



# Tranby College

## HANDBOOK 2025



# Message from the Principal



Dear Parents and Families,

At Tranby College, we believe it's as unique as each student who walks through our doors. We're delighted to welcome you into a community where every learner is empowered to define and achieve their own version of success.

This Handbook serves as your gateway to understanding how we nurture individual brilliance while building a vibrant community. We encourage all families, particularly our older students, to explore its contents and discover the pathways we've created for personal growth and achievement.

Every student arrives at Tranby with their own dreams, talents, and potential. Our role isn't to fit them into a predetermined mould of success, but to help them discover and pursue their unique path to excellence. Whether that means excelling in quantum physics, creating moving works of art, or developing innovative solutions to community challenges – we celebrate every form of achievement.

Our approach to education is built on three core beliefs:

## 1. Excellence is Personal

We recognise that true achievement means different things to different people. Our personalised learning approach ensures every student can pursue their highest aspirations while developing the skills and confidence to excel in their chosen direction.

## 2. Wellbeing Drives Achievement

Research shows that students thrive when they feel seen, supported, and secure. Our evidence-based wellbeing program integrates emotional, social, and physical development, creating an environment where students feel empowered to take risks, embrace challenges, and push their boundaries.

## 3. Community Amplifies Growth

When students feel connected to a supportive community, their potential multiplies. Our teachers, mentors and support staff work alongside families to understand each child's aspirations, challenges, and learning style, creating a collaborative network that propels them toward their goals.

Tranby College is more than just a school – it's an incubator for personal excellence, where imagination meets innovation, and where every student's unique vision of success is valued and pursued. Our Mission, Vision, and Values are not just words, they're lived experiences that guide us in nurturing each student's journey toward their highest potential.

Thank you for choosing to join us on this exceptionally important journey. Together, we'll help your child discover their path to excellence and equip them with the tools to achieve it.

Mrs Emily Goforth | Principal

### 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

## EXECUTIVE TEAM



Mrs Emily Goforth  
Principal



Mr Anthony Britza  
Deputy Principal



Mrs Clare Riley  
Business Manager



Rev Steve Francis  
College Chaplain



Ms Michelle Ribeiro  
Head of Senior  
School



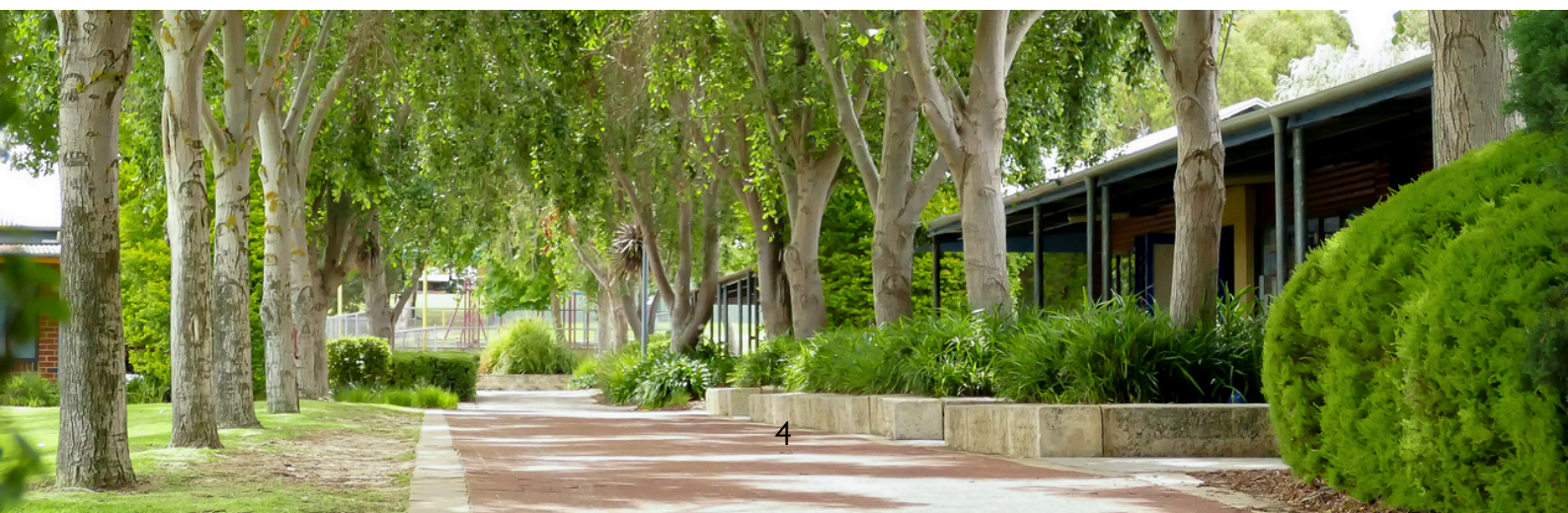
Mrs Cheryl Taylor  
Head of  
Junior School



Ms Lisa Parker  
Head of  
Childcare

## STUDENT SUPPORT TEAM

NAME	ROLE
Ms Jaclynn Roche	Co-ordinator of Student Support
Mr Stephen Morrison	College Counsellor
Ms Peta-Ray Brown	Individual Needs Teacher
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 2025, we will begin the year with 913 students and 69 teaching staff, and our Childcare Centre caters for up to 150 children.

## 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.



# 2025 Term Dates

TERM 1		
<b>Monday</b>	<b>3 February</b>	<b>All Students Commence</b>
Friday	28 February	All Staff Day: Student-Free Day
Monday	3 March	Public Holiday - Labour Day
<b>Friday</b>	<b>11 April</b>	<b>Final Day of Term 1</b>

**Break:** Saturday 12 April – Sunday 27 April

**Public holidays during the break:**

Good Friday: 18 April | Easter Monday: 21 April

TERM 2		
Monday	28 April	All Staff Day: Student-Free Day
<b>Tuesday</b>	<b>29 April</b>	<b>All Students Commence</b>
Friday	30 May	All Staff Day: Student-Free Day
Monday	2 June	Public Holiday - WA Day
<b>Friday</b>	<b>4 July</b>	<b>Final Day of Term 2 AND 3 Way Conferences (KG - Y12) - Student-Free Day</b>

**Break:** Saturday 5 July – Sunday 27 July

TERM 3		
<b>Monday</b>	<b>28 July</b>	<b>All Students Commence</b>
Friday	22 August	All Staff Day: Student-Free Day
Monday	25 August	Mid Term Break: College Closed
<b>Friday</b>	<b>26 September</b>	<b>Final Day of Term 3</b>

**Break:** Saturday 27 September – Sunday 12 October

**Public holiday during the break:** Monday 29 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		
Monday	13 October	All Staff Day: Student-Free Day
<b>Tuesday</b>	<b>14 October</b>	<b>All Students Commence</b>
<b>Friday</b>	<b>5 December</b>	<b>Final Day of Term 4 - concludes at 12.30pm</b>







## 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 Monday to Friday 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: **Please visit TASS Family Lounge and add in an absence notification.**
- Email: **[absent@tranby.wa.edu.au](mailto: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, parents/guardians should contact College Reception on 9524 2424.

Parents/guardians 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 College 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/guardians. 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:

- Dean of Year K-2 or Year 3-6
- Deputy Head of Junior School
- Head of Junior School
- Co-ordinator 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
- Subject Teacher for academic issues
- Head of Department for academic issues
- Deputy Head of Senior School for pastoral and academic issues
- Head of Senior School
- Deputy Principal
- Principal

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





# Contact Details

ROLE	NAME	EMAIL
Dean of Years - Kindergarten–Year 2	Mrs Samantha Meyerkort	meyerkorts@tranby.wa.edu.au
Dean of Years - Year 3–6	Mrs Jessica Wall	wallje@tranby.wa.edu.au
Deputy Head of Junior School	Mr Ben Viviers	viviersb@tranby.wa.edu.au
Head of Junior School	Mrs Cheryl Taylor	taylorc@tranby.wa.edu.au
Head of English and Languages	Mr Stephen McQueen	mcqueens@tranby.wa.edu.au
Head of Health and Physical Education	Mr Mohamad Yussof	yussofm@tranby.wa.edu.au
Head of Humanities and Social Sciences	Ms Louisa Abelha	abelhal@tranby.wa.edu.au
Head of Mathematics	Ms Sara Wright	wrights@tranby.wa.edu.au
Head of Science	Mrs Rachel Bullock	bullockr@tranby.wa.edu.au
Head of Technologies	Mr Andrew Briggs	briggsa@tranby.wa.edu.au
Teacher in Charge of Languages	Ibu Dian Wijayanti	wijayantid@tranby.wa.edu.au
Teacher in Charge of Visual Arts	Mrs Louise Hardwick	hardwickl@tranby.wa.edu.au
Head of Bilu House	Miss Hayley Holtham	holthamh@tranby.wa.edu.au
Head of Budjar House	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	Ms Michelle Ribeiro	ribeiom@tranby.wa.edu.au
Deputy Principal	Mr Anthony Britza	britzaa@tranby.wa.edu.au
Principal	Mrs Emily Goforth	principal@tranby.wa.edu.au





# 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.

## TASS PARENT ORBIT APP

Parent Orbit provides families with app-based access to TASS. Parents should download the Parent Orbit app from the relevant app stores.

## 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 Menu') 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 the College is made aware of any medical condition (including providing any 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 in the Student Support Hub. Parents/guardians 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/guardians 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/guardians and/or students should bring medication in a Webster-Pak to the Wellbeing Centre. When forwarding medication for administration at school, parents/guardians will be required to complete a form which is available from the Wellbeing Centre. Parents/guardians 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.

# Student 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 Junior School by the Deans of Year and 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 and Classroom Teachers act as the first port of call for support, calling on the Heads of House or a Dean of Years as required.

## STUDENT SUPPORT TEAM

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

<b>Co-ordinator of Student Support</b> Provides holistic strategies to support students and their learning.	<b>College Chaplain</b> Guides and counsels students on spiritual and life matters.	<b>Individual Needs Teacher</b> Supports teachers and students with diverse learning needs.	<b>Wellbeing Officer</b> Provides first aid response and wellbeing support.	<b>College Counsellor</b> Provides guidance and support across a variety of issues.	<b>Defence Mentor</b> Specialised support for Australian Defence Force students and their families.
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## 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, spirit, 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 allocated to one of four Houses to create a sense of belonging. Siblings are placed in the same House and all staff are also allocated a House.

## HOUSE NAMES

The House 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 carnival, Years 3–12, and athletics and cross country carnivals, PP–Year 12 with regular Inter-school sport opportunities 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 7–11 House Representatives and Year 12 House Captains being awarded in the Senior School. Our Year 12 House Captains also form part of our Student Leadership Team.

## 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. Year 7–12 students are also awarded House points via the Behaviour Positive system. Points are accumulated from the beginning of Term 4 to the end of Term 3 the following year. Awards are presented to the highest points recipient in each year group, as well as the overall highest points recipient of each House receiving an award.

# 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 Kindy–Year 2 use Apple iPads during class time, whilst students in Years 3–12 have use of a Microsoft Surface device for the entire year.

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 and Head of House.

- Students are not to change lockers during the year without Head of House consent.
- 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 their locker.
- Requirements for classes should be organised during breaks. Lockers should not be visited between class.
- Students will be charged for a replacement lock if they lose their lock or are unable to return the original in good condition.
- The College retains the right to open and search lockers should the need arise.

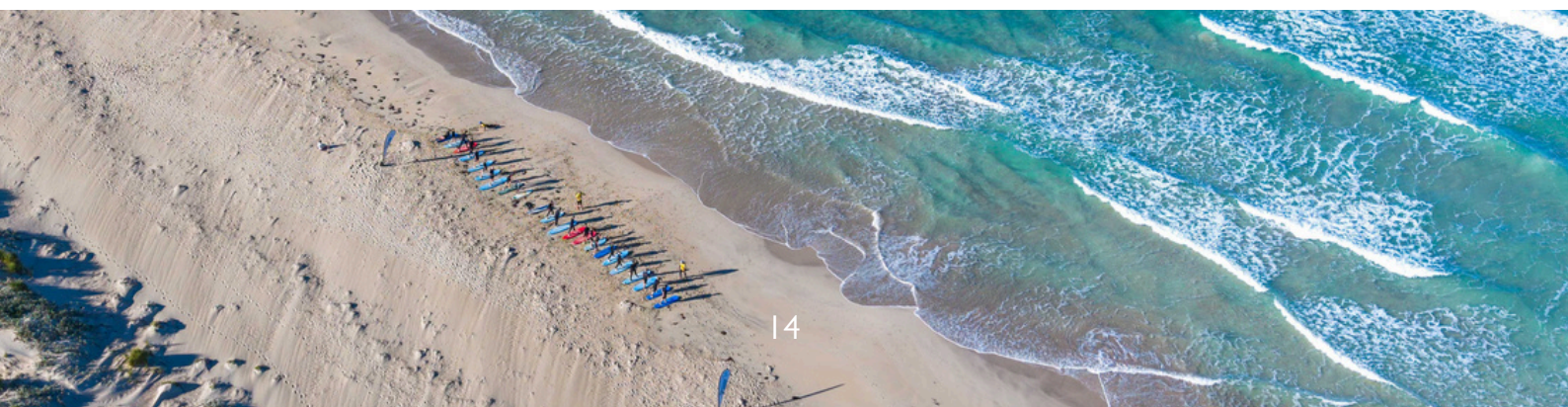
# Co-Curricular Clubs

Each term, students can participate in a wide variety of clubs and activities beyond the classroom. These programs are designed to enhance learning, develop skills and talents, and foster new friendships. Students are encouraged to participate and are supported by staff to ensure a rewarding experience.

JUNIOR SCHOOL		SENIOR SCHOOL
• Philosophy Club	• Robotics	• Academic
• Chess Club	• Running Club	• Enrichment
• Choir	• Tranby Titans	• Service
• Dynamic Drawing Club	• Cheerleading Group	• Sports
• Early Bird Club	• Yoga	

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

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





# Personalised Learning

Tranby College's approach to personalised learning embraces each student's individual gifts and talents. Through collaboration between families, the school and students, personalised goals are established for each student to achieve. For students in Years 3–12, these goals are articulated in a Personal Education Plan. For all students, opportunities are provided to create a sense of ownership over their learning and to access developmentally appropriate pathways to shape their individual education. Our approach intends to fulfil each student's potential, ensuring individualised success.

## Awards

### FORMAL RECOGNITION

Formal recognition is made through awards, which are presented at assemblies throughout the year to acknowledge effort, achievement and behaviours aligned with our College values. In the Junior School, parents are notified where possible before these are presented to allow them to attend the assembly.

The awards include:

- **Merit Awards:** acknowledges effort and achievement in the areas of academics, attitudes to learning, gratitude, empathy and mindfulness.
- **Subject Awards:** acknowledges academic excellence in subjects, certificates and courses.
- **End of Year and Board Awards:** acknowledge excellence in academic pursuit, citizenship, effort, sports, community and leadership.
- **Colours:** acknowledge a student's ongoing outstanding level of participation, achievement and leadership in many areas of the College.

*The College will be reviewing its approach to formal recognition over the course of 2025.*







# 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 Deans of Years, 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 7–11. 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. Identifiable 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. Prefects are inducted at an assembly and meet regularly with the Head of Senior 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](http://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](http://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 8.20am, 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](http://quickcliq.com.au), by 8.45am 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 card.
- Phones are not to be used as a method of payment







# Childcare

Our new state-of-the-art Childcare centre provides a foundational education that matches the College's commitment to personalised learning and specialised attention to children that is age-appropriate, stimulating and engaging. We offer care for children aged 8 weeks to 5 years old and provide 100-day care places for long day care with another 50 places for out-of-school care.

## LONG DAY CARE

Tranby Childcare is guided by the Early Years and National Quality Frameworks provides a nurturing, inclusive, and stimulating environment where every child's unique talent, curiosity and potential are celebrated and cultivated. Our centre offers both full-time and part-time childcare options to accommodate the diverse needs families in our community.

## 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 outings to local attractions (cinema or bowling centre), crafter cooking, science and sports. We encourage early bookings as vacancies fill quickly.

## 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: 3.00pm – 6.00pm
- Vacation Care: During Tranby College closure (school holidays/pupil-free days).

## CONTACT DETAILS

- Address: 90 Arpenteur Drive, Baldivis, WA 6171
- Call: 08 9523 3170
- Email: [childcare@tranby.wa.edu.au](mailto:childcare@tranby.wa.edu.au)





# Uniform Essentials

## UNIFORM SHOP CONTACT DETAILS

**Phone Number:** 9523 3119  
**Email Address:** [tranbycollege.uniforms@permapleat.com.au](mailto:tranbycollege.uniforms@permapleat.com.au)  
**Online Orders:** [tranbycollege.permapleat.com.au](http://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.

You will be notified via socials of any additional Uniform Shop opening hours during school holidays.





# Uniform & Personal Presentation Guidelines

## CLOTHING AND IDENTIFICATION:

- All clothing and personal items must have name labels
- Uniforms must be clean, pressed, and free from tears, holes, or visible wear
- Shoes must be clean and polished

## HAIR AND PERSONAL GROOMING:

- Hair must be neat and well-groomed
- Natural hair colours only
- All hair that touches the collar or falls in front of the eyes must be tied back
- Minimum hair length: No shorter than a #2 clipper guard (6mm)
- No extreme fades or skin fades (gradual blending required)
- Hair styles that are not permitted include:
  - Mullets- including the contemporary mullet,
  - Shaved patterns, lines, or designs
  - Undercuts
  - Disconnected styles
  - Dramatic variations in length
- Braids, twists and other protective styles are permitted when maintained neatly
- Cultural and religious hair practices are respected, however should have a written explanation submitted to the relevant Head of School to enable understanding.
- Hair accessories (black or brown only) can include:
  - Hair ties
  - Headbands (plain, no decorative elements)
  - Scrunchies
  - Ribbons
- Bobby pins

## WATCHES:

- Simple analogue or digital watches only.
- No smartwatches or devices with internet or Bluetooth connectivity are to be worn.
- No decorative watch faces or bands allowed.

# Uniform & Personal Presentation Guidelines cont...

## JEWELLERY:

### JUNIOR SCHOOL:

- One earring per ear in the lower lobe only.
- Must be plain gold or silver sleepers or round studs.
- No stones or decorative elements.
- Medic alert bracelets or necklaces can be worn.
- No other jewellery is to be worn.

### SENIOR SCHOOL:

- Option to wear either one or two earrings per ear in the lower lobe only.
- Must be plain gold or silver sleepers or round studs.
- No facial piercings.
- No stones or decorative elements.
- Clear spacers for nose or upper ear piercings must be minimal and discreet in appearance, not protruding or drawing attention. These are not to be used anywhere else on the body.
- Medic Alert bracelets OR Medic Alert necklaces can be worn.
- No other jewellery is to be worn.

## ADDITIONAL GUIDELINES:

- Make up should not be worn.
- No false eyelashes.
- No nail polish or nail extensions.
- All tattoos must be covered at all times.





# 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–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 I 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 I.

## 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 - black or brown only
- Tights must be skin tone
- 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
- 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 - simple black belt
- Tights (must be skin tone)
- 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

- 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 - simple black belt
- Tights (must be skin tone)
- 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
- Student Mobile Phone and Device Policy
- 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.





# TRANBY COLLEGE

90 ARPELITEUR DR,  
BALDIVIS WA 6171

(08) 9524 2424

**ENTRY**  
to Visitors  
Car Park



ARPELITEUR DRIVE

5KM

Tranby  
Childcare  
Centre

JUNIOR  
SCHOOL  
OVAL

TRANBY DRIVE

**DIRECTION OF  
KISS-N-DROP**



**ENTRY**

