



Tranby College

HANDBOOK 2024



TRANBY COLLEGE
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Message from the Principal



Dear Parents and Families,

Welcome to Tranby College! We are thrilled to have you as part of our community, dedicated to the success and wellbeing of every student. As we embark on this journey together, we encourage you and your family, especially our older students, to explore this Handbook. Within its pages, you'll find invaluable insights and guidance on how we can collaborate to ensure growth and achievement at Tranby.

At Tranby, we uphold an environment that cherishes diversity and embraces individuality. Our commitment to these principles fosters a supportive and inclusive atmosphere where students can flourish academically, socially, and emotionally. Through personalised education, we aim to understand each student's unique strengths and nurture their potential. Our mission is centred on supporting, inspiring, and empowering every student, providing them with opportunities to discover and pursue their passions and interests.

Central to our philosophy is the wellbeing of our students. We recognise the pivotal role of wellbeing in their personal development and academic success. Grounded in research, our approach to student wellbeing integrates evidence-based practices that promote holistic growth. With the support of dedicated teachers and mentors, we offer tailored guidance and assistance to meet the diverse needs of each child. We prioritise the interconnectedness of emotional, social, and physical aspects of development, understanding that wellbeing is fundamental to overall achievement.

Our commitment to excellence is reflected in our Mission, Vision, and Values, which guide our daily endeavours. We invite you to become active participants in our learning community, where our values are not just preached but lived every day. It is through our personal engagement and collective efforts that we cultivate a nurturing environment where children thrive and find fulfillment. Tranby College is more than just a school; it's a place of connection, inspiration, imagination, innovation, and purpose.

Thank you for entrusting us with your child's education. Together, we will embark on a journey of growth, learning, and discovery.

Ms Emily Goforth
PRINCIPAL

Tranby College

OUR MISSION

Tranby College is a progressive independent Uniting Church school offering a personalised learning experience that develops self-directed and motivated learners.

OUR VISION

To inspire and empower every student to identify and realise their hopes and dreams.

OUR VALUES

Integrity | Commitment | Collaboration | Service | Respect

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Key Staff Members

LEADERSHIP



Mrs Emily Goforth
Principal



Mr Anthony Britza
Deputy Principal



Mrs Clare Riley
Business Manager



Ms Michelle Ribeiro
Head of Senior
School



Mrs Sally Case
Deputy Head of
Senior School



Mrs Cheryl Taylor
Head of
Junior School



Mr Ben Viviers
Deputy Head of
Junior School

HEADS OF HOUSE



Miss Haley Holtham
Bilu



Ms Claire Symmans
Budjar (Acting)



Mr Naushaud Singh
Karla



Mr Barry Stanton
Marra

WELLBEING TEAM



Rev Steve Francis
College
Chaplain



Mrs Jaclynn Roche
Coordinator of
Student Support



Mr Stephen Morrison
College
Counsellor



Mrs Zoe Finch
Wellbeing
Officer



Mrs Katrina Glenn
Defence
Mentor

Our Proud History



The College opened 26 years ago on 30 January 1997 as a co-educational school of the Uniting Church in Australia. Starting with 221 students and 24 staff across Kindergarten to Year 8, our Childcare Centre opened for business in September of the same year. In 2024, we will begin the year with 860 students and 72 teaching staff, and our Childcare Centre caters for up to 100 children, with plans for a new larger center opening in the second half of 2024.

RICH ROOTS

The College was named after the brig Tranby which, having set sail from Hull, England in September 1829, arrived in the Swan River Colony on 3 February 1830. Aboard the brig was a group of Methodist settlers who went on to establish the Methodist Church in the colony, and the eventual construction of Wesley Methodist Church in the centre of the city. "Tranby" was chosen as our name as it embodied the trials that come with an arduous journey, as well as the rewards that came after.

OUR MOTTO

Our College Motto, "Uniting in Faith and Service," and the College colours of rust and oatmeal, reflect settler hardship and farming. Our mid-blue colour is reminiscent of the ocean, speaking to the brig Tranby's journey.

TRANBY COLLEGE PRAYER & THE GRACE

The College Prayer was written by Tranby students and staff in our first term of 1997. The Grace is a passage taken from 2 Corinthians 13:14. Both the Tranby Prayer and The Grace acknowledge our faith and reflect our appreciation for all that the College offers.



TRANBY PRAYER

Dear Heavenly Father,
We give You thanks for new beginnings
and for the opportunities which Tranby offers us.
We seek Your guidance as we learn to trust You
For our hopes and dreams.
Help us to nurture new friendships,
to be ready to accept differences,
to recognise each other's gifts and talents,
and to work together for the common good.
As we pray, live and learn,
may Your love unite our families
and may our College be a visible witness
to Your love in our community.
In Jesus' name we pray,
Amen.

THE GRACE

And now may the grace of our Lord Jesus Christ,
The love of God,
And the fellowship of the Holy Spirit
Be with us all, evermore
Amen.



2024 Term Dates

| TERM 1 | | |
|------------------|----------------------|---------------------------------|
| Wednesday | 31 January | All Students Commence |
| Friday | 1 March | All Staff Day: Student-Free Day |
| Monday | 4 March – Labour Day | Public Holiday |
| Thursday | 28 March | Final Day of Term 1 |

Break: Friday 29 March – Monday 15 April

Public holidays during the break:

Good Friday: 29 March | Easter Monday: 1 April

| TERM 2 | | |
|----------------|-----------------|---|
| Tuesday | 16 April | All Students Commence |
| Thursday | 25 April | Public Holiday |
| Friday | 2nd June | All Staff Day: Student-Free Day |
| Monday | 31 May | Public Holiday |
| Friday | 21 June | 3 Way Conferences (KG - Y12) |
| Friday | 21 June | Final Day of Term 2 - Student-Free Day |

Break: Saturday 22 June – Sunday 14 July

| TERM 3 | | |
|---------------|---------------------|---------------------------------|
| Monday | 15 July | All Students Commence |
| Friday | 16 August | All Staff Day: Student-Free Day |
| Monday | 19 August | Mid Term Break: College Closed |
| Friday | 20 September | Final Day of Term 3 |

Break: Saturday 21 September – Monday 7 October

Public holiday during the break: Monday 23 September – King's Birthday

Note: Year 12 Semester 2 examinations occur during the second week of the holidays. (Dates to be confirmed closer to the time.)

| TERM 4 | | |
|----------------|-----------------------------|------------------------------|
| Tuesday | 8 October | All Students Commence |
| Friday | 6 December (12.30pm) | Final Day of Term 4 |





Student Attendance

SCHOOL HOURS

- College hours are: 8.40am to 3.15pm in the Junior School, and 8.40am to 3.20pm in the Senior School.
- Staff are on duty from 8.20am on school days.
- Office hours are from 8.00am to 4.00pm.

ABSENTEES

Should your child be unwell or unable to attend school, please get in touch before 9.00am:

- Submit: **An Absence Notification in the TASS Family Lounge (preferred)**
- Email: **absent@tranby.wa.edu.au**
- Absentee Line: **9523 3122**

The College may ring or SMS you if we have not received notification that a student will be absent.

PLEASE NOTE: *Infectious diseases are notifiable as a matter of urgency.*

LATE ARRIVAL OR LEAVING EARLY

When a student is going to be arriving late, or if a student cannot be collected on time at the end of the day, Senior School parents should contact the main College Reception on: **9524 2424** and Junior School parents should contact the Junior School Reception on: **9523 1333**.

Parents seeking permission for their child to leave the school grounds during the school day should call, or send a note to, the College letting us know when the student will leave and return, and who will be collecting them. The signing in/signing out books (located at the main College Reception and Junior School Reception) **MUST** be used when leaving and returning.

LEAVING SCHOOL WITH ANOTHER PERSON

The College has a duty of care regarding students leaving school with a person other than their parents. If your child is to go home with another person, the school needs to be informed either by phone call or written note from the parent/guardian.

EXTENDED ABSENCES

If a student is going to be absent during term time for reasons other than illness, a letter should be written to the Head of School requesting permission, explaining the duration and reason. However, please note:

- The College does not believe that it is in the best interest of the student to miss school and has the expectation that students will be available to attend official school functions.
- Teachers are not obliged to provide special holiday learning packages or rearrange examination times to cover times when parents have chosen to take their child/children out of school.

Contacts for any Concerns

Should you have any concerns regarding your child and/or their academic or social and emotional development, please do not hesitate to contact the College. To allow for procedural fairness in handling of all issues, please follow the correct process outlined below.

JUNIOR SCHOOL

Initially, concerns should be directed to your child's classroom teacher. Should there be a need for the concern to be escalated, please follow the order as identified below:

- Deputy Head of Junior School
- Head of Junior School
- Coordinator of Student Support for any issues related to academics
- Deputy Principal
- Principal

SENIOR SCHOOL

Initially, concerns should be directed to your child's Mentor. Should there be a need for the concern to be escalated, please follow the order as identified below:

- Head of House for pastoral issues OR Subject Teacher for academic issues
- Deputy Head of Senior School for pastoral and academic issues
- Head of Senior School
- Deputy Principal
- Principal

Contact details for the roles listed above are as follows:

| ROLE | NAME | EMAIL |
|-------------------------------|----------------------|----------------------------|
| Deputy Head of Junior School | Mr Benjamin Viviers | viviersb@tranby.wa.edu.edu |
| Head of Junior School | Mrs Cheryl Taylor | taylorc@tranby.wa.edu.au |
| Head of Bilu House | Miss Hayley Holtham | holthamh@tranby.wa.edu.au |
| Head of Budjar House (Acting) | Ms Claire Symmans | symmansc@tranby.wa.edu.au |
| Head of Karla House | Mr Naushaud Singh | singhn@tranby.wa.edu.au |
| Head of Marra House | Mr Barry Stanton | stantonb@tranby.wa.edu.au |
| Deputy Head of Senior School | Mrs Sally Case | cases@tranby.wa.edu.au |
| Head of Senior School | Mrs Michelle Ribeiro | ribeirom@tranby.wa.edu.au |
| Deputy Principal | Mr Anthony Britza | britzaa@tranby.wa.edu.au |
| Principal | Mrs Emily Goforth | principal@tranby.wa.edu.au |

Concerns around learning diversity and support will be referred to the Coordinator of Student Support from the Heads of School and Heads of House as required. If you wish to speak to anyone at the College, please call the main College Reception on 9524 2424 and you will be directed to the right person.



A photograph of a young man with glasses and a young woman with blonde hair, both smiling and talking on a vintage rotary telephone. The man is wearing a red and blue checkered shirt, and the woman is wearing a dark top. They are in a room with a potted plant and a white rotary phone base visible.

Communications

We continually strive to provide efficient, effective and environmentally friendly ways to communicate with our College community. A number of channels are used as follows:

TASS

TASS is Tranby's new school management administration system. It centralises information between staff, students and families via the following portals:

- Family Lounge - provides families with easy access to information about their child's learning and the College. It also allows families to update and manage contact details, attendance and medical information.
- Student Café - helps students in Years 5-12 manage their study commitments with access to their timetable, subject resources, deadlines, results and teacher feedback.

Access to Parent Lounge and the Student Café is provided directly to each contact.

PAPERLY

The College uses Paperly to manage all excursion and incursion permissions, including payments. Should you need to update personal details (ie. address, phone number or email), please visit TASS Family Lounge.

COLLEGE WEBSITE

The College website is a valuable resource for:

- General information on the College including its history, Board members and enrolment information.
- Useful information and links (via the 'Parent Portal') for families of existing students, including uniform details, canteen information, bus and parking details, key College dates and much more.
- Newsletters, latest news and events information.
- Key policies and publications.

COLLEGE NEWSLETTER

Published fortnightly, our newsletter communicates updates on student achievements, events and important information.

SOCIAL CHANNELS



The College uses Facebook, Instagram and LinkedIn to celebrate student success, promote activities and College updates, share reminders for upcoming events and for urgent notices.

SEESAW

Seesaw is used in the Junior School to share 'real-time' work, videos and photos with families on a regular basis. Parents are able to respond to an update, work or photo of their child sent throughout the day if they wish.

STUDENT DIARY

The Student Diary is used from Kindergarten – Year 12. Teachers, students and staff record events, notes, home learning and reminders in the diary. Parents are requested to check the Student Diary regularly.

Parent Liaisons

Parent Liaisons provide input and feedback on College initiatives and activities, help facilitate communications, offer assistance with events and encourage families to get to know each other. These roles are fulfilled by parent/guardian volunteers. In the Junior School, Parent Liaisons (up to two per class) also offer general support amongst classes, welcoming new parents and children and arranging for families to meet and socialise.

The Parent Liaison group meets termly, or as required, with the Head of School and/or Principal (or their deputies). Further details on becoming a Parent Liaison, and a contact list for current Parent Liaisons, are available from either Junior School or Senior School Reception.



Medical Information

INFORMING THE COLLEGE

Student medical details are captured as part of the enrolment process. It is essential that College is made aware of any medical condition (including Action Plans) which may affect the daily health and wellbeing of a student. If your child develops any health concerns or changes to their health needs during their enrolment, please advise the College promptly. Families can update their child's medical information within TASS Family Lounge.

FIRST AID

During the school day, first aid support is available from the Wellbeing Centre located near the Junior School Reception. Parents are notified if their child is unwell and will sometimes be asked to come and collect them. In the case of a medical emergency, parents will be notified, and the College will act according to the instructions on the student's medical form.

MEDICATION

Any medication required during the day will be administered through the Wellbeing Centre. Parents and/or students should bring medication (clearly labelled) to the Wellbeing Centre with written instructions and a note from their doctor regarding the medication. (When forwarding medication for administration at school, parents will be required to complete a form which is available from the Wellbeing Centre.) Parents can assist the College by reminding their children about coming to the Wellbeing Centre for medication. Further information is available from the Wellbeing Centre.

DENTAL SERVICE

The School Dental Service provides free general and preventative dental care for all enrolled students up to Year 11. Your child can continue to go to the same Dental Therapy Centre attended in Junior School, or you can contact a new centre if it is more convenient. Please advise the Dental Therapy Centre if you have changed your address so you can be posted a recall reminder. If you are not already enrolled, it is not too late to do so. Search for your local Dental Therapy Centre online.

Wellbeing Support

Good emotional, mental and physical wellbeing is essential for students to thrive in their learning. Providing wellbeing support and pastoral care is the responsibility of everyone, with each exercising care for the other. It is as much about staff, parents and the College Board, as it is about students.

In the College environment, we believe that the pastoral care of students must be proactive and is an integral part of the curriculum, incorporated into every class program and extending to co-curricular activities. This means that every staff member is involved in the pastoral care of students. Additional support is offered in the Senior School, where each student is allocated with a Mentor and a Head of House. They work with students and other teachers to help manage emotions, encourage positive relationships, support interests, and monitor personalised learning goal progress. Should students encounter issues, the Mentor acts as the first port of call for support, calling on the Heads of House or a Specialist Wellbeing Care Team member as required.

SPECIALIST WELLBEING CARE TEAM

Working alongside our teachers, Mentors and Heads of House, our Specialist Wellbeing Care Team is available to offer further support and guidance when required. The team consists of:

| | | | | |
|--|--|--|---|--|
| Wellbeing Officer Provides first aid response and wellbeing support. | College Chaplain Guides and counsels students on spiritual and life matters. | College Counsellor Provides guidance and support across a variety of issues. | Coordinator of Student Support Provides holistic strategies to support students and their learning. | Defence Mentor Specialised support for Australian Defence Force students and their families. |
|--|--|--|---|--|

THE RESILIENCE PROJECT

The Resilience Project, which runs across all year groups, centres around three key pillars of Gratitude, Empathy and Mindfulness, supported by the foundational skills of Emotional Literacy. The program has been evaluated by the University of Melbourne, with findings suggesting that students who partake in the program demonstrate improved confidence, self-esteem, wellbeing, and ability to express their emotions. Additionally, students demonstrated better knowledge and awareness of their emotions, improved relationships, in both the home and school environment, and are more supportive in the classroom.





The House System

The House system at Tranby is used to promote wellbeing, a sense of pride, participation, collaboration, motivation and contribution. As such it makes an important contribution to the learning of all students.

HOUSE ALLOCATIONS

When a student arrives at Tranby, they are put into one of four Houses and they remain in that House for their entire time at Tranby. Siblings are placed in the same House and all staff are also allocated a House.

HOUSE NAMES

During 1999 the Houses were given names inspired by the Noongar language and each of the four elements that are important in Aboriginal Culture.



Bilu is reminiscent of big river and is BLUE



Budjar is reminiscent of earth or land and is GREEN



Karla is reminiscent of fire and is RED



Marra is reminiscent of sky or wind and is YELLOW

COMPETITIONS AND CARNIVALS

Each year, students are given opportunities to participate in the further development of the rituals and cultures of their Houses so that they develop a sense of loyalty to them. Inter-house competitions are important, particularly the swimming, athletics and cross country carnivals in Years 3–12 and regular Inter-house sport in Years 5–12.

LEADERSHIP

The House system provides leadership opportunities for students, with Year 5 House Officials and Year 6 House Captains being selected in the Junior School, and Year 7 to 11 House Representatives and Year 12 House Captains being awarded in the Senior School. Our Year 12 House Captains also form part of our College Prefects.

HOUSE POINTS

House points are awarded for successes in Inter-house competitions and carnivals. In the Junior School, house points can also be earned in the classroom for the completion of various tasks and duties. House Shields for both the Junior School and Senior School are presented at an end of year assembly to the House collecting most points during the year.

ICT

An ICT Levy is charged as part of College fees. It covers the supply and management of a device for student use whilst at Tranby. Students in Years K-2 use Apple iPads during class time, whilst students in Years 3-12 have use of a Microsoft Surface device for the entire year as follows:

| Year | 2024 | 2025 | Year | 2024 | 2025 |
|------|-------------|-------------|------|-------------|-------------|
| 3-6 | Surface Go | Surface Go | 9-11 | Surface Pro | Surface Pro |
| 7-8 | Surface Pro | Surface Pro | 12 | MacBook Air | Surface Pro |

In becoming a Microsoft school, the College has been recognised by Microsoft as a **Surface Gold School** – a status which endorses the College's outstanding level of excellence in digital teaching and learning. Being a **Surface Gold School** has numerous benefits, such as teachers trained and confident in using best-practice technology to transform and enhance student learning.

Lockers

In the Senior School each student is allocated a locker and lock, and the allocation is recorded by their Mentor.

- Students should not change lockers during the year.
- Students must use the supplied lock to secure their locker.
- At the start of the day students should empty their bags and leave them in the pigeonholes.
- Requirements for classes should be organised during breaks. Lockers should not be visited between these times.
- Students will be charged for a replacement lock if they are unable to return the original in good condition.
- The College retains the right to open and search lockers should the need arise.

Co-Curricular

Each term, a wide range of clubs and activities are available outside of the classroom. These opportunities support learning, develop skills and talents, and encourage new friendships. Participation is encouraged and students are well-supported by staff to ensure they get the most out of the experience. Example activities include*:

JUNIOR SCHOOL

- Philosophy Club
- Chess Club
- Choir
- Dynamic Drawing Club
- Early Bird Club
- Robotics
- Running Club
- Tranby Titans Cheerleading Group
- Yoga

SENIOR SCHOOL

- Athletics Training
- Baking Muffins for S.O.U.L. Soup Patrol
- Chess Club
- Mathematics Club
- Mindfulness
- Sports Clinics
- Stand-up Paddle Boarding
- Surfing
- Study Café

Details of the full range of activities available for the current term will be shared with students and details may be requested from either the main College Reception or Junior School Reception.

**Please note that activities on offer are subject to change and places fill quickly.*

Personalised Learning

Tranby College's Personalised Learning Framework embraces both individual and group learning, whilst offering an age-appropriate and tailored education. Each student, in Years 1 to 12, benefits from a Personalised Education Plan which takes into account their strengths, needs, skills and interests. Developed in collaboration with the student, teacher and parent, these plans ensure student choice, create ownership and provide opportunities to shape individual education pathways to achieve personalised goals. The intent is to fulfil each student's potential, ensuring individualised success.

Awards

INFORMAL RECOGNITION

All teachers look for ways to acknowledge achievement, effort and citizenship. Informal rewards are undoubtedly those which are used most often. Verbal commendation, comments on work, displays of work, diary notes and telephone calls to parents are all a frequent part of any teacher's approach. In addition, House points may be awarded and special class time or classroom celebrations are sometimes held.

FORMAL RECOGNITION

Formal recognition awards are presented at assemblies throughout the year to acknowledge effort, achievement and responsible and/or caring behaviour. In the Junior School parents are notified where possible before these are presented to allow them to attend the assembly.

- **Merit Awards** (PP-Y6): acknowledges effort and achievement in the areas of academics, gratitude, empathy and mindfulness.
- **End of Year Awards** including **Board Awards** (Y3-12): awards that acknowledge excellence in academic pursuits, citizenship and effort.
- **Colours** (Y10-12): acknowledge a student's outstanding level of participation, achievement and leadership in the areas of Arts, Curriculum, House, Service and Sport. These are identifiable in the form of symbols embroidered onto the students' Blazers.





Student Leadership

OPPORTUNITIES IN THE JUNIOR SCHOOL

While all students are considered to be 'leaders', particular students are selected from Years 5 and 6 to adopt the more formal roles of Officials and Captains, and they serve in the role for a semester. Year 5 students are elected as House Officials whilst Year 6 students fill the roles of House Captains, Chapel Captains, Arts Captains, Library Captain and Indonesian Captain. Their leadership roles involve them in a variety of activities over and above their normal student commitment, supporting their House and various curriculum areas in the school. In these roles, students are supported by the Head and Deputy Head of Junior School, class teachers, peers and Senior School House Representatives and Prefects. Captains and Officials are inducted at an assembly and meet regularly with the Head of Junior School.

LEADERSHIP IN YEARS 7–11

Whilst all students in the Senior School are expected to be role models to younger Tranby students, the aim of the leadership program within the Senior School is to provide as many opportunities as possible to experience a formal position of responsibility. House Representatives are awarded for each house across Years 7 to 11. The rationale is to provide these students with a sense of responsibility, ownership and voice, as well as to develop their skills of service and leadership.

YEAR 12 LEADERS - COLLEGE PREFECTS

Students in Year 12 are expected to fulfil important leadership roles as the senior students of the College. After a process of application and interview, the Principal, with guidance from staff and student votes, appoints College Captain, College Vice Captain, House Captains and Captains representing the areas of Curriculum, The Arts, Sport, Chapel, Service, Wellbeing, Diversity and Cadets. Identifiably by a badge, these students become the College Prefects and are expected to be involved in a variety of activities over and above their normal student commitment, supporting their Houses and various curriculum areas within the school.

Transport

PEEL BUS CHARTERS

Tranby College has one charter bus that commences its run from Mandurah through to Waikiki and then straight to the College. This is serviced by Peel Bus Charters. Contact **0412 911 938** for more information.

Students who use this service, must complete the **Bus Passenger Details Form** available from the main College Reception. Bus tickets for this service can be purchased from the College Reception (in person or over the phone).

SCHOOL BUS SERVICES

Department of Transport (orange) school buses carry students who live in a rural location with no access to public transport. This free service is available to students who meet a set criteria. For further information and details on how to enrol, visit www.schoolbuses.wa.gov.au.

TRANSPERTH

Southern Coast Transit (Transperth) buses transport students between Tranby College and the Warnbro Bus Station. Normal public transport rates are charged. For further information and the most recent timetables, families should visit www.transperth.wa.gov.au/Timetables.

SMARTRIDER

All students from Years 7–12 are automatically issued with a Tranby Student ID card. This ID card is a combined Tranby College Proof of Identity and SmartRider card (Perth Transport Authority). If Junior School students require a SmartRider for public transport, these can be ordered from the main College Reception.

SCHOOL DROP-OFF

To ensure the safety of everyone, Tranby College encourages families and visitors to be patient and courteous, and to always follow the rules when driving on College grounds. The College offers a 'Kiss-n-Drop' zone near the Junior School to facilitate a convenient and efficient system of drop-off and pick-up, along with a number of car parks. Full details for use of these can be found on the College website and locations are shown on the College map on page 22. When on Campus, please follow College Staff and Traffic Wardens directions to ensure we provide a safe environment for our children.

STUDENT PARKING

The car parks on Clyde Avenue and to the left of the main College Reception are designated for staff and students only. Any student wishing to park at the College must apply for a parking permit (available from College Reception). Once processed, a parking bay number will be issued for that student.





Canteen

The College Canteen operates Monday to Friday, serving food options that abide by the WA School Canteen Association's Traffic Light system. Parents are warmly welcomed to purchase a freshly made coffee during school drop off.

Open: The Canteen is open early morning from 8.00am, and for recess and lunch.

Menu: Updated each term, the Canteen menu is available on the College website.

Order: Directly from the Canteen, or via quickcliq.com.au, by 8.30am each day (lunch only).

PAYMENT BY SMARTRIDER

Students with a SmartRider can pay for Canteen purchases using their SmartRider once their card has been activated and credit added in QuickCliq.

To activate your child's SmartRider:

- Log on to your QuickCliq account.
- Go to the 'Student' tab and select the student.
- In the 'Activate student card' section add your child's SmartRider number.
- Transfer credit from the main balance to the SmartRider card.
- Click 'Confirm' to finalise.

Please note:

- Transperth funds on the SmartRider cannot be used in the Canteen or on QuickCliq.
- You must first load funds to your QuickCliq account before transferring them to your child's registered SmartRider.
- The Canteen also accepts payment in cash or by EFTPOS (min. spend \$5).





Childcare

Guided by the Early Years Learning and National Quality Frameworks, and the UN Convention on the Rights of the Child, Tranby College Childcare offers play-based learning tailored to each child's interest. This allows them to safely explore and understand the world around them. We also encourage parents, guardians and family members to contribute to their child's learning through continual communication, feedback, support opportunities and our open-door policy.

LONG DAY CARE

Our Childcare Centre offers three distinct areas for babies, toddlers and pre-schoolers/Kindy children. Our programs and experiences are designed to stimulate and develop the social and emotional, physical, cognitive and language needs of each child.

OUT-OF-SCHOOL HOURS CARE

Before and After School Care provides a safe, fun and engaging environment where children can experience arts, construction, drama, games, physical play, reading homework support, and much more.

Vacation Care programs vary each holiday and incorporate fun activities and excursions such as dress-up days, outings to local attractions (cinema or bowling centre), craft, cooking, science and sports. We encourage early bookings as vacancies fill quickly. Get in touch for more information or to secure your child's place.

NEW CHILDCARE FACILITY

Opening in the second half of 2024, the new Tranby Childcare facility will offer 100 day care places for babies and children with another 50 places for out-of-school care.

OPENING HOURS

Tranby College Childcare is open Monday to Friday as follows:

- Long Day Care: 6.30am – 6.00pm
- Before School Care: 6.30am – 9.00am
- After School Care: 2.30pm – 6.00pm
- Vacation Care: During Tranby College closure (school holidays/pupil-free days).

CONTACT DETAILS

- Address: 17 Tranby Drive, Baldivis, WA 6171
- Call: 08 9524 2396
- Email: childcare@tranby.wa.edu.au



Uniform Essentials

UNIFORM SHOP CONTACT DETAILS

Phone Number: 9523 3119
Email Address: tranbycollege.uniforms@permapleat.com.au
Online Orders: tranbycollege.permapleat.com.au
Opening Hours: Tuesday: 8.00am – 12.00 noon (term time only)
Friday: 12.00 noon – 4.00pm (term time only)



To book a fitting, for full Uniform Guidelines, or to review holiday opening hours, please visit the College website.

General Requirements

FOR ALL YEARS:

- All clothing and personal items must be labelled.
- Uniforms must be clean, well-pressed and in good condition.
- Shoes must be polished and clean.
- Conservative hair styles only. Hair longer than collar length must be tied back.
- Only black or brown hair ties, headbands, scrunchies, or ribbons permitted.
- No ornate or smart watches.
- Make-up, false eyelashes and nail polish are not permitted.
- Any tattoo must not be visible.
- Senior School students can wear one OR two small plain gold or silver sleepers or round stud earrings (without stone) in each ear.
- Junior School students can wear ONE small plain gold or silver sleepers or round stud earrings (without stone) in each ear.

SENIOR SCHOOL: On days where students have Physical Education, Outdoor Education, House or Cadet activities, they should wear their formal uniform to College and change during the lesson or activity.

Junior School Uniform

EARLY LEARNING (YEARS K-2):

REQUIRED:

- Hat (Legionnaire Cap, Bucket Hat or Slouch Hat)
- Carry Bag (Backpack or Trolley Bag)
- Early Learning Polo
- House Polo
- Windcheater
- Sports Shorts
- Sports Socks
- Sports Shoes (Must be plain black with non-marking soles. Velcro tabs are recommended)
- Rashie (Pre-primary to Year 2)
- Swimsuit (One-piece, Speedos or Jammers)
- Art Smock (Supplied under the Kindy Resource Levy)

- Library Bag (Supplied under the Kindy Resource Levy)
- Homework Bag (Supplied under the Kindy Resource Levy)
- Pencil Case (Supplied with the Yr 1 Resource Levy)
- Hair Accessory - for hair longer than collar-length (Hair Tie, Hair Bow or Scrunchie)

OPTIONAL ITEMS:

- Bomber Jacket
- Track Pants

NOTE:

- No watches are to be worn in Kindy, Pre-Primary or Year 1.

JUNIOR SCHOOL (YEARS 3-6):

REQUIRED:

- Hat (Legionnaire Cap, Bucket Hat or Slouch Hat)
- Carry Bag (Backpack or Trolley Bag)
- Woollen Jumper
- Shirt - Beige
- Skirt, Culottes, Trousers or Shorts
- Socks
- Leather Lace-up Shoes (Must be plain black)
 - NO velcro tabs, platform or fashion shoes
- Long Tie or Tie Bow (Term 2 & 3 only)
- Art Smock (Under Kindy Resource Levy)
- Library Bag (Under Kindy Resource Levy)
- Homework Bag (Under Resource Levy)
- Pencil Case (Under Year 4 Resource Levy)
- Hair Accessory - for hair longer than collar-length (Hair Tie, Hair Bow or Scrunchie)
- Rashie
- Swimsuit (One-piece, Speedos or Jammers)

- Sports Shorts
- House Polo
- Inter-school Sports Polo
- Sports Socks
- Sports Shoes (Must be plain black with optional white trim, and non-marking soles.)

OPTIONAL ITEMS:

- Sports Bag
- Swim Bag
- Bomber Jacket
- Track Jacket (Worn only with Sports uniform)
- Track Pants (Worn only with Sports uniform)
- Belt
- Tights (Must be beige)
- Scarf
- Woollen Jumper Insert

NOTE:

Plain black swimwear and rashie can be purchased from any retailer. However, Tranby branded items are required for students participating in Inter-school competitions and can be purchased from the Uniform Shop.

Plain black sports shoes and plain black or brown hair accessories, can be bought from any retailer.

Senior School Uniform

SENIOR SCHOOL (YEARS 7-9):

REQUIRED:

- Hat - (Senior School Cap, Slouch or Bucket Hat)
- Carry Bag - (Backpack or Trolley Bag)
- Woollen Jumper
- Shirt - Blue
- Skirt, Culottes, Trousers or Shorts
- Socks
- Leather Lace-up Shoes (Must be plain black)
- NO velcro tabs, platform or fashion shoes
- House Tie or Tie Bow (Term 2 & 3 only)
- Sports Shorts
- House Polo
- Inter-school Sports Polo
- Sports Socks
- Sports Shoes (Must be plain black with optional white trim, and non-marking soles.)
- Rashie

- Swimsuit (One-piece, Speedos or Jammers)
- Food Lab garment (Chef Coat or Apron)
- Food Lab Hat - White
- Hair Accessory - for hair longer than collar-length (Hair Tie, Hair Bow or Scrunchie)

OPTIONAL ITEMS

- Bomber Jacket
- Blazer (Term 2 & 3 only)
- Woollen Jumper Insert
- Belt
- Tights (Must be beige)
- Scarf
- Track Jacket (Worn only with Sport uniform)
- Track Pants (Worn only with Sport uniform)
- Sports Bag
- Swim Bag

SENIOR SCHOOL (YEARS 10-12):

REQUIRED:

- Hat - (Senior School Cap, Slouch or Bucket Hat)
- Carry Bag - (Backpack or Trolley Bag)
- Blazer (Term 2 & 3 only)
- Woollen Jumper
- Shirt - Blue
- Skirt, Culottes, Trousers or Shorts
- Socks
- Plain Black Leather Lace-up Shoes
- NO velcro tabs, platform or fashion shoes
- House Tie or Tie Bow (Term 2 & 3 only)
- Sports Shorts
- House Polo
- Inter-school Sports Polo
- Sports Socks
- Sports Shoes (Must be plain black with optional white trim, and non-marking soles.)

- Food Lab Garment (Chef Coat or Apron)
- Food Lab Hat - White
- Rashie
- Swimsuit (One-piece, Speedos or Jammers)
- Hair Accessory - for hair longer than collar-length (Hair Tie, Hair Bow or Scrunchie)

OPTIONAL ITEMS

- Bomber Jacket
- Woollen Jumper Insert
- Belt
- Tights (Must be beige)
- Scarf
- Track Jacket (Worn only with Sport uniform)
- Track Pants (Worn only with Sport uniform)
- Sports Bag
- Swim Bag
- Leavers Jacket (Year 12s ONLY)

NOTE:

Plain black swimwear and rashie can be purchased from any retailer. However, Tranby branded items are required for students participating in Inter-school competitions and can be purchased from the Uniform Shop.

Plain black sports shoes and plain black or brown hair accessories, can be bought from any retailer.

Policies and Procedures

Tranby College is committed to providing a safe and supportive environment for our students, staff and wider community. In support of this, the College has the following policies and procedures in place, a copy of which is available on our website, or from the main College Reception:

- Bullying Policy
- Child Safe Code of Conduct
- Child Safety Policy
- Code of Conduct for Parents and Guardians
- Code of Conduct for Students
- Code of Conduct in the Workplace
- Concerns, Complaints & Disputes Policy
- Diversity and Inclusion Policy
- Enrolment Policy
- Lodging a Formal Concern or Complaint
- Privacy Policy
- Relationship between Board & Parents Guidelines
- Uniform Guidelines

A number of additional, specialist policies (such as the Diabetes, School Bus and CCTV Policies) are also available upon request from College Reception.





VISTOR ENTRY
No student drop-off
or pick-up



TRANBY COLLEGE

90 ARPENTEUR DR,
BALDIVIS WA 6171
(08) 9524 2424



DIRECTION
OF TRAFFIC



CAR PARK CLOSED
TEMPORARILY DUE TO
BUILDING WORKS

NEW TRANBY
CHILDCARE

JUNIOR
SCHOOL OVAL

OUT-OF-SCHOOL
HOURS CARE

JUNIOR SCHOOL
RECEPTION &
WELLBEING CENTRE

JS
LIBRARY

IT

Y1

JS ART

Y2

UNIFORM
SHOP

MUSIC
ROOMS

SCIENCE
BUILDING

COLLEGE
RECEPTION,
COLLEGE LOUNGE,
SENIOR SCHOOL
BUILDING &
LIBRARY

CHAPEL

TECHNOLOGY
& ENTERPRISE
BUILDING

CANTEEN

WOODWORK
& ART ROOM

Y3 - Y5

Y6

STAFF & Y12
PARKING

CLYDE AVE

MAIN OVAL

SENIOR SCHOOL
BUILDINGS

MULTI-PURPOSE
HALL

(MPH)

KISS-N-DROP

TRANBY DRIVE

ARPENTEUR
DRIVE