



**Pennant Hills High School**  
 Responsibility Integrity Achievement



**Information Booklet 2019**



## PRINCIPAL'S WELCOME



Welcome to Pennant Hills High School where our school motto *Nil Nisi Bonum* or *Nothing but the best* - reflects what we aim to deliver to our school community. Our school has a fine reputation as one of the best comprehensive government schools in New South Wales. Our students work hard to excel academically, they achieve outstanding results in the creative and performing arts, sport and in the areas of citizenship and leadership.

The contents of this booklet are designed to make your start at Pennant Hills High School as smooth and issue free as possible. Consequently, we hope that you read the information carefully so that you understand the procedures that exist at Pennant Hills High School.

Three of our core values at Pennant Hills High School are responsibility, integrity and achievement. So as a student, the question is - *how do you contribute to the development of these 3 core values?*

Achievement is about you working to attain your personal best. First and foremost that means working to reach your personal best in the academic sphere. You should be working hard in your lessons and completing your homework so that you are able to aim for the highest academic level possible. Our teachers are committed to assisting you in achieving this. If you should experience difficulties, they are happy to provide the support needed to enable goals to be met.

Responsibility is about how you want to be perceived as a member of our school community. To contribute effectively in our school relies on mutual respect. That is, you need to work positively with all of the people in our school community. There is no room in our community for someone who does not consider the needs and feelings of others.

Integrity is about being true to yourself. It is about setting yourself a goal to be the sort of person of whom Pennant Hills High School can be proud and more importantly who can be proud of him or herself. You will gain new friendships within our school that you will nurture long after you have left our gates for the last time.

I look forward to building an excellent relationship with you and your family, and you making the most of your time at Pennant Hills High School. Work hard to participate in the myriad of opportunities that are offered to you and as you do, you will reap the rewards that we have to offer. I am confident that you will see why Pennant Hills High School is renowned by all its students and the community as delivering *Nothing but the Best*.

**Ross Warren**  
**Principal**



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## GENERAL INFORMATION

School Address: Laurence Street  
Pennant Hills 2120

Phone Number: 9473 5000

Fax Number: 9473 5099

Email Address: pennanthil-h.school@det.nsw.edu.au

Website URL: www.pennanthil-h.schools.nsw.edu.au

Area: Dural Principal Network

DEC School Code: 8438

School Motto: Nil Nisi Bonum

School Founded: 1966

School colours: Navy, sky blue, red and white.

Pennant Hills High School is a large coeducational, comprehensive high school serving the community of Pennant Hills and surrounding areas. There are approximately 1100 students and 90 staff.

The school has a strong tradition of emphasis on academic excellence. We are committed to the development of future-focused, lifelong learners. Teaching and learning at Pennant Hills is personalised and relevant, connecting with students' experience and learning styles.

The school buildings are on four levels, the main or entry level being Level 3. Rooms are numbered with a three digit number, in a clockwise direction on each level. The first digit indicates the level of the room. So room 409 for example, is located on Level 4.

The Administration Office is in the single storey building on Level 3, as you enter from the car parks. The first entrance (closest to the car park) is the Public Reception area. The second entrance is the Student Reception area. The offices of the Principal and Deputy Principals are located in this building, near the Public Reception entrance.



## CORE VALUES

At Pennant Hills High School there exists a strong belief system that is based upon mutually accepted values consistent with those in Department of Education schools:

### **Responsibility**

Being accountable for your individual and community actions towards yourself, others and the environment.

### **Integrity**

Being honest and trustworthy.

### **Achievement**

Striving for the highest personal achievement in all aspects of life.

### **Respect**

Having respect for people and their different opinions, and upholding the law.

### **Cooperation**

Working together, supporting others and resolving conflict positively.

### **Participation**

Being a proactive and productive individual.

### **Care and compassion**

Care for yourself, other people and the environment, demonstrating empathy and compassion.

### **Understanding, tolerance and inclusion**

Supporting the principles of social justice and opposing prejudice, dishonesty and injustice.

Promoting the rights, freedoms and democratic responsibilities of people.



## SOME PEOPLE TO KNOW

### Deputy Principals

The two Deputy Principals are responsible for the day-to-day operation of the school. They work with three year groups each, as shown below. They progress from year to year with these year groups. Your parents should contact the Deputy Principals if you have a concern. The Deputy Principals are:



**Mr Williams (Relieving)**  
Years 7, 9 and 11



**Mr O'Byrne**  
Years 8, 10 and 12

### Year Advisers

The Year Adviser should be the first person you contact if you have any concerns related to friends, classwork or school. Usually Year Advisers stay with their Year Group as they progress through school, so there is always someone who knows you well looking out for you.



Mr Lali Gill (Year 7)



Miss A Greer (Year 8)



Miss A Crilley (Year 9)



Ms E Ford (Year 10)



Miss T Graves-Browne (Year 11)



Mrs K Blarasin (Year 12)



## **Head Teacher Student Wellbeing – Mrs Campbell Student Wellbeing Office (Level 3 – Administration Building)**

The Head Teacher Student Wellbeing manages all students with specific health, learning and social needs. She is also responsible for the implementation of wellbeing programs that support you in reaching your potential and in feeling safe and secure in the school environment. The Head Teacher Student Wellbeing heads a team of people who work together to support students.

## **School Counsellor – (Level 3 next to Room 319)**

The Counsellors are available to help you with personal problems. Parents can also contact the Counsellors.

## **Learning Support Teacher**

Mrs King

## **School Learning Support Officers Special Education Unit (Level 3, Learning Support Staff next to computer rooms)**

Mrs Albert, Ms Haines, Mrs Maxwell, Mrs Raper, Ms Tharmendran, Mrs Wardrop, Ms Weinberg

## **School Learning Support Officers (Level 2 next to Science Staffroom)**

Ms Cosgrove, Mrs Freund, Mr Lindley, Mrs McAndrew

## **Careers Adviser (Careers Office – Room 409A)**

Mr Symons

## **International Student Coordinator**

Miss Jun (Relieving)

## **Librarian**

Ms Feneley

## **Sports Organiser (Sports Office – Level 1, next to Room 103)**

Mr Schmitt

## **School Administration Support Staff Office:**

Mrs Louis - School Administration Manager

Mrs Antoon - Student Reception/Attendance/Enrolments/Fees

Mrs Carro - Student Reception/Fees/Print Room

Mrs Dwyer - Student Reception/Attendance/Leavers/Fees

Mrs Fahey - Student Reception/Fees

Mrs Finch - Newsletter: *Jumbunna*/Correspondence/School Website

Mrs Parry - Student Reception/Attendance

Mrs Shaw - Finance/Reports

Mrs Sykes - Public Reception/Enrolments

## **Print Room/Second-hand Clothing Pool:**

Mrs Bain and Mrs Carro

## **TAS/Home Economics:**

Mrs Osterlund

## **Science:**

Mrs Kleinman

## **Library Assistant:**

Mrs Lee

## **General Assistant:**

Mr Randle

## **Farm Assistant:**

Mr Bassett

## TEACHING STAFF 2019

### CAPA

**Head Teacher: Miss J Dennis**

Mrs C Coomber  
Mrs L Erickson  
Mr C Nugent  
Ms T Tazewell  
Ms K Van Ede

### CAREERS

Mr A Symons

### ENGLISH

**Head Teacher: Mr D Leys (Rel.)**

Miss A Austin & CAPA (Drama)  
Mrs R Bell  
Mr O Belling  
Ms D Feilen  
Ms E Ford  
Ms T Graves-Browne (ESL)  
Ms M Green  
Ms K Jun (ESL)  
Ms E Morton  
Mr R Williams  
Mr T Williams & CAPA (Drama)

### H.S.I.E.

**Head Teacher: Mr R Niccol**

Ms A Baker  
Mr R Banyai  
Mr M Divola  
Ms E Ford  
Miss A Greer  
Mrs B Jebbink  
Mr A Mitchell  
Mr N O'Brien  
Ms K Tibbotts  
Mr R Williamson

### LANGUAGES

**Head Teacher: Mr H Phull**

Ms S Chen  
Mr I Choo  
Mrs D Lamb  
Ms A Li  
Ms P Nguyen & Special Ed.

### LIBRARY

Ms M Feneley (Rel.)

### MATHEMATICS

**Head Teacher: Mr S Keegan**

Mr J Antoon  
Mrs K Blarasin  
Mrs S Kota  
Miss J Lam  
Mrs S Shilling  
Mrs S Tubb  
Mr R Washer

### PDHPE

**Head Teacher:**

**Mrs V Kruger (Rel.)**

**Sport:** Mr D Schmitt (Rel.)

Mr N Stamatis  
Mrs C Stewart  
Mr P Toohey  
Mr J Williams

### SCIENCE/AGRICULTURE

**Head Teacher: Mrs M Frida**

Mrs B Campbell  
Mrs J Gill  
Mrs H Heywood  
Ms K McCready  
Mrs K Newton  
Mr B O'Byrne  
Mr H Phull  
Mr D Rump  
Mr G Smith  
Mr B Walters

### SRE

Mr G Castle

### SPECIAL EDUCATION

**Head Teacher: Ms C Bernie (Rel.)**

Mrs K Garcia  
Ms E Keys  
Ms H Lee  
Mr C Raper  
Mr P Tam

### SMALL LEARNING LAB

**Head Teacher: Ms K McIntosh**

### TAS - COMPUTING

**Head Teacher: Mr B Wilson (Rel.)**

Mr L Huang

### TAS - INDUSTRIAL ARTS

**Head Teacher: Mr B Wilson (Rel.)**

Mr L Ctercteko  
Mr M Dwight  
Mr L Gill  
Mr B Stewart

### TAS - HOME ECONOMICS

**Head Teacher: Ms J Breden**

Ms D Dona  
Mr S Lightfoot  
Mr D Zarb

### COUNSELLORS

Mrs L Holm (Years 7, 9 & 11) M/Th/F  
Mr T Fulton (Years 8, 10 & 12) Tu/W  
Mr R Singh (Support) Fri Odd Wks

### LaST

Mrs K King

### SLSO STAFF

Mrs M Albert  
Ms Z Cosgrove  
Mrs V Freund  
Ms N Haines  
Mr C Lindley  
Mrs D Maxwell  
Mrs S McAndrew  
Mrs J Raper  
Ms B Tharmendran  
Mrs A Wardrop



# STUDENT LEADERSHIP 2019

## SCHOOL CAPTAINS

**Elinya Chenery**  
(Thornleigh West PS)



**David Brown**  
(West Pennant Hills PS)



## VICE CAPTAINS

**Rebecca Lawson**  
(Pennant Hills PS)



**Matthew Pines**  
(Thornleigh West PS)



Welcome to Pennant Hills High School. There are a wide variety of activities you can get involved in. Some of these are sporting and music groups, debating team, chess club, SRC and an environment group. As a leadership team we want to make sure that you have a fantastic start to your new school. Along with your Year Adviser, we will always be happy to have a chat with you. We know that some of you may be feeling a bit nervous about starting at a new school, and that's okay. What you will find is that there will be other students just like you looking to make new friends. We hope that you will have a great time at Pennant Hills High School, and we are looking forward to meeting you.

Elinya and David

## SPORT CAPTAINS

**Jesse Whiting**  
(Thornleigh West PS)



**Clyde Nolan**  
(Normanurst West PS)



## SPORT VICE CAPTAINS

**Shivani Lakha**  
(Pennant Hills PS)



**Liam Fogg**  
(West Pennant Hills PS)



## BAND PREFECTS

**Rebecca Lawson**    **Matthew Pines**  
**Shannon Ng**

## YEAR 12 PREFECTS

**Emily Field**    **Oliver Mariano**  
**Gemma Ghalloub**    **Shannon Ng**  
**Huiwei (Glenys) Lin**    **Caitlin Ridler**

## CHOIR PREFECTS

**Kean Van Elven**

## YEAR 11 PREFECTS

**Aleysia Cahuana-Keyanian**    **Eleanor Mannix**  
**Amelia Gibbs**    **Myathiri Moe**  
**Kallan Jennis**    **Emily Sykes**  
**Sachin Kanagaratnam**    **Danielle Teo**  
**Yuan Yuan (Luna) Lv**

## SUPPORT UNIT PREFECTS

**Bailey Attard**    **Raniya Nath**

## STARTING AT PENNANT HILLS HIGH SCHOOL

After you have met your Deputy Principal and completed the application form, our Enrolments Officer will contact you regarding the outcome of your application. If you are offered a place, an appointment will be arranged with your Year Adviser. The enrolments for Year 6 students to Year 7 are processed by the primary school they are attending. Year 6 students do not have an appointment with the Deputy Principal or Year Adviser.

## THE SCHOOL DAY

Lessons begin at 8.55am and finish at 3.20pm each day. There are four lessons a day and bells sound to indicate change of lesson. Students are not dismissed early.

Morning recess is from 10.19am to 10.39am and lunch from 1.22pm to 2.02pm, with minor variations.

Students in Years 8, 9 and 10 will have 2½ lessons on Thursdays, followed by sport. Rolls are marked at the beginning of period 1 each day and in each lesson.



# READING YOUR TIMETABLE

You will receive a copy of your timetable on your first day. Your parents can also access it through the Parent Portal. It is personalised for you, so it is very easy to follow.

Make copies of your timetable. Not knowing your schedule is not an acceptable reason for being without equipment or work completed. Put one in your diary, inside your locker if you use one, on your bedroom wall and at your study desk. Then there is no chance of you not being in the right place.

**SAMPLE TIMETABLE  
FOR A YEAR 7 STUDENT**

FRI A = Friday of Week A in  
the timetable cycle  
MON B = Monday of Week B

Your name will be printed here

	Monday Week A	Tuesday Week A	Wednesday Week A	Thursday Week A	Friday Week A
0					
1A	Maths (7MA) Room: 304 J Antoon	Visual Arts (7VA4) Room: 4A4 J Dennis	Technology (Mandatory) (7TEC4) Room: 3T4 L Gill	Physical Education (7PEA) V Kruger	Maths (7MA) Room: 304 J Antoon
1B	Maths (7MA) Room: 304 J Antoon	Visual Arts (7VA4)	Technology (Mandatory)	Physical Education	Maths (7MA) Room: 304 J Antoon
R					
2A	Visual Arts (7VA4) Room: 4A4 J Dennis				English (7ENA) Room: 304 Leadbitter
2B	Visual Arts (7VA4) Room: 4A4 J Dennis				English (7ENA) Room: 304 Leadbitter
T					
3A	Music (7MUA) Room: 323 C Nugent				Technology (Mandatory) (7TEC4) Room: 3T4 L Gill
3B	Music (7MUA) Room: 323 C Nugent	Language (7LAA) Room: 304 P Nguyen	English (7ENA) Room: 304 P Leadbitter	Science (7SA) Room: 318 M Frida	Technology (Mandatory) (7TEC4) Room: 3T4 L Gill
L1					
L2					
4A	Health (7HEA) Room: 304 J Stanton-Cooke	Science (7SA) Room: 318 M Frida	Music (7MUA) Room: 323 C Nugent	HSIE (7HSIEA) Room: 304 R Banyai	HSIE (7HSIEA) Room: 304 R Banyai
4B	Health (7HEA) Room: 304 J Stanton-Cooke	Science (7SA) Room: 318 M Frida	Music (7MUA) Room: 323 C Nugent	HSIE (7HSIEA) Room: 304 R Banyai	HSIE (7HSIEA) Room: 304 R Banyai
5					

**Periods 1A – 4B**

Periods 0 and 5 apply to senior students taking extension courses.

R = Recess  
T = 5 min transition between classes  
L1, L2 = 1<sup>st</sup> and 2<sup>nd</sup> half of Lunch

**Period 4 class – (7HSIEA) Explained:**

**7** = Year 7  
**HSIE** = Subject - History  
**A** = Home class  
**304** = Room 4 on Level 3  
**R Banyai** = Teacher

**SUBJECT CODES**

<b>EN</b>	= English	<b>PE</b>	= Physical Education
<b>GE</b>	= Geography	<b>S</b>	= Science
<b>HSIE</b>	= Human Society and Its Environment	<b>SRE</b>	= Special Religious Education
<b>LA</b>	= Languages	<b>TEC</b>	= Technology - Wood, Metal, Food & Textiles
<b>M</b>	= Mathematics	<b>VA</b>	= Visual Arts
<b>MU</b>	= Music		

**NOTE:** The school timetables run to two week cycle. This means for example, that the first week is Week A. The second week is Week B. The third week is Week A again, and so on.



## BELLTIMES

Pennant Hills High School operates on a two week cycle – Week A and Week B. **Lessons are 75 – 80 minutes long.** Students must sit in their Year Group area at assembly and leave walkways clear. In the event of assembly not being held, Monday bell times will operate.

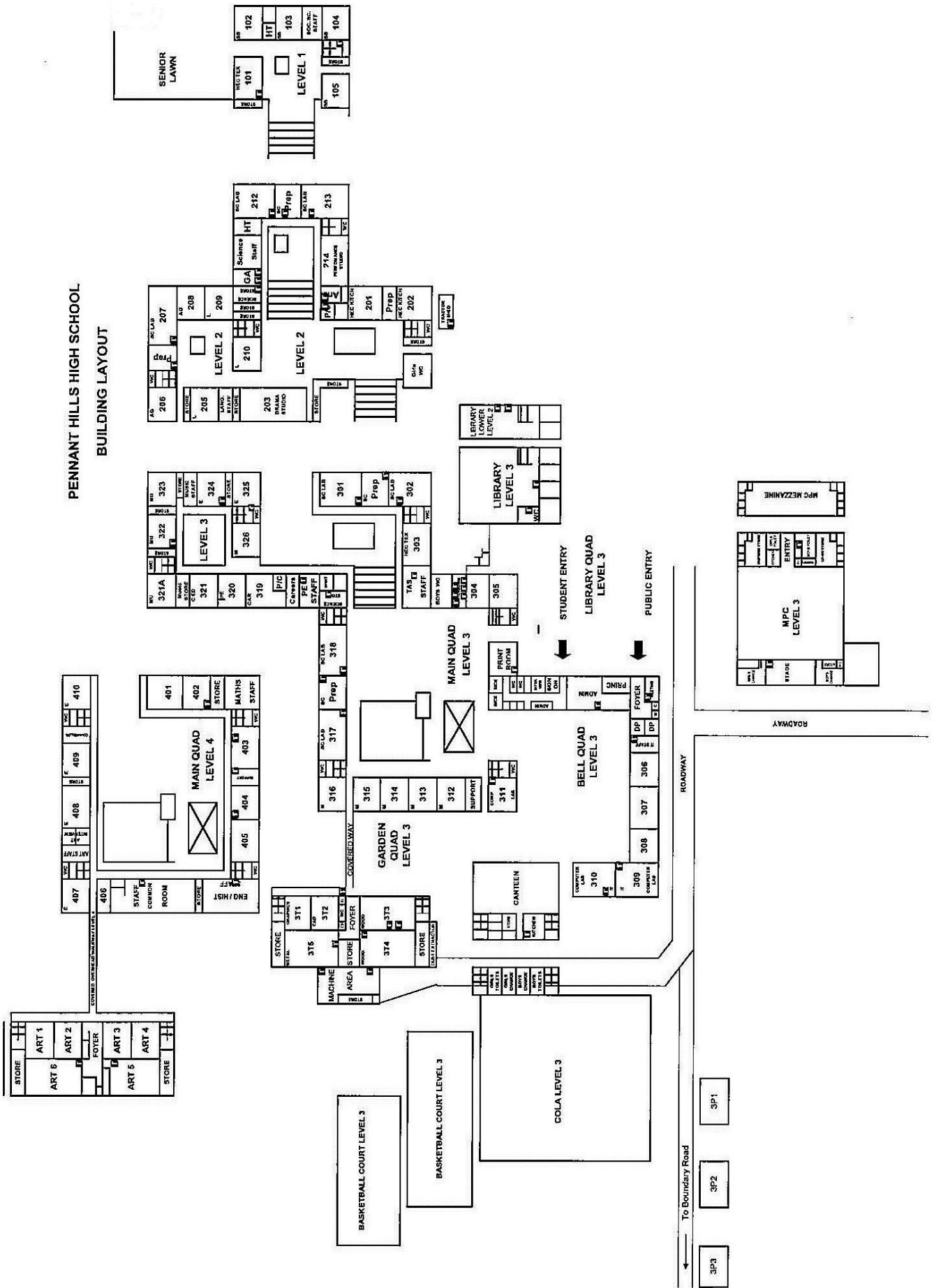
### Term 1 and 4

Period	Monday, Tuesday, Friday	Wednesday	Thursday
1	8:55-10:19	Assembly 8:55-9:15 Main Quad	8:55-10:10
		Period 1 9:15-10:34	
Recess	10:19-10:39	10:34-10:54	10:10-10:35
2	10:39-11:58	10:54-12:07	10:35-11:50
Transition	11:58-12:03	12:07-12:12	No transition
3	12:03-1:22	12:12-1:26	3A 11:50-12:32
Lunch 1	1:22-1:42	1:26-1:46	12:32-12:53
Lunch 2	1:42-2:02	1:46-2:06	12:53-1:14
4	2:02-3:20	2:06-3:20	3B 1:14-1:57
			4 1:57-3:15

### Term 2 and 3

Period	Monday, Tuesday, Friday	Wednesday	Thursday
1	8:55-10:19	Period 1 8:55-10:14	8:55-10:10
		Assembly 10:14-10:34 Main Quad	
Recess	10:19-10:39	10:34-10:54	10:10-10:35
2	10:39-11:58	10:54-12:07	10:35-11:50
Transition	11:58-12:03	12:07-12:12	No transition
3	12:03-1:22	12:12-1:26	3A 11:50-12:32
Lunch 1	1:22-1:42	1:26-1:46	12:32-12:53
Lunch 2	1:42-2:02	1:46-2:06	12:53-1:14
4	2:02-3:20	2:06-3:20	3B 1:14-1:57
			4 1:57-3:15

# SCHOOL MAP



## THE LIBRARY - ALFRED GRAY MEMORIAL LIBRARY

Our library provides a welcoming, inclusive environment that encourages reading, study and leisure activities. Collaborative and flexible work spaces offer opportunities for students to explore their own interests, study privately or work with their peers.

With over ten thousand resources, the Pennant Hills High School library caters for all students' recreational and curriculum needs. Students can access the library catalogue online at school or home.



## CURRICULUM - Courses of study

The academic program at Pennant Hills High School provides a well-rounded education to equip students to prosper in the 21<sup>st</sup> Century.

### Stage 4: Year 7 and 8

The curriculum in Years 7 and 8 gives students experience in a wide range of subjects and is designed to develop and broaden students' skills and interests in learning. In Year 7 all students study a core curriculum:

English

Geography

History

Languages – French, Japanese, Mandarin

\* Three languages are studied over four terms in Year 7, with one chosen to continue in Year 8

Mathematics

Music

Physical Education (PE) and Health

Science

Technology

Visual Arts

Year 8 students pursue a similar core curriculum, but also have *enrichment courses* running for one term each. They are:

Agriculture

Drama/Music

Information Technology/Multimedia

Visual Arts



## Sport

In Year 7, sport is integrated into the school timetable. This means that you will play sport according to timetabled lessons rather than on a set afternoon. Sport is taught by the PDHPE staff.

All students are expected to participate in sport, wearing full sports uniform. If you are unable to participate in sport, you must bring a note from home explaining the circumstances. Students wear full school uniform every day, so you must bring your sport uniform to change into for sport or PE lessons.

From Year 8, students play sport on Thursday afternoon. Both grade and social sports are offered.

Stage 4 students participate in a Gala Day, when they have the opportunity to compete against other schools in various sports such as Basketball, Netball, Soccer, Speedway, European Handball, OzTag, AFL and many more.

Pennant Hills High School has a proud tradition of success in swimming, cross-country running and athletics. You will have the opportunity to participate in all these sports and to be selected to represent the school at higher levels.

## Special Religious Education (SRE)

Special Religious Education is available in Stage 4 and 5 through an approved provider to those students whose parents/caregivers choose to have them receive such instruction.

## Homework

In order for you to successfully cope with the pressure of high school work, it is strongly advised that a regular effort be made to review and prepare work. High school is very different to primary school. You will study twelve separate subjects, so you will need to plan your work carefully. In Term 1, you will participate in a program called *Learning 2 Learn*, which will equip you to manage your workload, among other benefits. In Year 7, students should spend about one hour each evening completing homework and assignments. This will increase as examination times approach. You will be given a homework diary to help you manage your work, and you are expected to use it each day. Teachers may also use the diary to communicate with your parents. Parents and caregivers can assist by checking that the diary is being used efficiently.



## Stage 5: Years 9 and 10

The curriculum in Years 9 and 10 provides continuity of studies in the Key Learning Areas of:

English  
Mathematics  
Science  
PDHPE  
Geography  
History

It also allows students to choose elective courses which they pursue in Years 9 and 10. Students may study three from the following Stage 5 elective courses offered:

Agriculture  
Commerce  
Drama  
Food Technology  
Graphics Technology  
History (World)  
Industrial Technology – Metal, Timber and Multimedia  
Information and Software Technology  
Languages – French, Japanese, Chinese (Mandarin)  
Music  
Physical Activity and Sports Studies  
STEM – Science, Technology, Engineering, Mathematics  
Textiles Technology  
Visual Arts

### Special Religious Education (SRE)

Special Religious Education is available in Stage 4 and 5 through an approved provider to those students whose parents/caregivers choose to have them receive such instruction.

### Sport

Years 8, 9 and 10 students play sport on Thursday afternoon. Both grade and social sports are offered.

### Careers

Students in Year 10 also study Careers.



## Stage 6: Years 11 and 12

Stage 6 prepares students for University, further education and the workforce. Pennant Hills High School has a strong academic focus, but also provides access to vocational pathways through TAFE courses. English is the only compulsory subject.

Students choose their patterns of study from courses offered, shown below, as well as from several TAFE delivered Vocational Education and Training (VET) Framework courses and non-Framework TAFE courses.

In Year 11 students choose 12 units of study from the subjects listed below. Upon successful completion of Year 11 (Preliminary) Course, students may progress to the HSC course. In Year 12 students must study at least 10 units to obtain the HSC. All subjects below are 2 units unless specified.

Agriculture  
Biology  
Business Studies  
Chemistry  
Chinese and Literature  
Community and Family Studies  
Drama  
Earth and Environmental Science  
English (Standard, Advanced, Extension courses 1 and 2)  
English EAL/D  
English Studies  
Economics  
Engineering Studies  
Food Technology  
French (Beginners, Continuers)  
Geography  
History (Ancient, Modern and HSC Extension)  
Hospitality  
Industrial Technology (Multimedia)  
Industrial Technology (Timber and Furniture Technologies)  
Information Processes and Technology  
Japanese (Beginners, Continuers)  
Legal Studies  
Mathematics (Standard 1 & 2, Advanced, HSC Extension courses 1 & 2)  
Music (Course 1 and 2, HSC Extension)  
Personal Development, Health and Physical Education (PDHPE)  
Philosophy (1 unit)  
Photography (1 or 2 units)  
Physics  
Investigating Science  
Senior Science  
Society and Culture  
Software Design and Development  
Sport, Lifestyle and Recreation Studies (1 unit)  
Studies of Religion  
Textiles and Design  
Visual Arts  
Work Studies (1 unit)





## STUDENT WELLBEING

Our school places great importance on student wellbeing and has provided a network of people who are able to assist those experiencing difficulties.

The wellbeing team includes:

- School Counsellors;
- the Year Adviser for each year group; and
- Head Teacher Student Wellbeing.

Regular communication between teachers, the counsellor and families is encouraged.

### Wellbeing assistance for students

All teachers and the school executive provide wellbeing support for students, but there are some specific wellbeing services to provide extra assistance if it is required.

**Year Adviser:** handles general wellbeing needs of all students in their Year group.

**Head Teacher Student Wellbeing – Mrs Campbell:** deals with general wellbeing matters of all students, and coordinates wellbeing services in the school.

**School Counsellor:** assists students with problems they may have. The School Counsellor is available five days a week. You can make an appointment directly with the School Counsellor, or your parent can contact Public Reception within the administration office.

**Learning and Support Teacher – Mrs King:** provides support to students who have individual learning difficulties and assists in the development of effective study techniques.

**Careers Adviser – Mr Symons:** provides advice to students about careers and appropriate subject choices. This is mostly relevant to students in Stages 5 and 6. The Careers Adviser is available to all students and has a range of materials to assist in investigating suitable career options.

**Home/School Liaison Officer –** works both with students and parents/caregivers on matters concerning school attendance requirements. The Home/School Liaison Officer is not based in our school, but can be contacted through Mrs Sykes at Public Reception.



### Sport

Pennant Hills High School has a proud tradition of sporting involvement. Knockout competitions are open to all students in a wide range of sports from soccer, netball, cricket, basketball, triathlon, volleyball, and many more.

## GETTING INVOLVED

### Student Leadership Council

The Student Leadership Council (SLC) is comprised of students, elected by their peers, who work hard to improve school life for everyone. Students are elected from each Year group. All students are welcome to nominate themselves for election. The SLC meets regularly to discuss matters of concern to the student body and to plan events such as Spirit Week. It plays an important role in addressing student needs and promoting change at Pennant Hills High School.

## Clubs

Students are urged to participate in the various activities offered in the school. These include two concert bands, two stage bands, a string ensemble, choir, drama ensemble, Academic Challenge, Science Linkages, Christian fellowship, PEAS Student Enviro Team, chess club, debating, light and sound crew, Duke of Edinburgh's Award Scheme, photography club, *Young Endeavour* leadership scheme, The Horizon's Program and a wide range of state-wide knockout sporting competitions.

Times for these activities are announced on notice boards and through the *Daily Notices* which are read to all classes during Period 1 and can be accessed on the student intranet. A copy of the *Daily Notices* is also displayed on the SLC noticeboard, located in the breezeway near Room 305 and on the Printroom window each day.

Activity	Coordinator	2019 Costs
Band	Mrs Coomber, CAPA Faculty	\$120 - \$140 per term
Book Club	Mrs Bell, English Faculty	Free
Choir	Mrs Coomber, CAPA Faculty	\$65 per term
Debating	Mrs Bell, English Faculty	Free
Drama Ensemble	Ms Dennis, CAPA Faculty <i>The Drama Ensemble meets after school to learn and develop performance skills. They perform at the annual Drama Festival.</i>	\$25
Duke of Edinburgh's Award Scheme	Miss Tess Graves-Browne, English Faculty <i>Students achieve Bronze, Silver and Gold Awards. Years 9 – 12 only.</i>	Varies according to level
Premier's Sporting Leadership Program	Mrs Kruger, PDHPE Faculty <i>This program continues from Primary school and there are limited places for new participants.</i>	Free
Photography Club	Ms Erickson, CAPA Faculty <i>Meet regularly at lunchtimes throughout the year.</i>	Free





# Merit Award Policy

## Pennant Hills High School

Awards provide opportunities for students to be acknowledged for the important contribution they make to the school community.

Pennant Hills High School values **RESPONSIBILITY, INTEGRITY and ACHIEVEMENT**. The Award System is designed to encourage students to honour these values and build capacity to achieve their potential.

### ***PHILOSOPHY***

1. Recognise and reward positive school involvement and achievement.
2. Merit Award System available to all students:
  - All students should be able to achieve at the Merit Award Level.
  - Most students will achieve at the Year Adviser Award Level.
  - Some students will achieve at the Bronze and Silver Levels.
  - Few students will achieve at the Gold and Platinum Levels.
3. Award system to recognise and celebrate student achievements - positive contributions in classroom performance, service and leadership, and participation and representation in school activities.
4. Public and private recognition:
  - Display of photos on Year Group notice board.
  - Weekly Honour roll in school notices.
  - Honour roll in school newsletter.
  - Presentation of certificates during Year Assemblies, School Assemblies, Presentation Evening.
  - Barbecue Lunch once a semester.
  - Letters of appreciation.
  - Presentation of trophies for Silver, Gold, Platinum Awards.
5. Consistent tracking of all students' positive achievements by Year Advisers on the Student Tracking and Notification system (Sentral).



## Award System

<b>Award</b>	<b>Who</b>	<b>When</b>	<b>Recognition</b>	<b>Incentives</b>
Merit Card	All teachers	Earned by significant demonstration of school values	All Areas	Merit progression.
Year Adviser Award	Year Adviser	Once a Term	Year Assembly, Honour Rolls, Noticeboards.	Certificate, Merit progression.
Bronze Award	Principal	Once a Semester	School Assembly, Honour rolls, Noticeboards.	Certificate, Merit progression, BBQ Lunch.
Silver Award	Principal/ Special Guest	Once a year	Presentation Evening, Honour Rolls, Noticeboards.	Certificate, Letter of Appreciation, Merit progression, BBQ Lunch, Trophy.
Gold Award	Principal/ Special Guest	Once a year	Presentation Evening, Honour Rolls, Noticeboards.	Certificate, Letter of Appreciation, Merit progression, BBQ Lunch, Trophy.
Platinum Award	Principal/ Special Guest	Once a year	Presentation Evening, Honour Rolls, Noticeboards.	Certificate, Letter of Appreciation, Merit progression, BBQ Lunch, Trophy.

# Award Scheme - Pennant Hills High School

## **Merit Cards**

Demonstration of significant merit  
Responsibility, Integrity and Achievement



## **Year Adviser Award**

5 Merit Cards  
Presented at Year Assemblies



## **Bronze Award**

5 Year Adviser Awards.  
Presented by Principal at School Assembly once a semester



## **Silver Award**

2 Bronze Awards. Awarded at Presentation Evening



## **Gold Award**

Silver Award and Responsibility Project (10 hours of school service). Awarded at Presentation Evening

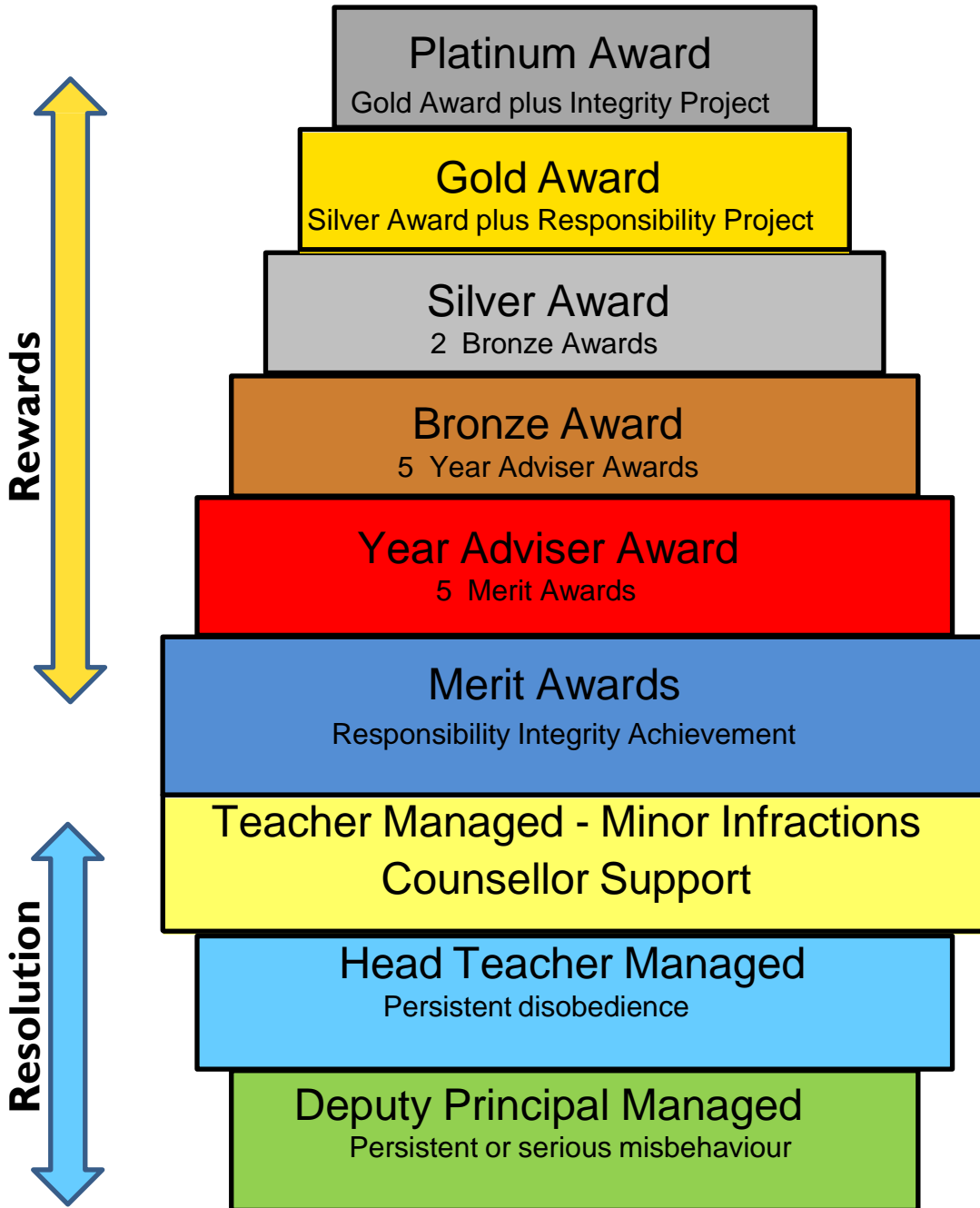


## **Platinum Award**

Gold Award and student-initiated Integrity Project (15 hours of school service).  
Awarded at Presentation Evening



# Positive Behaviour for Learning (PBL) at Pennant Hills





## DISCIPLINE

*The student support network begins in the classroom.*

**Children are entitled to an education and teachers are entitled to respect and courtesy at all times.** The school will not permit the misbehaviour of any student to interfere with the education of others. Neither will the school permit the misbehaviour of any student to interfere with the professional environment that teachers have a right to expect. The Principal will give first consideration to the need to protect the rights of teachers to teach and students to learn.

Pennant Hills High School uses a Levels system.

### **Progress Monitoring Book**

A student may be required to use a Progress Monitoring Book to encourage them to make a greater effort with work and/or behaviour, and to provide positive reinforcement for students who show improvement. The book is to be presented to the teacher at the start of every lesson for comment and signature. It is shown to a parent each night and signed, and taken to your Year Adviser each day so that he/she can support your progress. Generally students spend two weeks using this book.

### **Contract**

One of the purposes of a discipline system in a school is to teach students to do the right thing, and to take responsibility for their own actions. It may be necessary for a student to negotiate a contract with the school in order to modify their behaviour, and to make it easier for the school to monitor a student's progress. It is expected that the student, teacher and parent will sign the negotiated contract. The document will then be filed at school.

### **Restitution**

- Where practical and appropriate, restitution by the student will be expected.
- Restitution may be arranged by the teacher to deal with issues that arise.
- Restitution should be appropriate to the offence that the student has committed, and may include:
  - Financial compensation (this may need to be discussed with a Deputy Principal);
  - Playground cleanup;
  - Work in and for the faculties;
  - Letters of apology; and
  - Other school service that may be appropriate.

### **Lunchtime Detention**

It may sometimes be necessary for a student to be placed on detention at lunchtime. This detention may take the form of a faculty detention or a playground litter duty. Students will only be required to undertake such a detention for one half of the lunch period at a time.

### **School Detention**

If a student is placed on a school detention, both the student and the parent will be notified at least 24 hours in advance in writing. School detentions are held afternoons between 3.20pm and 4.00pm. It may be necessary to make alternative transport arrangements when a student is placed on detention. The school regrets any inconvenience that this may cause to parents, but detentions are necessary to assist in the compliance of the school's *Code of Conduct* and expectations.

### **Attendance Detention**

Students who miss class without good reason can be placed on a longer attendance detention, held afternoons from 3.20 to 4.30pm. Students who truant a class, or have attendance problems that cannot be resolved in other ways will be placed on this detention. Work, sporting or other student commitments are not regarded as acceptable reasons for not doing such a detention. Students will spend the time doing schoolwork.

## Withdrawal from classes

Where a student continues to disrupt the education of other students in class, it may be necessary to withdraw the student from class. Work will be set for the student to complete while on this withdrawal. A Deputy Principal or Head Teacher will supervise the withdrawal period.

## Suspension

As a last resort, and usually after warnings to the student and notification to parents, a suspension from school may be necessary. Suspensions may be up to four school days (short suspension) or up to 20 school days (long suspension) in length. In extreme circumstances, a student may be expelled from the school or the Government school system. The Department of Education provides the guidelines for suspensions and expulsions. A copy of the guidelines is available from the school on request.

**A separate booklet outlining the School Discipline Policy is issued to all students upon enrolment. This booklet includes a detailed description of the Level System.**



## ABSENCES

All students, parents and caregivers should be aware that school attendance is not only compulsory by law up until the age of 17, but is also one of the requirements for the award of a RoSA (Record of School Achievement) and the HSC (Higher School Certificate). The Principal must certify that your progress and attendance have been satisfactory over the whole period of your course. Regular attendance is essential for any student to succeed.

The only valid reasons for absence during the year are illnesses and emergencies. Parents or caregivers are asked to ring the office on 9473 5000 if you are going to be absent. Although the School *Sentral* system has the facility to reply to SMS messages that are sent after Period 1 on the day that the student is absent if a phone call is not received, the reply does not qualify as a written response. Therefore a note is required from your parent or caregiver, regardless of your age, together with a medical certificate (if applicable). Your **name** and **Year group** should be printed on the top of all notes. Students must place the note/s in the *Absence Notes* box, located in Student Reception, **the first day back at school after their absence**. The SMS system can still be used as a tool to advise the school of any concerns or discrepancies with the roll marking of that day.

An *Absence Notification* document can be downloaded from the school's website for your convenience. Please note, the DoE's School Attendance Policy states that **'The Principal or delegate will ensure that explanations for absences are recorded within 7 days of the occurrence of the absence. Any unexplained absences from school that are unjustified for more than 7 days, will remain as a permanent record on the students attendance.'** The consequence of this is that your academic report will list these unexplained absences.

If you are absent from school without a written explanation, a letter will be sent requesting an explanation for your absence.

**Parents: please ensure that you notify us of any changes to your mobile phone numbers.**

## Late Arrival

If you arrive late for school you should report to the Student Reception area to *swipe on* and receive a late note **before reporting to class**. An additional note will be printed which must be signed by your parent or caregiver and be returned to the *Absence Notes* box the following day. Alternatively, a note from home should be presented upon arrival if the lateness was due to an appointment. If you are regularly late to class, lunchtime and after-school detentions are issued.

## Leave

Appointments should be made after school hours, but in unavoidable cases, notes to request permission to leave school early must be handed to the staff in Student Reception **before 8.55am** on the day that leave is requested. A *Leave Pass* will be prepared for the student to collect from Student Reception at recess or before leaving.

If you are in Years 8, 9 or 10 and seek leave on Thursday afternoon, you must see Mrs Kruger in the Sport Office on Thursday morning to receive approval before handing your note in to Student Reception.

If you need to leave the grounds at any time during the school day you must have a Leave Pass.

## Leave in Advance (Exemption from Attendance)

If you are going to be absent from school for an extended period – that is, longer than five school days – you must apply for leave (exemption) in advance. Application forms are available from Student Reception, Public Reception and our website.

## CANTEEN

A wide range of healthy hot and cold food is available, as well as stationery. Price lists are available on the school website.

The canteen is run by hardworking members of the school community for your benefit. Please observe the following rules in order to make their job easier and to ensure that everyone is served.

Hours of operation: 8.30am–8.55am; recess and lunch. Students may not purchase from the Canteen during transition. EFTPOS is available (\$5 minimum purchase). Lunch orders must be placed by the end of recess. Ordering in advance allows for your food order to be prepared.

Students using the canteen must form orderly queues behind the yellow line, and only students intending to purchase may be in the queue area. Students must purchase only for themselves.

## EXCURSIONS



When an excursion is planned for a class or group you will be given a **parental information and consent form** showing details.

This note and the required exact money (wherever possible) must be brought to the Cashier's Window at Student Reception marked **'Payments Window'**. We accept cash, cheque (payable to Pennant Hills High School), EFTPOS and credit card (Mastercard and Visa). You will receive a receipt at the time of payment. Payment by students can only be made before school from 8.30 – 8.55am, at recess or lunch.

Alternatively, payments can be made Online via the school's website.



Please note: the consent form and money is to be returned **by the date specified** on the excursion notice, otherwise you will not be able to attend.

**School uniform, including black leather lace-up shoes, must be worn on excursions unless otherwise stated.**

## HOME STUDY

In order for students to make full use of their ability and to achieve their potential, homework set by teachers must be completed, and regular revision carried out throughout the term. Parents and caregivers can help their children succeed by providing a quiet place in which to work, and by following up with them about their homework. In general, Year 7 students will spend about 60 – 90 minutes per night on home study. This will increase each year, with students in Stage 6 completing approximately 2-3 hours per night.

## LOST PROPERTY

Lost property is kept in Student Reception. Students may go there before school, recess or lunch. Please ensure all items are labelled with your name, especially uniform items. Efforts will be made to return labelled items to their owners.

Any unclaimed lost property is donated to charity at the end of each term.

## MOBILE TELEPHONES

An increasing number of students are bringing mobile phones to school. We realise that often parents like their children to have access to a mobile phone for security reasons, particularly on the way to and from school. When a student brings a mobile phone to school, the responsibility for the phone is a matter for the student. **The school will take no responsibility if the phone is lost, damaged or stolen. Please ensure that phones are not left in bags outside the Library, Science laboratories, and other specialist classrooms.**

Classrooms and other school activities are not to be interrupted by mobile phones. **Mobile phones must be turned off in class and during all organised school activities, such as Assembly.** Students are not to make or take calls or send or receive SMS messages during class time or a school activity.

If a parent or caregiver needs to contact a student during class time because of an emergency, they are required to call the office and a message will be sent to the student. Parents and caregivers are asked not to make direct contact with students via mobile phones during class time.



# Pennant Hills High School Technology Devices in Classrooms - POLICY

## Rationale

At PHHS we value the use of technology devices to enhance teaching and learning in the pursuit of academic excellence. Young people will require the skills to navigate a wide variety of technology devices in their future employment. PHHS is committed to providing every opportunity for students to succeed in their working life. Students are encouraged to use their BYOD (laptop or tablet) in the classroom. Teachers may extend this to include the use of smartphones for learning when appropriate.

# Pennant Hills High School Technology Devices in Classrooms – POLICY *continued*

## Aims

- To use technology in a way that caters for a diverse range of teaching strategies and learning styles.
- To incorporate technology in a way that enhances teaching and learning.
- To teach students how to use technology in a responsible and productive manner.

## Implementation

- The use of technology devices in classrooms is at the discretion of the teacher. These include laptops, tablets and phones.
- Classroom teachers will clearly indicate whether technology is to be used in the classroom through the use of a visual cue – ‘Technology GO/NO’ signage. Teachers may choose to include further information below the sign as to which technology devices are allowable.
- All practical PDHPE, PASS and SLR classes are ‘Technology NO’ unless directed by your teacher. No sign is required in these classes.
- If a technology device is not permitted in the lesson, students are to have their devices switched off or on silent and put away.
- If a technology device is being used inappropriately, the student will be given a warning.
- If this inappropriate use is repeated, the student must place the item in the technology box located at the teacher’s desk.
- The device will be returned to the student at the end of the lesson.
- If the student is uncooperative, regular disciplinary action is to be implemented. Classroom teachers refer unresolved discipline issues to their Head Teacher. If the Head Teacher is unable to resolve the issue, it may be referred to the deputy principal.

## PHOTOGRAPHIC EQUIPMENT

**Under no circumstances** are you permitted to take photographs of other members of the school community, using any type of photographic device.

## PORTABLE MUSIC PLAYERS

Sound equipment (such as MP3, iPods, Bluetooth speakers, etc.) **should not be brought to school**. Should you bring such equipment to school, the responsibility for that item is yours. **The school will take no responsibility if the equipment is lost, damaged or stolen. Staff will not be involved in tracking down missing items.** Under no circumstances should these devices be used during class time or organised school activities.

## SICKNESS OR INJURY AT SCHOOL

You **must** return your Family/Student Information Sheet at the beginning of **each** new year and inform the school of **medical conditions**, such as anaphylaxis, asthma or diabetes, which require setting up a management plan. The Family/Student Information sheets give the school permission to seek medical or ambulance attention if necessary, and provide an emergency contact number for parents or caregivers.

***Please inform the school in writing if any information changes through the year.***

Students who are sick in the morning should stay at home, with the consent of parents or caregivers, and ensure that usual procedures for reporting absence are followed.

If you need medical attention while at school you should report to your class teacher who will send you to the Student Reception area. **A school administrative officer will then contact parents or caregivers** if it is necessary for you to go home. **Students are not to make these arrangements themselves.** You may not leave the school unless accompanied by your parent or caregiver who needs to sign the register in Student Reception. This rule may only be varied at the Principal's discretion.

Department of Education Policy dictates that no medication can be administered by staff without a letter from a medical practitioner. This includes medication for headaches such as paracetamol or aspirin. Students who need to take medication during school hours should report to the teachers in the Support Unit in Room 307.

The Department of Education licence agreement with the Ambulance Service of NSW provides assurance that costs are covered if a student has an accident or falls ill whilst at school or on an organised school excursion or activity and requires ambulance service.

## TEXTBOOKS

Textbooks are issued to students on a loan basis. Please take good care of your books and return them promptly on request. Loss or damage beyond reasonable wear and tear must be paid for.

## TRAVEL TO AND FROM SCHOOL

Travel passes are applied for online. For information and applications visit [transportnsw.info/school-students](http://transportnsw.info/school-students) or telephone 131 500.

Normal school rules apply whilst travelling to and from school. Your reputation, safety and the school's good name are all at stake. School rules apply officially from the time you leave home until you return home at the end of the day. Smoking, swearing, fighting etc are all strictly against school rules whilst travelling to and from school as they are when you are at school.

## UNIFORM

As proud students of Pennant Hills High School, we expect that you will wear our uniform correctly and completely. **Where to buy the uniform:**

- The Uniform Shop is located in the MPC (hall).  
Standard operating hours during school term are:  
Mondays 10.00am-2.00pm & Fridays 8am-12pm.
- The school clothing pool, is open each day at recess and lunch or on major enrolment days, and has a limited range of **second-hand** uniform items for sale. Donations of freshly laundered uniform items in good condition are always welcome.

When purchasing school shoes, please be aware that **ONLY black leather lace-up shoes are acceptable.** Any other advice from shoe stores is incorrect.





## ACCEPTABLE school shoes:



## ALL these styles are UNACCEPTABLE:



### From *School Uniforms in NSW Government Schools (2004)*:

Under the Occupational Health and Safety Act 2000 (WHS Act) the Department of Education must ensure that students are not exposed to risks to their health or safety while they are on Departmental premises.

At Pennant Hills High School, this means wearing enclosed leather footwear.

### General Uniform Rules

Summer Uniform – to be worn during Terms 1 and 4

Winter Uniform – to be worn during Terms 2 and 3

### Shoes:

**ONLY BLACK LACE-UP LEATHER** shoes in the traditional school style. **NOT** ballet flats, *Mary Jane* style shoes, 'Rabens', boots, desert boots or jogging shoes (on sport days jogging shoes with all leather uppers are acceptable in practical classes). This is a requirement in the interest of safety.

**Jumper:** Navy with one red stripe and one white stripe around cuffs and V neck.  
A *sloppy joe* with school emblem may be worn instead.

**Jacket:** Navy all-weather waterproof jacket with school crest, sold by the Uniform Shop.

**Blazer:** Navy with school crest, sold by the school (must be worn by band, choir and prefects)

**Jewellery:** Wristwatch and/or one flat ring;  
One pair of small sleepers or small stud earrings.  
NO other jewellery. These restrictions are in the interest of safety.

**Hat/Cap:** Navy with school emblem sold by the Uniform Shop can be worn in PE also.

**Scarf:** School scarf, sold by the Uniform Shop.

### Other:

- Special items of uniform purchased by previous Year 12 groups as commemorative wear are **NOT** acceptable uniform for students of other Year groups.
- Leggings may **NOT** be worn at any time.
- Long-sleeved undershirts are not to be worn under short-sleeved shirts.
- Hoodies and/or beanies are not to be worn.

## **BOYS UNIFORM:**

### **JUNIOR:**

- Shirt:** White school shirt with school crest on the pocket  
Short sleeves (summer)  
Long sleeves (winter)
- ONLY** Plain white T-shirts may be worn under school shirt (must be short sleeved if worn with short-sleeved school shirt).
- Shorts:** **ONLY** grey polycotton; **NOT** Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' brands or cord drawn
- Trousers:** **ONLY** mid-grey (college grey) worsted; **NOT** designer trousers
- Socks:** Short grey, with bands of school colours on top; not short anklets
- School tie:** Junior navy with red and white stripes (Terms 2 and 3 only)
- PE/Sport:** Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white sports socks (not short anklets), sports shoes eg. cross trainers or runners.

### **SENIOR:**

- Shirt:** White school shirt with school crest on pocket  
Short sleeves (summer)  
Long sleeves (winter)
- ONLY** Plain white T-shirts may be worn under school shirt (must be short sleeved if worn with short-sleeved school shirt).
- Shorts:** **ONLY** navy blue polycotton; **NOT** Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' brand or cord drawn
- Trousers:** **ONLY** mid-grey (college grey) worsted; **NOT** designer trousers
- Socks:** White; no logos, stripes or other design; not short anklets
- School tie:** Pale blue with school crest (all year ie. Terms 1,2,3 and 4)
- PE/Sport:** Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white sports socks (not short anklets), sports shoes eg. cross trainers or runners.

## **GIRLS UNIFORM:**

### **JUNIOR:**

- Dress:** Summer: Blue patterned polycotton dress with dropped waist, pleated skirt, Peter Pan collar with white trim, short sleeves with white trim.  
Winter: Navy serge tunic.
- Blouse:** Winter: White with peaked collar.  
Plain white T-shirt or skivvy may be worn under white shirt in winter only.
- Shorts:** In accordance with the DoE's School Uniform Policy the option of shorts will be available for girls in 2019. Information will be communicated to families in due course.
- Socks:** **ONLY** short white socks (no anklets).
- Tights:** Black stockings are only to be worn with winter uniform.
- Slacks:** **ONLY** plain navy (option for winter). Blouses must remain tucked in.  
No designer or King Gee brands.
- Hat:** School cap, sold by the school.
- PE/Sport:** Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white sports socks (not short anklets), sports shoes eg cross trainers or runners.  
Leggings may NOT be worn.
- Hair ribbons / headbands:** **ONLY** in School colours (navy, sky blue, red or white)
- Make-up:** **No** make-up, **No** nail polish.

### **SENIOR:**

- Dress:** Summer: Pale blue A-line dress with white and navy collar and tie  
Winter: Navy/red check serge tunic, pale blue blouse
- Blouse:** Winter: Pale blue  
Plain white T-shirt or skivvy may be worn under winter shirt only.
- Shorts:** In accordance with the DoE's School Uniform Policy the option of shorts will be available for girls in 2019. Information will be communicated to families in due course.
- Socks:** **ONLY** short white socks (no anklets).
- Tights:** Black stockings are only to be worn with winter uniform.
- Slacks:** In accordance with the DoE's School Uniform Policy the option of shorts will be available for girls in 2019. Information will be communicated to families in due course. **Hat:** School cap, sold by the School.
- PE/Sport:** Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, white sports socks (not short anklets), sports shoes eg cross trainers or runners.  
Leggings may NOT be worn.
- Hair ribbons / headbands:** **ONLY** in School colours (navy, sky blue, red or white).
- Make-up:** **No** make-up, **No** nail polish.

## NON-UNIFORM DAYS (*MUFTI* DAYS)

Pennant Hills High School occasionally holds *Mufti* days to raise money for charities and projects. You are expected to bring a gold coin donation if you choose to wear *Mufti*. On these occasions, you must dress appropriately. This means:

- Clothing must not be skimpy – eg. no bare midriffs, excessively short shorts or skirts. Shorts must be mid-thigh length or longer. Singlets are not permitted.
- Clothing must not have any offensive words or pictures, or advertise or name items that are illegal at school, such as alcohol or tobacco.
- If you have PE on a *Mufti* day, you must bring your full sport uniform to change into.
- Enclosed footwear must be worn as a requirement of the Department of Education. **OPEN FOOTWEAR SUCH AS THONGS AND SANDALS IS STRICTLY PROHIBITED.** If you have a timetabled practical lesson on a *Mufti* day, such as Industrial Technology, Food Technology, Textiles, Science, Visual Arts, you must wear sturdy, leather shoes that enclose the whole foot.

## ESPECIALLY FOR PARENTS

### COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between home and school is an important part of your child's education. When necessary, please contact the office so that your questions can be directed to the right person.

Phone: 9473 5000 (8.00am – 3.45pm)  
Facsimile: 9473 5099  
Email: [pennanthil-h.school@det.nsw.edu.au](mailto:pennanthil-h.school@det.nsw.edu.au)

As a guide, queries will be redirected to:

- (a) Rolls Office (**attendance**)
- (b) Cashier's Window or Accounts (**invoices, school contributions, course fees**)
- (c) Year Adviser/Head Teacher Student Wellbeing/School Counsellor (**student wellbeing**)
- (d) Faculty Head Teacher for relevant course (**curriculum issues**)

**School Website:** <http://www.pennanthil-h.schools.nsw.edu.au>

The school website is an important source of information. News, the newsletter - *Jumbunna*, assessment booklets, examination timetables, the school calendar and other information can be found here.

Please consult the website calendar regularly, as it is the most up-to-date source of information. You may also wish to follow school news on:

Facebook: Pennant Hills High School

Twitter: @PennantHillsHS

### Parent Portal

Soon after your child commences school, you will receive an email giving you important information about the Parent Portal, including your login and password. The portal is an invaluable source of information for parents: you can access your child's timetable, attendance record, daily notices, download excursion notes and much more.



## **Jumbunna**

*Jumbunna* is our fortnightly newsletter. It is posted on the school website on the Friday of Week 2, 4, 6, 8 and 10 of each term. It can also be accessed through the Parent Portal. Important information such as dates for coming events, the achievements of students, photographs and write ups from excursions, uniform regulations and availability, information from the Office and details of school policies are often included.

## **Reports**

Reports on students' progress are posted to the Parent Portal located on the school website twice each year, at the end of each Semester.

## **Parent-Teacher Evenings**

Parent-Teacher evenings are held at various times during the year; dates and times are available in *Jumbunna*, on the calendar on the website and through information provided directly to parents at that time. Pennant Hills High School uses an online system for booking interviews of five minutes' duration with teachers. If you require a longer interview, please contact the relevant teacher directly to arrange it.

Parents are welcome to contact members of staff during the school day. Meetings should be arranged **by appointment** with the teacher directly. On arrival parents should report to the Public Reception area first, to sign in. The teacher concerned will be notified by the staff member at reception desk. If a phone call to a teacher is required, our receptionist will either put you through to them if they are available, or to their voicemail.

## **Letters**

The school may write to parents regarding student achievements and awards, attendance, homework or discipline matters. At all times a prompt reply is greatly appreciated if necessary.

## **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The Parents and Citizens Association exists to promote the interests of students by encouraging communication and cooperation between parents and the teaching staff. The association allows and encourages parents to have their say in school policies on educational, student wellbeing and school-management matters.

We welcome new families to the school and hope you take the opportunity to become involved so that your association with the school is enjoyable and productive. All parents are automatically members of the P&C and are welcome at meetings, which are held at 7.30pm on the fourth Tuesday of the month (with some exceptions) in the school library. Meetings are advertised in *Jumbunna* and on the online calendar (accessed through the website). From time to time special working parties are set up to investigate and report to the general meeting on specific issues. All parents are encouraged to join these groups and attend meetings advertised at the monthly general meeting.

## **P&C Fundraising consists mainly of:**

- A suggested fixed contribution - the school will supply you with a list of school contributions which include a suggested contribution to P & C funds. In past years, these funds have been allocated for educational equipment, resources and special projects.
- Canteen - a major source of fundraising. We look to the parents of new students to join the canteen workers as vacancies occur each year when older students leave. Only one day per month is requested, and you will meet other parents, the school staff and students, and develop lasting friendships. Please contact the Canteen Manager Jo on 9473 5020 if you are able to help.

## SCHOOL AND SUBJECT CONTRIBUTIONS

Our school welcomes your payment of the School Contribution which will significantly contribute to enriching student learning and be used towards textbooks, library books, sporting equipment, school equipment, examination booklets, computer consumables and student diaries. Families paying the School Contribution will receive a copy of the Yearbook.

A **subject** contribution is also required for materials used in some subjects. Payments can be made online through the website or **in person** at the Cashier's Window located in Student Reception by cash, cheque (made payable to Pennant Hills High School) or EFTPOS (Mastercard, VISA or debit accounts). Where possible, contributions should be paid by the end of February to assist with resourcing of school programs.

There is a voluntary P&C subscription fund. Any donation is appreciated. These funds are used to buy additional equipment for the school, helping the teachers to provide a better education for our students.

There is also a Building Fund and a Public Library Fund, donations to which are tax deductible and are used exclusively to develop the physical resources of our school.



## TRANSPORT: PLEASE CHECK ONLINE FOR TIMETABLES



# SAMPLE OF BUS TIMETABLE



## School Travel Advice

Route	Time	Bus Route
3152	08:27	<b>EX THE CRESCENT &amp; PENNANT HILLS RD</b> via Pennant Hills, L>The Crescent, L>Britannia, R>Kurrabung, L>Cobbadah into Blackbutt, L>Kurrabung, R>Britannia, R>The Crescent, L>Pennant Hills, R>Trebora, R>Weemala, L>Ramsay, L>Bellamy, R>Laurence to school.

For trip planning visit [www.transportsw.info](http://www.transportsw.info) or call 131 500.  
 For current Hillsbus school and route services visit [www.cdbus.com.au](http://www.cdbus.com.au) or call 02 8889 7000.  
 Conditions of Carriage: Students must have a valid Opal card, term pass or pay a cash fare. Students must tap on and off every trip. Further details about the SSTS are available at: [www.transportsw.info](http://www.transportsw.info)

Key: L> Bus turns left; R> Bus turns right

## PENNANT HILLS HS

Effective 18/03/2019

Bell Times  
 Morning: 08:55  
 Afternoon: 15:20

Route	Time	Bus Route
603	07:00	<b>EX TWAY OPPOSITE ROUSE HILL STATION</b> via R>Rouse Hill Dr, L>Caddies, R>Commercial, R>Withers, R>Hezlett, L>Samantha Riley, R>Mills, L>Caninda, R>Glenhaven, R>Evans, L>Grange, R>Greenbank, Greenbank Dr Loop, R>Linksley, L>Ridgecrop, L>Gilbert, R>Old Northern, Oakhill College (07:43). Transfer to Route 3160. (due 07:55, see below)
639	07:08	<b>EX NEICH BEF BOUNDARY</b> via Pitt Town, R>Kenthurst (07:23), R>Old Northern, Oakhill College (07:40). Transfer to Route 3160. (due 07:55, see below)
3160	07:10	<b>EX ANNANGROVE OLD PITT TOWN &amp; TERRY RDS</b> via Old Pitt Town, L>Nelson, turns at Blind, Nelson, Mason, L>Terry, L>Allan, L>Windsor, L>Nelson, L>Hynds, R> Nelson & Edwards Bus Bay (07:23), L>Nelson, R>Edwards, L>Annangrove, R>Kenthurst, R>Old Northern, Round Corner (07:45), Old Northern, Oakhill College (07:55) then via L>Old Northern, L>Castle Hill, L>County, L>Treetops, R>David, Oakhill Shops (08:05), return David, L>Woodgrove, R>County, L>John, R>Franklin, L>Neale, R>Edward Bennett, L>Castle Hill, L>Pennant Hills, Thompsons Corner (08:21) L>Boundary, R>Bellamy, L>Laurence to school.
625	07:15	<b>EX PARRAMATTA INTERCHANGE</b> via Route 625 to Pennant Hills Station. Transfer to Route M60 service to opposite school
638	07:27	<b>EX BEROWRA WATERS</b> via Bay, R>Arcadia, L>Galston, Galston HS (07:58). Transfer to Route 2037 to Pennant Hills Station
628	07:28	<b>EX JAMES HENTY AFTER NEW LINE RD</b> via James Henty, R>Thomas Wilkinson, R>Jenner, L>New Line, L>Purchase, R>Shepherds, L>Kenburn, L>Macquarie, R>Francis Greenway, R>Boundary, L>New Line, L>Victoria, R>Boundary, L>Pennant Hills, L>Railway to Pennant Hills Station
2037	07:31	<b>EX GLENORIE, OLD NORTHERN AFTER TIMARU ST</b> via Old Northern, L>Mid Dural, L>Galston, Galston HS (07:58), Galston, L>Old Northern, L>New Line, L>Victoria, R>Lotius, L>Pennant Hills, L>Yarrara to opp Pennant Hills Station (08:37), L>Ramsey, L>Bellamy, R>Laurence to bus bay
3151	07:56	<b>EX HIGHS RD OPP HOOP PINE</b> via Highs, Blacks, Blacks Rd Terminus (08:01), via Blacks, Highs, R>Taylor, L>Aiken, L>Pennant Hills, L>Yarrara, L>Ramsay, L>Bellamy, R>Laurence to school.
3178	08:04	<b>EX HIGHS RD OPP HOOP PINE</b> via Highs, Taylor, L>Aiken, L>Oratava, R>Dehlisen, L>Salina, L>Aiken, L>Pennant Hills, L>Yarrara, L>Ramsey, L>Bellamy, R>Laurence to school
633	08:11	<b>EX CASTLE HILL INTERCHANGE STAND A</b> via L>Old Northern, R>Castle Hill, R>Highs, L>Coonara, R>Castle Hill, L>Pennant Hills to Pennant Hills Station
3184	08:17	<b>EX CASTLE HILL INTERCHANGE STAND A</b> via L>Old Northern, R>Castle Hill, L>Pennant Hills, L>Yarrara, L>Ramsay, L>Bellamy, R>Laurence to school
3134	08:26	<b>EX CASTLE HILL RD &amp; EDWARD BENNETT DR</b> via R>Edward Bennett, L>Neale, R>Franklin, L>John, R>County, R>New Line, L>Boundary to school Boundary Rd entrance

## AFTERNOON BUSES

Route	Time	Bus Route
3527	15:25	<b>TO OAKHILL COLLEGE</b> via Laurence, R>Bellamy, R>Boundary, L>Cedarwood, R>New Line, R>Boundary, L>Francis Greenway, R>Macquarie, R>Shepherds, L>Purchase, R>Hancock, R>Purchase, R>New Line, L>Hasstings, L>Old Northern to Oakhill College (16:00).
3531	15:25	<b>TO DAVID RD, DURAL, GALSTON &amp; BERRILLEE</b> via Laurence, R>Bellamy, L>Boundary, R>Pennant Hills, R>Castle Hill, R>Edward Bennett, L>Neale, R>Franklin, L>John, R>County, L>Woodgrove, R>David to Oakhill Shops (15:52), return David, L>Treetops, R>County, R>Castle Hill, R>Old Northern to opposite Oakhill College (16:03), Old Northern, Round Corner (16:08) Old Northern, R>Galston, Galston Shops (16:18), L>Arcadia, Bay to Chilcott Rd to Berrilee
3528	15:26	<b>TO JAMES HENTY DR</b> via Laurence, R>Bellamy, L>Boundary, R>Victoria, R>New Line, R>Boundary, L>Francis Greenway, L>Macquarie, R>Kenburn, R>Shepherds, L>Purchase, L>New Line, R>County, R>Woodgrove, R>David, R>David, James Henty, R>Jenner, R>Thomas Wilkinson, L>James Henty, R>New Line to Dural Bus Depot
625	15:28	<b>EX PENNANT HILLS STATION TO PARRAMATTA</b> via Railway, R>Pennant Hills, L>Church, L>Victoria, R>Wide, Smith, Station, R>Argyle to Parramatta Interchange
2626	15:30	<b>EX BOUNDARY RD TO PENNANT HILLS STATION &amp; BLACKBUTT LOOP</b> via Boundary L>Pennant Hills, L>Railway to Pennant Hills Station, return Railway, The Crescent, Britannia, L>Kurrabung, Blackbutt to Kurrabung
3606	15:30	<b>TO CASTLE HILL VIA COONARA</b> via Laurence, R>Bellamy, L>Boundary, R>Pennant Hills, R>Castle Hill, L>Coonara, R>Highs, R>Daveney Way, L>Salisbury Downs, L>Glenhope, L>Castle Hill, L>Old Northern, Terminus, R>Crane, R>Castle Hill Interchange
3518	15:38	<b>TO WEST PENNANT HILLS VALLEY VIA ORATAVA AVE &amp; BLACKS RD</b> via Laurence, R>Bellamy, L>Boundary, R>Pennant Hills, R>Aiken, R>Salina, R>Dehlisen, L>Oratava, R>Aiken, R>Taylors, L>Highs, Blacks, Blacks Rd Terminus (16:01), return Blacks, Highs to Castle Hill Rd
3612	15:38	<b>TO CHERRYBROOK</b> via R>Laurence, R>Bellamy, R>Boundary, R> Francis Greenway, R>Macquarie, R>Shepherds, L>Purchase, L>New Line to Victoria
3631	15:55	<b>EX OPPOSITE OAKHILL COLLEGE</b> via Old Northern, Round Corner (16:03), Bus continues as Route 639 via L>Kenthurst, Pitt Town & Porters (16:11), L>Pitt Town to Marayya
3509	15:57	<b>EX OAKHILL COLLEGE TO GLENHAVEN</b> via Old Northern, L>Gilbert, R>1st Ridgecrop, Knightsbridge Shops, (16:07), Ridgecrop, R>Linkindley, L>Greenbank, Greenbank Dr Loop, L>Grange, R>Evans, L>Glenhaven, L>Carinda, R>Mills, L>Glenhaven to Bannerman Rd Terminus (16:22)
641	16:03	<b>EX ROUND CORNER</b> via Old Northern, L>Kenthurst, L>Annangrove, L>Windsor, L>Commercial, R>Caddies, R>Rouse Hill Dr to Rouse Hill Station.
3548	16:14	<b>EX CASTLE HILL INTERCHANGE STAND A TO FAIRWAY DR, BALMORAL RD &amp; ARNOLD AVE</b> via L>Old Northern, L>McMullen, Pennant, R>Showground, L>Windsor, R>Norwest, R>Solent, R>Fairway, L>Severn Vale, L>Balmoral, R>Pellizzer, R>Florence, L>Hector, L>Memorial, R>McGausland, L>Arnold, R>Gainsford, L>Sam Riley, L>Tway to Riley Tway



# Frequently Asked Questions

## Late to school

- Go to Student Reception, (see below) swipe your Student ID and you will receive two slips:
  1. **Late Slip** - to be given to the teacher upon entering class; and
  2. **Late Arrival Slip** – to take home for parent/caregiver explanation and signature.
- If you have a note to explanation your lateness, place in the Absence Notes box on the counter and disregard the Late Arrival Slip.

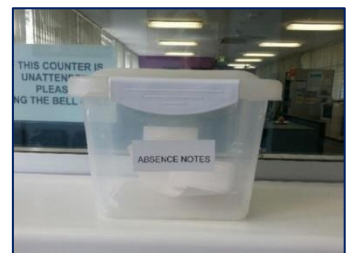


## Need to leave school early

- Bring a note to Student Reception from your parent/caregiver **before school** on the day you require an **Early Leaver Slip**.
- If you leave school grounds without an **Early Leaver Slip**, it will be considered as **Truancy**.
- On Thursdays (Sports Day), students in Years 8—11 must get approval from the Sport Coordinator Mr Schmitt, in the PDHPE staffroom, **before** taking their early leave note to Student Reception.

## Absent from school

Upon returning to school after an absence, you need to put a note from a parent/caregiver explaining the reason/s for the absence, in the Absence Box located at Student Reception.



## Feeling sick

- Tell your class teacher who will determine if you need to be escorted and will give you a note to go directly to Sick Bay at Student Reception.
- Report to sick bay located in Student Reception. Your parent/caregiver will be contacted by school office staff if you need to go home.

## Over 16 and require a Concession Card

- See Mrs Sykes at Public Reception for assistance.



### **Not in correct uniform**

- Bring a note from your parent/caregiver explaining the reason/s why you are not wearing the correct school uniform and take it to a Deputy Principal on arrival.

**Please note: All students are required to be in full school uniform every day. Only under exceptional circumstances will a Uniform Pass be issued.**

### **Sick and unable to participate in Sport/PE**

- Bring a note from your parent/caregiver to explain the reason.
- Give the note to your PE teacher at the commencement of the lesson.

### **Sick and missed an assessment task**

- Take a copy of the Doctor's Certificate to your subject teacher on the **first day** of your return and submit the task or attend the examination.
- Put the original Doctor's Certificate in the Absence Notes box located at Student Reception.

### **Need to hire a locker**

- Application forms are available from Mrs Bain or Mrs Carro in the Print Room. There is limited availability of lockers.

### **Lost belongings**

- Look for the item in the Lost Property cupboard located at Student Reception, or ask the office staff if anyone has handed in that particular item.
- Labelled property will be returned to students by the office staff.

### **Paying for Excursions and School Fees**

- Pay online through the school's website in the *\$Make a Payment* tab; or
- Go to the Cashier's Window located in Student Reception with your permission note and money before school, recess or lunch. **No payments can be processed after 2.00pm.**

### **Use of the school library**

- The Library is open every day at 8.25am before school, at recess and lunch.
- Students book computers for use through the Library Circulation Desk.
- Ask the Librarian for any assistance you need.

### **Teachers to assist with further advice or academic support**

- Year Adviser and class teachers

### **Teachers who assist with careers or HSC ATAR advice**

- Careers Adviser - Mr Symons, Deputy Principal or Principal.



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