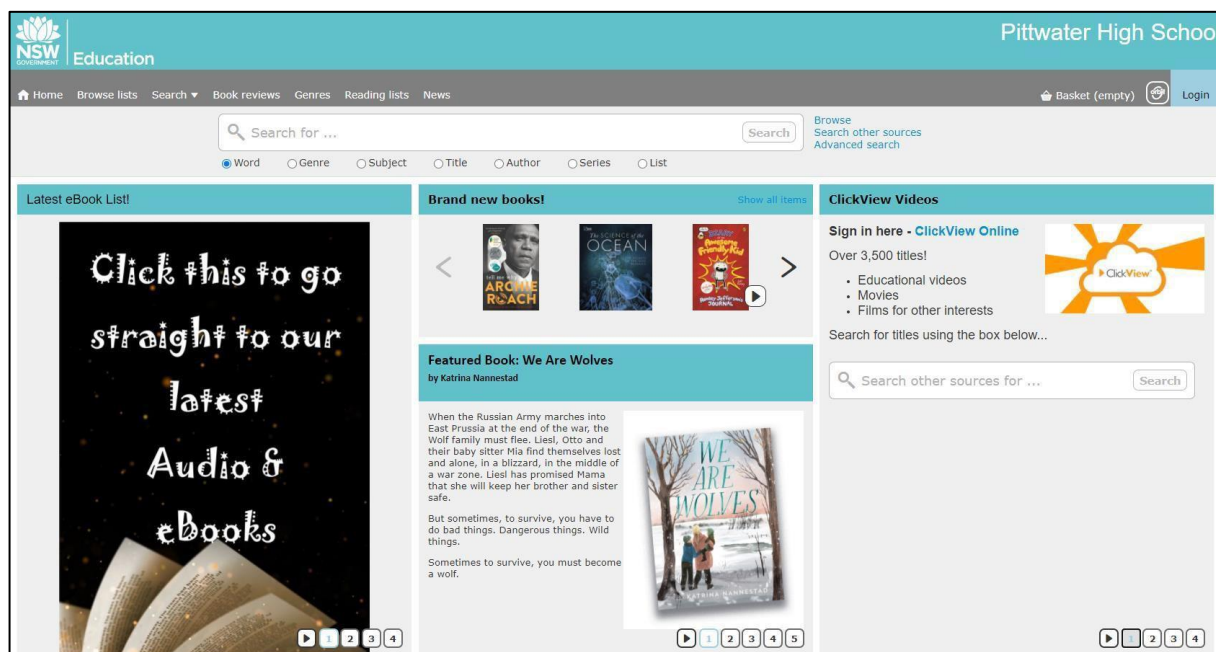
We also provide full support for the **Premier's Reading Challenge (PRC)**. Each year the Learning Centre team closely tracks students' progress in the PRC from primary school and strongly encourages students to achieve completion milestones in the challenge, including gold and platinum certificates and medals.

- ✚ Great **tools to support effective learning and research**:
  - A well-resourced non-fiction collection including science, legal, and international affairs magazines
  - World Book Online encyclopedia
  - ClickView educational video streaming service
  - Information on how to apply for a State Library NSW Card, which gives students free access to a huge range of academic article databases.



- A **comprehensive standalone library website** containing catalogue information for our entire resource collection as well as information on new books, featured authors and series, the capacity for students to review books they read, instructions for students to access electronic resources the Learning Centre supports, along with updates on competitions and other school events.

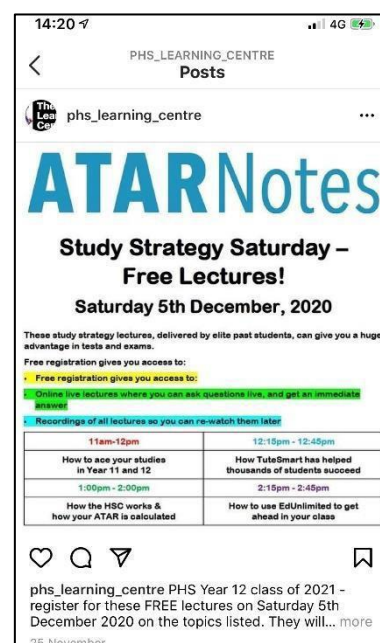
Students can access this website via their Student Portal (<http://student.det.nsw.edu.au/web>) and by selecting 'My School Library' (Oliver).

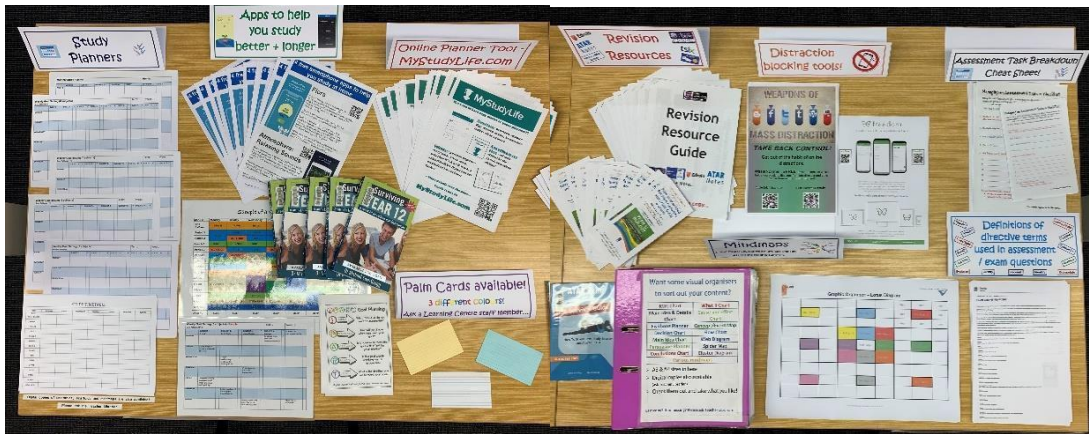


- A dedicated Learning Centre **Instagram** account, which showcases new books, updates to our facilities and services, information on competitions and events supported by the Learning Centre, as well as important information on events and resources that can encourage senior students' success in their studies. Follow us @phs\_learning\_centre

- The Senior Learning Centre (SLC)** – senior students are supported by teachers during their study periods to help them develop and apply research and study skills, thus build their resilience and confidence as highly capable independent learners. While studying, students can also access the Learning Centre's senior resource table of resources (pictured below), as well as our senior study guide collection containing the very latest publications for most Year 11 and 12 subjects offered at PHS, including:

- Cambridge Checkpoints (HSC exam questions and answers)
- ATAR Notes (summarised study notes and topic tests)
- Excel Success One (HSC exam questions and answers)
- Excel study guides (comprehensive study notes, revision questions and sample exams)
- Copies of the textbooks used in most senior subjects so students don't have to bring them in from home





More information on the SLC is available on the school website under the *Learning at our school* tab.

✚ **Beyond the bell** – supervised by teachers from 2.25-3:15pm every Monday, Wednesday Thursday and Friday if you have:

- Classwork to catch up on or need help understanding better
- Homework to finish
- Assessment tasks to research or write

✚ **Year 12 Major Work Support** – a collection of past Band 6-grade major works and major work portfolios in the following subjects that students can refer to while on their study periods or borrow them for a short period to refer to them at home.

- Accelerated Aboriginal Studies (essays and log books)
- Design and Technology (design portfolios)
- History Extension (essays, source annotations and log books)
- Industrial Technology Multimedia (major work portfolios)
- Industrial Technology Timber (major work portfolios)
- Music 2 (composition log books)
- Society and Culture (Personal Interest Projects)
- Textiles and Design (major work portfolios)

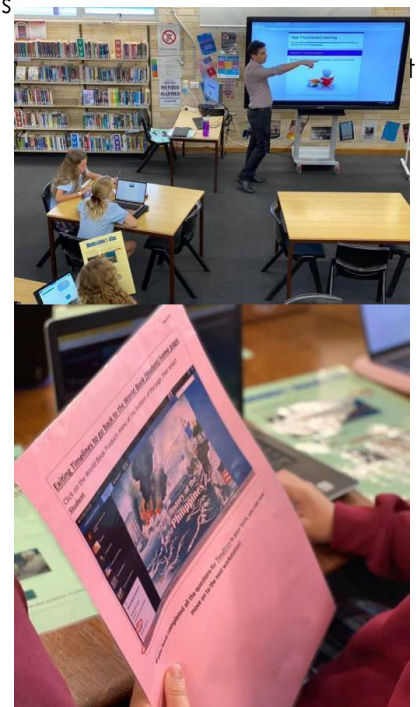
### ✚ **The Year 7 Connected Learning Program**

which introduces students in this cohort to the very online and device- oriented nature of learning in high school. Delivered by the Teacher Librarian in the specific context of students' various subjects, Connected Learning engages students to successfully connect, collaborate and create as 21st century learners. Following are just a few of the focus areas of this program:




- Digital organisation
- Detecting fake news/information
- Using alternative online research sources to Google
- Using the ClickView educational video streaming platform effectively
- Cyber safety
- eBooks and Audiobooks

✚ **Comprehensive Bring Your Own Learning Device (BYOD) support available to students:**

- The Technology Support office within the Learning Centre is staffed every school day by highly trained technicians
- Charger loans for most BYOD device types
- Long-term and short-term loan devices are available upon enquiry
- Device charging stations



More information on Pittwater High's BYOLD program is available on the school website under the *Technology and e-learning* tab.

-  **Comprehensive support for students wanting to enter writing, design and other competitions** – the Learning Centre provides comprehensive promotion of competitions. We also support student entry into these competitions by providing displays of themed books, writing guides and more. As a result, we have a proud history of student success in these competitions, including 1<sup>st</sup> place in both the junior and senior secondary 'Write Round the Bends' creative writing competition between Pittwater and Barrenjoey High Schools!
-  **Production Room** – A fully equipped 'green room' that students can book for filming, animation, group presentation work and video-based learning.
-  **Full printing facilities** – students can print off their work in A3 or A4 in full colour for just 10 cents a page!

## SCHOOL UNIFORM



Junior Girls Years 7 – 9 Summer Uniform

Summer Tartan tunic of school material and design, tartan pleated skirt and blue blouse. White or black socks.

Winter Blue short-sleeved, pin tucked blouse, choice of pleated tartan skirt of school material and design, or long black pants or shorts (optional) available from the uniform shop, choice of white or black sock or black stockings.

All Year Choice of grey V-neck woollen jumper, or maroon fleecy sweatshirt with PHS embroidered.

Shoes Black leather shoes. No white marking or edges. No suede. No boots.



Junior Boys Years 7 – 9 Summer Uniform

Summer Maroon polo shirt with PHS crest, grey shorts, of school design and grey or white socks.

Winter Maroon polo shirt with PHS crest, choice of grey shorts or long grey trousers of school design, and grey, black or white socks.

All Year Choice of grey V-neck woollen jumper, or maroon fleecy sweatshirt with PHS embroidered.

Shoes Black leather shoes. No white marking or edges. No suede. No boots.

**NB. Socks must be clearly visible on the ankle as per photos**



## SENIOR SCHOOL UNIFORM



Senior Girls and Boys Summer Uniform

### Senior Girls All Year

White tailored shirt with maroon trimming and PHS embroidered

Grey pleated skirt, black tailored PHS trousers or shorts from Uniform Shop.

Black stockings or white or black ankle socks

Maroon woollen V-neck pullover with school crest

Year 12 may wear their senior jackets instead of the pullover

Black leather lace up school shoes. No white marking or edges. No suede. No boots.

### Senior Boys All Year

White tailored shirt with PHS embroidered  
Grey tailored school shorts or trousers (no tracksuit, jersey knit or quick dry materials, no gym wear).

White or black ankle socks

Maroon woollen V-neck pullover with school crest

Year 12 may wear their senior jackets instead of the pullover

Black leather lace up school shoes. No white marking or edges. No suede. No boots.

Maroon School Tie with PHS crest

**NB. Socks must be clearly visible on the ankle as per photos**

# JUNIOR AND SENIOR SCHOOL FOOTWARE

The NSW Department of Education and Communities (DEC) guidelines in relation to safety and footwear in schools, under the Work Health and Safety (WHS) Requirements, prohibit students from participating in practical activities in school if not wearing substantial footwear deemed safe by the DEC.

Unsafe shoes include those with openings, platform or high heels, shoes made from unprotective, open-weave materials such as canvas and cottons or similar, and other materials that do not provide adequate protection.

The staff, students and community of Pittwater High School have developed a uniform policy in conjunction with the DEC and WHS guidelines and policies, ensuring safety and comfort for our students.

School shoes are to be:	School shoes are NOT to be:
<ul style="list-style-type: none"><li>• All black lace up school shoes</li><li>• The entire foot is to be enclosed by the shoe Including the upper section of the foot</li><li>• The shoe is to have a stout sole and firm Leather uppers</li><li>• The shoe is to have low heels</li></ul>	<ul style="list-style-type: none"><li>• Open weave and canvas shoes for example: Dunlop volleys</li><li>• Alternate colours, must be all black</li><li>• Open toe shoes</li><li>• Ballet flats</li><li>• Different coloured trimming</li></ul>

## Examples of Acceptable Shoes



## Examples of Unacceptable School Shoes



SCHOOL SPORTS UNIFORM AND SHOES



All Years      White polo short sleeved shirt with printed PHS logo, maroon sport shorts, white socks.



All Years      Navy blue microfibre track pants with PHS letters embroidered, navy blue microfibre jacket with maroon stripe, white trimming down sleeves and PHS embroidered crest.

Sports Shoes

Sports and PE shoes have similar restrictions placed upon them as our black school shoe. These shoes are also worn in the classrooms and school grounds, therefore, are applicable to the DEC and WHS policy and guidelines.

The Pittwater High School uniform policy allows for more flexibility in the choice of free colour for Sports and PE shoes.

However, all other requirements are the same as our policy and guidelines for the black school shoe.

Examples of Acceptable Sports Shoes



Examples of Unacceptable Sports Shoes

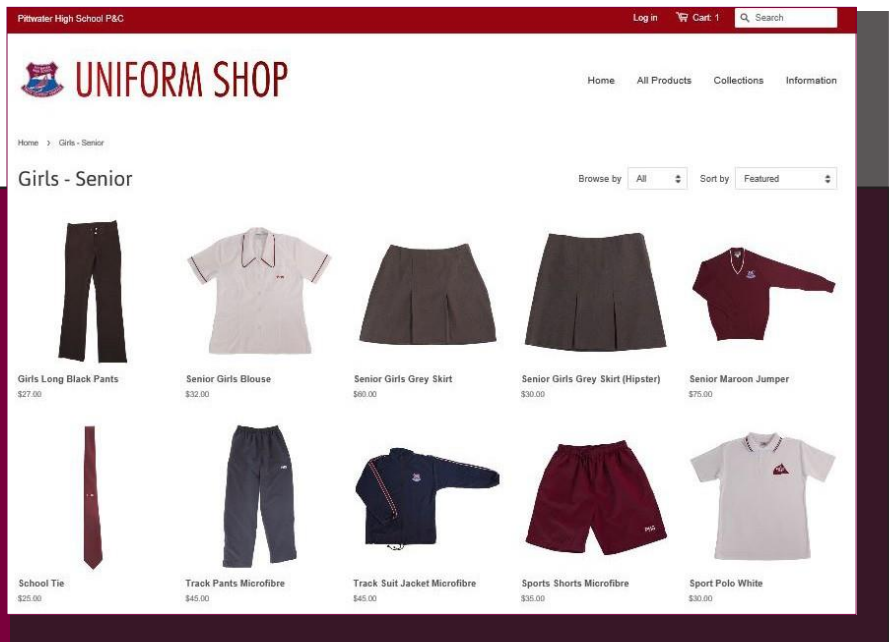






# UNIFORM SHOP

## Order Online



## Collect from the Uniform Shop/Canteen

### Collection times

### Shop Opening times

Monday	08:30 - 09:00	Closed
Tuesday	08:15 - 11:15	08:15 - 11:15
Wednesday	08:30 - 09:00	Closed
Thursday	08:15 - 11:15	08:15 - 11:15
Friday	08:30 - 09:00	Closed

# WWW.PHSSHOP.COM

Enquiries 9979 6968, Uniform Shop Manager Kate MacGregor, email [phsuniformshop2103@gmail.com](mailto:phsuniformshop2103@gmail.com)  
A selection of second-hand uniforms are available via the uniform shop only.



# PITTWATER HIGH SCHOOL

## SPORT AND PHYSICAL ACTIVITY POLICY

### Rationale

Sport and physical activity play an integral role in the culture of Pittwater High School and the wellbeing of our staff and students. Student participation in planned physical activity includes time spent in PDHPE practical classes and organised sport on a Wednesday afternoon. These activities are designed to foster a positive and active school environment and develop students' physical, social, mental, emotional and spiritual wellbeing.

**As per the NSW Department of Education's 'Sport and Physical Activity Policy', students at Pittwater High School must participate in a minimum of 150 minutes of planned moderate activity, with some vigorous physical activity, across the school week. This policy is informed by evidence-based research, Australia's Physical Activity and Sedentary Behaviour Guidelines and the Melbourne Declaration on Educational Goals for Young Australians.**

**Year 7** participate in an 'integrated' sport program. This consists of six one-hour lessons in their fortnightly timetable and is integrated within the PDHPE program.

**Years 8, 9 & 10** participate in a structured sport program on Wednesday afternoons from 12.40pm-2.30pm. This program is compulsory for students to fulfil the requirements set out by the NSW Department of Education.

### Procedures for Wednesday Afternoon Sport (Years 8, 9 & 10)

As stated previously, students in Years 8, 9 & 10 must participate in the structured Wednesday afternoon sports program.

At the beginning of each sport rotation, students must select their three sport preferences using the 'School Bytes' website. Sample sport options can be seen in the appendix of this document (please note : these are subject to change due to organisational changes, student numbers, external venues or other restrictions).

Last revised 15/12/21

**On a Wednesday afternoon, from 12.40pm-2.30pm, students in Years 8, 9 & 10 are expected to:**

- Attend their chosen sport every week unless they are absent from school, sick/injured or given an 'elite sportsperson' exemption
- Behave in a responsible and respectful way towards staff, students and members of the public
- Check the sports messages and instructions on a Wednesday morning and be punctual for their chosen sport
- Bring a hat and water bottle
- Participate at a satisfactory level throughout the duration of the sport
- Wear the full sports uniform - suitable footwear and no black shorts

## **Attendance**

As Wednesday school sport is a compulsory part of the school week for Years 8, 9 & 10, students are expected to maintain attendance at 85% or over.

Students planning to be absent from sport on a particular Wednesday afternoon, due to a medical appointment or other emergency, are required to follow the following procedures :

- **Students must present a signed parent note to their relevant Deputy Principal before 8.40am on the day of their proposed absence**
- The note must give a specific reason (e.g. specialist medical appointment). Students attending medical appointments must provide a medical certificate to the front office on the day following their absence
- Notes without a specific and valid reason will not be accepted
- **The school is unable to accept emails due to the large volume of emails received by the front office.**

## **Wet weather**

If a sport is canceled due to poor weather students are expected to attend their wet weather room for the duration of sport time. In this case, students are encouraged to use the time productively to complete homework/assessment tasks. Additionally, the supervising teacher may provide a health/sport specific educational documentary or movie.

## Sport Detention

Students will be placed on a Wednesday afternoon sport detention if they :

- Truant sport (either partially or in full)
- Demonstrate unacceptable behaviour (disobedience, disruption, unsafe

behaviour) The weekly, supervised sport detentions take place in A8 from 12.40pm-2.30pm.

Students are able to use devices to complete homework/assessment tasks.

Students on detention (and their parents/caregivers) will be notified of their detention reason and date via an email from the sports coordinator.

## The 'Elite Sportsperson' Exemption

As stated earlier in the policy, sport is an integral part of the school week at Pittwater High School. We are passionate about the benefits of weekly, regular physical activity for the holistic wellbeing of our students.

However, we do have a number of very committed, elite sports people who already devote many hours of their week to organised, competitive sport.

In this case, students are able to apply for an 'Elite Sportsperson Exemption' from Wednesday sport if they :

- Participate in a **minimum of 10 hours per week** of organised, structured sport/training **AND**
- Are training/preparing for a **State or National based competition**

Applications must be emailed to Nick Johns at [nickolas.johns@det.nsw.edu.au](mailto:nickolas.johns@det.nsw.edu.au) at the beginning of each sport rotation and include an outline of weekly sporting commitments and the competition/s the student is training for.

\*\*\*Please note : exemptions are only valid for one term/sport rotation due to changing circumstances throughout the year. Therefore, exemptions must be sought for each term/sport rotation.

\*\*\*NOTE : During an average year, this exemption is given to approximately 3% of each year group.

# Appendix

**SAMPLE**

Term 1 Sport Selections Options Years 8, 9 & 10

Sport	Cost	Venue	Further Details
Skateboarding	NIL	Mona Vale Skate Park	Students must wear a helmet. Knee/elbow protection is recommended.
Bayview Walking	NIL	Bayview – Church Point	Enjoy a picturesque walk from the school grounds towards Church Point and back. Students must wear a hat. Sunscreen provided.
Beach Sports	NIL	Mona Vale Beach area	Students will rotate between soccer, touch, walking and volleyball.
Cheerleading	\$90 (\$10 p/w)	Highrise Cheerleading, Mona Vale	Cheerleading classes including stunting, tumbling, jumps, pyramid and dance. No prior experience needed.
Flips, Tricks and Parkour	\$90 (\$10 p/w)	Highrise Cheerleading, Mona Vale	Flips, Tricks and Parkour classes for all abilities. Students will learn tumbling skills along with parkour tricks during these classes with a fully qualified instructor.
Fishing	\$30	Winnereremy Bay Reserve	Students bring their own fishing rods. Money goes towards bait/tackle for the term.
Stand-Up-Paddle boarding/Kayaking	\$135 (\$15 p/w)	Paddlecraft, Bayview	Students walk to venue – Paddlecraft, Pittwater Rd, Bayview.
House Sport Competitions – Year 8	NIL	School and surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
House Sport Competitions – Year 9	NIL	School and surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
House Sport Competitions – Year 10	NIL	School and surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
Female Fitness	\$90 (\$10 p/w)	The Fitting Room 19 Bungan Street, Mona Vale	The Fitting Room is a boutique women's fitness studio delivering a comprehensive, body-changing workout in a small class environment.
CrossFit	\$90 (\$10 p/w)	CrossFit Athletic	Challenging, fun, group exercise down at Mona Vale CrossFit, Bassett st.
Surfing – Mona Vale	NIL	Mona Vale Beach	<b>Students must have their Surf Survival Certificate or Surf Rescue Certificate (SRC)</b>
Yoga	NIL	School	Enjoy some challenging and fun yoga classes.
Lawn bowls	\$40	Mona Vale Bowling Club	Students walk down to Mona Vale Bowling Club.

**Grade Sport** (competing against a local school in the Warringah Zone)

### Girls - Away

Sport	Staff	Instructions
Junior Soccer	Ferris/Flood	Bus 2- Careel Bay and Hitchcock park @12.30pm
Senior Soccer	Bates	Bus 2- Careel Bay and Hitchcock park @12.30pm
Touch	Payne	Bus 2- Careel Bay and Hitchcock park @12.30pm
Netball (Jnr & Snr)	Hayes	Bus 1 – Barrenjoey High School @12.30pm
Open Volleyball	Hamilton	Bus 1 – Barrenjoey High School @12.30pm
Open Basketball	Bryant	Bus 1 – Barrenjoey High School @12.30pm

### Boys - Home

Sport	Staff	Instructions
Junior Soccer	Lacey	Home game at Kitchener Park. Meet on the grassed area at the front of the school at <b>12.30pm</b> to mark rolls. Walk to Kitchener.
Senior Soccer	Morton-Ramwell	Home game at Kitchener Park. Meet on the grassed area at the front of the school at <b>12.30pm</b> to mark rolls. Walk to Kitchener.
Junior Touch	Stoyef	School oval at 12.40pm
Senior Touch	Quince	School oval at 12.40pm
Basketball (Jnr & Snr)	Trout	School basketball courts at 12.40pm
Open Volleyball	Hamilton	Bus 1 – Barrenjoey High School @12.30pm

### Recreational Sport

Sport	Instructions
Skateboarding	Meet on the grassed area at the southern side of the school (near the south gate) at 12.40pm to mark rolls. Walk to Mona Vale Skatepark. Dismiss from the venue at 2.30pm. <b>Students must wear a helmet.</b>
Bayview Walking	Meet in <b>B7</b> at 12.40pm for roll marking. Lock bags in the room. Take students out the side gate (near the PE staffroom) on the bayview walking route.
Flips, Tricks and Parkour	Meet in <b>B18</b> at 12.40pm to mark roll. Walk students down to Highrise, Bassett Street. Dismiss from the venue at 2.30pm.
Yoga	Meet in the Performance Space at 12.40pm. Yoga in the PS. Dismiss students at 2.30pm.
Year 8/9 School Sport	<b>Mixed games at Winnereremy Bay park.</b> Meet on the concrete amphitheater outside the HALL at 12.40pm for roll marking. Escort students out the side school gate to Winnereremy Bay park. Students choose an option and stay within the outside boundary of the concrete walkway. Dismiss students from the park at 2.30pm.
Year 10 School Sport	<b>Mixed School Sports</b> Meet in the QUAD for roll marking at 12.40pm (opposite side to the netball court). Students choose between basketball, handball, tennis or soccer. Dismiss from school at 2.30pm.
Female Fitness	Meet in <b>B25</b> for roll marking at 12.40pm. Walk to The Fitting Room, Mona Vale. Dismiss from venue at 2.30pm.
CrossFit	Meet in <b>DL2</b> for roll marking at 12.40pm. Walk students down to Mona Vale CrossFit. Dismiss from venue at 2.30pm.



Sport	Cost	Venue	Further Details
Skateboarding / scootering	NIL	Mona Vale Skate Park	Students must wear a helmet. Knee/elbow protection is recommended.
Bayview Walking	NIL	Bayview – Church Point	Enjoy a picturesque walk from the school grounds towards Church Point and back.
Beach Sports	NIL	Mona Vale Beach area	Students will rotate between beach walking, soccer, touch and volleyball.
House Sport Competition - Year 8 (at school)	NIL	School + surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
House Sport Competition - Year 9 (at school)	NIL	School + surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
House Sport Competition - Year 10 (at school)	NIL	School + surrounding areas	Students will be placed in teams and play a range of different sports throughout the term.
Yoga	NIL	School	Enjoy some challenging and fun yoga classes in the CLS
Surfing at Mona Vale	NIL	Mona Vale Beach	<b>Students must have their Surf Survival Certificate, Surf Rescue Certificate (SRC) or surf bronze medallion.</b>
Flips, Tricks and Parkour	\$80 (\$10 p/w)	Highrise Cheerleading, Mona Vale	Flips, Tricks and Parkour classes for all abilities. Students will learn tumbling skills along with parkour tricks during these classes with a fully qualified instructor.
Fishing	\$25	Winnereremy Bay Reserve	Students bring their own fishing rods. Money goes towards bait/tackle for the term.
Female Fitness	\$100 (\$12.50 per session)	The Fitting Room 19 Bungan Street, Mona Vale	The Fitting Room is a boutique women's fitness studio delivering a comprehensive, body-changing workout in a small class environment.
CrossFit	\$80 (\$10 p/w)	The Mona Gym	Challenging, fun, group exercise down at The Mona Gym - 14 Tengah Crescent Mona Vale
Lawn bowls	\$40	Mona Vale Bowling Club	Students walk down to Mona Vale Bowling Club.
Stand Up Paddle Boarding / Kayaking	\$120 (\$15 per session)	Paddlecraft, Bayview	Students walk to the venue – Paddlecraft, Pittwater Rd, Bayview.
Surf Survival Certificate (Years 8/9 only)	\$150	Mona Vale Beach / School	Students wishing to do Surfing in Years 9/10 MUST do this qualification. Students will be participating in a range of swimming and survival skills in and out of the water. They will receive a formal qualification.

## LETTERS OF CONCERN FLOWCHART (YEARS 7-9)

### Homework/Classwork:

**Student fails to submit homework or classwork by the due date on 3 separate occasions.**

- Teacher interviews student.
- Teacher sends **a letter of concern** which outlines the incomplete work which will be recorded on **SENTRAL**.



**Student fails to submit homework or classwork by the due date on 3 further occasion.**

- Teacher sends **a second letter of concern** which is emailed to parents.
- Teacher interviews student and provides student with a hard copy of the letter.
- Student is given a 2-week timeframe to complete this set work.



**Student completes work.**

- **Student is responsible** for presenting this to the teacher.
- **Teacher updates SENTRAL** to show that the letters of concern have been redeemed.



**Student does not complete work.**

- **Teacher notifies the Head Teacher** to assist with intervention strategies which includes parent contact/interviews.



- **DP interviews student/parent** and follows up students with multiple outstanding letters.



Year Advisers  
Deputy Principals  
Senior Executive

Monitor across courses through **SENTRAL**  
and act when necessary.

## N AWARD FLOWCHART- YEAR 10-12

### NON-COMPLETION OF COURSE LETTERS

#### Homework/Classwork:

Student fails to submit homework or classwork by the due date on 3 separate occasions.

- Teacher interviews student.
- Teacher sends **a letter of concern which outlines the incomplete work which** will be recorded on **SENTRAL**.



Student fails to submit homework or classwork by the due date on 3 further occasion.

- Teacher generates a **Non-Completion of Course** warning letter which is emailed to parents.
- Teacher interviews student and provides student with a hard copy of the letter.
- Student is given a 2-week timeframe to complete this set work.



Student completes work.

- **Student is responsible** for presenting this to the teacher.
- **Teacher updates SENTRAL** to show that this warning letter has been redeemed.



Student does not complete work.

- **Teacher notifies the Head Teacher** to assist with intervention strategies which includes parent contact/interviews.
- **Teacher reports concern to DP** during term-by-term monitoring (Week 7).



- **DP interviews student/parent** and follows up students with multiple outstanding letters.



Year  
Advisers  
Deputy  
Principal

} Monitor across courses through  
SENTRAL and act when necessary.

#### **NOTE**

- Failure to do another 6 pieces of homework/coursework will result in another **Non-Completion of Course letter**.
- When numbering Non-Completion of Course letters, the sequence will be maintained for records even if the student has completed work named in a previous letter.

## N AWARD FLOWCHART- YEAR 10-12

### NON-COMPLETION OF COURSE LETTERS

#### Assessments/Examinations:

- **Student fails to complete/submit** an assessment tasks/examination by the due date (and/or) the **student makes a non-serious attempt**.



- Teacher generates a **Non-Completion of Course** warning letter which is emailed to parents.  
- Teacher interviews student and provides student with a hard copy of the letter.  
- Student is given a 2-week timeframe to complete this set work.



#### Student completes work.

- **Student is responsible** for presenting this to the teacher.  
- **Teacher updates SENTRAL** to show that this warning letter has been redeemed.



#### Student does not complete work.

- **Teacher notifies the Head Teacher** to assist with intervention strategies which includes parent contact/interviews.  
- **Teacher reports concern to DP** during term-by-term monitoring (Week 7)



- **DP interviews student/parent** and follows up students with multiple outstanding letters.



Year Advisers  
Deputy  
Principals  
Senior Executive

} Monitor across courses through SENTRAL and act when necessary.

#### **NOTE**

- When numbering Non-Completion of Course letters, the sequence will be maintained even if the student has completed work named in a previous letter.

## Fact sheet: School Opal card

The School Opal card provides free travel to school aged students between home and school on weekdays under the School Student Transport Scheme (SSTS) across the Opal public transport network.

### School Opal card can be used:

- On approved travel on school days between the student's home and school, and
- For travel between 06:30 and 19:00 weekdays (21:30 for TAFE school students).

### Who is eligible?

To be eligible a student must be a resident of NSW plus:

- Infant student (K-2) older than 4 years and 6 months who lives any distance between home and school; or
- Primary student (Years 3-6) who lives more than 1.6km (straight line) from school, or 2.3km or more by the most direct practical walking route; or
- Secondary student (Year 7-12) who lives more than 2km (straight line) from school, or 2.9km or more by the most direct practical walking route; or
- TAFE student under 18 years of age at 1 January of the year of application and enrolled in a full-time TAFE course for a minimum of 20 hours a week, and is not employed, lives more than 3.2km from the college by the most direct practical walking route, and attends the college closest to their home where enrolment is available.

### School Opal Cards enable a student to travel on:

- Mode(s) of transport most applicable for the student's travel requirements; train or bus or both. For bus travel, cards are restricted to individual or a combination of bus operators.
- Approved ferries; and
- School days only.

For travel outside school hours or days a Child/Youth Opal card is available and provides concession fares and other Opal benefits.

### How do parents/students get a School Opal card?

Students with current school travel passes will be not need to apply for a School Opal card *unless* they are changing schools or their home address or moving from Year 2 to 3 or Year 6 to 7.

For new applications or for students with changing circumstances, the parents, guardians or students over 16 years are required to fill in a form online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

After filling in the online application they print it off and take it to the school to endorse. Transport for NSW has the data online from the application and waits for the school to then endorse the application and will mail the School Opal card to the applicant's home address.



## STATE TRANSIT AUTHORITY OF NSW:

Mona Vale Lost Property: 9997 1261

Brookvale Lost Property: 9941 5821

### Morning Routes:

Route	Departure Time	Departure Location	Arrival Time	Arrival Location
<b>644</b>	8.04am	Avalon, Careel Head Road	8.34am	Pittwater High School
<b>712</b>	7.55am	Pittwater House, Dee Why	8.32am	Pittwater High School

### Afternoon Routes:

Route	Departure Time	Departure Location	Arrival Time	Arrival Location
<b>632n</b>	2.37pm	Pittwater High School	3.30pm	Warringah Mall
<b>633n</b>	2.35pm	Pittwater High School	2.59pm	Mater Maria College
<b>638n</b>	2.36pm	Pittwater High School	2.55pm	Barrenjoey Road, Newport
<b>640n</b>	2.38pm	Pittwater High School	2.58pm	Careel Head Road, Avalon
<b>649n</b>	2.36pm	Pittwater High School	3.39pm	Warringah Road, Beacon Hill
<b>679n</b>	2.38pm	Pittwater High School	3.13pm	Plateau Road, Avalon

NB- further information on bus timetables can be accessed through the school website or through contacting the bus company directly.



# FOREST COACHLINES

4 Myora Road  
Terrey Hills NSW 2084  
Phone: 9450 2277  
Fax: 9450 1619  
Email: [buses@forestcoachlines.com.au](mailto:buses@forestcoachlines.com.au)

## Morning Routes:

Route	Departure Time	Departure Location	Arrival Time	Arrival Location
162	7.40am	Terrey Hills	8.00am	Pittwater High School
196	7.52am	Terrey Hills	8.05am	Pittwater High School
131	8.20am	Ingleside	8.40am	Pittwater High School

## Afternoon Routes:

Route	Departure Time	Departure Location	Arrival Time	Arrival Location
294	3.35pm	Pittwater High School	TBC	Terrey Hills Terminus

NB- further information on bus timetables can be accessed through the school website or through contacting the bus company directly.

## PITTWATER HIGH SCHOOL - EMERGENCY EVACUATION PROCEDURES

### In any emergency evacuation situation, students must:

- Remain calm and stay with class/group.
- Notify the teacher of any missing student e.g. anyone who may have gone to the toilet, home or TAFE.
- Follow teacher directions and proceed to the designated area (amphitheatre near front carpark) as quickly as possible.
- Bags are to be taken to designated area (amphitheatre near front carpark) and **no phone calls are to be made to parents or other students**, earphones and headphones to be removed.
- Students to hold bags rather than wear them to alleviate bumping of other students.
- Go to English classes in designated areas to line up quietly to have class roll marked.
- Students will also have several emergency evacuation drills throughout the year to be better prepared for an emergency. These are listed below;

Frequency of emergency response drills	
Building evacuation (e.g. fire)	Once every 6 months – one announced and one unannounced.
Lockout	Once every 12 months – at present with Cabrananga students our external gate is closed once school starts and we have a new keypad-locked gated driveway. We are consequently in lockout every day to prevent students with special needs exiting and running on the road.
Lockdown	Once every 12 months

**Students are not permitted to contact parents or other people during emergency evacuations. Parents are not to contact students or the school as this affects the evacuation procedure and hinders effective communication with external services. Pittwater High School will always contact parents once the emergency is resolved.**

## PARENT INVOLVEMENT IN THE SCHOOL

We welcome parental involvement in our school.

This is not only important for creating a strong school spirit and assisting the school financially, but it is important for your children to know that you are participating in their school life. It also allows you to gain a better understanding of the school where they will spend most of their time.

***PARTICIPATING IN PARENT ACTIVITIES AT THE SCHOOL IS ALWAYS APPRECIATED. WE HOPE YOU WILL GET INVOLVED IN SOME WAY.***

---

Parents are offered many opportunities to assist with and participate in their children's education:

## P&C ASSOCIATION

This body, together with its sub-committees including the canteen committee, has been instrumental in providing a great deal of equipment for the school. It is hoped that all parents will take an active interest in the affairs and functions of this association. It gives parents social opportunities and keeps them in touch with the school community.

The P&C contribution is a voluntary donation \$60 from each family (no matter how many children attend the school) which the P&C put to use for the general good of the school as a whole. It is our only source of income without minor fund-raising events.

Meetings are held on the Wednesday, Week 5, of each term in the Library at 7:00pm.

Volunteers are welcome as the numbers of parents helping the school increases the potential of all our children's learning outcomes. Please contact the President, Secretary or any member of the P&C

P & C President	Matt Butterworth
The P & C Executive	Phillip Parsons
	Andrew Young
	Cindy Wylie
	Michelle Fitzgibbon
	Penny Johnson

**\* P & C Elections are held in Term 2 at the Annual General Meeting**

## SCHOOL CANTEEN

Samantha Manchester is the Canteen Manager, phone 9997 2673.

## PITTWATER HIGH SCHOOL CANTEEN

At Pittwater High School we have a wonderful canteen which caters daily for the needs of our children.

Our canteen is open for breakfast at 8.30am (although staffed by a paid supervisor from 7.30am) and closes after lunchtime, in order for us to clean up and prepare for the next day.

The menu each day follows the **Healthy Kids Guidelines** and is listed on the blackboard in the canteen.

A healthy menu, naturally, requires a lot of food preparation and we are constantly looking for **helpers** to assist with both preparation and serving to help avoid long queues.

**Our helpers do not require any previous experience.** It's all about assisting and helping where required.

There are many benefits to being a canteen helper. We all get to have a lovely lunch (free to you and your child on your rostered day when volunteering!).

It also allows you to meet some wonderful and committed parents who are interested in being part of the school environment.

So, whether you can help:

**Once a month**

**Once a term** (please state when, so that we can plan).

any help you can provide is greatly appreciated!

You can also choose a "**canteen buddy**" to be rostered on with you if you wish.

To find out more about what volunteering entails, please contact the canteen on 9979 6968 or on the school phone 9999 4035 ext. 122. If you can assist, please **circle below** which day(s) is/are preferable for you and fill in your contact details and return this form to the canteen or school office. Even if you cannot commit at the beginning of the year, please contact us if your circumstances change.

### MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Name: \_\_\_\_\_ Phone: Email: \_\_\_\_\_

\_\_\_\_\_

I'd like to be rostered on with \_\_\_\_\_

Your child's name: \_\_\_\_\_

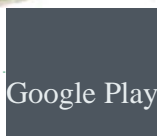
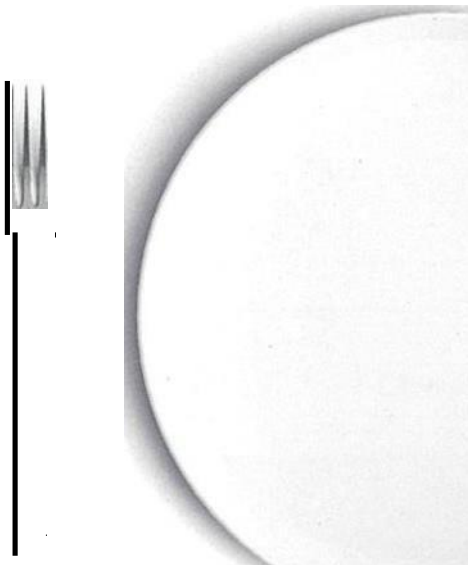
Thank you very much for becoming a valuable part of our school community by volunteering in the canteen.

We look forward to meeting you personally.

# We have partnered with flexischools to make school lunches even easier.

Order online at anytime

- Easily monitor special dietary requirements
- Pay with Visa. Mastercard, Paypal or direct deposit



*flexischools*



## SET UP YOUR ACCOUNT

### 0 Download the Flexischools App

**Note:** for iPhone and iPad please select 'Allow' notifications.



### G Add your School and Group

Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.

### C, Login/Register

Click the '**Order now**' button located in the bottom right-hand corner of the app, this will open a login screen.

- **Already a Flexischools user** - Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** - Click '**Register**', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.

## ORDER

### 0 Place your Order

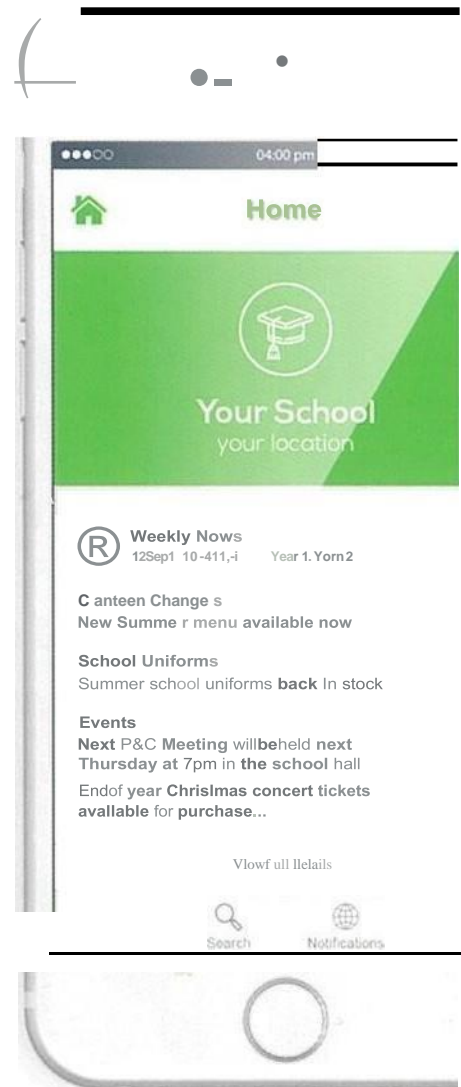
Click the '**Order now**' button located in the bottom right-hand corner of the app and select your student.

### G Make your Selection

Select the items you wish to order.

### C, Make Payment

Select your payment option and complete payment to place your order.



Alternatively you can sign-up on [flexischools.com.au](http://flexischools.com.au)

1300 361 769

[flexischools.com.au](http://flexischools.com.au)



10 years supporting  
the school community



Committed to  
healthy eating



Over 1,400  
happy schools

The Flexischools service is provided by InLoop Pty Ltd (ABN 27 114 508 771) (trading as FlexiSchools) which holds Australian Financial Services Number 471558. Any information provided is general only and does not consider your objectives, financial situation or needs. Please read and consider the Combined Financial Services Guide and Product Disclosure Statement at [www.flexischools.com.au](http://www.flexischools.com.au) before acquiring or using the service. For more information please visit [www.flexischools.com.au](http://www.flexischools.com.au)



*Hire a locker to reserve one from the beginning of the 2022 school year!*  
**Available from 1 December 2021**

How to secure a locker:

1. Go to our online uniform shop: <http://phsshop.com>
2. Find 'Locker Hire 2022'
3. Have your credit card ready for payment
4. **Follow the link to the Locker Reservation Form**

**DON'T WAIT TOO LONG BECAUSE LOCKERS WILL GO QUICKLY**

# **This is a Learning Area**

**OFF and AWAY**

