23 September 2011

Dear Parent / Guardian,

I write to make clear the important Tranby College events and dates for your Year Twelve child for the remainder of the year.

College examinations commence on Thursday, 13 October and conclude on Thursday, 20 October. Enclosed is a copy of the examination timetable and advice given to students about how the examinations are to be conducted. During these examinations, students are expected to wear the formal uniform to the College.

While students who have scheduled examinations will not attend normal classes during the examination period, the resources of the College are available to all students as they work to complete all assessment requirements. Students in courses for which there is no formal examination should discuss with their teacher whether there is other work to complete during the examination period. All assessments must be completed to ensure the best possible marks and grades are achieved.

The College is required to provide Year Twelve students with a Statement of Results by 28 October. Students have until 11 November to appeal their school results but the College must forward these results to the Curriculum Council by 31 October. The results forwarded will include marks and grades. Secondary graduation, or achievement of the Western Australian Certificate of Education (WACE), will be determined using these grades and those achieved in Year Eleven.

Year Twelve students return to classes on Friday 21 October. Their final day at the College will be on Monday 24 October. WACE examinations formally commence on Monday, 31 October. Students have been given individual timetables, issued by the Curriculum Council, informing them about when their Stage 2 or 3 examinations have been scheduled. The week between leaving classes at Tranby and commencing the WACE examinations is extremely important. Students must be fully focused on their studies and be working to maximise their examination performance over the next few weeks. All students are welcome to take advantage of all of the resources available at the College during this time, if they wish to do so.
On their final day, Year Twelve students are invited to breakfast in the Senior School commencing at 7.45 a.m. It will be prepared and served by Year Eleven students and staff. Students will return to Tutor Groups for a House farewell and then attend their last Senior School Assembly. Year Twelve students will then leave the College grounds between 10.00 – 10.30 a.m. It is very important that the leaving process is a positive one, when our Year Twelve students can celebrate the conclusion of this important stage of their life. The College certainly intends to celebrate the contribution made by each of our Year Twelve students. Students must ensure that they do not make life uncomfortable for other students or staff, and they must not do damage to College property or grounds or make a mess that requires others to clean up. Respect for the College, staff and other students should be displayed at all times. Failure to abide by normal College rules will result in consequences being applied.

In some past years, some Year Twelve students have planned to visit the College overnight before the final breakfast. This visit has sometimes involved the consumption of alcohol. This is a culture which will not be tolerated. I wish to make it clear that no student should be on the College grounds at any time after hours unless it is to attend a sanctioned College event. I strongly recommend that our students are not involved in consuming alcohol at any time, but they should certainly not attend the College having drunk or being under the influence of alcohol or any other drug. If this was to happen, the student concerned would be sent home and they may be subject to other sanctions imposed by the College.

Before our Year Twelve students leave the College this year they will be asked to clean out their locker and to return the lock issued to them at the start of this year. If the lock that was issued is not returned, a charge will be incurred. Students should make sure that the lock they currently have on their locker is the one they were issued with.

Tranby College strongly encourages its students to be involved in Community Service during their time with us. The College will report to the Curriculum Council the number of hours officially recorded in Community Service Log Books which have been issued to our students. This number will appear on the Statement of Results issued by the Curriculum Council at the end of this year. If your child has a log book that has not been brought up to date, please ensure that he or she does so as soon as possible. It should then be submitted to his or her Head of House by 21 October.

Practical WACE examinations will be held from Saturday 1 October to Sunday, 9 October, inclusive. Your child will be notified by the Curriculum Council of the exact time, date and venue for these examinations. Written WACE examinations commence on October 31 and conclude for students on different dates, depending on an individual student’s selection of courses.

It is of critical importance to understand that WACE examinations for Stage 2 and 3 courses are compulsory. Should your child not attend a WACE examination, he or she will be deemed not to have made a “genuine attempt”. The consequence of this is that the grade earned for that course during Year Twelve cannot be used to contribute to the C grade average required for achievement of the WACE. If your child is sick on the day of an examination, it is important that
he or she still attends the examination. Afterwards, a “Sickness/Misadventure Application Form” may be submitted to the Curriculum Council to ask for consideration of the illness on the day.

The 2011 WACE Examination Timetable, written and practical, may be accessed on the Curriculum Council website at:


Students are expected to wear the College formal summer uniform to these examinations.

**Year Twelve students are required at the College to attend a rehearsal for the Presentation Assembly at 9.00 a.m. on Friday, 9 December.** The Presentation Ceremony will be held at the College later that same day from 7.30 p.m. This is a formal event and students are required to wear their full winter College uniform. Students must ensure that their hair colour and style and overall appearance are as the College guidelines describe. Students should have their hair in the appropriate colour and style for the rehearsal. If it is not appropriate, students will be asked to have it cut or coloured to fit College expectations for the Presentation Assembly. If students have had any visible body piercings done, they must be removed for the Assembly. **If hair does not conform to guidelines of style and colour by then, that student may not be invited to participate in the ceremony. This is also the case if their standard of appearance is below that expected at a formal occasion such as this.** Shoes should be polished and all parts of the uniform clean and in good repair. Please ensure that your child presents himself or herself immaculately and according to guidelines so that this important College function is a positive and memorable experience.

The Leavers’ Dinner for students and their parents will be held at the Fremantle Sailing Club on Tuesday 13 December. The dress standard for all in attendance is formal. Year Twelve students are welcome to invite a partner. It should be noted that the Fremantle Sailing Club is a licensed venue and, as such, will not serve alcohol to minors. Tickets for this event will be on sale early in Term Four. Please contact Mrs Faye Capewell at the College if there are any special dietary requirements to consider. Should a Year 12 student intend to bring as a partner a person from outside the College, as a courtesy this should be discussed with me ahead of time.

We hope that the last few weeks of school for your son or daughter are memorable ones and that they all achieve results of which they can be proud. We look forward to seeing them make their mark on the community beyond Tranby College.

Yours sincerely,

Mr Steven Davies
Head of Senior School