



Pennant Hills High School Information Booklet, 2026



**PENNANT HILLS
HIGH SCHOOL**
RESPONSIBILITY INTEGRITY ACHIEVEMENT

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 leading comprehensive government schools in New South Wales. Students work hard to excel academically and achieve outstanding results in the creative and performing arts, sport, citizenship, and leadership.

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?*

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 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 means setting a goal to become the kind of person who not only makes Pennant Hills High School proud, but who can also be proud of themselves. You will form friendships within our school that you will cherish long after you have walked through our gates for the last time.

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 experience difficulties, they are happy to provide the support needed to enable goals to be met.

The contents of this booklet are designed to ensure you have a smooth start at Pennant Hills High School so please read the procedures carefully.

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 for delivering *Nothing but the Best*.

Ross Warren
Principal

Table of Contents

General Information	2
Core Values	3
People To Know	4
Student Leadership	7
Starting High School	8
Reading Your Timetable	9
Bell Times	10
School Map	11
The Library: Alfred Gray Memorial Library	12
Curriculum – Courses of Study (Stage 4: Years 7 and 8)	13
Curriculum – Courses of Study (Stage 5: Years 9 and 10)	15
Curriculum – Courses of Study (Stage 6: Years 11 and 12)	16
Student Wellbeing	17
Merit Award Policy	19
Award System	20
Award Scheme	21
Positive Behaviour for Learning (PBL)	22
Discipline	23
Absences	25
Mobile Phone & Electronic Device Policy: Policy & Procedures	26
Discipline and Student Behaviour Management	29
Mobile Phone and Electronic Device Procedures	30
Mobile Phone and Electronic Device Exemption Flow Chart, Application Plan	31
Responsibility and Obligations	32
Complaints	33
What is Safe, Responsible and Respectful student behaviour?	34
Specifications required for bringing your own devices	35
Medical Conditions, Sickness or Injury	36
Additional Information	37
School Uniform Policy	39
Boys Uniform	40
Girls Uniform	41
Especially for Parents and Caregivers	42
Frequently Asked Questions	44

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

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, for example Room 409 is located on Level 4.

The Administration Office is in the single storey building on Level 3, as you enter the car parks. The first entrance (closest to the car park) is Public Reception. The second entrance is Student Reception. 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.

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.

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. Parents/caregivers should contact the Deputy Principals if they have concerns.



Mr B O'Byrne
Years 7,9 & 11



Mrs F Payne
Years 8, 10 & 12

Year Advisers

The Year Adviser should be the first person you contact if you have any concerns related to friends, classwork, or school. 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 C Morrissey
Year 7



Ms P Bird
Year 8



Mr L Foster
Year 9



Mr L Ctercteko
Year 10



Mr D Rump
Year 11



Ms K Van Ede
Year 12

Head Teacher Wellbeing: Mrs Austin

The Head Teacher 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 Wellbeing heads a team of people who work together to support students.

School Counsellors: Ms Basson and Ms Smith

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

Student Support Officer: Ms De Haan

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

Learning Support Teacher: Mrs King**School Learning Support Officers (Special Education Unit):**

Ms Brennan, Mrs Freund, Mrs Linehan, Mr McLachlan, Ms Nguyen, Ms Tharmendran, Mr Turnton.

Career Adviser: Ms Baker**International Student Coordinators:** Mr Thai (Teacher) Mrs Parry (Administration)**Librarian:** Mrs Dennett**Sports Organiser:** Mrs Zavone**Business Manager:** Mrs Finch**School Administration SASS Staff:**

Mrs Antoon	Student Reception, Enrolments, First Aid Officer
Mrs Arnold	Student Reception, Attendance, Rolls, VORs
Mrs Carro	Student Reception, Cashiers Desk, Medical Updates
Mrs Galluzzo	School Bytes, Sentral, Website
Ms Lidell	Student Reception, First Aid Officer (Wednesday)
Mrs Norton	Public Reception
Mrs Parry	Student Reception/Invoices/Website/International Students/Newsletter
Mrs Shaw	Student Reception, Invoices

Print Room / Second-hand Clothing Pool: Ms Ellerby**TAS Home Economics:** Ms Osterlund**Science Assistant:** Ms Kleinman**General Assistant:** Mr Ormiston**Library Assistant:** Ms Duncan**Farm Assistant:** Mr McNamara

Teaching Staff

PRINCIPAL: Mr Warren

DEPUTY PRINCIPALS:

Mr O'Byrne (Yrs 7, 9 & 11)
Science faculty

Mrs Payne (Yrs 8, 10 & 12)
English faculty

ADMINISTRATION:

Head Teacher: Mrs Jebbink
& Science faculty

CAREERS:

Ms Baker

CAPA:

Head Teacher: Mrs Van Ede

Ms Coomber

Ms Kelly

Ms Miller

Ms Patradoon

Ms Tazewell

Ms Wilson

COUNSELLORS:

Ms Basson

Mrs Smith

ENGLISH:

Head Teacher: Mr Williams

Mrs Austin & CAPA (Drama)

Mr Belling

Ms Doran

Ms Jebbink

Mr Leys

Mr McDermott

Mr McHardy

Ms Ormiston

Ms Tan

Ms Rojas Zelaya

Mr Williams & CAPA (Drama)

HSIE

Head Teacher: Mr Foster (Rel)

Mr Banyai

Mrs Evans

Miss Greer

Mrs Jebbink

Ms Morrissey

Ms Poole

Ms Tibbotts

Ms White

Mr Williamson

LANGUAGES

Head Teacher: Ms Frasca

Mr Thai & International Students

Ms Nguyen

Ms Wang

LaST

Mrs King

LIBRARY

Mrs Dennett (Rel)

MATHEMATICS

Head Teacher: Mr Keegan

Mr Antoon

Mrs Evans

Mrs Heywood

Ms Lam

Mr Li

Mrs Shilling

Ms Singh

Mr Singh

Mr Tooma

Mrs Tubb

Mr Washer

PDHPE

Head Teacher: Mr Kruger

Sport: Mr Zavone

Ms Buchanan

Ms Dhillon

Mr Durheim

Miss Finch

Mr Harvey

Mr Morton

SECONDARY STUDIES

Head Teacher: Mrs Jebbink

HSIE & Science faculty

SCIENCE/AGRICULTURE

Head Teacher: Ms Finlayson

Mr Fearnside

Mrs Frasca

Ms Ghazal

Mrs Gill

Ms Kaur

Ms McGrath

Mrs Osborn

Ms Robinson

Mr Rump

SLSO STAFF

Miss Brennan

Mrs Freund

Mrs Linehan

Mrs Maxwell

Mr McLachlan

Ms Nguyen

Ms Tharmendran

Mr Turton

Ms Weinberg

SRE

Mr Albert

SPECIAL EDUCATION FACULTY

Head Teacher: Mrs Garcia (Rel)

Ms Albert

Ms Lee

Ms Maxwell

Mr O'Byrne

Ms Pritchard

Ms Sahdeva

Ms Slade

Ms Townend

Ms Weinberg

STUDENT SUPPORT OFFICER

Ms De Haan

STUDENT WELLBEING

Head Teacher: Mrs Austin

English & CAPA faculties

TAS – COMPUTING

Head Teacher: Mr Wilson

Mr Sivasooriya

TAS – HOME ECONOMICS

Head Teacher: Ms Breden

Ms Graham

Ms Kelly

Ms Lyris

TAS – INDUSTRIAL ARTS

Head Teacher: Mr Wilson

Ms Bird

Mr Ctercteko

Mr Gill

Mr Pryde

Student Leadership 2024-2025

SCHOOL CAPTAINS



Jemimah



Spencer

VICE CAPTAINS



Stella



Jethro

SPORT CAPTAINS



Annabel



Nicolas

SENIOR PREFECT



Alyssa

YEAR 12 PREFECTS

Curtis
Hannah
Noah
Jessica
Tahlia

BAND PREFECTS

Sarah
Ruby
Seona
Taeho
Zofia

YEAR 11 PREFECTS

Gemma
Joshua
Michelle
Navya
Ruby
Seona
Taeho
Zofia

CHOIR CAPTAINS

Hannah
Anjali

SUPPORT UNIT PREFECT

Aiden

SLC EXECUTIVE

Charlotte (Chairperson)
Matilda (Secretary)
Katerina (Treasurer)

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 done online through 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 or caregivers can also access it through the Sentral 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 on your study desk. Then there is no chance of you not being in the right place.

Sample timetable for a Year 7 student

Periods 1 – 4 (Note: Periods 0 and 5 apply to senior students taking extension courses)

R = Recess

T = 5 min transition between classes

L1, L2 = 1st and 2nd half of lunch

Fri A = Friday of Week A in the timetable cycle

Mon B = Monday of Week B

	MonA	TueA	WedA	ThuA	FriA
0 8:30 - 8:55					
1 8:55 - 10:19	Tech Mandatory - Textiles Yr7 (7T-TXRS1) Room: 101 MISS Jackie Breden	Science Yr7 (7SCIR) Room: 301 MRS Jaspal Gill	Mathematics Yr7 (7MR) Room: 210 MRS Sue Shilling	Tech Mandatory - Textiles Yr7 (7T-TXRS1) Room: 101 MISS Jackie Breden	Music Yr7 (7MUSR) Room: 323 MR Christopher Nugent
Recess 10:19 - 10:39					
2 10:39 - 11:58	Language - French Yr7 (7FRR1) Room: 320 MISS Phuong m Nguyen	English Yr7 (7ENR) Room: 326 MRS Ann Gilberthorpe	English Yr7 (7ENR) Room: 320 MRS Ann Gilberthorpe	Health Yr7 (7HER) Room: 304 MS Laura Campbell	History Yr7 (7HISR) Room: 320 MR Laurence Foster
3 12:03 - 13:22	History Yr7 (7HISR) Room: 320 MR Laurence Foster	Physical Education Yr7 (7PER) Room: 326 MRS Elissa Dixon	Visual Arts Yr7 (7VA8) Room: 4A5 MISS Tracey Tazewell	English Yr7 (7ENR) Room: 326 MRS Ann Gilberthorpe	Mathematics Yr7 (7MR) Room: 210 MRS Sue Shilling
Lunch_1 13:22 - 13:42					
Lunch_2 13:42 - 14:02					
4 14:02 - 15:20	Physical Education Yr7 (7PER) Room: 210 MRS Elissa Dixon	Mathematics Yr7 (7MR) Room: 210 MRS Sue Shilling	Music Yr7 (7MUSR) Room: 323 MR Christopher Nugent	English Yr7 (7ENR) Room: 326 MRS Ann Gilberthorpe	Visual Arts Yr7 (7VA8) Room: 4A5 MISS Tracey Tazewell
5 15:20 - 15:40					

Period 4 class – (7ENR) Explained:

7 = Year 7
 HSIE = Subject - English
 R = Home class
 326 = Room 26 on Level 3
 Mrs Gilberthorpe = Teacher

Bell Times

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.

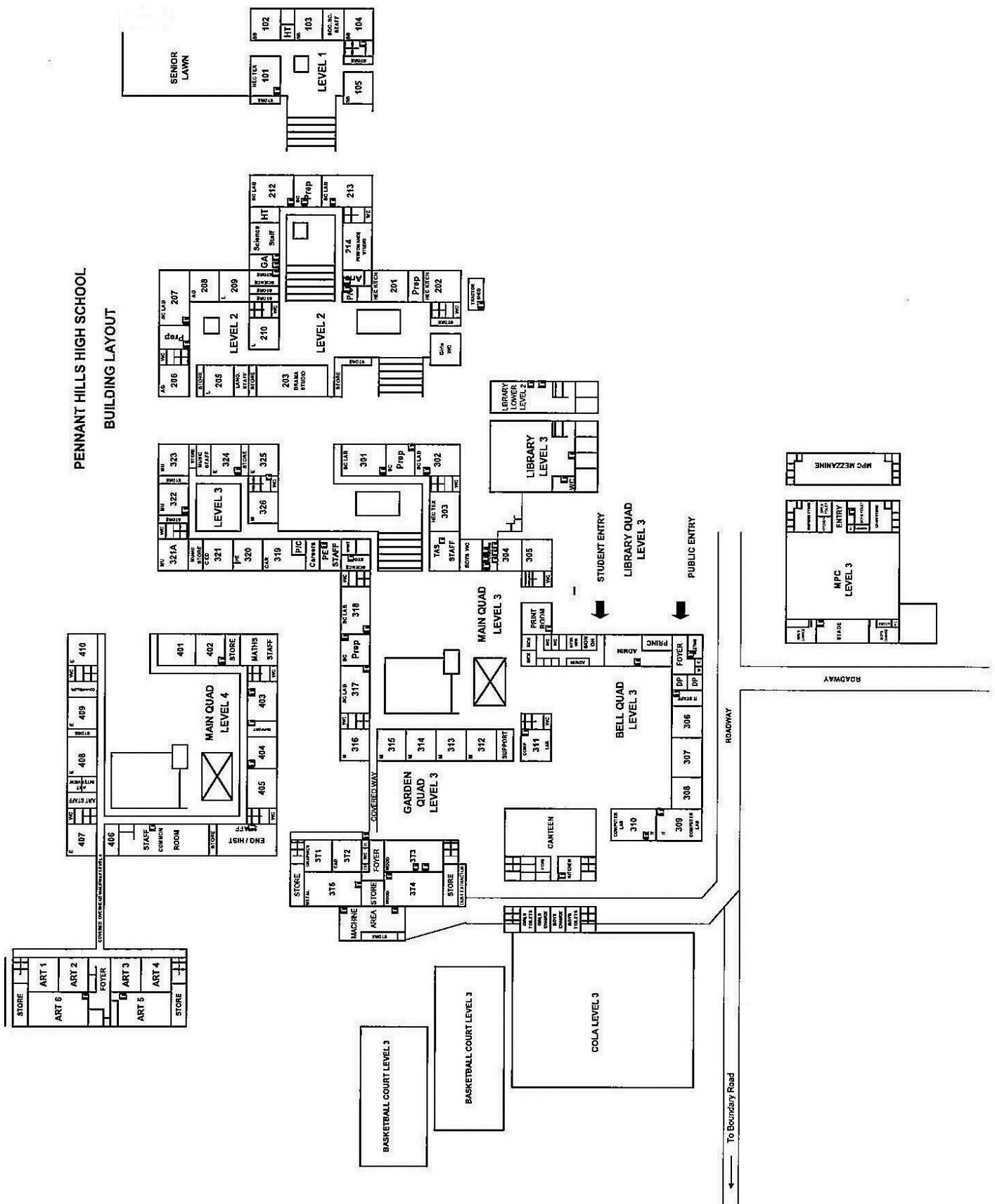
Terms 1 and 4

Period	MONDAY	Period	TUESDAY	Period	WEDNESDAY	Period	THURSDAY	Period	FRIDAY
					Assembly Main Quad 8.55 – 9.15				
1	8.55 – 10.19	1	8.55 – 10.19	1	9.15 – 10.34	1	8.55 – 10.10	1	8.55 – 10.19
Recess	10.19 – 10.39	Recess	10.19 – 10.39	Recess	10.34 – 10.54	Recess	10.10 – 10.35	Recess	10.19 – 10.39
2	10.39 – 11.58	2	10.39 – 11.58	2	10.54 – 12.07	2	10.35 – 11.50	2	10.39 – 11.58
Tra	11.58 – 12.03	Tra	11.58 – 12.03	Tra	12.07 – 12.12	3A	11.50 – 12.32	Tra	11.58 – 12.03
3	12.03 – 1.22	3	12.03 – 1.22	3	12.12 – 1.26	LU1	12.32 – 12.53	3	12.03 – 1.22
LU1	1.22 – 1.42	LU1	1.22 – 1.42	LU1	1.26 – 1.46	LU2	12.53 – 1.14	LU1	1.22 – 1.42
LU2	1.42 – 2.02	LU2	1.42 – 2.02	LU2	1.46 – 2.06	3B	1.14 – 1.57	LU2	1.42 – 2.02
4	2.02 – 3.20	4	2.02 – 3.20	4	2.06 – 3.20	4	1.57 – 3.15	4	2.02 – 3.20
							SPORT – Yrs 8,9 & 10 1.14 – 2.30		

Terms 2 and 3

Period	MONDAY	Period	TUESDAY	Period	WEDNESDAY	Period	THURSDAY	Period	FRIDAY
				1	8.55 – 10.14				
1	8.55 – 10.19	1	8.55 – 10.19		Assembly Main Quad 10.14 – 10.34	1	8.55 – 10.10	1	8.55 – 10.19
Recess	10.19 – 10.39	Recess	10.19 – 10.39	Recess	10.34 – 10.54	Recess	10.10 – 10.35	Recess	10.19 – 10.39
2	10.39 – 11.58	2	10.39 – 11.58	2	10.54 – 12.07	2	10.35 – 11.50	2	10.39 – 11.58
Tra	11.58 – 12.03	Tra	11.58 – 12.03	Tra	12.07 – 12.12	3A	11.50 – 12.32	Tra	11.58 – 12.03
3	12.03 – 1.22	3	12.03 – 1.22	3	12.12 – 1.26	LU1	12.32 – 12.53	3	12.03 – 1.22
LU1	1.22 – 1.42	LU1	1.22 – 1.42	LU1	1.26 – 1.46	LU2	12.53 – 1.14	LU1	1.22 – 1.42
LU2	1.42 – 2.02	LU2	1.42 – 2.02	LU2	1.46 – 2.06	3B	1.14 – 1.57	LU2	1.42 – 2.02
4	2.02 – 3.20	4	2.02 – 3.20	4	2.06 – 3.20	4	1.57 – 3.15	4	2.02 – 3.20
							SPORT – Yrs 8,9 & 10 1.14 – 2.30		

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 workspaces 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 21st Century.

Stage 4: Years 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)
- Two languages are studied over four terms in Year 7
- Students select one of three languages 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.

All Year 8-10 enrollments will receive a separate School Bytes Online Sport Selection Student Instruction form 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, Oz Tag, 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

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
- Aboriginal Studies (accelerated) Agriculture
- Commerce Dance Drama Engineering
- Food Technology
- Industrial Technology (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 can choose a pattern of study from a breadth of curriculum offerings. Curriculum offerings include NSW Educational Standards Authority (NESA) 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
- Chinese (Beginners and Continuers)
- Community and Family Studies Dance
- Drama Economics
- Engineering Studies
- English (Standard, Advanced, Extension courses 1 and 2)
- English EAL/D
- English Studies
- Food Technology
- French (Beginners and Continuers)
- Geography
- History (Ancient, Modern and HSC Extension)
- Hospitality
- Industrial Technology (Timber and Furniture Technologies)
- Information Processes and Technology
- Japanese (Beginners and Continuers)
- Legal Studies
- Mathematics (Standard 1 & 2, Advanced, HSC Extension courses 1 & 2)
- Music (Course 1 and 2, HSC Extension)
- Personal Development, Health and Physical Education (PDHPE)
- Photography, Video and Digital Imaging
- Physics
- Society and Culture
- Software Design and Development
- Sport, Lifestyle and Recreation Studies
- Studies of Religion
- Textiles and Design Visual Arts
- Visual Design

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
- Student Support Officer

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:

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

Head Teacher Wellbeing: Mrs Austin 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/caregiver can contact Public Reception within the administration office.

Student Support Officer: Ms De Haan 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: Ms Baker 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 Norton at Public Reception.

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.

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, triathlons, volleyball and many more.

Clubs

Students are urged to participate in the various activities offered at school. These include two concert bands, two stage bands, a string ensemble, choir, drama ensemble, Academic Challenge, Science Linkages, Christian fellowship, Student Enviro Team, 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 noticeboards and through the Daily Notices which are read to all classes during Period 1 and can be accessed on the student intranet.

Activity	Coordinator	2026 Costs
BAND & STRING ENSEMBLE	Mrs Coomber, CAPA Faculty	\$130 - \$150 per term
BOOK CLUB	English Faculty	Free
CHOIR	Mrs Coomber, CAPA Faculty	\$80 per term
DANCE	PDHPE Faculty	TBC
DEBATING	English Faculty	Free
DRAMA ENSEMBLE	Ms Van Ede, CAPA Faculty The Drama Ensemble meets after school to learn and develop performance skills.	Free
DUKE OF EDINBURGH'S AWARD SCHEME	Ms Baker, Careers Adviser Students achieve Bronze, Silver and Gold Awards. (Years 9 – 12 only)	Varies according to level
PREMIER'S SPORTING LEADERSHIP PROGRAM	Mrs Kruger, PDHPE Faculty This program continues from Primary school and there are limited places for new participants.	Free
TECH CREW	Ms Van Ede, CAPA Faculty Students learn about managing MPC sound and lighting.	Free

Merit Award Policy

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.

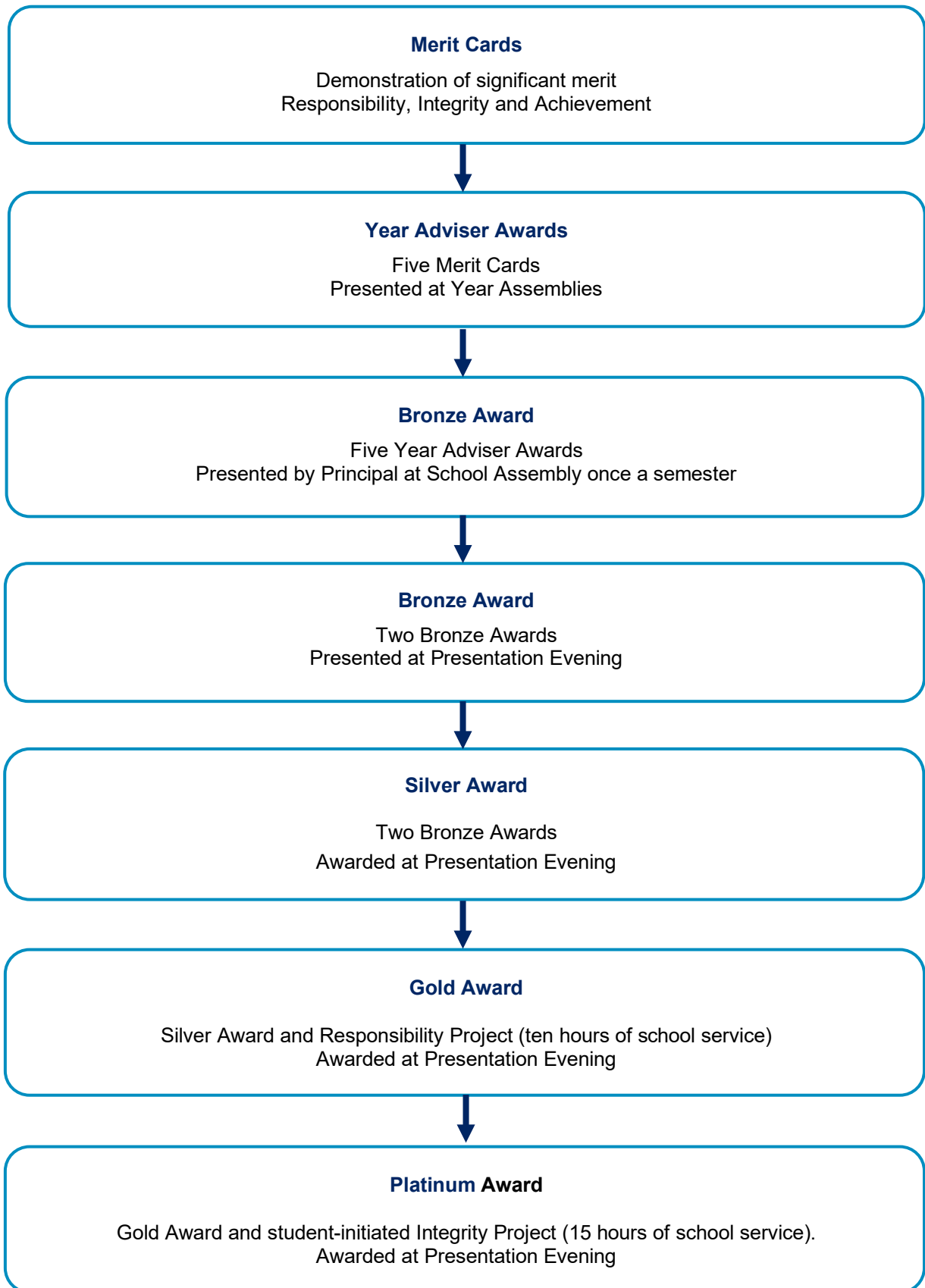
Philosophy

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 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
 - letters of appreciation
 - presentation of trophies for Silver, Gold, and Platinum Awards
5. Consistent tracking of all students' positive achievements by Year Advisers on the Student Tracking and Notification system (Sentral).

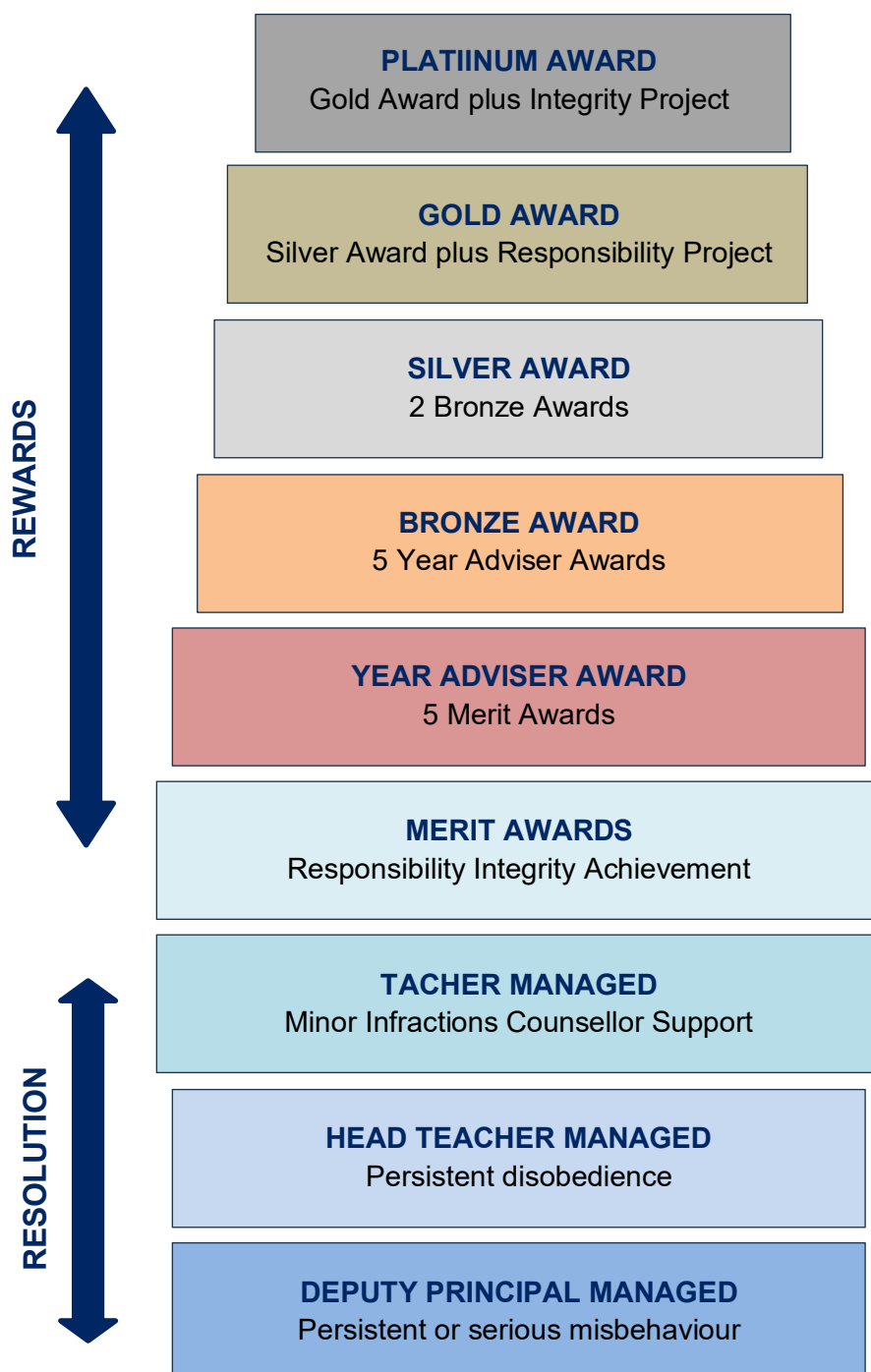
Award System

Award	Who	When	Recognition	Incentives
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



Positive Behaviour for Learning (PBL)



Discipline

The student support network begins in the classroom.

Children are entitled to an education, and teachers are always entitled to respect and courtesy. 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 and signed by a parent/caregiver each night and taken to your Year Adviser each day so that they 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 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/caregiver 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 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/caregiver will be notified at least 24 hours in advance in writing. School detentions are held in the 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 ten school days 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 HSC (Higher School Certificate). The Principal must certify the student's progress and attendance have been satisfactory over the whole period of your course. Regular attendance is essential for any student to succeed.

Notifying the school of an absence

The only valid reasons for absence during the year are illnesses and emergencies. Parents or caregivers are asked to notify the school via the Sentral Parent Portal app if their child is absent.

[Apple - Sentral for Parents APP](#)

[Google Play - Sentral for Parents APP](#)

Alternatively, parents or caregivers may email pennanthil-h.school@det.nsw.edu.au (including a medical certificate if applicable) or provide a written note for their child to place in the Absence Note box at Student Reception on their first day back. All correspondence must clearly include the student's name and Year group. Students may not provide their own reason for absence; a parent or caregiver must do so regardless of age. The Sentral system will notify parents if a student is marked absent after Period 1, please note that replying to this text does not count as a response. An Absence Notification form is available on the school's website. In line with the Department of Education School Attendance Policy, explanations for absences must be provided within seven days; otherwise, they will remain unexplained and appear on the student's academic report. If an absence is not explained, a letter will be sent home requesting clarification. Please ensure the school is informed of any changes to contact details or phone numbers.

Late arrival

Students who arrive late must follow the same process as for absences. Parents or caregivers should notify the school via the Sentral Parent Portal, email pennanthil-h.school@det.nsw.edu.au, or provide a written note with the student's name and Year group. On arrival, students must report to Student Reception to swipe on and collect a late note before going to class. If no valid reason is provided within seven days, the lateness will be recorded as unexplained, and regular lateness may result in detention.

Leaving early

Appointments should be made outside school hours where possible. For unavoidable cases, parents or caregivers must request early leave via the Sentral Parent Portal, by email, or by providing a written note to Student Reception before 8.55am on the day. The request must include the student's name, date, and time of departure. A Leave Pass will be ready for collection at recess or before leaving. Students in Years 8 to 10 needing leave on a Thursday afternoon must see their Deputy Principal that morning for approval. All students must have a Leave Pass to leave the school grounds during the day.

Leave in advance (exemption from attendance)

For leave of five or more consecutive school days, an Application for Extended Leave – Travel must be submitted for the Principal's approval.

Complete the form and email it, with proof of travel (e.g. flight or accommodation details), to pennanthil-h.school@det.nsw.edu.au.

Mobile Phone & Electronic Device Policy

Our school uses School Bytes to manage all excursion information, permission forms, and payments. Parents and caregivers will receive notifications via email through School Bytes with full details of the activity, consent forms, and secure payment links. This system allows permissions and payments to be completed easily online, ensuring accurate and timely record keeping.

It is important that parents and caregivers note the activity due date, as permission and payment cannot be accepted after this date.

We encourage parents and caregivers to check their registered email regularly for updates and to ensure their contact details are current.

For issues regarding accessing School Bytes or completing payments, please contact the school office for assistance.

Policy and procedures

These procedures are designed to support student learning, safety, and wellbeing, while managing any potential risks or distractions associated with the use of digital technology accessed through mobile phones, smart watches, or other electronic devices.

Pennant Hills High School's **Off and Away - All Day!** policy requires that mobile phones and electronic devices remain switched off and put away for the entire school day.

In line with the NSW Government restrictions, this applies during class time as well as before school, at recess, and during lunch breaks.

The Procedures

For the purposes of these procedures, 'mobile phones and other electronic devices' includes smart watches

and all other electronic devices such as iPads and other branded tablets, as well as their associated listening

accessories such as, but not limited to, headphones and ear buds. These procedures are outlined to manage student use of these devices at Pennant Hills High School.

The aim of this policy is to provide:

- A safe environment to learn without inappropriate use or distraction of mobile phones and electronic devices.
- Greater opportunities for social interaction and physical activity during recess and lunch times.
- Meet the requirements of the NSW Government's Policy restricting the use of mobile phones and electronic devices at school.

Use of mobile phones or other electronic devices

Students will have their device immediately confiscated and further disciplinary action will follow if:

- They are using their device in class (excluding laptops) or in the playground without permission.
- The device is used to bully, intimidate or otherwise harass other people through any voice call, text message, photographic, video or other data transfer system available on the device.
- Students use digital devices to disrupt the learning environment or interfere with the operation of the school.

- Students use devices to record images, video or sound without permission.
- The device has been used to contravene the law.

Student expectations

- Students may not use mobile phones and other electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones and other electronic devices are to be off and away all day from the time students enter school grounds in the morning, until they have left school grounds at the end of the day. This includes before school and at break times.
- Students must switch their smart watch to 'aeroplane mode' for the duration of the school day.
- BYO or school issued laptops are NOT part of the ban, however, these devices are not to be accessed before school or during break time in the playground. Students who wish to use laptops at these times must do so in the library or a classroom under the supervision of a teacher.
- Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- Students will take their mobile phone to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy
- Principal will enter the phone or other electronic device on the Daily Phone Register and securely store the device in the Administration area. Failure to follow the discipline code will incur more severe consequences including Formal Caution to Suspend or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- Students must take full responsibility for any mobile phone or other electronic device brought to school. The school or staff will not be responsible for their loss, theft or damage. Students who bring their devices to school, do so at their own risk.

Purchasing at the canteen

- Students will be required to use a card or cash to pay for purchases at the canteen. Families are encouraged to use the Qkr! by Mastercard app to pre-order prior to coming to school. Phones are not to be used for purchases.

Exemptions / adjustments

- A small number of exemptions/adjustments will be made. These will only be available for: Managing a Health Condition and Disability Adjustment - health related exemptions can be sought by parents/caregivers by contacting the Deputy Principal and completing the Mobile Phone and Electronic Device Exemption Application (Appendix 2). In the case of health conditions, a letter from a medical professional stating when and how the mobile phone or other electronic device is to be used, will be required. The Deputy Principal will work alongside families and complete the Mobile Phone and Electronic Device Exemption Plan. For example, the plan may outline a process by which students check their phone or other electronic device as required, in consultation with the Deputy Principal. Families of students who require exemption will be referred to the Phone Exemption Flow Chart (Appendix 2).

NOTE: No phones to be used for canteen purchases, including those who have an exemption.

Parent / caregiver expectations

- In accordance with the procedures parents/caregivers will:
- Contact the school Front Office to pass on messages rather than contacting a student directly on their device (students may be permitted to use a phone in the front office to contact their parents/carers under the supervision of the Deputy Principal).
- Understand that the school takes no responsibility for loss or damage to phones or electronic devices.
- Work collaboratively with the school and help reinforce Pennant Hills High School's Use of Mobile Phones and Devices Procedures with their child/ren.

Consequences

- Students will take their mobile phone to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the phone on the Daily Phone Register and securely store the device in the Administration area.
- Consequences will be applied according to the school's Behaviour and Discipline policy. These include but are not limited to:
 - a. Confiscation of the device until the end of the day.
 - b. Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
 - c. Issuing of a Formal Caution to Suspend or a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour and Discipline Policy.
- Withdrawal of a student privilege to bring their phone to school.

It is appropriate to confiscate devices from students when:

- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other electronic devices.
- Have and use phones or other electronic devices in contrary to this policy.
- It is necessary to examine the device as there are reasonable grounds to suspect inappropriate material may be on the device. Senior Executive will be involved in such cases.
- In cases where students have bullied, threatened or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material.

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.

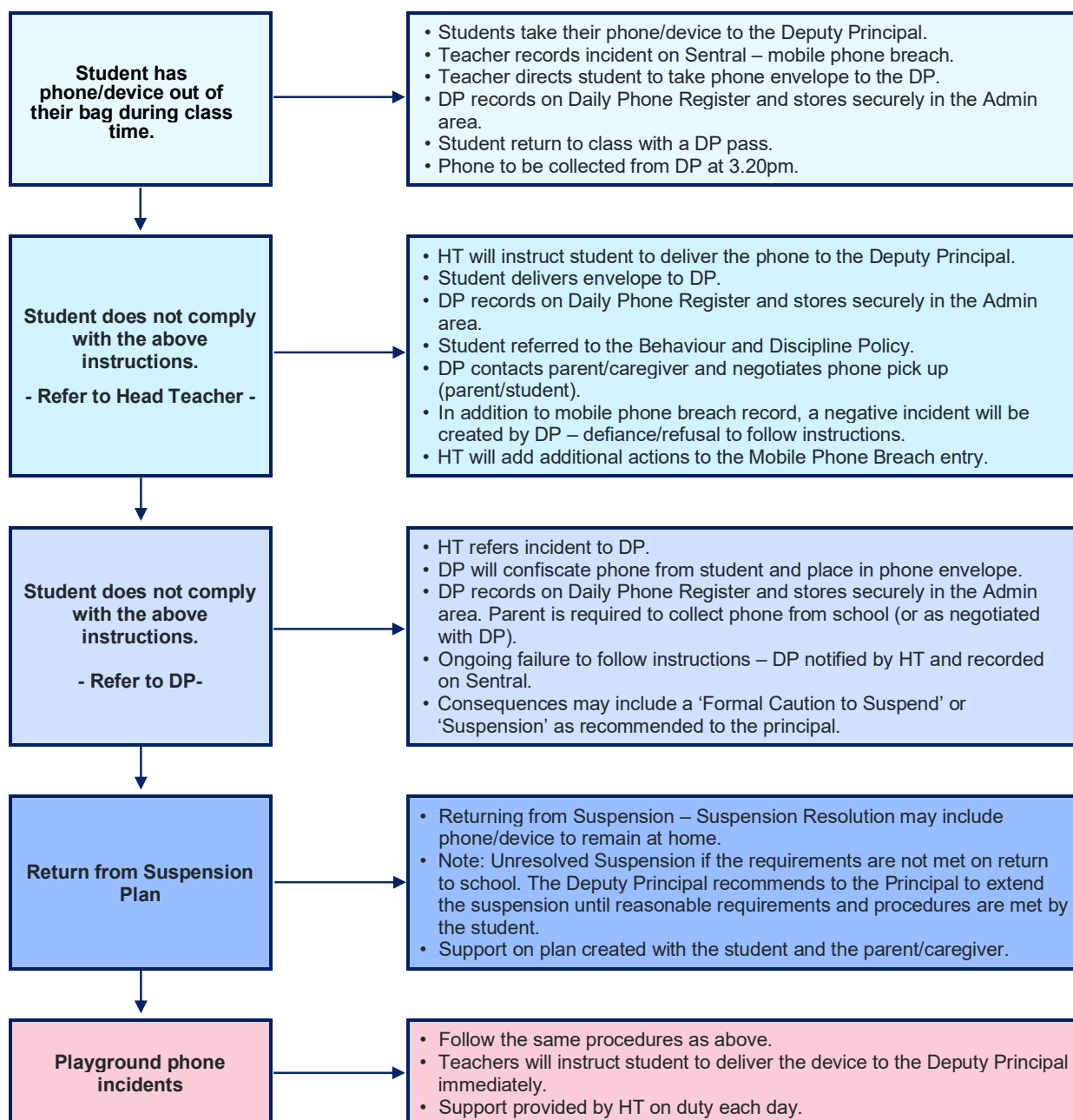
During school hours, parents and caregivers are expected to only contact their children via the school office on 9473 5000.

Discipline and Student Behaviour Management

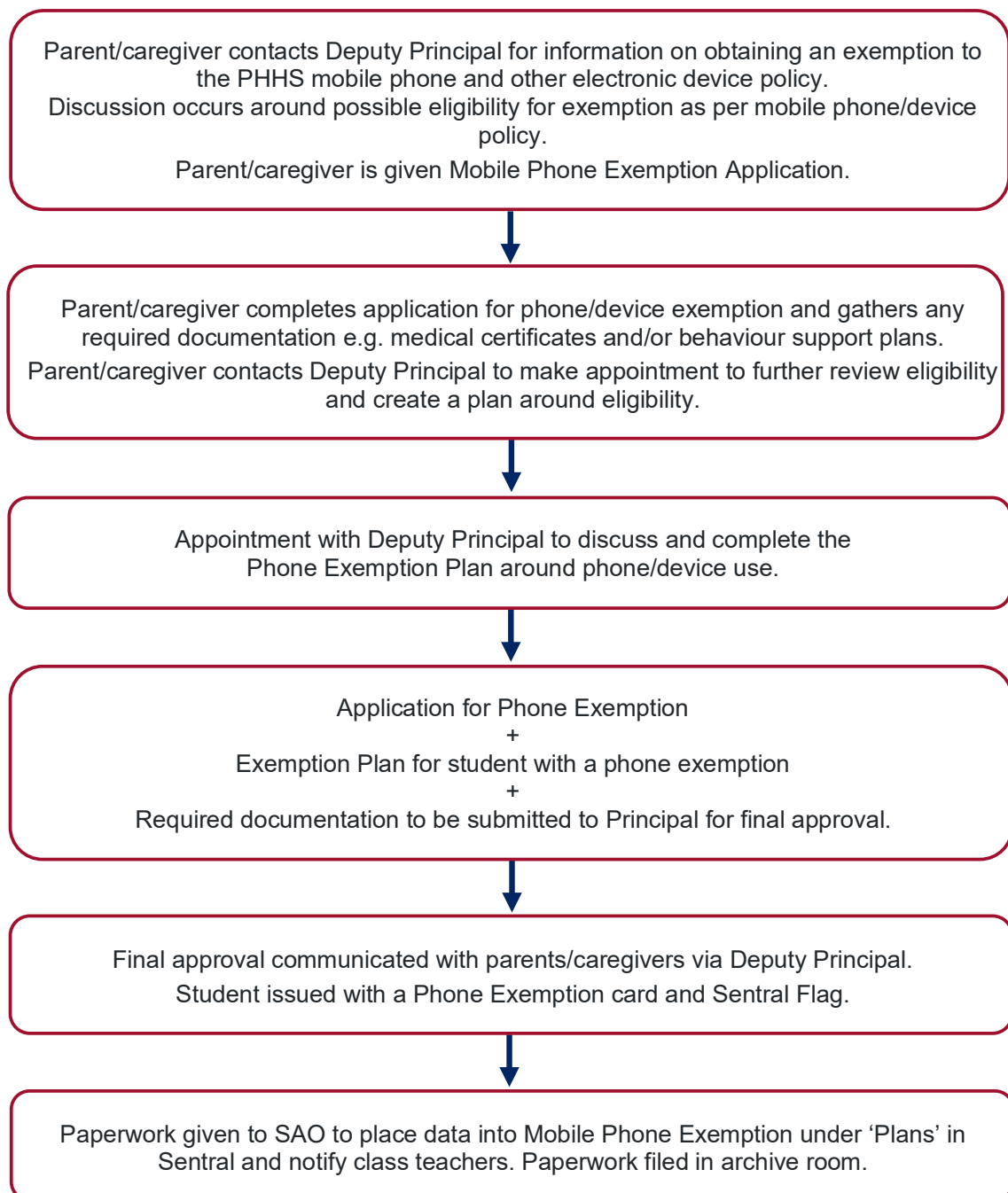
1. In class, students with a phone/device out of their bag will be required to take their mobile phone or device to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the phone on the Daily Phone Register and securely store the device in the Administration area. The student will be given a pass from a Deputy Principal marked with the time and will return to class. In the first instance, the phone or device will be returned to the student by a Deputy Principal at the end of the school day.
2. In the playground any student with a phone/device out of their bag will be instructed to take their device to the Deputy Principal immediately where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the device on the Daily Phone Register and securely store the device in the Administration area. In the first instance, the device will be returned to the student by a Deputy Principal at the end of the day. (Teacher records incident on Sentral – Mobile Phone Breach).
3. Students who fail to cooperate with the above process will be referred immediately to the Head Teacher of the faculty or Head Teacher on duty so that the student takes their mobile phone or device to the Deputy Principal where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the device on the Daily Phone Register and securely store the device in the Administration area. The Deputy Principal will contact the parent/caregiver, and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent/caregiver. A device breach will be recorded on Sentral by the Head Teacher. In addition, due to the continued behaviour, a Negative Incident will be created by the Deputy Principal (Continued Disobedience - failure to follow instructions).
4. Students who fail to follow Head Teacher instructions will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone or device and contact the parent/caregiver to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
5. Students with multiple mobile phone breaches or device misuse entries will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/caregivers. This may include consequences such as a Formal Caution to Suspend or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.

Appendix 1. Mobile Phone and Electronic Device Procedures

- Students may not use mobile phones and other electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones are to be 'off and away all day' from the time students enter school grounds in the morning until they have left school grounds at 3.20pm. This includes before school and at break times.
- Mobile phones and other electronic devices include smart watches (permitted on airplane mode) and all other electronic devices including iPads and other branded tablets, as well as their associated listening accessories such as, but not limited to, headphones and ear buds.



Appendix 2. Mobile Phone and Electronic Device Exemption Flow Chart, Application Plan



Responsibility 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 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, Executive staff or school staff they are working with.

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 has three key features. It involves 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 bringing 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 six 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 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.

Medical Conditions, Sickness or Injury

Medical conditions

Parents and caregivers must inform the school of any medical conditions, such as anaphylaxis, asthma, or diabetes, which require a management plan. Any changes to contact information, including emergency contacts, should be emailed to the school promptly to ensure records are up to date. Written notification is required for any changes throughout the year.

In line with Department of Education policy, staff cannot administer medication without a letter from a medical practitioner. This includes common medications such as paracetamol or aspirin. Students who need to take medication during school hours should report to the Special Education Faculty, Room 307.

Unwell

Students who are unwell in the morning should stay at home with parental consent, and usual absence reporting procedures must be followed. If a student becomes ill at school, they should report to their class teacher, who will send them to Student Reception. A School Administrative Officer will contact parents or caregivers if it is necessary for the student to go home.

Students may not make these arrangements themselves and may only leave the school when accompanied by a parent or caregiver, who must sign the register at Student Reception. This rule may only be varied at the Principal's discretion.

The Department of Education's agreement with the Ambulance Service of NSW ensures that ambulance costs are covered if a student has an accident or falls ill while at school or on an organised school activity or excursion and requires ambulance services.

Additional Information

Home study

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 to 90 minutes per night on home study. This will increase each year, with students in Stage 6 completing approximately 2 to 3 hours per night.

Lost property

Lost property is kept in a cupboard located 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.

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 online. For information and applications visit: 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.

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 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. The canteen only accepts cash or cards – No phones or smart watches. 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

Our school uses **School Bytes** to manage all excursions and incursions. Parents and caregivers can view event details, provide consent online, and make payments (if required) conveniently through the platform. This ensures a simple, secure, and efficient process for all school activities.

Homework

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.

School Uniform Policy

As proud students of Pennant Hills High School, we expect that you will wear our uniform correctly and completely.

Summer uniform: to be worn during Terms 1 and 4

Winter uniform: to be worn during Terms 2 and 3

Where to buy the uniform:

- The Uniform Shop.
Located in the MPC (hall)
Open Mondays 10am-2pm and Fridays 8am-12pm throughout the school term.
- Clothing Pool
Located at Student Reception
Open each day at recess and lunch and on major enrolment days.
The clothing pool has a limited range of second-hand uniform items for sale.
Donations of freshly laundered uniform items, in good condition, are always welcome.

ACCEPTABLE school shoes:



UNNACCEPTABLE styles:



ONLY black lace-up leather shoes in the traditional school style. NO ballet flats, Mary Jane 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.

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.

General

Blazer:	Navy with school crest, sold by the school (must be worn by band, choir and prefects.
Jewelry:	Wristwatch and/or one flat ring NO other jewelry. (These instructions 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 purchases 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 Long sleeves (winter), 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, elasticized, '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 sport socks (not short anklets) Sport shoes (cross trainers or runners)

Senior

Shirt:	White school shirt with school crest on the pocket Long sleeves (winter), 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 navy blue polycotton. NOT designer shorts, elasticized, 'Yakka', Rugger' or 'King Gee' brands or cord drawn
Trousers:	ONLY blue worsted. NOT designer trousers
Socks:	White. No logos, stripes or other designs. NOT short anklets
School tie:	Pale blue with school crest. To be worn all year
PE/Sport:	Red PHHS polo shirt Navy PHHS shorts or navy PHHS track pants Navy PHHS sloppy joe White sport socks (not short anklets) Sport shoes (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 (two styles available)
Skirts:	All season skirts are available to wear with white short sleeve and long sleeve blouses. Plain white t-shirt or skivvy may be worn under winter shirt only.
Socks:	Short white socks ONLY (no anklets)
Tights:	Black stockings are only to be worn with winter uniform
Slacks:	Plain navy ONLY (option for winter). Blouses must remain tucked in.
PE/Sport:	Red PHHS polo shirt Navy PHHS shorts or navy PHHS track pants Navy PHHS sloppy joe White sport socks (not short anklets) Sport shoes (cross trainers or runners)
Hair:	Hair ribbons and head bands in school colours ONLY (navy, sky blue, red or white)

Senior

Dress:	Summer: Pale blue A-line dress with white and navy collar and tie Winter: Navy/red serge tunic, white blouse
Blouse:	Summer: Pale blue short sleeve Winter: Pale blue long sleeve
Shorts:	Navy shorts (two styles available)
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.
Socks:	Short white socks ONLY (no anklets)
Tights:	Black stockings are only to be worn with winter uniform
Slacks:	Plain navy ONLY (option for winter). Blouses must remain tucked in.
PE/Sport:	Red PHHS polo shirt Navy PHHS shorts or navy PHHS track pants Navy PHHS sloppy joe White sport socks (not short anklets) Sport shoes (cross trainers or runners)
Hair:	Hair ribbons and head bands in school colours ONLY (navy, sky blue, red or white)

Especially for Parents and 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)

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 Friday of Week 2, 4, 6, 8 and 10 of each term. Important information such as dates for coming events, student achievements, photographs and write ups from excursions, uniform regulations and availability, information from the office and details of school policies are often included.

Parent-teacher evenings

Parent-Teacher evenings are held at various times during the year; dates and times are available in Jumbunna, on the calendar and 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 pennanthil-h.school@det.nsw.edu.au to arrange an appointment.

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 staff member at the reception desk will notify the teacher of your arrival. 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.

P&C fundraising

PYC 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: MS LEE on 9473 5020 if you are able to help.

School and subject contributions

- Our school welcomes your payment for 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

- APPLY FOR A STUDENT OPAL CARD: <https://transportnsw.info/tickets-fares/eligibility-concessions/school-student-travel>.
- PLAN STUDENT JOURNEY TO SCHOOL: [Transport for NSW \(TfNSW\) Trip Planner](#).
- SCHOOL BUS TIMETABLES: <https://cdcbus.com.au/school-services/school-timetables/hills-district-bus-school-timetables-region-4/>.
- CONCESSION CARD (students over 16 years of age): See Mrs Norton at Public Reception.



Frequently Asked Questions

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 the Deputy Principal on arrival.

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

Students who are unwell or unable to participate in Sport/PE are required to bring a written note from their parent/caregiver explaining the reason for their non-participation. This note must be provided to the teacher at the beginning of the lesson.

Sick and missed an assessment task

Students are required to take a copy of their doctor's certificate to their subject teacher on the first day of their return and either submit the task or attend the examination. The original doctor's certificate should be emailed to the school or placed in the Absence Notes box located at Student Reception.

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.

Further advice or academic support

If a student requires further assistance or academic support, they are to speak with their Year Adviser and class teachers.

Teachers who assist with careers or HSC ATAR advice

- Careers Adviser: Ms Baker
- Deputy Principal
- Principal

