



# ENROLMENT HANDBOOK



## Principals Welcome

Congratulations on choosing Raceview State School for your child's education. I know that you and your child will find your time at Raceview rewarding and highly successful.

Our school has a strong family tradition, a proud record of academic, sporting and cultural achievements and an ongoing commitment to excellence.

Parental support is a vital element of any school's identity, and we are fortunate to enjoy a strong and close working relationship with the community. Parent assistance and involvement is welcomed. We encourage families to be involved in our school, events and activities.

This is our school, exceptional staff, wonderful students, dedicated families and a supportive community.

## School Contact Details

Reception: 07 3294 4111

Address: 96 Wildey Street, Raceview 4305

Email: [info@raceviewss.eq.edu.au](mailto:info@raceviewss.eq.edu.au)

Website: <https://raceviewss.eq.edu.au/>

Facebook: <https://www.facebook.com/RaceviewSS/>

## Reception & Finance

The school administration building is open between 8:00am-3:30pm Monday to Friday.

Preferred payment is Bpoint (details will be on the invoice). Centrepay deductions are also available, please contact the finance office to arrange.

## Bell Times

8:50am- Class starts

11:00am- Classes move to their eating areas

11:15am- Play in designated areas

11:40am- Work recommences

1:15pm- Classes move to their eating areas

1:25pm- Play in designated areas

1:45pm- Work commences

2:50pm- School finishes

## Student Absences

To inform the school of your child's absence, please make contact before 8:50am on the day of the absence in one of the following ways:

Absentee line: 07 3294 4166

Student absentee registration form: (located on our website)

<https://raceviewss.eq.edu.au/our-school/contact-us/student-absences>

## Late Arrivals and Early Departures

If your student/s arrive after 8:50am, please sign in at the office and receive a late slip.

If you are wanting to collect your student/s early, please see the administration staff. Your child/ren will be called to the office for collection after your details have been verified.

## School Houses



Jacaranda

Wattle

Waratah

Coolabah

## Bus Routes

**Bus Queensland (Westside Bus Co):** 07 3802 1233

[reception@busqld.com.au](mailto:reception@busqld.com.au)

503- Bundamba - Booval - Raceview - Eastern Heights - Ipswich - Riverlink Shopping Centre

5204 (AM) Yamanto – Flinders View – Ripley – Raceview – Collingwood Pk

5206 (PM) Silkstone – Raceview – Ripley

6204 (PM) Blackstone – Silkstone – Raceview – Ripley – Flinders View – Yamanto

5220 (AM) Raceview – Eastern Heights – Flinders View – Yamanto – Silkstone

5221 (AM) Redbank – Brisbane Rd to Ipswich – Raceview – Flinders View – Eastern Heights

6216 (PM) Flinders View – Raceview – Silkstone – Blackstone

6220 (PM) Silkstone – Raceview – Leichhardt – One Mile

6241 (PM) Raceview – Flinders View – Swanbank

## Assembly

Whole school assembly is held on Mondays in the last session.

## Positive Behaviour for Learning (PBL)

Raceview State School is a Positive Behaviour for Learning school. PBL is a whole- school approach, used in all classrooms and all settings throughout the school, including sporting activities and excursions.

## VIA Tokens

At Raceview State School VIA tokens are used as a key component to reinforce and reward positive behaviour. VIA tokens have two main purposes:

- Reinforce the school values of self-regulation, teamwork, social intelligence, optimism, gratitude, grit, curiosity and zest.
- Reinforce schoolwide behaviour expectation of Respectful, Resilient, and Ready to Learn

*Respectful, Resilient & Ready to Learn*

## Uniform Expectations

Raceview State School is a uniform school. The uniform is regarded by the school community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students through to their adolescence. All students are expected to observe the details of correct attire and appearance.



## Jewellery

Raceview State School allows for minimal jewellery.

- One (1) wrist watch
- One earring (plain sleepers or studs) per ear (Lower ear lobe only) for pierced ears. Earrings must be silver or gold in colour.
- Sleepers are to be no larger than the size of a five cent piece. Studs are to be no larger than 5mm.
- Other facial piercing is permitted but must be a small flat stud that does not protrude from the face.
- Medical, cultural or religious necklaces are permitted, but must be concealed beneath the shirt and not visible. Please note that these necklaces may need to be removed to enable participation in practical activities and sport as per DoE guidelines. No other necklaces are permitted.
- No other accessories or jewellery are to be worn

## Hair and makeup

- Hair is to be neat, clean and tidy at all times; worn off the face so that the eyes are visible
- Eyeliner, eye shadow, mascara and other makeup is not permitted
- Long hair (hair that is longer than collar length is to be tied back)

## Phones away for the day

Queensland state schools are committed to reducing the distraction of mobile devices to provide optimal learning environments for all students.



All state school students must keep mobile phones switched off and 'away for the day' during school hours. Wearable devices, such as smartwatches, must have notifications switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

Students and their parents may apply for an exemption from this requirement based on certain criteria. Students with pre-existing school approval to use a mobile device on an ongoing basis to support certain medical, disability and/or wellbeing needs will not need to reapply under this procedure.

This procedure does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOx) approach.

### **Morning process:**

Before 8:50am, students are to go to the administration (student services window) to have their phones/electronic devices locked away for the day.

### **Afternoon process:**

After 2:50pm, students are to collect their phones/electronic devices.

Dear Parents/Caregivers

As the health and safety of students at our schools must be taken very seriously Education Queensland has incorporated new procedures for Administering Routine and Emergency Medication and Management of Health conditions.

Management of student's health conditions, including the administration of medication, is a courtesy provided by a school consistent with their duty of care to:

- Maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- Optimise the health, safety and wellbeing to staff and students at our school.

Please note the following:-

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided a written request is received from the student's parent or legal guardian (forms available from the office). Staff must follow the directions of the original pharmacy label attached to the medication container.

School Staff **must not** administer over-the-counter medication, including analgesics, homeopathic or prescribed medication unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner (forms are available from the office) and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin (which must be labelled).

## The Role of Parents/Caregivers

Parents/caregivers **must** undertake the following in relation to the administration of medication and/or management of health conditions

- **Notify** the school in writing of a health condition requiring medication at school.
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- **Notify** the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication **in the original labelled container** and submit to the office.
- Ensure the medication is not out of date and has an **original pharmacy label** with the students name, dosage and time to be taken.
- **Notify** the office in writing when a change of dosage and medication is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the office in writing and collect the medication when it is no longer required at school.

Please note that medication sent into school without an original pharmacy labelled container **will not** be accepted. **Forms are available from the office** for yourself and your medical practitioner to sign. They must be returned to school before any medication can be dispensed.

## Getting Started

Welcome to School24. We look forward to providing you with an easy-to-use online ordering platform that can be used on-the-go at any time! Getting started is easy, just follow the steps below and you'll be ready to make your first order in minutes.

### Registration

- To register, visit [www.school24.net.au](http://www.school24.net.au) on **any device** OR install the School24 mobile app on your **iPhone/Android** from the Apple App Store/Google Play Store Press the **ORANGE** registration button to create your account
- Enter your unique school ID number **below** to match your account with your school
- Once completed click **Create Account**.

Log In | Register >

Raceview State School School ID: **25485963**

Congratulations you are now registered!

### Activate your Account

Go to [www.school24.net.au](http://www.school24.net.au) OR using the app you downloaded earlier to your iPhone/Android

- Use your registered email address and password to login. Once you have logged in you will need to complete the following steps to ensure you are ready to make your first order.

#### Step 1

- Setup your children. In the middle of the screen there is a **'Students'** button. Here you can input your child's name and class, along with any allergies or special requirements they may have.

#### Step 2 (optional)

- Top-up your account. You will be taken to a secure page where you can select a top-up amount and enter your card details. Top-up is instant when using visa/master cards. You can pay as you go when purchase an item/product at School24, top up a school24 account is only optional.

### Place your first order!

Congratulations. You are now ready to make your first order.

You can view our how-to videos outlining all the above steps here:

[Parent Portal Account Registration](#) | [Parent Portal Placing Orders](#)

For information on how to place your first order and use the School24 system, please visit our Help Center: <https://school24.tawk.help/>

If you have any queries please do not hesitate to contact our friendly support team on **02 7251 6939** or email us at [info@school24.net.au](mailto:info@school24.net.au)



## Placing A Canteen Order

You can place a canteen order in a few simple steps. Please see the steps below:

You can also view a short video here: [Parent Portal Placing Orders](#)

### Add Items To Your Cart

1. Go to: [www.school24.net.au](http://www.school24.net.au)
2. Click 'Log In | Register' in the top right corner
3. Enter your username and password and click 'Login'
4. Click 'Order Lunch'



5. Select the date you would like to receive the order and click 'Start Ordering'



Once your order has been placed, you will receive an order confirmation email to the email address you registered your School24 account with.

Please contact School24 Support if you are experiencing difficulties placing an order.

School24 can be contacted using the following information.

Email: [info@school24.net.au](mailto:info@school24.net.au)

Phone: (02) 7251 6939

Chat: [www.school24.net.au](http://www.school24.net.au) (click the orange speech bubble at the bottom of the page).

# Uniform Shop Price List



**Uniform Shop operating hours: Monday, Wednesday & Friday 8am-9am**

UNIFORMS		
Polo Shirt	Sizes 2 - 24 (limited stock in size 2)	\$29.00
Shorts	Sizes 2 - 24 (limited stock in size 2)	\$24.00
Skorts	Sizes 2 - 24 (limited stock in size 2)	\$24.00
Music Polo	Sizes 6 - 24	\$35.00
Fleece Jackets	Sizes 4 - 16	\$40.00
Wide Brimmed Bucket Hat Reversible Micromesh	XS, S, M & L <i>Blue for everyday wear with sports house colour on the reverse</i> Green – Coolabah Blue - Jacaranda Red – Waratah Yellow - Wattle	\$13.00

EXTRAS		
Swimming Cap	Assorted Colours	\$9.00
Netball Visors		\$8.00
Football Socks	Small (9 - 2) Medium (2 – 7) Large (7 – 11)	\$10.00

CLEARANCE		
Library Bag	Clearance - was \$16.50	NOW \$10
Chair Bag	Clearance - was \$20.00	NOW \$10
Sunblocker Hat	Clearance - was \$13.50	NOW \$8

**PLEASE NOTE:**

- Allow 6 to 8 weeks for out-of-stock items
- Prices are subject to change
- For enquiries, please email [raceviewuniformshop@gmail.com](mailto:raceviewuniformshop@gmail.com)

**RETURN POLICY**

We will gladly exchange uniforms within 7 days of purchase if the item is the wrong size or faulty provided the item is in unworn new condition. P&C Association and management reserve the right to refuse refunds and exchanges after 7 days from the date of purchase

# RACEVIEW STATE SCHOOL TUCKSHOP MENU



## Sandwiches

(Made on white bread, wholemeal available by request.)

- Toast any sandwich \$0.50
- Turn into a wrap add \$1.00
- Honey, strawberry jam, or Vegemite \$3.00
- Cheese \$3.00
- Cheese and tomato \$4.00
- Egg and mayo or ham \$3.20
- Egg & lettuce or ham & cheese \$4.00
- Ham, cheese, tomato or chicken \$5.00
- Chicken & cheese or salad \$4.00
- Chicken & salad or Ham \$5.00

## Hot meal deals \$8.00

- McCain's pizza, garlic bread, sumo cookies and juice or water.
- Popcorn chicken, potato and gravy dinner roll and a glee.
- Nachos, apple slinky and water
- Two taco boats, Anzac biscuit & flavoured milk popper.

## Bento Boxes \$6.00

- Half ham & cheese sandwich, apple pieces, boiled egg and a plain milk.
- Apple cinnamon muffin, yoghurt, snack pack and popcorn.
- Pizza scroll, custard, pikelets and orange popper.

- Taco boats \$5.00

## Salads

- Mini salad cup \$4.00
- Mini salad cup (with chicken or ham) \$5.00
- Large shaker salad cup (with chicken or ham) \$6.50
- (add boiled egg) \$1.50
- Watermelon tub \$3.00
- Sauces, tomato or barbecue \$0.40

## Hot food

- Nachos (mince, corn chips, salsa and cheese) \$6.00
- Gluten-free nuggets \$4.00
- Hot dog (Add cheese \$0.40) \$4.00
- Half hotdog \$2.00
- Cheeseburger \$5.00
- Pizza cheese & bacon \$5.00
- Sausage roll \$3.00
- Nuggets (5) \$4.00
- Mini pies (5) \$3.50
- Chicken Burger with lettuce \$6.00
- Chicken Burger with salad \$6.50
- Corn coblette \$2.00
- Garlic bread \$2.50
- Potato and gravy \$2.00
- Honey soy chicken noodles \$5.00
- Butter chicken \$5.00
- Mac and cheese \$5.00
- Bolognese pasta \$5.00
- Chicken and gravy roll \$6.00
- Meat ball Subs \$6.00
- Cup O Soup and Croutons \$4.00
- Lasagne \$5.00
- Cheese Pizza \$4.00
- BBQ chicken pizza \$6.00

## Tasty treats and snacks

- Muffins, apple or banana \$2.00
- Anzac biscuit \$1.00
- Pikelets and jam (4) \$2.00
- Custard cup \$2.00
- Snack pack (g/free available) \$2.00
- Apple pieces \$1.50
- Boiled egg \$1.50
- Yoghurt (vanilla/strawberry) \$2.00
- Plain popcorn \$1.00
- Sumo cookies \$1.00
- Pretzels or chicken Jumpies \$1.50
- Corntos (gluten-free) \$2.00
- Honey soy chips \$1.60
- Pizza Scroll \$2.00
- Homemade Apple pie and custard pot \$5.00
- Yoghurt and muesli cup \$2.50

## Available from the counter. First break only.

- Icypoles variety starting from \$0.50
- Hot chocolate cup \$2.50

## We need Volunteer's, Can you Help???

Please come see Rebekah or phone the tuckshop. You do not need a blue card to volunteer if you have a current child or grandchild enrolled at the school.

## Drinks

- Milk \$1.50
- Flavoured milk (Choc or strawberry) \$2.50
- Just Juice Popper \$1.70
- Water \$1.00
- Up and Go (Choc, caramel, vanilla & strawberry) \$2.70
- Glee \$2.50
- (Raspberry, tropical, blackcurrant, bubble gum, sour blueberry and sour watermelon)

## Order from our tuckshop online!

Our canteen is teamed up with Munch monitor to offer a convenient and easy to use online service. It only takes a few minutes to set up on our online account and you're ready to go.

1-Go to [www.munchmonitor.com](http://www.munchmonitor.com)

2-Username: Raceview, Password: munch4305

Then click login.

3-Click sign up and follow the steps to get started.

There is an account keeping fee of \$4.65 account per term.

For more information send an email too

[help@munchmonitor.com](mailto:help@munchmonitor.com) or call 1300 796190.

Alternatively, you can still order from the tuck shop at the counter. We have white bags for first break and brown bags for second break which are available from the tuck shop. If you wish to buy a brown bag from the supermarket, please ensure you clearly write first or second break on the appropriate bag.

Tuck shop orders can be collected and delivered to the classroom by monitors/teachers, then supervise and ensure each child receives their lunch order.

**Please encourage your children to come to the tuck shop if there's a missing or a mistake with their order.**

# RACEVIEW OSHC

## SESSIONS

### BEFORE SCHOOL CARE

\$18 PER CHILD, PER SESSION

6:30AM - 8:45AM

### AFTER SCHOOL CARE

\$25 PER CHILD PER SESSION

2:50PM - 6:00PM

### VACATION CARE

1/2 DAY 5HRS OR LESS, \$50 PER CHILD PER SESSION

FULL DAY UP TO 11.5 HRS \$70 PER CHILD PER SESSION

FAMILY BOND \$200,  
REFUNDABLE UPON LEAVING  
THE SERVICE.  
\$50 ADMIN/RESOURCE FEE PER  
FAMILY  
FAMILY CHILD CARE SUBSIDY  
AVAILABLE.

CONTACT US ON?

98 Wildey Street  
Raceveiw

Phone: 3389 8454

6:00am - 10:00am

2:00pm - 6:00pm

Email: [info@roshc.com.au](mailto:info@roshc.com.au)





