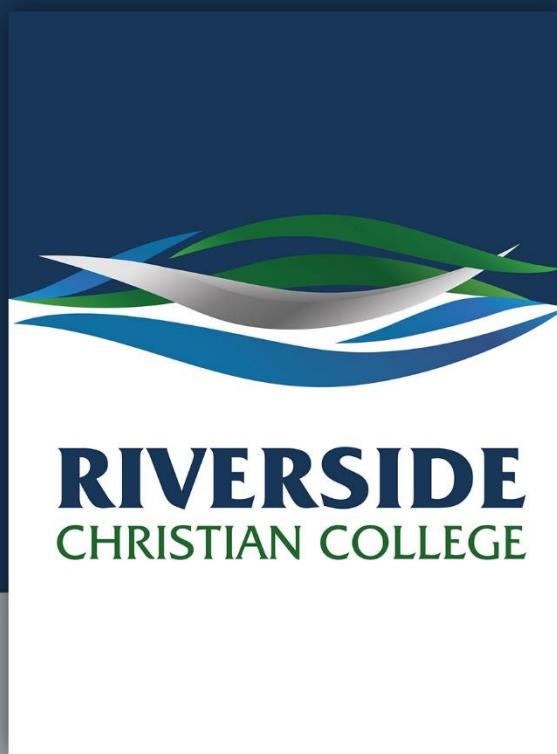




PARENT HANDBOOK



CONTENTS

MISSION STATEMENT	1
VISION	1
VALUES	1
Academic Support	2
Homework Support	2
Catch-up Class	2
Attendance	2
Absences	2
Medical Certificates	3
Senior College Absences	3
Early Departures	3
Late Arrivals	3
Representative Sport	4
Camps and Excursions	4
Care and Conduct	4
College Activities	4
Assemblies and Chapels	4
Awards Nights	5
Calendar	5
Carnivals	5
Parent-Teacher Interviews	5
Special Events	5
Valedictory	5
College Sections	6
Communication.....	6
Contact Details	6
Emergency Contacts	6
Communication from the College	6
Communication with Students	7
Communication with Teachers	7
Urgent Circumstances	8
General Enquiries	8
Complaints & Compliments	8
Extra-Curricular Activities.....	9
Music	9
Sport	9
Other Activities	9

CONTENTS

Fees & Payments	9
Food Allergies	10
Free Dress Days.....	10
Houses.....	10
IT Support.....	11
Library	11
Lost Property.....	11
Medical.....	11
First Aid	11
General Illness	12
Medication	12
Emergency Medication	12
Infectious Conditions	12
Head Lice	12
Mobile Phones.....	13
Office Hours	13
Outside School Hours Care.....	13
Parent Lounge.....	13
Parent Arrangements.....	14
Parent-Teacher Interviews.....	14
Pastoral Care.....	14
Chaplaincy	14
Head of Guidance	15
Pupil Free Days	15
Report Cards	15
Scholarships & Bursaries.....	15
School Banking.....	15
School Hours.....	16
Security.....	16
Evacuation or Lockdown	16
Sign-out Procedures	16
Student Property.....	16
Aerosol Cans	16
Car Keys	17

CONTENTS

Labelling	17
Lost Property	17
Mobile Phones / Smart Watches	17
Roll Boxes & Lockers	17
Valuables	17
Timetables	18
Transport	18
Disability Parking	18
Parent Drop-offs	18
Riverside Bus Service	19
Student Drivers	19
Tuckshop	19
Uniforms	19
Volunteers	20
Withdrawals	20

PARENT HANDBOOK

MISSION STATEMENT

To provide high-quality Christian education.

VISION

We are committed to providing quality Christian education that develops character and empowers students to impact their community.

VALUES

EXCELLENCE | TEAMWORK | RESPECT | FAITH | COMMUNITY



PARENT HANDBOOK

ACADEMIC SUPPORT

Homework Support

Additional academic support for Middle and Senior students is available during lunch breaks. Students should speak to their teacher or Academic Prefect for more information.

Catch-up Class

Catch Up Classroom is run daily for those Middle & Senior students who are behind in their classwork or homework. Students must attend if directed by their teacher. If a student is directed to attend the Catch-up Classroom three times in a semester, a formal Head of College detention is issued and recorded on the student's record. Failure to attend an assigned Catch up Classroom will also result in a formal detention.

ATTENDANCE

The Education (General Provisions) Act 2006 states that parents must ensure their child attends school on every school day unless they have a reasonable excuse. Parents may be prosecuted if they do not fulfil their legal obligation.

The College is committed to supporting the applicable laws and legislation in regards to the conditions of the child's enrolment and the parent/s legal obligation.

Absences

Our commitment to the safety and well-being of our students requires that parents notify the College of a student absence and reason by 9:00am on the morning of the absence. Explanations directly from students are not acceptable and must be received from the authorised parent or guardian.

Absences can be reported by: -

- [Parent Lounge](#)
- Email absences@riverside.qld.edu.au
- Text 0477 776 450
- Phone 4123 1031

Form teachers should NOT be the first point of contact for absence emails.

If the College has not been contacted by a parent/guardian regarding an absence, a notification will be sent. Should you receive communication regarding an Unexplained Absence please contact the College as soon as possible so we can amend our records.

Medical Certificates

In some instances, a Medical Certificate may be required for extended absences. Year 11 and 12 students will require a Medical Certificate if they are absent for an exam or assessment.

Written Medical Clearance to return to school may be required for students who have suffered from certain medical conditions.

Senior College Absences

Year 11 and 12 students require 85% attendance to receive their Queensland Certificate of Education (QCE). If student absences have been unavoidable, there is capacity to apply for an adjustment through the provision of medical certificates or other documentation. This should be discussed with the Head of Senior College as soon as possible.

A student who is ill and unable to attend school for an exam or assessment should inform the Head of Senior College as soon as practical to determine if any adjustments can be made. A Medical Certificate is required.

For Senior External Examinations, thorough supporting documents and a request for an alternate assessment date are required in advance for the QCAA to make an informed decision about a missed External Examination.

Early Departures

Students should not be collected early from school unless absolutely necessary. Classroom disruptions affect the learning of all students in that class.

Students leaving early must be signed out by a parent/guardian through Student Reception. They will not be permitted to leave their classroom until a parent/guardian arrives and Admin calls the class teacher. If the reason for departure is for an appointment, sufficient time should be allowed for locating students.

Students may only be collected by parents, guardians or emergency contacts as recorded in our Student Management System. Any other arrangements must be advised in writing by a signed note or email from a parent/guardian.

[Student Drivers](#) must have written permission from a parent/guardian to leave the school grounds before 3:00pm.

Late Arrivals

Students arriving late must go directly to Student Reception to sign in. They must be signed in by, or have written authorisation from, a parent or guardian. If a student is going to be significantly late due

PARENT HANDBOOK

to an appointment, the office should be advised before 9:00am to avoid an Unexplained Absence notification.

Representative Sport

Throughout the year, there are several opportunities for students to trial for representation in various sports. If students are selected by Maryborough District School Sport (or higher) to attend the next level of trials then it becomes the parent's responsibility to organise transport and attendance.

As the College does not always know which students decide to participate at these levels, we request that parents advise us directly when their child is absent for this reason.

CAMPS AND EXCURSIONS

Compulsory year level camps are held each year for Years 4 - 11. Camps are valuable experiences for students as they help develop a strong sense of community within a cohort by strengthening relationships with peers and staff. Putting students outside of their comfort zone builds resilience, tests boundaries and allows students to rise to the challenge to reach their full potential. The costs of most camps and excursions are included in Annual Fees. The exceptions will only be for activities outside of normal subject or year level programs.

CARE AND CONDUCT

The College Care and Conduct Policy is underpinned by the College Values and is designed to encourage positive behaviour and reduce challenging behaviour. The Care and Conduct Policy can be found under Policies on the College website [HERE](#).

COLLEGE ACTIVITIES

Assemblies and Chapels

Years 6 to 12 students meet weekly for either assemblies or chapel services. These are held either in the Riverside Hall or at Life Church (next to the College).

Additional assemblies for both Junior and Middle College occur on occasions throughout the term, along with special whole College assemblies. Junior Assemblies are held in the Undercover area and Middle College Assemblies in Q block.

Dates are viewable in the College Calendar in [Parent Lounge](#).

PARENT HANDBOOK

Awards Nights

Term 4 is a busy term for various end of year celebrations including various Awards events. Dates are located in the College Calendar.

Calendar

The [Parent Lounge](#) Calendar is the best source of information regarding Pupil-Free Days, Senior assessments, holidays, camps, excursions and other special events. An event can be added to personal calendars by clicking on 'Save to Calendar'.

Carnivals

House carnivals are held each year for Swimming, Cross Country and Athletics. All students are allocated to a house (Gideon, Joshua or Daniel) and are encouraged to fully support their house through participation and team encouragement. As per the Student Enrolment Agreement, these events are compulsory for all students and are a valuable part of the education experience.

Parent-Teacher Interviews

Parent-Teacher Interviews are held twice a year.

In Middle College, these are called Student-led Conferences which focus on the students becoming more aware of their learning and taking ownership of their school achievements.

Emails will be sent home to parents with details for the online booking system.

Special Events

Throughout the year, various year levels hold information nights, class displays and presentations. Letters will be sent home to the relevant families who are encouraged to attend and support their students. These events are always very enjoyable and a wonderful way to engage with students and the work they are doing.

Valedictory

Graduation Day for our Year 12 students is a highlight event in the College calendar. A full morning of events is held on the Year 12's last day of school. Other year levels are involved to varying degrees throughout the day. All students from Prep to Year 11 join together for the Guard of Honour and are required to wear their formal uniforms to the highest standard on the day.

PARENT HANDBOOK

COLLEGE SECTIONS

Riverside is divided into 3 sections with each having their own distinct attributes but with the common purpose of a smooth transition between all year levels. Each section has a Head of College. The sections are:

- Junior College (Prep to Year 5)
- Middle College (Year 6 to Year 9)
- Senior College (Year 10 to Year 12)

COMMUNICATION

Contact Details

Keeping the College up-to-date with addresses, phone numbers and email addresses is imperative, particularly in the case of an emergency.

Contact details must be updated through [Parent Lounge](#) or in writing by emailing college@riverside.qld.edu.au.

Emergency Contacts

The College requires that two additional emergency contact numbers must be provided to the College (besides the main parent/guardian contact numbers). These can be checked and updated in [Parent Lounge](#) or by emailing college@riverside.qld.edu.au.

Communication from the College

Letters to parents are sent home by email. Please keep the College updated with any address changes. Regularly check ‘Junk’ or ‘Spam’ folders in case your server has misdirected a College email.

Copies of most excursion letters can be found in Parent Lounge in ‘Tours & Excursions’.

The College Facebook page is also regularly used to post information, news and stories. Parents are encouraged to follow us at <http://www.facebook.com/riversidechristiancollege>

PARENT HANDBOOK

Communication with Students

Phone calls for students cannot be put through to classrooms.

For urgent calls, parents can advise Reception of the situation. If feasible, the classroom will be called and the student asked to come to the office where they can phone the parent from Student Reception. An urgent situation is one that would have a negative impact on the safety or well-being of a student or family member if not addressed immediately.

Communication with Teachers

Teachers value close partnerships with parents to enhance the learning and well-being of their students. Open and honest communication between home and school is important.

Student Diaries



Junior College students use diaries as a means of communication between home and school. These should be checked daily to maintain open communication channels.

Emails



Emails are an efficient way to communicate with College staff and will generally elicit a response within 2 business days (1 business day for Distance Education), often sooner. Emails should be clear, concise and factual to ensure your message is understood. Emails are also an effective way to keep a record of conversations with staff.

Phone Calls



Due to lessons, duties and meetings, teaching staff will not always be available to take phone calls. If you prefer to speak to a teacher rather than email, Admin staff will pass on a message to the teacher who will endeavour to return your phone call within 1 business day.

Appointments

Prep to Year 5 parents are welcome to see teacher's informally before or after school, however, if the matter is serious or will require lengthy discussion, please make an appointment so that adequate time can be made available.

Year 6 to Year 12 parents should email the teacher or ring Administration to book an appointment, indicating the purpose of the meeting, along with available days and times.

Parents are not to go directly to classrooms during class time and at no time should they go to teacher staffrooms.

PARENT HANDBOOK

Urgent Circumstances

An urgent circumstance is one that would have a negative impact on the safety or well-being of a student or family member if not addressed immediately. In these situations, parents should contact Main Administration directly and explain the situation so that it can be dealt with promptly.

General Enquiries

Main Reception is always happy to assist with any enquiries you may have, whether by phone, email or in person. The following contact list may also assist you.

Absences, Late Passes, Sign Outs, Lost Property	Student Reception
Court Orders/Custody Issues	Student Services Team Leader
Enrolments and Withdrawals	Enrolments Officer
Out of School Hours Care	Helping Hands on 0439 885 504
Payments	Main Reception
Riverside Bus Service	Bus Coordinator (at Admin or on 0427 913 117)
Scholarships	Enrolments Officer
School Fees Enquiries	Accounts Receivable
Student Behaviour or Academic Issues	Form or Subject Teacher
Student Health	College Nurse
Tuckshop	Tuckshop Convenor
Uniform Shop	Contact Convenor directly on 0429 787 982
Volunteer forms & Blue Cards	HR Officer

COMPLAINTS & COMPLIMENTS

Riverside welcomes feedback from the College community as it assists us with our improvement processes and enables us to address issues head-on.

Positive feedback is a great way to ensure we keep doing those things that are working well.

Complaints are best received in writing and should be written in a clear, concise and factual way to ensure your concern is clearly understood.

EXTRA-CURRICULAR ACTIVITIES

Music

The College supports an instrumental music program for a wide variety of instruments. These lessons are conducted by external tutors who visit the College each week. Payment of accounts is to be arranged directly with the tutor.

There are also several instrumental groups and choirs within the College. Interested students and parents should contact the Music Department for more information.

Sport

Riverside has several teams that compete in the local Netball and Basketball competitions. A casual Futsal competition also runs at the College on Wednesday afternoons for Year 4 students upwards.

Interschool Competitions and the opportunity for students to represent in Maryborough District School Sport occur throughout the year. Students should talk to the Physical Education Department should they require more information.

Other Activities

Numerous other activities for students are run during lunch times or after school. These will be promoted through morning notices in Form class or by emails. They can also be seen in the College calendar.

FEES & PAYMENTS

Fees accounts are emailed out at the beginning of each term and must be paid by the due date. If you wish to set up regular payments or make other arrangements, please contact accounts@riverside.qld.edu.au at the beginning of the term.

An up-to-date Fee Schedule, including Terms and Conditions, is available on the College website (www.riverside.qld.edu.au) under the Enrolments tab.

Account balances are available through [Parent Lounge](#).

PARENT HANDBOOK

FOOD ALLERGIES

Parenting a child with food allergies can be both stressful and demanding. To support parents of students with allergies we have eliminated all nuts and fish from our Tuckshop menu, and request all parents to do the same when packing lunch boxes. Our Tuckshop Convenor can be contacted directly to discuss any special dietary requirements.

Parents should discuss their child's specific needs with their teacher and the College Nurse. Any emergency medication must be handed into First Aid. It must be in pharmacy labelled packaging with written authorisation from a qualified health practitioner (e.g. doctor, dentist, not a pharmacist). The College can provide a [GP Medication Approval Form](#) for the health practitioner to complete. A [Medication Administration Form](#) must also be completed.

These forms can be uploaded to Parent Lounge through the Medical Condition tab.

FREE DRESS DAYS

At various times throughout the year, students will be permitted to come to school in 'Free Dress'. Usually, these occasions are fundraising events that involve a gold coin donation.

Hats and closed shoes are compulsory on Free Dress Days. Clothing must be modest and not contain offensive symbols or wording. No singlets or mid-riff tops are allowed. Shorts and skirts must be no shorter than sports short length.

HOUSES

All students are allocated a House – either Joshua, Gideon or Daniel. Children in the same family will all be assigned to the same house.

House names have been chosen from the Bible. Joshua and Gideon were chosen because they had a river connection. **Joshua** led the people of God across the Jordan River when God stopped the waters. **Gideon's** army was selected because of the way they drank from the river. **Daniel** has been chosen as he was a strong leader who remained true to his faith.

Throughout the year, students have the opportunity to compete for house points at both sporting and other competitions. At the end of the year, trophies are awarded for Highest Points and House Spirit.

PARENT HANDBOOK

IT SUPPORT

Students requiring IT support for their College iPad or laptop can log a help desk ticket at <https://riverside.deskpro.com/new-ticket>. They can also go to 'Help Desk' in the library during First Break.

If students are unable to do their work in class due to IT issues, the teacher will contact IT for assistance.

Parents can email helpdesk@riverside.qld.edu.au for assistance with Parent Lounge or with their child's College issued device.

LIBRARY

The College library is open from 8:00am to 4:00pm except when closed for staff meetings. Only Middle and Senior students may utilise the library before and after school.

LOST PROPERTY

See Student Property.

MEDICAL

First Aid

Riverside has a fully equipped sick bay which is serviced by a full-time Registered Nurse. Services provided include:

- Advanced First Aid, including wound care and oxygen therapy for emergencies
- Medication management, including daily medication administration
- Asthma, allergy and anaphylaxis management
- Care plans for students with complex medical needs

PARENT HANDBOOK

General Illness

All students who are injured or feeling unwell must report to First Aid after obtaining permission from their class teacher. Students are not to bypass the process by messaging parents to come and collect them as this inhibits the College from maintaining a thorough record of student health and well-being.

The College Nurse will assess each student as they present. First Aid has the facilities to care for students on a short term basis only.

Parents who are concerned about their child's health should advise their Form teacher and First Aid at the beginning of the day.

Students should not be sent to school if they are suffering from colds or flu symptoms. In the case of diarrhoea or vomiting, children should be excluded from school until symptoms have been absent for 24 hours.

Medication

Any medications (including pain relief) sent to school must be in pharmacy labelled packaging with written authorisation from a qualified health practitioner (e.g. doctor, dentist, not a pharmacist). The College can provide a [GP Medication Approval Form](#) for the health practitioner to complete. A [Medication Administration Form](#) must also be completed.

These forms can be uploaded to Parent Lounge through the Medical Condition tab.

Emergency Medication

Emergency Medication such as Epi-pens and asthma puffers should be accompanied by an up-to-date Action Plan that is signed by a parent/guardian and a medical practitioner. These medications must be stored in First Aid unless approval has been granted for a student to carry on their persons.

Infectious Conditions

Queensland Health has specific requirements for the management of certain medical conditions that may be contagious, such as Chickenpox, Conjunctivitis and School Sores. Parents should advise the College Nurse should their child be diagnosed or suspected of having a contagious disease.

Head Lice

Parents are encouraged to regularly check and treat their child's hair for head lice. In the case of head lice, please notify Student Reception so that other parents can be alerted to the problem and check/treat for head lice as required. Confidentiality is maintained in all cases of head lice.

PARENT HANDBOOK

MOBILE PHONES

See Student Property

OFFICE HOURS

The College Office is open from 8:00am to 4:00pm on weekdays, including school holidays and Pupil-Free Days. There will be a 2-week closure during the Christmas/New Year period.

There may be infrequent occasions when the office is closed for meetings or professional development. These times will be communicated in advance.

Teaching staff do not work at the College during school holidays and are not contactable during those periods.

OUTSIDE SCHOOL HOURS CARE

Before and After School Care is provided at the College by Helping Hands, who also run a Vacation Care program during school holidays. For bookings and further information, Helping Hands can be contacted directly on 0439 885 504.

PARENT LOUNGE

Parent Lounge is an online portal that will give parents access to

- Academic reports
- Student Timetable
- Calendar of events, excursions, Senior assessment and other information.
- Parent-Teacher Interview Booking System
- Student Absence Entry and Acknowledgement
- Medical Details
- Address and Contact Details
- Fees Account Balances

Parents can access Parent Lounge at www.tass.riverside.qld.edu.au/parentlounge and can reset their password by selecting the 'Forgot Password?' button. Support is also available by emailing helpdesk@riverside.qld.edu.au.

PARENT HANDBOOK

PARENT ARRANGEMENTS

We understand that family dynamics can sometimes be challenging and complicated. Riverside seeks to support families at all times, whilst maintaining confidentiality.

In regards to communications and decisions on day-to-day matters, the College has a contractual arrangement with the parents/guardians that have signed the Student Enrolment Forms. Unless legal documents state otherwise, Riverside will also provide information about, and give access to a student for both the natural parents as well as the enrolling parties.

If alternative conditions have been put in place through a Court Order or Parenting Plan, then court signed copies of these documents should be given to the College. While the College will endeavour to ensure that procedures support all legal documents, it is not the responsibility of the College to mediate between parents or enforce parental behaviour outside of the College.

For a concise explanation, parents should view the College Family Law Policy on our website at 'About' → 'Policies' → '[Riverside Christian College Family Law Policy](#)'.

Parents with concerns relating to the safety of a child, should speak to the Student Services Team Leader who will advise regarding College safety procedures. Legal documentation must be provided.

PARENT-TEACHER INTERVIEWS

See College Activities

PASTORAL CARE

Chaplaincy

Chaplaincy services are available to provide support emotionally, socially and spiritually through relationship/team building, character development, church connections and numerous areas of support within the College. Chaplaincy services are available to both students and families and operate on an 'Open Door' policy.

PARENT HANDBOOK

Head of Guidance

The Head of Guidance is available to provide careers information for students, as well as counselling support. Should further professional help be deemed necessary, families are referred to the appropriate agency.

PUPIL FREE DAYS

Pupil Free Days are designated Staff Professional Development Days where only staff are required to attend school. These dates are published in the 'Key Dates' brochure, on the Riverside magnetic calendar and in the [Parent Lounge](#) calendar.

Teaching staff are not available on these days due to Professional Development.

REPORT CARDS

Report cards are emailed home to families at the end of Term 2 and Term 4, usually in the first week of the school holidays. Parents may contact Admin at the time if they also wish to receive a hard copy. An Interim report card is issued at the end of Term 1 to advise parents if their child is meeting expectations.

SCHOLARSHIPS & BURSARIES

Riverside offers several different scholarships for students meeting specific criteria, as well as bursaries for families who may require financial assistance. Submissions are to be made in Term 3 for acceptance for the following year.

Applications can be made online via the College website at Opportunities → [Scholarships & Bursaries](#).

SCHOOL BANKING

The Dollarmite School Banking program is run by Riverside parents. Students who open a Youthsaver account with the [Commonwealth Bank](#) receive a Dollarmite wallet and join the Dollarmites Club.

PARENT HANDBOOK

Students should bring their deposits and wallets to school on Thursday mornings and place them in the class bank bag (Prep to Year 5) or at Student Reception (Year 6 upwards). Banking will be processed and then Dollarmite wallets returned that afternoon or the next day.

SCHOOL HOURS

To avoid disruptions to classes and learning, parents should ensure their child arrives in time for commencement of school at 8:45am and not collect them until 3:00pm unless for appointments or other acceptable reasons.

No students should arrive before 8:00am unless attending Outside School Hours Care. Staff playground supervision does not commence until 8:20am.

Parents are asked to collect students no later than 3:20pm when afternoon supervision ends. Any students not collected by this time will be moved to the Main Administration building where parents will be phoned. Students will not be permitted to wait on the footpath.

SECURITY

Evacuation or Lockdown

Emergency procedures are in place if students either need to be secured within buildings or evacuated for their own safety. Drills are carried out regularly to ensure both staff and students are aware of procedures.

Sign-out Procedures

Students may only be signed out by parents, guardians or emergency contacts as recorded in our Student Management System. Any other arrangements must be preceded by a signed note or phone call from a parent/guardian.

STUDENT PROPERTY

Aerosol Cans

Aerosol cans are not permitted. Students wishing to carry deodorant in their bags should use roll-on.

PARENT HANDBOOK

Car Keys

Students driving themselves to school are required to place their car keys into Roll Boxes at morning Form class.

Labelling

Students are encouraged to clearly label ALL books, devices, hats, clothing and other property to ensure a quick return when items are lost or misplaced.

Lost Property

Lost Property is located at Student Reception. All items that are labelled will be returned to students via their roll boxes.

Unnamed items will be kept until the end of the term. At this time, during the school holidays, unclaimed items will either be disposed of or donated to the Uniform Shop or second-hand stores.

Mobile Phones / Smart Watches

Mobile phones and other personal electronic devices must be handed in during morning Form class and cannot be collected until the end of the day. This includes smart watches that have cellular capacity. These are stored in locked boxes which are kept at Student Reception during the day. Bubble wrap pockets are available in roll boxes to help protect student devices.

Students bring electronic devices to school at their own risk.

Roll Boxes & Lockers

Locked roll boxes are provided for all Form classes and are stored in Student Reception for the duration of the day.

Year 8 to 12 students are required to hire a lockable locker for storage of their College laptops. These can also be used to store books and other items as well. Locker Application Forms are located in Student Reception and should be submitted with the \$15 refundable deposit.

Valuables

Students who choose to bring valuables to school, do so at their own risk and are encouraged to store them in a secure location while at school.

PARENT HANDBOOK

TIMETABLES

Student individual timetables can be found in [Parent Lounge](#).

Lesson times are as follows:-

8:45am – 8:55am	Form Class
8:55 – 9:37	Period 1
9:37 – 10:20	Period 2
10:20 – 10:40	First Break
10:40 – 11:23	Period 3
11:23 – 12:06	Period 4
12:06 – 12:50	Period 5
12:50 – 1:30	Second Break
1:30 – 2:12	Period 6
2:12 – 2:55	Period 7
2:55 – 3:00	Form Class

A 3-minute piece of music will play before Periods 1, 3 and 6 to give students time to get to class.

TRANSPORT

Disability Parking

Disability car parks are primarily for identified students who require close access to parent vehicles. We request that they not be used by parents or grandparents with disability stickers who are not intending to get out of their vehicles.

The College may also provide short term passes in certain cases of injury or illness. Contact Admin for further information.

Parent Drop-offs

Parents dropping off or picking up students are required to park in a designated car park. Under no circumstances should cars stop on the road, or on or near crossings, or in the bus parking section. Not only does this hold up other vehicles but it creates a safety risk for students.

PARENT HANDBOOK

Riverside Bus Service

Riverside has a fleet of buses and offers a pick-up/drop-off service for families to designated points within Maryborough, Hervey Bay and surrounding districts.

Contact the Bus Coordinator at Main Reception for fees and further information, or go to the [Express Bus Services](#) page on the College website under Enrolments.

Student Drivers

'P'-plate students who wish to drive to school must first complete a Student Driver and Passenger Agreement which can be found at Student Reception. Both student and parent are required to sign the Agreement Form. If students wish to transport other students in their vehicle, the parents of both students must sign the form. These forms are located in Student Reception.

Car keys must be placed in locked roll boxes at Form class and cannot be collected until Form at the end of the day unless prior arrangements have been made with parental permission.

TUCKSHOP

The College Tuckshop operates Monday to Friday from 8:00am to 2:00pm.

We encourage our students to make healthy food choices by providing them with wholesome menu options. Should your student/s have any special dietary requirements please contact tuckshop@riverside.qld.edu.au.

We encourage parents to use the online ordering system QUICKCLIQ. Parents or students can create their own account by going to www.quickcliq.com.au. Alternatively, students may place money and orders in a paper bag and put them in their class box or tuckshop box before 8:45am.

The Tuckshop Menu is available on the College website under 'Facilities' → '[Tuckshop](#)'.

Volunteers are always welcome at the Tuckshop for either full or part days. Interested persons should contact the Tuckshop Convenor and collect a Volunteers pack from Main Reception.

UNIFORMS

The College Uniform Policy must be adhered to by all students and can be found on the College website under 'About' → 'Policies' → '[College Uniform Policy](#)'. Uniforms are to be worn with pride and respect, and parents are asked to foster this by ensuring that uniforms are washed and ironed.

PARENT HANDBOOK

The Uniform Shop is open on Thursday mornings from 8:00am to 11:00am or by appointment by phoning 0429 787 982.

We encourage parents to use the online ordering system QUICKCLIQ. Parents or students can create their account by going to www.quickcliq.com.au.

On designated 'Free Dress Days' hats and closed shoes are compulsory. Free dress must be modest and not contain offensive symbols or wording. No singlets or mid-riff tops are allowed. Shorts and skirts must be no shorter than sports shorts length.

VOLUNTEERS

Volunteers in the College are highly valued and appreciated. Persons wishing to volunteer should collect a Volunteer Application pack from Main Reception. Volunteers are required to undergo an induction before commencing volunteer work.

WITHDRAWALS

Parents wishing to withdraw a child must communicate directly with the Enrolments Officer, giving one Term's notice (10 weeks) in writing. Failure to provide this notice may result in one Term's fees being charged or withheld from the account.