



Pittwater House

6.3 Student Welfare Policy – Years 7-12

The Pittwater House School is an independent, non-selective, non-denominational school offering a private school education for students from pre-school to Year 12. Pittwater House started in 1961 as a preparatory school for boys. The Grammar School commenced seven years later, in 1968, and the Girls College commenced in 1975. Since those times the school has continued to grow and evolve to the present day.

The Senior School at Pittwater House has an approach to Pastoral Care that looks to support the Twin Schooling Model of one campus with two schools and a gradual transition to fully co-educational classes in Years 11 and 12. The Twin Schooling Model gives a student all the advantages of gender-specific teaching combined with the many social benefits of a co-educational campus.

The Pittwater House School Pastoral Care Structure aims to support this Twin Schooling Model along with the *Mission*, the *Vision* and the *Core Values* of the School. *Every student matters* at Pittwater House School and the Pastoral Care Structure is in place to ensure the ideals of the School can be realised, through all students being *connected and empowered*.

Our Vision

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

Our Mission

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

Our Core Values

Our Core Values drive everything we do at Pittwater House:

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

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

H**HONESTY AND INTEGRITY**

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

E**EXCELLENCE**

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

R**RESPECT AND CARE**

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

O**ORIGINS**

We celebrate the journey of our traditions.

I**INNOVATION**

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

C**COMMUNITY**

We connect our students, families, staff and alumni.

Every Student Matters, is a principle that drives all that we do at Pittwater House. All structures within the school including Academic, Pastoral Care and Co-Curricular strive to work together to ensure that every student does matter. The Pastoral Care Structure is influenced by this principle and plays its role in ensuring this is a reality for all students, through providing the ideals of ***connection and empowerment***.

Pastoral Care Team: Structure and Roles

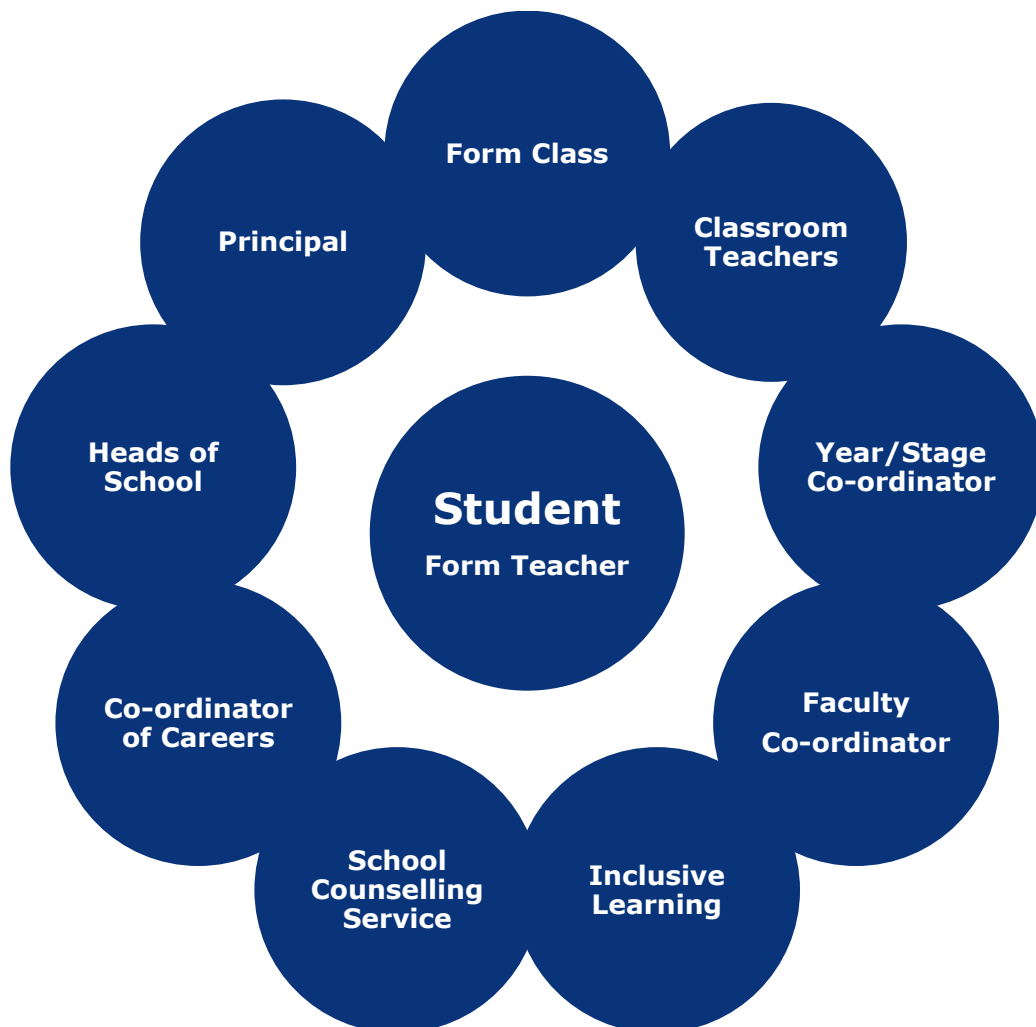
Pastoral care of every member of the Pittwater House community is a priority. There is a duty of care to students, staff and, where practical and possible, the families of students.

Pastoral Care:

‘all measures to assist an individual person or community reach their full potential, success and happiness’

The pastoral care of a student is the immediate responsibility of their peers, classroom teachers, Form teachers, Year/Stage Co-ordinator, Faculty Co-ordinators, Heads of School and the Principal. Pastoral care promotes a positive, unified school culture where each student feels **connected** to, and with, others. We try to nurture each student so that they develop a strong sense of self-respect, insight into their unique gifts and so they feel **empowered** to make positive decisions that will impact themselves, their peers and their family. We encourage, develop, promote and support pastoral care activities that hold these ideals at their core.

The Pittwater House Senior School aims to provide pastoral care to every student via its Pastoral Care Team.



Form Teacher/Form Class

The role of the Form Teacher is to guide and mentor their allocated Form Class throughout the year, monitoring overall student wellbeing and offering encouragement and support for each individual student by providing care and guidance and responding to the students' day-to-day needs.

From Years 7-12, Form Teachers work with the relevant Year/Stage Co-ordinators. The Form Teacher is responsible for the care of each student in their Form Class, should be the first point of contact for student and parent queries, and acts as a liaison where necessary with the Year/Stage Co-ordinator and other staff to assist in caring of the student.

The Form Class is a community of students supported by a Form Teacher. The Form Class concept promotes *connection* with peers, the Form Teacher and the school, for every student. The Form Class is a forum for discussion, where pastoral programs can be implemented, and where relationships can be initiated and developed. The Form Class is designed to contribute to each students' overall wellbeing.

Year/Stage Co-ordinator

In collaboration with their team of Form Teachers, Year/Stage Co-ordinators oversee the pastoral care of their Year/Stage group as a whole. Working in partnership with the team of Form Teachers, Year/Stage Co-ordinators are responsible for Form Classes in their year/stage, meeting regularly to discuss the progress of students in each Form Class. Year/Stage Co-ordinators will take responsibility for the more urgent or significant academic and pastoral issues within their year/stage, dealing with individual students and their families.

The Year/Stage Co-ordinators lead the Pastoral Team within each year/stage level, working with the School Counsellors, the Learning Enrichment Team, the Careers Advisor, Heads of School and other staff involved in the overall wellbeing of every student.

School Counselling Service

Pittwater House offers consulting and counselling services to students enrolled from Kindergarten to Year 12. The School's Counselling team play a significant support role in the school, providing specialist advice to Year/Stage Co-ordinators, Heads of School and Principal, as well as providing short term intervention for students with respect to their overall wellbeing. The School's Counselling Service also liaise with external practitioners as required to ensure we best support the needs of individual students. Referrals to the School Counselling Service can be made through the student's Year/Stage Co-ordinator. Senior School students and staff can also refer students to counselling through the respective Year/Stage Co-ordinator. The School Counsellors are located in MG16 and MG18A. (see [Appendix 1 School Counselling Service – Frequently asked Questions](#)).

Inclusive Learning

The School's Inclusive Learning Team work closely with Senior School teachers and parents to help students reach their academic potential. They collaborate with teaching staff to prepare *individual plans* for students that require extra learning support while also looking to challenge the academically gifted students via the High Potential and Gifted program. There are Teacher Assistants available to support individual students in the classroom or outside of the classroom as needed. Senior School staff can refer students to Inclusive Learning through the students' respective Year/Stage Co-ordinator and/or Faculty Co-ordinator.

Co-ordinator of Careers

Careers advice is essential so that both students and parents gain the skills and understanding to manage the transitions through study, work and leisure which will feature throughout the students' lives. The Co-ordinator of Careers provides an opportunity to develop self-reflection, personal insight and to discover a students' internal motivations. The Career development programs offered at the school are integrated through both Form Class and the PDHPE curriculum and include, but not limited to, profiling, one-one interviews, university/TAFE exploration, ATAR requirements, bonus point schemes, early entry programs, alumni career seminars, guest speakers and career workshops for students and parents.

Heads of School

The Senior School at Pittwater House has a Head of College (Girls) and Head of Grammar (Boys). This structure looks to support the Twin Schooling model of the School. These roles are responsible for the pastoral and academic needs of all students within the Senior School. Together they lead the Pastoral Care Team and develop and implement policies and procedures that support the ideal of, *Every Student Matters* with a strong focus on *Connection and Empowerment*. The Heads of School liaise regularly with all members of the Pastoral Care Team to ensure the needs of students within all year/stage groups are met. The Heads of School work closely with the School Executive Team and Principal to ensure the values of the School are upheld on a daily basis.

Australian Student Wellbeing Framework/Pastoral Care Program

The Australian Student Wellbeing Framework is a foundational document that provides Australian schools with a vision and a set of guiding principles to support school communities to build positive learning environments. The Pittwater House Senior School uses this framework to ensure best-practice and to assist with the development, implementation, and the reviewing of policy decisions. Pastoral care within the Senior School is guided by this framework and it is the responsibility of all members of the Pastoral Care Team to ensure these guiding principles form the basis of The Pastoral Care Program. The Pittwater House Pastoral Care Program is delivered through both Form Time and through specific workshops/presentations. The aims of our program are to achieve *connection and empowerment* for all students.

The Pittwater House Senior School Pastoral Program looks to:

- Promote the social and emotional development of all students
- Nurture student responsibility and resilience
- Build a positive school culture
- Foster respectful relationships
- Respond to key contemporary issues and topics that impact student wellbeing and decision making.

Pittwater House Years 7-12 Student Code of Conduct

The actions and behaviours of all those belonging to the Pittwater House community, contribute to creating a positive, caring and safe school environment for students, staff and families. The behavioural expectations that Pittwater House holds for its students are guided by the HEROIC Core Values. In particular, the core values of Honesty and Integrity, Respect and Care and Community. These core values help inform and shape the high expectations for all students. All Pittwater House students are required to accept responsibility for themselves and their actions while ensuring they are sensitive to and aware of the rights of both themselves and of others and the right to be educated in a safe and supportive environment. Pittwater House endeavours to provide a supportive and just environment for all students and expects its students to uphold the Core Values of the School in a variety of different environments and contexts on a daily basis.

When expectations outlined in this code of conduct are not met, Pittwater House will respond appropriately, justly and in-line with the procedures set out in the Senior School-Behaviour Justice Schema.

1. Personal Responsibility

Pittwater House believes each student is personally responsible for their own behaviour, regardless of age. Students are expected to behave respectfully and demonstrate genuine contrition when they do wrong. The way students behave and represent their school is a direct expression of self and an opportunity to present a positive image to the outside world.

Students are expected to:

- 1.1 Act honestly, with integrity and take responsibility for their own behaviour
- 1.2 Demonstrate a belief in the dignity of each human being, showing respect and care to all members of the Pittwater House community and that of the wider community.

- 1.3 Not bring the School into disrepute by public and online behaviour which reflects poorly on the student body or the wider School community
- 1.4 Adhere to the – *Years 5-12 Information Technology Acceptable Conduct and Use Agreement*
- 1.5 Ensure they are well groomed and take care and pride in the School uniform. Please refer to comprehensive guidelines on the School’s Summer and Winter Uniform in the *Pittwater House Student Handbook*.
- 1.6 Demonstrate appropriate decorum with respect to language and behaviour in the presence of others, including peers and adults
- 1.7 Avoid the use of any illicit substance. Tobacco, Vaping, the consumption of alcohol or illicit drugs are not permitted at any time when students are under the authority of the School. The School’s *Statement on Drugs and Substance Abuse* can be found in [Appendix 3](#).

2. Relationships with Others

Students are expected to show the appropriate respect and care to all adults, as well as their peers within Pittwater House.

Students are expected to:

- 2.1 Treat everyone with a sense of Respect and Care.
- 2.2 Actively avoid any behaviour that can be described as bullying. Please refer to the Pittwater House Senior School - Safe School Policy for more information on the School’s expectations in this area.
- 2.3 Avoid any behaviour or language that is discriminatory in nature, in that it vilifies another person, or group of people, on the basis of their identity.
- 2.4 Avoid any behaviour or language that is sexist or racist in nature.
- 2.5 Respect the personal space of others, noting the School promotes a ‘hands off’ culture.
- 2.6 Demonstrate moral and ethical behaviour while in public. While travelling on public transport, all students are ambassadors for the School. Appropriate courtesy to members of the travelling public and other school students is an expectation. Any lack of respect in public is a cause for significant concern. Students should vacate their seats for any member of the public if there are no other seats available.
- 2.7 Respect other people’s property and never take or use another’s belongings without permission.
- 2.8 Not bring any materials or items to School that are offensive in nature or could be used for violent means.
- 2.9 Not take photos/videos/recordings of students or staff without their permission. Please refer to the Years 5-12 Information Technology Acceptable Conduct and Use Agreement for more information.

3. Attendance and Movement

It is incumbent upon every student at Pittwater House to uphold the expectations of the School community as they relate to attendance and movement.

Students are expected to:

- 3.1 Attend the School every school day as a part of their enrolment at Pittwater House.
- 3.2 Take responsibility for informing the School of any unscheduled absence.
- 3.3 Arrive at the beginning of Period 1 each day for the first formal attendance. This also applies to each period of the day where attendance is electronically taken.

- 3.4 Travel directly to and from the School; if in School uniform students are not to linger or loiter in shopping centres or at transport hubs but are expected to take the most direct route between home and School.
- 3.5 Arrive at their scheduled classes on time with the proper equipment and resources.
- 3.6 Attend all assemblies and special celebrations. These are an important opportunity for the community to come together to share information or to celebrate our culture. Attendance and attention at any form of assembly or year meeting is essential and mandatory. Students should wear their full uniform to these occasions. This includes blazers in winter.
- 3.7 Never leave the School grounds, without school/parental permission.
- 3.8 Years 11 and 12 students may have special permission to sign-out from school in the at Reception, depending on their timetable and the allocation of study periods. This only applies where parental permission has been sought and given.
- 3.9 Years 12 students have the ability to purchase their lunch from a local café if school/parental permission is sought and given. They may sign-out in the Year 12 Common room and must be in class when Period 5 commences. They may not loiter on the footpaths to and from the café. They must travel directly to and from the café on foot.
- 3.10 If feeling unwell, students must report their condition to the Health Centre. Depending on the nature of the illness, parents may be contacted by the Health Centre. Students must not contact parents directly asking to go home, the Health Centre must be the primary point of contact for students if feeling unwell.
- 3.11 Use the Senior School library with care and consideration. The Library is available to students (before school, at recess, at lunch, after school and during study periods) for reading and quiet work. The rules of the Library are to be respected by students who wish to make use of this facility.
- 3.12 Years 11 and 12 students are expected to utilise the afternoon Senior Study Centre for study only. Students must be respectful of their peers using this space and should not gather in large groups for personal conversation.
- 3.13 During recess and lunch students must remain in the designated outdoor areas (or indoor during wet weather). Out of bound areas are clearly defined and communicated by both the Junior and Senior Schools. These may at times change depending on special circumstances.
- 3.14 Students should move promptly between lessons and take the most direct route to their next classroom. When passing through corridors students should walk on the left-hand side and take care of the personal space of others. School bags should be placed in lockers unless otherwise directed.
- 3.15 Bicycles, scooters and skateboards must be not be ridden once on school grounds. They should be kept in the areas allocated, and the School will accept no responsibility for loss or damage to them. Students must wear a helmet whenever they are riding a bicycle, scooter or skateboard. Students are not to ride bicycles, scooters and skateboards on the school grounds at any time.
- 3.16 Student Drivers' conduct as a member of Pittwater House is very much on display through student driving behaviour. Reports of students driving dangerously, heedlessly or selfishly will be taken very seriously and may revoke permission to drive to school. In extreme cases the police will be informed. It is the School's aim to develop safe and responsible behaviour on the road for all its students. All drivers are to observe whatever parking regulations exist on the neighbouring streets. The School does not accept responsibility for parked vehicles. Students are not to drive onto the school grounds or enter in their vehicle any school carpark.
- 3.17 Headphones/Ear Buds are a tool to be utilised in the classroom if directed by the teacher. They should not be worn while moving around the campus throughout the school day.

4. School Property and Facilities

It is incumbent upon every student of Pittwater House to uphold the expectations of the School community, especially as they relate to the stewardship of the School as a place for learning and community. All students are expected to contribute to making the School a safe and comfortable place to learn. Students are responsible for keeping the school, its classrooms, desks, chairs, walls, and the grounds, free from rubbish, litter and graffiti.

Students are expected to:

- 4.1 Treat the School's facilities and buildings with respect by ensuring they are kept clean and tidy at all times
- 4.2 To own a suitable lock in order to secure their school lockers at all times
- 4.3 Avoid any form of willful damage to School property, building or furniture. This is regarded seriously as an act against the community. Where accidental breakage occurs, it should be reported immediately. Acts of vandalism or damage may incur the cost of repair or replacement.
- 4.4 Place all rubbish in the school-supplied bins either in the classroom or communal playing spaces outside
- 4.5 Ensure the cleanliness of the communal spaces outside the School's buildings and cooperate with instructions from staff to help maintain cleanliness
- 4.6 Avoid the consumption of any food or drink in the School's buildings, unless otherwise authorised by a staff member
- 4.7 Chewing gum is not to be consumed by students because of the damage to property it may cause
- 4.8 Only enter School facilities, including classrooms, after receiving permission from School Staff
- 4.9 Gain permission from the Heads of School to post any signage or posters within the School grounds

5. Learning Environment Behaviour

Classrooms and other teaching areas are places for growth and learning; spaces where Pittwater House's core business' takes place. Students are expected to behave in a manner that optimises their opportunity to learn and does not interfere with the fundamental right of others to learn.

Students are expected to:

- 5.1. Demonstrate respect towards staff members by standing as soon as they enter any classroom and by following their instructions at all times.
- 5.2. Come to each class ready to learn and participate in the Academic Program. Always be punctual, have the correct resources, equipment and all homework and assessment tasks completed.
- 5.3. Assist teachers in keeping classrooms clean and tidy. At the end of each lesson, desks and chairs should be left in place for the next class and any rubbish removed.
- 5.4. Respectfully communicate with both teachers and other students, understanding that inappropriate language or tone can impact the learning environment negatively.
- 5.5. Not consume any food and drinks in classrooms
- 5.6. Avoid any disruptive behaviour that interferes with others' right to learn

6. Technology Usage

The use of digital technology is a part of a student's life and a vital method for educating students in the twenty-first century. Our priority is student safety, healthy relationships and a creating positive learning environment.

Mobile Phones

Access and usage of mobile phones by students during School activities is outlined below.

Years 5 to 6:

Students are encouraged not to bring mobile phones to school. However, requests for exceptions to this rule need to be submitted to the Head of the Junior School. Students who have been approved to bring their phones to school must keep them switched off while on school grounds and have them secured in their school bags throughout the day. Please see *Fig. 1.* for more details.

Years 7 to 10:

Students may bring their phone to school, however, there are limited times when they are allowed to access them. Students are to:

1. Turn phones off and lock them in their lockers between 8.30am and 3.25pm. Lockers must be locked with padlocks. Phones are not to be accessed during these times.
2. At times teachers may require students to bring their mobile devices to class for a specific learning activity. Students must then return their phones to their lockers at the next available break.
3. Students can not walk around campus during breaks with headphones on. Headphones can only be used in class if directed by the classroom teacher.
4. Please see *Fig. 1.* for more details.

Years 11 to 12:

Students may bring their phone to school, however, there are limited times when they are allowed to access them.

1. May carry phone with them.
2. They should not be used or seen in class without teacher approval.
3. Students can not walk around campus during breaks with headphones on.
4. See *Fig. 1* for detail.

Mobile phones/devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Fig. 1 Mobile Phone Policy Details:

	Year 5 and 6	Year 7-10	Year 11-12
Phone access	With approval, must be switched off in bags.	Must be locked in locker and switched off.	May be carried on student, but not to be used in class.
Between class	No	No	No
Recess and lunch	No	No	Limited
Before and after school	Yes	Yes	Yes
Co-curricular	No	No	Yes
Excursions	No	Under teacher direction	Under teacher direction
Camps	No	No	No

At all times, students may go to School Reception or their Head of School to contact parents or receive a call. Parents may only contact students during the school day via School Reception.

Consequences for Not Following Policy:

Senior School

First Breach of Policy:

Phone to be confiscated and delivered to reception. Student may collect phone after 3.25pm from reception. Year Co-ordinator to be notified and record made.

Second Breach of Policy:

Phone to be confiscated and delivered to reception. Student may collect phone after 3.25pm from reception. Year Co-ordinator to be notified and record made. Year Co-ordinator will meet with student.

Subsequent Breach of Policy:

Phone to be confiscated and delivered to reception. Student may collect phone after 3.25pm from reception. Year Coordinator to be notified and record made. Year Co-ordinator will contact parents and suitable punishment to be implemented.

Bring Your Own Designated Device (BYOD) Program

The Senior School offers a BYOD program. Every student in Years 5-12 is required to have a School-endorsed device and the device is for educational purposes only. Use of the device during the school day is at the discretion of teachers and other staff. Students must use their device only as directed by their teacher.

- Students purchase their own device (privately or through the School's preferred partner, CompNow);
- Students will be able to, at no additional cost, install Office 365 onto their devices and for some subjects the Adobe Creative Cloud suite of software;
- Students will also be provisioned with a school-based email account;
- Students and Parents can access TASS for various school related information;
- Students will be provided an Office 365 account to access Apps and cloud-based storage;
- Students and parents can access the learning platform, Canvas, for learning resources;
- For some subjects, students will access e-textbooks via our textbook partner, Box of Books;
- All software is supplied by the School - you do not need to purchase any additional software
- iPads and other "App" based tablets such as Android tablets, are not recommended as a prime device due to their limitations. Similarly, Chromebook are not supported and cannot join the school network.

Years 5-12 Information Technology Acceptable Conduct and Use Agreement

All students are expected to annually sign and accept conditions set out in the *Years 5-12 Information Technology Acceptable Conduct and Use Agreement*. (See [Appendix 4](#) for full details)

7. Sport and Co-Curricular: Participation and Support

Sport and Co-curricular (inclusive of Performing Arts) programs are an important part of the Pittwater House's commitment to a holistic education for every student as they promote physical, social, emotional and intellectual development. All students are encouraged to participate in the School's Sport and Co-Curricular program as both active participants and/or as spectators.

Students are expected to:

- 7.1 Commit themselves to the activity for the duration and actively seek to improve their capacity to participate by improving their skill level

- 7.2 Attend all designated sessions (training, games, competitions, performances) and advise the relevant coach/teacher or manager if they are unable to attend and provide a reason for their absence
- 7.3 Listen to and respect the appointed captain/team leader of the relevant activity
- 7.4 Co-operate with the coach/teacher, team-mates and opponents
- 7.5 Avoid any form of verbal or physical abuse. These are prohibited in all Schools co-curricular activities.
- 7.6 Wear only the appropriate School sporting uniform or School uniform to training, games, events or performances.
- 7.7 Never ridicule players from opposing teams or Schools for making a mistake
- 7.8 Where an official leads the activity, accept the officials' decisions at all times and acknowledge opponents at the conclusion
- 7.9 Not engage in any behavior, outside the School, online or offline, regarding co-curricular events that brings the School into disrepute or violates any other part of this Years 7-12 Student Code of Conduct
- 7.10 Show respect for coaches, officials, tutors or team leader, and acknowledge their value and importance.
- 7.11 Control their emotions: verbal or physical abuse of officials or other players or participants, deliberately fouling or provoking an opponent or participant and throwing of equipment are not acceptable or permitted in any activity
- 7.12 Work equally hard for themselves and their team
- 7.13 Encourage all good play, whether it be by the School or the opposing team
- 7.14 Treat all players as they would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- 7.15 When supporting School sporting teams, never enter the field of play for any reason

8. Off-Site School Programs

Camps, excursions, tours and retreats are all important ways in which Pittwater House School commits to the holistic education and formation of each individual student. Whilst attending any educational experience away from the School, all aspects of the School's *Student Code of Conduct* apply.

Students are expected to:

- 8.1 Act in a manner consistent with the School's *Years 7-12 Student Code of Conduct*
- 8.2 Notify the teacher-in-charge immediately of any issue where they are concerned for their own or another person's welfare
- 8.3 Strictly avoid the possession or use of illicit substances including (but not limited to) alcohol and tobacco (see [Appendix 3 The School's Statement on Drugs and Substance Abuse](#)).
- 8.4 Not leave the formal School activity, at any time, without permission from a teacher
- 8.5 Ensure that dress and personal appearance is appropriate at all times. If the School uniform is required, it will be stipulated by the relevant staff member.
- 8.6 Ensure that the relevant Permission Form to attend the School program has been signed and submitted to the appropriate person

Note: If any of these expectations are breached, the College reserves the right to terminate the experience for the student involved. In the case of camps, parents, guardians, or their nominees, will be contacted and asked to make appropriate travel arrangements for the student to return home. Any serious matter of concern will be referred to the Principal.

9. School Uniform and Appearance Regulations – Years 7-12

The School uniform should be worn with pride and worn correctly at all times; as an expression of respect for oneself and Pittwater House. At Pittwater House, being dressed in full uniform is mandatory for all students unless otherwise notified.

Students are expected to:

- 9.1 Be aware that the School Uniform Shop is the sole supplier of the School's uniform. Any items of clothing purchased from other retailers are not considered part of the uniform.
- 9.2 Abide by Uniform and Appearance Regulations found in the Student Handbook
- 9.3 Replace items of clothing which are too small, ill-fitting or considerably worn due to age or condition
- 9.4 Wear the correct uniform if required when supporting peers from the sidelines at sporting contests.
- 9.5 Use the School backpack which is the only acceptable schoolbag. Any other bag used for sport, if not of School issue, must be blue.
- 9.6 Clearly label all articles of clothing

Appendix 1

School Counselling Service - Frequently Asked Questions

What is the School Counselling Service?

Pittwater House offers consulting and counselling services to students enrolled from Kindergarten to Year 12. Students in the ECC can also be referred for consultancy services only. The role of the School Counsellor is to assist students to develop appropriate skills and help address academic, social, emotional and/or behavioural concerns which are having an ongoing impact on their engagement at school.

School Counsellors work closely with teaching, support, and pastoral staff. It is important to note that services are provided within a school setting, which means that contact with school staff involved with your child is considered an essential part of the service.

Who are the School Counsellors at Pittwater House?

There are two School Counsellors that work at Pittwater House, who have extensive experience working with children and young people. The counsellors are:

Counselling Team	Available
Megan Williams - Co-ordinator of Counselling (Psychologist)	Monday to Friday
Prue Excell (Social Worker)	Monday to Friday

What services do the School Counselling team offer?

School Counsellors offer a number of different services. The service provided to your child will depend on their individual needs. Services may include:

- Counselling individually or as part of a group
- Initial screening
- Classroom or playground observations
- Supporting families to understand and manage their child's learning or wellbeing needs
- Working collaboratively with relevant school staff
- External referral for specialised or longer-term intervention
- Liaison with external medical and mental health providers
- Supporting whole-school initiatives and programs that promote wellbeing, resilience, and mental health literacy

How can my child access the School Counselling Service?

Referrals to the School Counselling Service can be made through your child's teacher (in Junior School), Year/Stage Coordinator (in Senior School), or your child's Head of School. Students in Senior School are also able to self-refer via their respective Year/Stage Coordinator. Accessing the School Counselling Service is on a voluntary basis and withdrawal from the service can occur at any time without prejudice.

Do I need to provide consent?

For students in the Junior School, parent/guardian consent must be obtained before a student can access the School Counselling Service. For separated families, consent from both parents is required. However, should there be any risk of harm concerns, the School Counsellor will act in the student's best interest to ensure their immediate safety.

In secondary settings, school counselling services may be provided to a student without parent/guardian consent if the student is deemed to have the capacity to give informed consent. Where possible, it is the school's preference to obtain consent from a parent/guardian prior to seeing a student and to have parents/guardians involved in any services provided.

When do counselling sessions occur?

Counselling sessions generally occur during class time. For students in the Junior School, the School Counsellor will liaise with your child's teacher to organise a suitable time. For students in the Senior School, the School Counsellor will contact your child directly via email to book an appointment. Once a time is arranged, the counsellor will contact the relevant teacher who can provide a subtle reminder if needed. Counselling staff try to ensure that classroom disruption is minimised wherever possible.

How long will my child be seen for?

School counselling services are provided on a short-term basis to address concerns which are having an ongoing impact on school engagement. This means that between 6 to 10 individual counselling sessions can be provided. Counselling sessions typically start on a fortnightly basis to allow the counsellor to build rapport with your child. Sessions are then spread out across the term.

The school counsellor will suggest a referral to an external practitioner should any of the following be required:

- Long-term counselling
- Specialised intervention
- Diagnostic or educational assessment
- To address concerns which are not having a direct impact on school engagement

My child has counselling outside of school. Can they still access the School Counselling Service?

If an external psychologist or counsellor sees your child, in most cases the School Counsellor will not see your child for individual counselling sessions. Individual sessions can occur at school in specific circumstances such as if your child needs support to generalise strategies into the school environment, to enhance their school engagement, or if there is any risk of harm. With your consent, the School Counsellor can liaise with your child's external provider to discuss progress and recommendations to ensure a consistent approach to your child's care.

Is everything I or my child discusses with the School Counsellor confidential?

School Counsellors provide a confidential service. This means that we treat the information shared with us as confidential and do not discuss specific details. It is important to remember that services occur in a school context and there are many benefits to sharing relevant information with teaching, support, or pastoral staff.

Information can be shared under the following circumstances:

- When the School Counsellor has permission to communicate details with someone such as your child's teacher or external health professional.
- When the School Counsellor becomes aware of information that could assist the school to meet the educational or wellbeing needs of your child.
- When the Principal or their authorised delegate requests a briefing in relation to students who are accessing the School Counselling Service.
- When there are concerns regarding risk of harm.
- To meet child protection legislation.
- As part of the school's reporting requirements for the Nationally Consistent Collection of Data on Students with Disability (NCCD).

What feedback do parents/guardians receive?

In order for children and young people to feel safe and comfortable talking to the School Counsellor, they need to know that not everything they say will be reported back to their parents/guardians. However, we recognise the importance of providing feedback and including parents/guardians in the counselling process. The School Counsellor will provide general feedback, including information on the areas counselling will address, how you can help support your child at home, your child's progress, as well as any other specific recommendations that will be helpful for your child.

Are School Counsellors mandatory reporters?

All school staff, including School Counsellors, are mandatory reporters. The law states that there are situations when information must be shared with other people to protect you, your child, or someone you/they are talking about from serious harm. In these situations, the School Counsellor must take steps ensure safety and uphold the school's Duty of Care. As such, School Counsellor will share information with school executive and required services.

What records do you keep?

By law, all School Counsellors must keep a record of relevant personal information. This includes information such as the name of the student and their parent/guardian, contact details, personal and health history, records of verbal or written correspondence, and other relevant information received as part of providing a service. Records are kept and accessed by the School Counsellor for the purpose of providing a service, and reasonable steps are in place to manage the privacy of any records. Records are usually not shared with others unless there is a specific reason to do so, such as required by law. All records developed by the School Counselling Service are the property of the Pittwater House, however the School Counsellors are the only staff that access them.

What should I do if I have a concern or complaint?

Should you have a concern regarding the service received, please discuss this with the Co-ordinator of Counselling and Student Health, your child's Head of School, or Principal. Any complaints should follow the Grievance Policy outlined on the school's website: [click here](#).

Appendix 3

Pittwater House Schools Statement on Alcohol and Drug Use

Alcohol

No student may possess or consume any alcoholic beverage at school, on a school activity or whilst travelling to or from school. No student, of whatever age, may consume liquor in public in School Uniform.

Drug Use – Legal and Illegal

Any suggestion of a student trafficking in, using or abusing drugs (prescribed or otherwise) will lead to serious ramifications from the School (as outlined in the Senior School Behaviour Justice Schema). It may also lead to reporting the issue to the appropriate authorities. Any student carrying medicine at school must register this fact with the Health Centre and the Health Centre will give further advice to the student/family about administering the medication. No student may ever give a medicine to another student for whom it is not prescribed.

Smoking/Vaping

The whole Pittwater House School Campus is a NON-SMOKING/VAPING area. No student is allowed to smoke/vape at school or whilst travelling to or from school or at any time in school uniform. No student may carry tobacco, cigarettes or other smoking/vaping apparatus on their person or in their belongings whilst at or travelling to or from school.

The school reserves the right to inspect all student's personal clothing or property from time to time if the breaking of this rule is suspected or due to concerns for the safety of our community.

Appendix 4

Years 5-12 Information Technology Acceptable Conduct and Usage Agreement

Pittwater House provides many technology tools and resources to support student learning. This agreement covers the guidelines for proper use. Students are expected to use technology in ways that are safe, productive, responsible and respectful.

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

As a Pittwater House student, I understand that my school network, school software and school email accounts are owned by the School and are not private. Pittwater House has the right to access my information at any time. I also understand that a teacher, as part of their classroom management, may request that I show them the applications I am using and that I am aware that an overview of my classroom technology tasks and internet traffic are monitored.

The following guidelines encompass government laws, online safety, netiquette, and Pittwater House School rules and behaviours.

Being a Productive Digital Citizen

1. I will be a responsible, respectful technology user and use these tools for approved learning and communication activities. I will check with a teacher or my parents if I am unsure about whether a particular website, program, game or other computer use is safe and responsible.
2. I will not copy, sell, or distribute any copyrighted software, images, songs, videos, files or other media without written permission from the author.
3. I will not copy and paste another person's writing, images, music, videos or other media and submit it as my work. I understand that it is stealing another person's work and is called plagiarism. I will use my own words and give credit to owner/author for any work I include as part of my projects or papers.
4. I will use personal cloud storage drives, network folders, mobile devices and other storage devices to back up my files. When submitting my device for repair I will ensure that my files are backed up and that any private information is secured.

Being a Safe Digital Citizen

5. I understand that I am a representative of Pittwater House in all my online activities and that my behaviour should be respectful in all ways towards myself, fellow students, teachers, and my school.
6. I will never give out personal information such as my name, address, phone number, or school name through any Internet access, including email. I understand that it could put me at risk.
7. I understand that passwords are private information, only to be shared with teachers and parents. I will not share my password or allow someone else to use my password or accounts, nor will I use theirs.
8. I will comply with the School's requirements for cybersafe management software on all my devices.

Being a Respectful Digital Citizen

9. I will not tamper with, or damage any technology resources supplied by Pittwater House, including attempting to bypass technology management tools or attempt to access information that I am not entitled to.
10. I will use all online communications politely and responsibly. I will not use computers, mobile phones, personal digital devices or the Internet to send or post hate or harassing mail or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other hurtful behaviours either at school or at home. I understand that online spaces such as blogs and wikis are to be treated as classroom spaces.
11. I will not take photographs of students or teachers without their permission. Nor will I distribute electronically photographs of other students that are in my possession.

Consequences for Violation of this Agreement

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

Parent or Guardian

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

Version	Revision Details	Revised by:	Authorised by:	Date:
3	New revised policy Code of Conduct	D. Heath/ K. Thomas	JSW	30.8.23
4	Heading changed from Years 5-12 to Years 7-12	D. Heath/ K. Thomas	JSW	6.10.23
5	3.17 added to Attendance & Movement	D. Heath/ K. Thomas	JSW	3.11.23