



# Tranby College

## PARENT AND STUDENT HANDBOOK 2022



### ACKNOWLEDGEMENT OF COUNTRY

The staff and students of Tranby College acknowledge the Binjareb and Whadjuk people of the Noongar nation as the traditional custodians of the land on which our campus stands.

We acknowledge their ongoing connection to the land, sea and community; and pay our respects to Elders, past present and emerging.

TRANBY COLLEGE  
90 Arpenteur Drive, Baldvis 6171  
Telephone: (08) 9524 2424  
[tranby.wa.edu.au](http://tranby.wa.edu.au)

# Message from the Principal



Dear Parents and Families,

On behalf of the College Board, and staff, it is my pleasure to welcome you all to Tranby College. I encourage you, and your family, particularly our older students, to take the time to read this handbook. The following pages contain valuable information, along with guidance about how you can work with us to support your child on this exciting, and challenging Tranby journey.

Tranby is a College for all. We truly dedicate ourselves to knowing your child and growing their abilities. We support, inspire and encourage by providing opportunities for every student to learn and discover new talents, new passions and new interests. From Kindergarten to Year 12, our learning approaches adapt to cater for their diverse and changing needs. This personalised approach is guided by experienced teachers who are passionate about every student reaching their full potential, ensuring they are prepared for life after Tranby.

Our wellbeing philosophy and caring are the keys to our success with your child. Our teachers, mentors, and wellbeing team are all deeply invested in your child, and we all look forward to working with you to support your child to reach their full potential.

We provide a wide range of opportunities for students to build life skills, including leadership, service learning and personal development. We want to inspire your child to build confidence, develop commitment and responsibility, and to support and give back to their community.

I encourage you to seek support, to ask questions if you are unsure, to let us know when your child achieves goals outside of school, to join us at College events, assemblies, picnics, and celebrations, and to fully immerse yourself in our great community. Together, we can support your child to build confidence, resilience and to achieve the goals they set for themselves.

Ms Peggy Mahy  
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



Ms Peggy Mahy  
Principal



Mrs Emily Goforth  
Deputy Principal



Mr Chris Bolton  
Head of Senior  
School



Mrs Cheryl Taylor  
Head of Junior  
School



Mr Anthony Britza  
Director of Learning  
and Innovation



Mr Ben Viviers  
Deputy Head of Junior  
School



Mrs Dawn Davis  
Co-ordinator – Inclusion  
and Learning Diversity

## HEADS OF HOUSE



Mrs Sally Case  
Bilu



Mrs Nicola Lewis  
Budjar

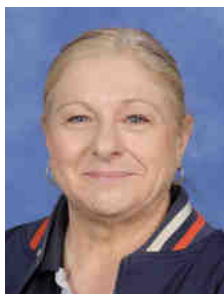


Ms Jenny Florance  
Karla



Mme Nadège Chabbert  
Marra

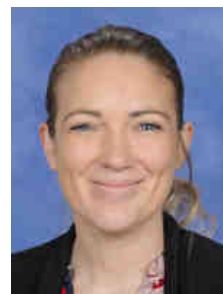
## WELLBEING TEAM



Mrs Zoe Finch  
Wellbeing  
Officer



Mr Stephen Morrison  
College Counsellor



Mrs Jaclynn Roche  
College  
Psychologist



Rev Steve Francis  
College  
Chaplain

# Our Proud History



## CELEBRATING 25 YEARS

The College opened 25 years ago on 30th 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 2022, we have commenced the year with 730 students and 60 teaching staff, and our Childcare Centre caters for up to 100 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 3rd 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.



# 2022 Term Dates

TERM 1		
<b>Monday</b>	<b>31st January</b>	<b>All Students Commence</b>
Monday	7th March – Labour Day	Public Holiday
<b>Friday</b>	<b>8th April</b>	<b>Final Day of Term 1</b>

**Break:** Saturday 9th April – Monday 25th April

**Public holidays during the break:**

Good Friday: 15th April | Easter Monday: 18th April | Anzac Day: 25th April

TERM 2		
<b>Tuesday</b>	<b>26th April</b>	<b>All Students Commence</b>
Monday	6th June – WA Day	Public Holiday
<b>Friday</b>	<b>1st July</b>	<b>KG - Y12 3 Way Conferences</b>
<b>Friday</b>	<b>1st July</b>	<b>Final Day of Term 2</b>

**Break:** Saturday 2nd July – Sunday 24th July

TERM 3		
<b>Monday</b>	<b>25th July</b>	<b>All Students Commence</b>
Friday	19th August	All Staff Day: No Students
Monday	22nd August	Mid Term Break: College closed
<b>Friday</b>	<b>23rd September</b>	<b>Final Day of Term 3</b>

**Break:** Saturday 24th September – Sunday 9th October

**Public holiday during school holidays are:**

Monday 26th September – Queens Birthday

TERM 4		
<b>Monday</b>	<b>10th October</b>	<b>All Students Commence</b>
<b>Friday</b>	<b>9th December (12.30pm)</b>	<b>Final Day of Term 4</b>





# Student Attendance

## SCHOOL HOURS

- College hours are from 8.40am to 3.15pm.
- 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 contact either of the following before 9.00am:

- Absentee Line: **9523 3122**
- Email: **absent@tranby.wa.edu.au**

The College may ring or SMS you if we have not received notification that the 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 should contact College Reception: **9524 2424**.

Parents seeking permission for their child to leave the school grounds during the school day should 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 College Reception and Junior School Reception) must be used when leaving and returning.

## LEAVING SCHOOL WITH ANOTHER PERSON

The school 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 with written permission from you.

## 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

If you should have any concerns regarding your child, or to do with their academic or social and emotional development, please do not hesitate to contact the College. Please ensure that you follow the correct procedure to allow for procedural fairness in handling of all issues.

## JUNIOR SCHOOL

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

- Deputy Head of Junior School
- Head of Junior School
- Director of Learning and Innovation for any issues related to academics
- Deputy Principal
- Principal

## SENIOR SCHOOL

Initially, concerns should be directed to your child's Mentor. Should there be the 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 Senior School for pastoral and academic issues
- Director of Learning and Innovation for any issues related to academics
- Deputy Principal
- Principal

Contact details for the roles listed 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	Mrs Sally Case	cases@tranby.wa.edu.au
Head of Budjar House	Mrs Nicola Lewis	lewisn@tranby.wa.edu.au
Head of Karla House	Ms Jennifer Florance	florancej@tranby.wa.edu.au
Head of Marra House	Mme Nadege Chabbert	chabbertn@tranby.wa.edu.au
Head of Senior School	Mr Chris Bolton	boltonc@tranby.wa.edu.au
Director of Learning and Innovation	Mr Anthony Britza	britzaa@tranby.wa.edu.au
Deputy Principal	Mrs Emily Goforth	goforthe@tranby.wa.edu.au
Principal	Ms Peggy Mahy	principal@tranby.wa.edu.au

Concerns around learning diversity and support will be referred to the Co-ordinator of Inclusion and Learning Diversity from the Head of Senior School and Head of Houses 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.



# 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:

## SEQTA ENGAGE (FOR PARENTS) AND SEQTA LEARN (FOR STUDENTS)

SEQTA is our primary channel for important communications and information. It provides details and event information on each child's year group, facilitates direct messages and/or emails between staff and parents, and staff and students. It also contains details on timetables, assessment results, reports and attendance.

## CONSENT2GO

The College uses Consent2Go to manage all excursion and incursion permissions, including payments. This system is also used to update student medical information. Should you require an update to any personal details (ie. home address, phone number or email address), please email [tranby@tranby.wa.edu.au](mailto:tranby@tranby.wa.edu.au).

## 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, includes 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 is on Facebook, Instagram and LinkedIn. We use these channels 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 11. Teachers, students and staff record events, notes, home learning and reminders in the diary. Parents are requested to check the Student Diary regularly.



# Parent Liaison (KG - Year 6)

Each class in the Junior School has up to two Parent Liaisons who help facilitate communications, promote social wellbeing and offer general support amongst class families. These roles are fulfilled by parent/guardian volunteers from each class. In their role, Parent Liaisons help the College in welcoming new parents and children, arranging for parents to meet and socialise, offering assistance with on-going activities and events throughout the year and encouraging families to get to know each other. The Parent Liaison group meets termly, or as required, with the Head of Junior School and/or Principal (or their deputies).

Further details on becoming a Parent Liaison and a contact list for current Parent Liaisons is available from the Junior School Reception.

## Medical Information

### INFORMING THE COLLEGE

'Student Medical Details' forms are supplied as part of the enrolment paperwork. It is essential that these are completed accurately and returned to the College. Please advise the College if your child/children develop any health concerns or changes to their health needs during their enrolment. Parents are also required to complete an Action Plan for any specific health conditions e.g. asthma, allergies etc.

### FIRST AID

During the school day, first aid support is available from the Wellbeing Centre located in the Junior School Reception area. 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. Annually, parents will be asked to confirm/update student medical information via Consent2Go. Please ensure updates to your child's medical information are provided as soon as possible.

### MEDICATION

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

Our Specialist Wellbeing Care Team is available to offer further support and guidance when required. The team consists of:

<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>College Psychologist</b> Provides psychological assessments, intervention and case management.	<b>College Chaplain</b> Guides and counsels students on spiritual and life matters.

## THE RESILIENCE PROJECT

Tranby College will be implementing The Resilience Project in 2022. This program centres around three key pillars of Gratitude, Empathy, Mindfulness supported by the foundational skills of Emotional Literacy. The Resilience Project 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 classroom environments.





# 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 allocated a House.

## HOUSE NAMES

During 1999 the Houses were given names taken from the Noongar language to represent each of the four elements that are important in Aboriginal Culture.



Bilu means big river and is BLUE



Budjar means earth or land and is GREEN



Karla means fire and is RED



Marra means 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 opportunities for students to have leadership roles, with House Officials and Captains being selected in the Junior School and House Representatives in the Senior School. In Year 12 student leaders are College Prefects.

## HOUSE POINTS

In the Junior School the House system also operates in the classroom with students gaining points for their House in a variety of ways. A House Cup is presented at Assemblies to the House collecting most points in a given period.

# Lockers

In the Senior School each student is allocated a locker and lock, and the number 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 until the end of the day.
- Requirements for classes should be organised during breaks. Students should not visit their lockers between these times.
- Students will be charged for the cost of a replacement lock if they are unable to return the original in good condition.

# Co-Curricular

Each term, we provide a wide range of clubs and activities for students to get involved in outside 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 to support S.O.U.L. Soup
- 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 a copy is available from either the 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.
- **Commendations** (Y7-12): postcards sent home to acknowledge an outstanding result, effort or improvement in the Senior School.
- **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.
- **Values Awards** (Y3-12): awarded to a select number of students that have demonstrated an exceptional embodiment of a particular College value.
- **Principal's Award** (all years): awarded at the discretion of the Principal to students that have achieved a truly exceptional result, or have obtained a full suite of value awards in the Junior School or Senior School.





# 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 Captains and Officials and 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 the House Representatives and Prefects in the Senior School. The Captains and Officials are inducted at an assembly and meet regularly with the Head of Junior School.

## LEADERSHIP IN YEARS 7–11

The aim of the leadership program within the Senior School for students in Years 7–11 is to provide as many opportunities as possible to experience a formal position of responsibility. The rationale of the leadership program is to provide students within the Senior School with a sense of responsibility, ownership and voice, as well as to develop their skills of service and leadership. Opportunity is provided for as many students as possible to experience a leadership role.

## YEAR 12 LEADERS

Students in Year 12 are expected to fulfil important leadership roles as the senior students of the school. Year 12 students wear a badge identifying them as members of Year 12. In addition, the Principal, with guidance from the votes of staff and of Senior School students, appoints the College Captains, House Captains and Co-Captains representing each area of Curriculum, The Arts, Service, Sport, Chapel, Wellbeing and Cadets after a process of application and interview. All students in the Senior School are expected to be role models to younger Tranby students.



# Transport

## SETTLERS TRANSPORT

Tranby College has one charter bus that commences its run from Mandurah through to Waikiki and then straight onto the College. This charter is serviced by Settlers Transport. Contact Kim Littleton 0429 901 048 or Anne Littleton 0411 114 975 for more information.

Bus tickets for this service are available for purchase from the College Reception (in person or over the phone):

- Single ticket – \$3.00
- 10 tickets – \$24.00
- 40 tickets – \$90.00

Students who use this service, must complete the Bus Passenger Details Form available from College Reception.

## SCHOOL BUS SERVICES

Department of Transport (orange) school buses carry students who live in a rural location with no access to public transport. Eligible students are charged \$0.50 for this service. Visit [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au) for further information on how to enrol.

## 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, please speak with our IT Department.



## 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 two 'Kiss-n-Drop' zones 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 at the back of this booklet.

## 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 abides by the 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 online with [QuickCliq](#), by 8.30am each day (lunch only).

**Pay:** Students can pay using their SmartRider\*, with cash or by EFTPOS (min. spend \$5.)

*\*SmartRider payments require activation and credit added in QuickCliq. See website for full details.*



# 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 excursions, incursions and fun activities such as dress-up days, outings to local attractions (like the cinema or bowling centre), craft, cooking, science, sporting competitions, and more! We encourage parents to book Vacation Care early as vacancies fill quickly. Get in touch for more information or to secure your child's place.

## 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](mailto:childcare@tranby.wa.edu.au)



# Uniform Essentials

## UNIFORM SHOP CONTACT DETAILS

<b>Phone Number:</b>	9523 3119
<b>Email Address:</b>	<a href="mailto:tranbycollege.uniforms@permapleat.com.au">tranbycollege.uniforms@permapleat.com.au</a>
<b>Opening Hours:</b>	Tuesday: 8.00am – 12.00 noon (term time only) Wednesday: 12.00 noon – 4.00pm (term time only)

Full uniform details (inc. Uniform Policy) are available on the College website.



# Junior School Uniform

## EARLY LEARNING (YEARS K-2):

- Tranby Early Learning polo shirt
- Tranby windcheater or Tranby track jacket
- House polo
- Sport shorts
- Tranby sports socks
- Tranby legionnaire (recommended) or slouch hat
- Plain black sports shoes - all purpose with velcro tabs if possible
- Tranby backpack
- Library bag (available through the booklist)
- Art smock
- OPTIONAL: Tranby track pants (for winter)
- PRE-PRIMARY to YEAR 2: Plain black bathers or Tranby speedos and/or Tranby Taslon sports shorts. (NOTE: Tranby bathers must be worn for Inter-school competitions.)
- **No watches are to be worn in Kindergarten, Pre-primary or Year 1.**

## FORMAL UNIFORM (YEARS 3-6):

- Tranby legionnaire (recommended) or slouch hat
- Tranby backpack
- Skirt, culottes, trousers or shorts
- Tranby formal shirt
- Tranby woollen jumper
- Tranby socks
- Tie or tie bow (Terms 2 & 3)
- Shoes: plain black polished lace-ups with broken sole - not fashion shoes
- Library bag (available through the booklist or Uniform Shop)
- Protective clothing for Art

### OPTIONAL ITEMS:

- Beige tights may be worn (Terms 2 & 3) - available from the Uniform Shop
- Black belt
- Tranby scarf (winter only, Terms 2 & 3)
- Tranby windcheater

## SPORTS UNIFORM (YEARS 3-6):

- Tranby sports shorts
- House polo (to be worn for Inter-house sport and various events)
- Tranby Inter-school polo (to be worn for PE lessons, at Inter-school events and when sports uniform is worn on excursions)
- Tranby sports socks
- Sports shoes - must be predominantly black (with white trim only) with black laces and suitable for physical activity such as running (skate and basketball boot type shoes are not acceptable)
- Tranby speedos and/or Tranby Taslon sports shorts, or plain black bathers.
  - NOTE: Tranby bathers must be worn for Inter-school competitions

## OPTIONAL ITEMS:

- Tranby track pants (junior type only)
- Tranby track jacket - may be worn over Tranby woollen jumper with the formal uniform but NOT in lieu of the jumper
- Tranby sports bag (if required)
- Sun tops/rash vests for swimming are optional and should be plain black (NOTE: These are not available from the Uniform Shop.)

# Senior School Uniform

## FORMAL UNIFORM:

- A Tranby hat or cap
- Tranby backpack
- Skirt, culottes, trousers or shorts
- Formal short or long sleeve shirt
- Blazer (Terms 2 & 3 and formal occasions) - compulsory for Years 10, 11 & 12
- Tranby woollen jumper
- Tranby socks
- House tie or tie bow (Terms 2 & 3)

- Shoes: plain black polished lace-ups with broken sole - not fashion shoes

## OPTIONAL ITEMS:

- Black belt
- Tranby scarf (winter only, Terms 2 & 3)
- Tranby windcheater
- Leavers jacket for Year 12s
- Blazer - optional for Years 7-9

## SPORTS UNIFORM:

- Tranby sports shorts
- Tranby Inter-school polo (to be worn for PE lessons, at Inter-school events and when sports uniform is worn on excursions)
- House polo (to be worn for Inter-house sport and various events)
- Tranby sports socks
- Sports shoes - must be predominantly black (with white trim only) with black laces and suitable for physical activity such as running (skate and basketball boot type shoes are not acceptable)

- Tranby speedos and/or Tranby Taslon sports shorts, or plain black bathers.
  - NOTE: Tranby bathers must be worn for Inter-school competitions

## OPTIONAL ITEMS:

- Tranby track pants
- Tranby track jacket (only permitted with Sports Uniform)
- Tranby sports bag (if required)

# 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/or kept clean.
- For Senior School students, the Sports Uniform should not be worn to and from school. Students may only change into Sports Uniform before and after each lesson.
- Conservative hair styles only. Hair longer than collar length must be tied back.
- Only black hair ties, headbands, scrunchies or ribbons permitted (available from the Uniform Shop).
- Black or brown hair clips.
- Only one matching pair of small plain gold or silver round studs (without stone) or sleepers permitted.
- No ornate or digitally interactive watches.
- Make-up, false eyelashes and nail polish are not permitted.
- Any tattoo obtained with parent permission must not be visible.

# 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 College Reception:

- [Bullying Policy](#)
- [Child Safe Code of Conduct](#)
- [Child Safety Policy](#)
- [Code of Conduct for Parents](#)
- [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](#)

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

