

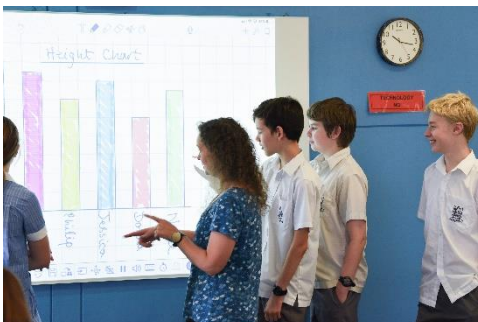


# Pennant Hills High School

Responsibility Integrity Achievement



# Information Booklet 2022





## PRINCIPAL'S WELCOME



Welcome to Pennant Hills High School where our school motto *Nil Nisi Bonum* meaning *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**

## TABLE OF CONTENTS

Principal's Welcome	2
Table of Contents	3
General Information	4
Core Values	5
People to know	6
Student Leadership	9
Starting at Pennant Hills High School	10
Reading your Timetable	11
Bell Times	12
School Map	13
The Library	14
Curriculum: Stage 4: Years 7 and 8	14
Curriculum: Stage 5: Years 9 and 10	16
Curriculum: Stage 6: Years 11 and 12	17
Student Wellbeing	18
Getting Involved	18
Clubs	19
Award System	20
Discipline	24
Absences	25
Canteen	26
Excursions	26
Home Study	27
Lost Property	27
Mobile Telephones	27
Photographic Equipment	28
Portable Music Players	28
Sickness or Injury at School	28
Textbooks	29
Travel to and from School	29
Uniform	29
Especially for Parents: Communication	33
Parents and Citizens Association	34
School and Subject Contributions	35
Transport	35
Frequently Asked Questions	35

## 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: Hornsby 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 110 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 3 year groups each, as shown below. They progress from year to year with these year groups. Your parents/caregivers should contact the Deputy Principals if you have a concern. The Deputy Principals are:



**Mrs Payne**  
Years 8, 10 and 12



**Mr Niccol**  
Years 7, 9 and 11

### 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.



Ms E Carless (Year 7)



Ms K Van Ede (Year 8)



Mr A Symons (Year 9)



Mr L Gill (Year 10)



Miss A Greer (Year 11)



Mrs A Austin (Year 12)

## **Head Teacher Student Wellbeing – Mrs Blarasin (Relieving) 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/caregivers can also contact the Counsellors.

## **Student Support Officer – (Level 3 – Administration Building)**

The Student Support Officer assists students with problems they may have. They are available five days a week.

## **Learning Support Teacher**

Mrs King

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

Mrs Albert, Mrs Freund, Ms Haines, Mrs Linehan, Mrs Maxwell, Ms Weinberg

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

Ms Cosgrove, Mrs Freund, Ms Tharmendran, Mr Turton

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

Mr Symons

## **International Student Coordinator**

Mrs Li (Teacher) and Mrs Parry (Administration)

## **Librarian**

Ms Feneley

## **Sports Organiser (Sports Office – Level 3, HSIE Staffroom next to Room 319)**

Ms Baker

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

Mrs Louis - School Administration Manager

Mrs Antoon - Student Reception/Enrolments

Mrs Dwyer - Student Reception/Attendance/Leavers/Fees

Mrs Fahey - Student Reception/Fees

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

Mrs Parry - Public Reception/References

Mrs Shaw - Finance/Reports

Ms Cimarusti - Student Reception//Attendance

Mrs Spencer – Student Reception/Attendance

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

Mrs Carro

## **TAS/Home Economics:**

Mrs Osterlund and Ms Cimarusti (Thursdays)

## **Science:**

Mrs Kleinman

## **Library Assistant:**

Mrs Bain and Mrs Liddell

## **General Assistant:**

Mr Rothbury

## **Farm Assistant:**

Ms Cutajar



## TEACHING STAFF 2022

**PRINCIPAL: Mr R Warren**

**DEPUTY: Mrs F Payne**  
(Yrs 8, 10, 12) & English Faculty

**DEPUTY: Mr R Niccol (Rel.)**  
(Yrs 7, 9, 11) & HSIE Faculty

**SECONDARY STUDIES**  
Head Teacher: Mrs B Jebbink  
HSIE & English Faculty

**ADMINISTRATION**  
Head Teacher: Ms T Frasca (Rel.)  
& Science Faculty

**CAPA**  
Head Teacher: Miss J Dennis  
Mrs C Coomber  
Mrs L Erickson  
Mr C Nugent  
Ms T Tazewell  
Ms K Van Ede

**ENGLISH**  
Head Teacher: Mr R Williams  
Mrs A Austin & CAPA (Drama)  
Mrs R Bell  
Mr O Belling  
Ms E Carless  
Mr C Cassar  
Ms A Gilberthorpe  
Mr D Leys  
Ms K McIntosh  
Ms E Morton  
Mr T Williams & CAPA (Drama)

**CAREERS**  
Mr A Symons

**COUNSELLORS**  
Ms S Pryde  
Mrs A Smith

**H.S.I.E.**  
Head Teacher: Mr C Cassar (Rel.)  
Ms A Baker  
Mr R Banyai  
Mrs J Dennett  
Miss K Finch  
Mr L Foster  
Miss A Greer  
Ms C Morrissey  
Ms D Poole  
Ms K Tibbotts  
Mr R Williamson

**LANGUAGES**  
Head Teacher: Ms T Frasca (Rel.)  
Ms P Nguyen & Special Education  
Mr D Thai  
Ms A Zhao  
Ms X Zou

**LaST**  
Mrs K King

**LIBRARY**  
Ms M Feneley

**MATHEMATICS**  
Head Teacher: Mr S Keegan  
Mr J Antoon  
Mrs K Blarasin  
Mrs S Shilling  
Ms M Singh  
Mr M Singh  
Mr A Tooma  
Mrs S Tubb  
Mr R Washer

**PDHPE**  
Head Teacher: Mrs V Kruger  
Sport: Ms A Baker  
Ms G Buchanan  
Miss L Campbell  
Ms E Dixon  
Mr J Kean  
Mr C Morton  
Mr P Toohey

**SCIENCE/AGRICULTURE**  
Head Teacher: Mrs M Frida  
Mr S Fearnside  
Mrs J Gill  
Mrs H Heywood  
Ms A Kaur  
Mrs K Newton  
Ms C Osborn  
Ms A Robinson  
Mr D Rump

**SRE**  
Mr M Albert

**STUDENT SUPPORT OFFICER**  
Mrs T Thompson

**STUDENT WELLBEING**  
Head Teachers: Mrs K Blarasin (Rel.)  
& Mathematics Faculty

**TAS - COMPUTING**  
Head Teacher: Mr B Wilson  
Mr L Huang  
Mr D Zarb

**TAS - HOME ECONOMICS**  
Head Teacher: Ms J Breden  
Ms E Graham  
Ms E Lyris  
Mr D Zarb

**TAS - INDUSTRIAL ARTS**  
Head Teacher: Mr B Wilson  
Ms P Bird  
Mr L Ctercteko  
Mr M Dwight  
Mr L Gill

**SPECIAL EDUCATION FACULTY**  
Head Teacher: Mr J Minton  
Mrs K Garcia  
Ms H Lee  
Ms P Nguyen  
Mr X Park  
Ms A Pritchard  
Ms K Townend

**SLSO STAFF**  
Mrs M Albert  
Ms Z Cosgrove  
Mrs V Freund  
Mrs J Linehan  
Mrs D Maxwell  
Ms T Slade  
Ms B Tharmendran  
Mr C Turton  
Ms L Weinberg

**Farm Assistant:** Ms K Cutajar  
**General Assistant:** Mr D Rothery

# STUDENT LEADERSHIP 2021-2022

## SCHOOL CAPTAINS

Ashlin  
UPTON



Zachary  
DUNLOP



## VICE CAPTAINS

Jenna  
ALLAUDDIN



Harrison  
STUART



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, SLC 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.

*Ashlin and Zac*

## SPORT CAPTAINS

Mackenzie  
BRENNAN



Anna  
KELY



## SPORT VICE CAPTAIN

Lucy  
GRANT



## SENIOR PREFECT

Rebecca  
BLUNDELL



## BAND PREFECTS

Zachary Beattie

Angus Gilardi

## CHOIR PREFECTS

Georgia Boon

Harrison Smith

## SUPPORT UNIT PREFECTS

Daniel McEwen

Darcy Mellor

## YEAR 12 PREFECTS

Eve Binet  
Amanda Chen  
Alexander Fogg  
Isaac Grimes  
Ruby Jenkins

Rhianna McCormack  
Aja Prees  
Claire Walker  
Jade Pinar  
James Winter

## YEAR 11 PREFECTS

**SLC EXECUTIVE**  
Aliya Colburt - Chairperson  
Sophie Leon - Secretary  
Cayla Johnston - Treasurer

Sarah Armstrong  
Tiana Armstrong  
Alexandra Bacon  
Caitlyn Bacon  
Eunha (Chelsea) Choi  
Roman De Vallance  
Emma Grobbelaar  
Grace Keane  
Thomas Kim  
Anna Leon  
Elysa Oliveri  
Hannah Pola

## 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/caregivers 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 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.

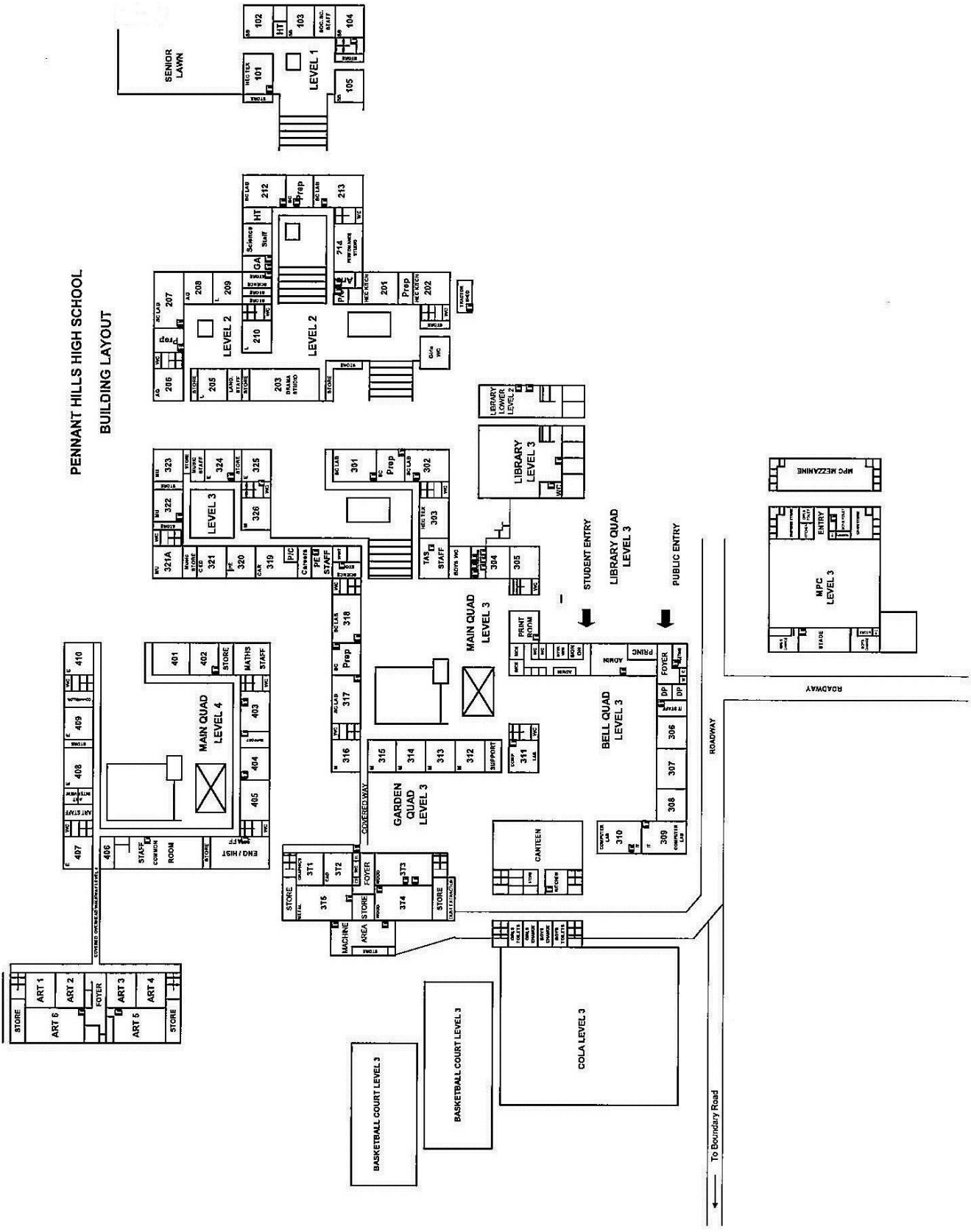
### Term 1 and 4

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 (3 languages are studied over 4 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. **A separate School Bytes Online Sport Selection Student Instruction form will be included in your enrolment pack.**

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 *Introduction to High School Learning*, 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/caregivers. 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 Stage 5 elective courses (example subjects listed below):

Aboriginal Studies  
Agriculture  
Commerce  
Drama  
Engineering  
Food Technology  
Industrial Technology – Metal, Timber and Multimedia  
Information and Software Technology  
Languages – French, Japanese, Chinese (Mandarin)  
Music  
Photographic and Digital Media  
Physical Activity and Sports Studies  
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. **A separate School Bytes Online Sport Selection Student Instruction form will be included in your enrolment pack.**

### 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 are able to choose a pattern of study from a breadth of curriculum offerings. Curriculum offerings include NSW Educational Standards Authority (NES) developed and endorsed courses as well as TAFE delivered Vocational Education and Training (VET) Framework courses and non-Framework TAFE courses.

In Year 11 students choose 12 units of study (example 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.

Aboriginal Studies  
Agriculture  
Biology  
Business Studies  
Chemistry  
Chinese and Literature  
Community and Family Studies  
Drama  
English (Standard, Advanced, Extension courses 1 and 2)  
English EAL/D  
English Studies  
Economics  
Engineering Studies  
Food Technology  
French (Beginners, Continuers, Extension)  
Geography  
History (Ancient, Modern and HSC Extension)  
Hospitality  
Industrial Technology (Timber and Furniture Technologies)  
Information Processes and Technology  
Japanese (Beginners, Continuers, Extension)  
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 unit & 2 unit)  
Physics  
Science Extension (HSC)  
Society and Culture  
Software Design and Development  
Sport, Lifestyle and Recreation Studies (1 unit & 2 unit)  
Studies of Religion (1 unit)  
Textiles and Design  
Visual Arts  
Visual Design (1 unit & 2 unit)  
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 Blarasin (Relieving):** 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.

**Student Support Officer – Mrs Thompson:** is a non-teaching staff member who works to enhance the wellbeing and learning outcomes of students as a part of the Wellbeing Team.

**Learning and Support Teacher – Mrs King:** provides direct and timely specialist assistance to students in regular classes with additional learning and support needs.

**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 Antoon 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	2021 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	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	Ms Baker, HSIE 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

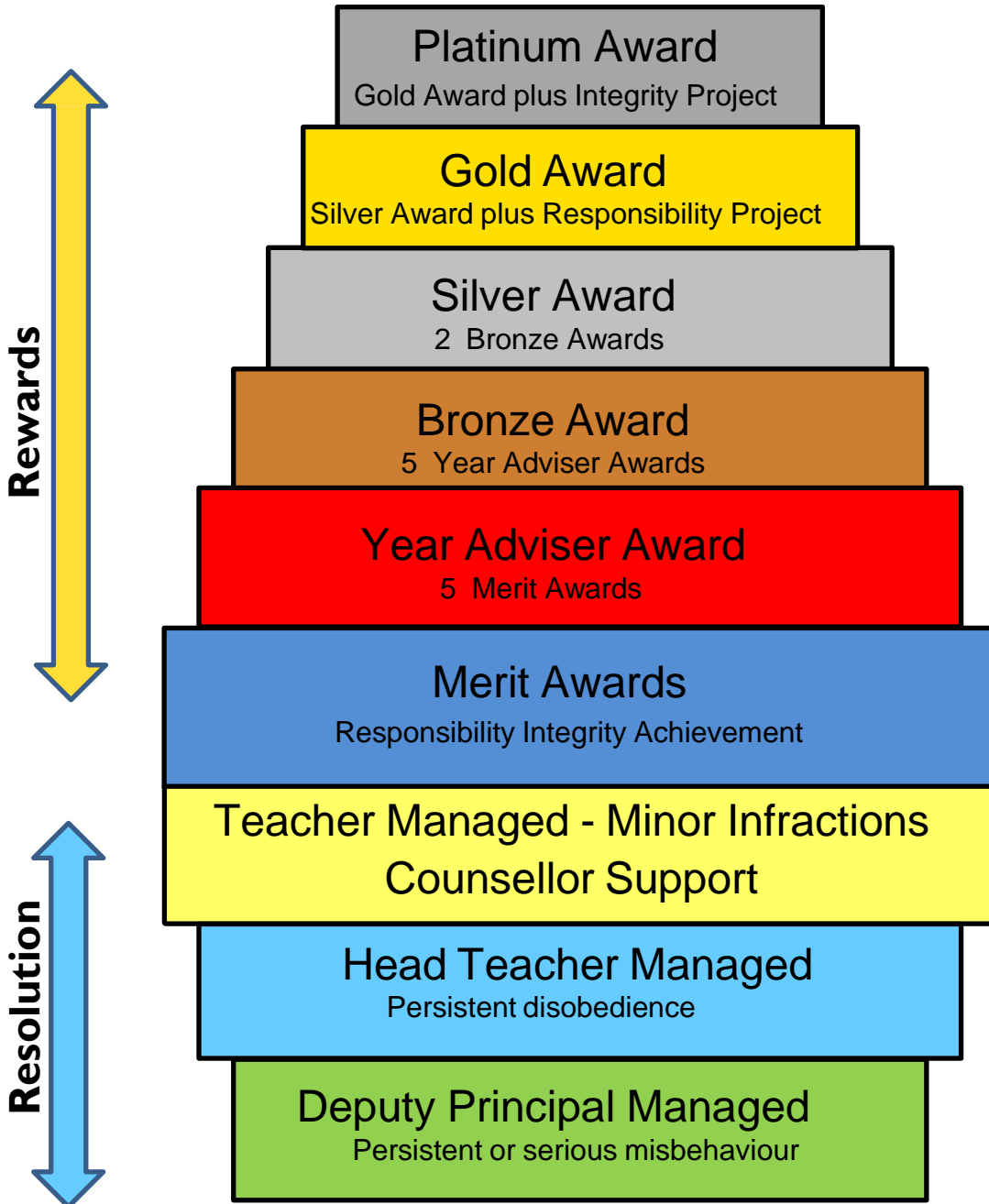


## **Platinum Award**

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/caregivers, 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 3.20pm 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.

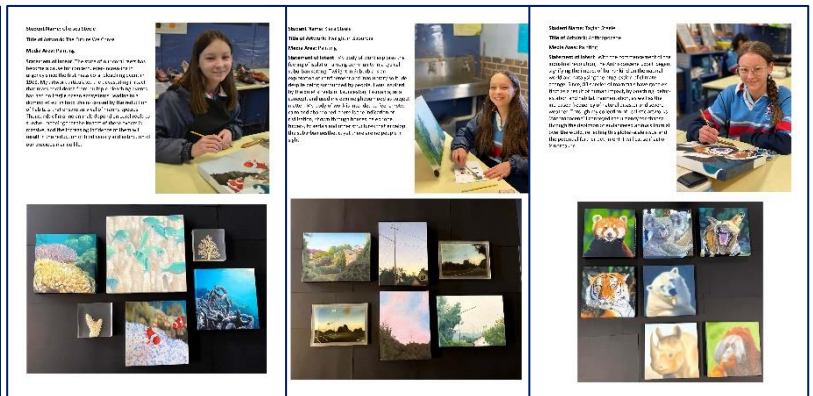
## Withdrawal from classes

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/caregivers, 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/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/caregivers: 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 can be made online through the *Qkr! by Mastercard* app or in person by the end of recess.

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 added to the Second-hand Clothing Pool or 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/caregivers 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.



## Student Use of Digital Devices and Online Services Procedure

### Purpose

This procedure guides student use of digital devices and online services at Pennant Hills High School. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

### Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students at Pennant Hills High School. It sets out the shared

responsibilities of school staff, students and parents and caregivers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

### Our School's Approach

- The use of technology devices in classrooms is at the **discretion** of the teacher. These include, but are not limited to, laptops, tablets, phones, smart watches, personal listening devices or other emerging technologies not yet named.
- 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.
- While at school, **ALL material** on the device is subject to review by school staff.

### Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, caregivers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

### Consequences for Inappropriate Use

For inappropriate use of any digital devices in school, the following consequences may occur:

- The student is given a warning from a teacher or other staff member.
- The student's digital device is placed in the technology box.
- These devices are returned at the end of class.
- The student maybe referred to the Head Teacher if there are further breaches or non-compliance.

For serious breaches that cannot be resolved in the classroom or by the Head Teacher, the following consequences may occur:

- Confiscated devices are handed in to the Deputy Principal and can be collected at the end the day.
- Confiscated devices are held in the Principal's office until a parent or caregiver collects the device.
- The student is referred to the Deputy Principal.
- The teacher or Principal arranges a meeting with the student's parent or caregiver.

- The student's access to the school network is restricted through the EMU tool on the Department of Education (DoE) portal.
- Suspension and possible Police and/or Child Wellbeing involvement.

### Contact Between Students, Parents and Caregivers During the School Day

Should a student need to contact a parent or caregiver during the school day, they must approach the administration office and ask for permission to use the school's phone. During school hours, parents and caregivers are expected to only contact their children via the school office on 9473 5000.

## Responsibilities and Obligations

### For Students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

### For Parents and Caregivers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>).  
Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a *Bring your own Device* program and complete any related paperwork.

### For the Principal and Teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and DoE policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with DoE policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, DoE policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report Hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements; working with the DoE and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

- If feasible and particularly as issues emerge, support parents and caregivers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

### For Non-teaching Staff, Volunteers and Contractors

- Be aware of the DoE's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the Principal, school executive or school staff they are working with.

### Communicating this Procedure to the School Community

#### Students:

- Classroom teachers will inform their students about this new procedure.

#### Parents and Caregivers:

- Parents and caregivers will be advised via the school newsletter.
- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

#### Complaints

If a student, parent or caregiver has a complaint under this procedure, they should first follow the Pennant Hills High School's complaints process. If the issue cannot be resolved, please refer to the DoE's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

#### Review

The Principal or delegated staff will review this procedure annually.

### Appendix 1: Key terms

- **Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.
- **Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, personal listening devices, smartwatches, smartphones and other devices.
- **Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.
- **Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- **Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.
- **Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.
- **Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

- **Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.
- **Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.
- **School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.
- **School staff** refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes Principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

## Appendix 2: What is Safe, Responsible and Respectful Student Behaviour?

### Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

### Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you, your parents and caregivers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.



- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

## **Be RESPECTFUL**

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

### **Appendix 3: Specifications Required for *Bring your own Devices***

#### **Wireless connectivity:**

*5Ghz Wireless N or higher.*

#### **Operating system:**

*Windows 10, MacOS, Android or IOS*

#### **Software and apps:**

*Microsoft Office 365 and Adobe CC are available from the NSW Department of Education at no cost. Access is via the Student Portal.*

#### **Battery life:**

*At least 6 hours.*

#### **Storage and RAM:**

*8Gb or more of RAM and at least 256Gb of storage.*

#### **Hardware features:**

*Maximum weight of 2kg, Camera and microphone, Keyboard (if using a tablet)*

#### **Accessories and other considerations:**

*Protective case or cover*

## 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 10am-2pm & 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)
- 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** navy blue 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, white blouse.
- Blouse:** Summer: White short sleeve.  
Winter: White long sleeve with peaked collar.  
(NB: Plain white T-shirt or skivvy may be worn under white shirt in winter only).
- Shorts:** Navy shorts (2 styles available).
- 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).  
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)

### 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:** Summer: Pale blue short sleeve.  
Winter: Pale blue long sleeve.
- Skirts:** All Season skirt is available to wear with the pale blue short sleeve and long sleeve blouses.  
Plain white T-shirt or skivvy may be worn under winter shirt only.
- Shorts:** Navy shorts (2 styles available).
- 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).

## 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 or Visual Arts, you must wear sturdy, leather shoes that enclose the whole foot.

## ESPECIALLY FOR PARENTS/CAREGIVERS

### 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

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/caregivers. You can access your child's timetable, attendance record, download excursion notes, semester reports and much more.

## **School Newsletter - *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. 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/caregivers at that time. Pennant Hills High School uses an online system for booking interviews of five minute' durations with teachers. If you require a longer interview, please contact the relevant teacher via email to [pennanyhil-h.school@det.nsw.edu.au](mailto:pennanyhil-h.school@det.nsw.edu.au) to arrange it.

Parents/caregivers are welcome to contact members of staff during the school day. Meetings should be arranged **by appointment** with the teacher directly. On arrival parents/caregivers should report to Public Reception 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/caregivers 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/caregivers and the teaching staff. The association allows and encourages parents/caregivers 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/caregivers 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 or via zoom – families are notified of the venue the day before. 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/caregivers 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/caregivers 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/caregivers, 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>Kurralong, L>Cobbadah into Blackbutt, L>Kurralong, 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>Lotfus, 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; BERRILEE</b> via Laurence, R>Bellamy, L>Boundary, R>Pennant Hills, 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>Kurralong, Blackbutt to Kurralong
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.

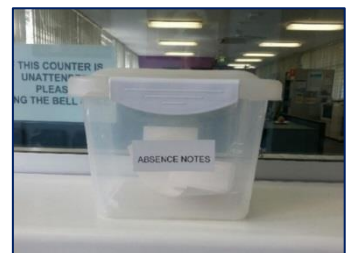


## Need to leave school early

- 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—10 must get approval from Mr Niccol, Deputy Principal (Relieving) or Sport Coordinator Ms Baker, in the HSIE 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 Parry 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 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.



Pennant Hills High School  
Laurence Street  
Pennant Hills 2120 NSW Australia

Phone: +61 2 9473 5000  
Fax: +61 2 9473 5099

Email: [pennanthil-h.school@det.nsw.edu.au](mailto:pennanthil-h.school@det.nsw.edu.au)  
Web: [www.pennanthil-h.schools.nsw.edu.au](http://www.pennanthil-h.schools.nsw.edu.au)



Pennant Hills High School



@PennantHillsHS

