

# A Guide for Parents



William Perkin  
C of E  
High School

September 2026

# William Perkin Key Staff



**Dame Alice Hudson**  
CEO  
Twyford CofE  
Academies Trust



**Mr R Rake**  
Assistant  
Headteacher  
(Year 10 & 11)



**Miss A Newman**  
Head Teacher  
William Perkin CofE  
High School



**Ms B Gandy**  
Director of Sixth  
Form



**Mrs S Long**  
Deputy Head  
Teacher



**Miss C Lovell**  
Assistant  
Headteacher  
(Year 8 & 9)



**Miss E Lewis**  
Deputy Head  
Teacher



**Ms Wood**  
Head of Trust  
English



**Mrs A Barward-  
Symmons**  
Deputy Head  
Teacher



**Miss B Campbell**  
Head of Inclusion  
(DSL)



**Mrs C Smith**  
Head of SMSC  
SLT Responsibility  
for Year 7



**Ms Muya**  
Head of SEN &  
Disadvantage  
(SENCo)



**Ms E Lauder**  
Head of SMSC

The main contact details for William Perkin High School are:

Telephone: 0208 832 8950

Email: [office@williamperkin.org.uk](mailto:office@williamperkin.org.uk)

# The William Perkin Ethos

William Perkin CofE High School prides itself on being a community which believes in our human capacity to do and be good.

We believe that we should be responsible for ourselves and for others, we should think about the future impact of our actions and that we should live up to God's image within us. We could think of ourselves as being challenged to stretch in three directions - upwards, outwards and ahead. It is our hope that the students who are educated in the William Perkin way will be capable of 'intelligent engagement with the wider world'.

## The 10: 10 Ethic

There are 6 disciplines which we expect every student to work on.

They are to :

- ◆ Know yourself
- ◆ Be an agent for good
- ◆ Understand weakness
- ◆ Accept support
- ◆ Engage fully
- ◆ Stretch



## Our 10:10 ethic

These six disciplines will ensure we keep true to our 3 principles for how we live and work together as a community:

- ◆ Good gifts used in service
- ◆ Don't stay in a bad place
- ◆ Unique Value in community

If we live by these rules we will come closer to understanding our key text from the bible:

***'I have come that you should have life and life in all its fullness'***

**John 10 vs 10**

# The William Perkin Etiquette

When we were little our parents brought us up to have good manners.

There are good manners which will help you live your life in a good way – whatever the community you are living or working in.

These are the William Perkin good manners that we refer to as the William Perkin Etiquette

## ***Good Gifts used in Service***

- ◆ We appreciate what we have been given
- ◆ We create rather than destroy
- ◆ We enjoy being good and doing well
- ◆ We always give our best
- ◆ We smile and sit-up straight
- ◆ We thank our teachers at the end of every lesson
- ◆ We celebrate each other's success

## ***Don't stay in a Bad Place***

- ◆ We say sorry when we do wrong
- ◆ We are not afraid to own-up
- ◆ We know how to be silent and reflective
- ◆ We are honest
- ◆ We learn from our mistakes
- ◆ We forgive others

## ***Unique Value in Community***

- ◆ We notice the feelings of others
- ◆ We are helpful
- ◆ We listen
- ◆ We control ourselves
- ◆ We are polite
- ◆ We treat everyone in school as a friend
- ◆ We make a positive impact on our environment

# Our Learning Habits

There will be many things which you will learn at William Perkin which will allow you to position yourself to do well in your life - both during school and when you leave. Some of these things will be about learning skills and some will be about mastering new information.

In year 7, as well as learning new subjects you will learn skills which are essential for you to do well whichever subject you are in. Teachers in all your morning subjects will refer to these in the same way so that you get used to using them. We will also have learning workshops once a half term which will help you focus on developing them further. You might like to think in advance of coming to William Perkin CofE High School about what some of these learning skills might involve.

The skills are to :

- ◆ Memorise accurately
- ◆ Listen Intently
- ◆ Read Critically
- ◆ Apply systems
- ◆ Discern logical Patterns
- ◆ Form coherent arguments
- ◆ Speak Purposefully
- ◆ Write cogently
- ◆ Explore Analytically

## **Creative Applications**

In our afternoon lessons we will apply these skills as well as practising our abilities to work creatively in groups as part of the elective programme:

- ◆ Exercise Curiosity and Enquiry
- ◆ Look Outward
- ◆ Act Responsibly
- ◆ Engage Creatively
- ◆ Work Co-operatively

# Term Dates 2026/27

## Autumn Term

### Tuesday 8th September – Wednesday 16th December 2026

Tuesday 8th September 26 - Year 7 & Year 12 Welcome Services

Wednesday 9th September - All Students Return

Friday 2nd Oct - Staff Training Day (School closed to Students)

### **HALF TERM: Monday 26th October - Friday 30th October 2026**

Monday 2nd November-Staff Training Day (School closed to Students)

Friday 20th November - Occasional Day (School closed)

### **CHRISTMAS HOLIDAYS: Thursday 17th December 2026 - Friday 1st January 2027**

## Spring Term

### Monday 4th January – Wednesday 24th March 2027

Monday 4th January - All Students Return

Friday 12th February - Staff Training Day (School closed to Students)

### **HALF TERM: Monday 15th February - Friday 19th February 2027**

### **EASTER HOLIDAYS: Thursday 25th March - Friday 9th April 2027**

## Summer Term

### Monday 12th April- Wednesday 21st July 2027

Monday 3rd May 2027– May Day Bank Holiday

Monday 7th June 2027 – Staff Training Day (School closed to Students)

### **HALF TERM: Monday 31st May – Friday 4th June 2027**

### **END OF ACADEMIC YEAR: Wednesday 21st July 2027**



# Times of The Day

Our school encourages students to make the most of every day. We start fresh and early in order to make the most of our time. The day at William Perkin is much longer than it was at primary school so students should have a snack at morning break—they will need to bring something suitable to school or buy a snack from the café before school, as KS3 students cannot access the café during the morning break.

The day is as follows:

William Perkin				
Years 7, 8 and 9		Years 10, 11, 12 and 13		
Main school day from 0830 - 1510	0815	Gates open for students	0815	Gates open for students
	0830	<b>AM Reg</b>	0830	<b>AM Reg</b>
	0900	Period 1	0900	Period 1
	0950	Period 2	0950	Period 2
	1040	Break	1040	Break
	1100	Period 3	1100	Period 3
	1150	Period 4	1150	Period 4
	1240	Lunch a	1240	Period 5a
	1320	Period 5b	1330	Lunch b
	1410	Period 6	1410	Period 6
	1500	PM Reg	1500	PM Reg
	1510	<b>End of day / Period 7</b>	1510	<b>End of day / Period 7</b>
	1600	End of extended day <i>All students off site by 1630</i>	1600	End of extended day <i>All students off site by 1630</i>
	<i>Friday early closure for Staff Training:            1410 – 1420: PM Registration            Followed by Staff Training</i>			

Please note that it is parents' responsibility to arrange with their child what time they will leave school each day. We do not have sufficient staff resources to locate children after school. At the start of a new term, the school day may begin later and there are a number of early closure days throughout the year when the children are dismissed at lunchtime. Details of these will be communicated to you via email.

# Communication

The school's main method of communication with parents is via email.

## Contacting Staff

The easiest way to contact teachers is via email. You should expect a response to your email within 48 hours. All email addresses are the teacher's first initial followed by their surname (without a space), followed by @williamperkin.org.uk. Specific contact details will be shared with you at a later date. In the meantime please email [office@williamperkin.org.uk](mailto:office@williamperkin.org.uk) and your message will be passed on.

## Websites

The school website [www.williamperkin.org.uk](http://www.williamperkin.org.uk) contains lots of information for parents

Independent support and help can be found on [www.familylives.org.uk/advice/secondary/](http://www.familylives.org.uk/advice/secondary/)

## Changed Contact Details?

It is very important that we have the correct contact details for all parents at all times. Communication via email is our primary source of contact with you so it is imperative that we have your email address(es). If you move house, change telephone numbers or email address you must inform us by emailing [datateam@williamperkin.org.uk](mailto:datateam@williamperkin.org.uk)

# Travel to School

We encourage students to use public transport, walk or cycle to school. There are student bike sheds located at the front of the school. Your child should wear a helmet and use a D-lock to secure their bike in the bike shed.

For many children the journey to High School is the first time they have travelled alone on public transport. All 11 to 15 year olds need an Oyster Photocard for free travel on buses. The cards are free and should be applied for as soon as possible. You will need to top up this card with money for tube travel.

Parents who do bring their child to school by car must remember to take extra care outside the school. Parents must not use or block the school vehicle gate as this is a hazard to students and other pedestrians. Parents must not stop in prohibited places or park across or on our neighbours' driveways.

We politely ask parents to wait outside the school gate if collecting their child from school.

If you need to visit the school please be aware that there is no parking on the school site. The school is in the London Borough of Ealing's Controlled Parking Zone Q which restricts parking between 10.00–11.00am and 2.00-3.00pm Monday to Friday.

# Attendance and Punctuality

We regularly communicate with students and parents that there is a direct correlation between good attendance and good attainment. Our aim, with your support, is to have your child in the top band of 95%+. Students here will be supported and celebrated for being HERO's (Here, Every day, Ready and On-time).

95%+ attendance
90-95% attendance
85-90% attendance
75-85% attendance
65-75% attendance
50-65% attendance
0-50% attendance

We ask that you support your child in ensuring they are at school, every day and on time. Not only for the clear benefits to their academics but to allow them to engage fully with everything that William Perkin offers them.

## Attendance record and lessons missed

- 95% attendance means 50 missed lessons. This means a child missed about 10 days or 2 weeks of lessons in the school year.
- 90% attendance means 100 missed lessons. This means a child misses four weeks of lessons in the school year.
- 85% attendance means 150 missed lessons. This means the child misses almost 6 weeks of lessons in the school year
- 80% attendance means 200 missed lessons. This means the child misses over 7 weeks of lessons in the school year
- 75% attendance means 250 missed lessons. This means the child misses about 9 weeks of lessons in the school year

## Punctuality

- Arriving 5 minutes late every day adds up to over 3 days lost each year, that's 20 lessons missed
- Arriving 15 minutes late every day adds up to 2 weeks absence a year, that's 55 lessons missed
- Arriving 30 minutes late every adds up to 19 days absence a year, that's 123 lessons missed

\*Please note, these calculations are approximate, based on how the terms fall each calendar year.

## Reporting illness

If your child is going to be absent from school due to illness, you must email

[attendance@williamperkin.org.uk](mailto:attendance@williamperkin.org.uk) or call the school by 8am . If your child is absent from school for 3 or more days, a medical note or supporting document will be required.

## Appointments

If you know in advance that your child is going to be absent from school for a justifiable reason (e.g. for a medical appointment) you should email as above or you can bring a letter giving the reason and details, to the school office.

## Leave of Absence

Leave of absence for holidays in term time is not permissible under government guidance and the school is not allowed to grant leave of absence in term time unless under exceptional circumstances. Parents may request term time absence by completing and submitting a Leave of Absence Request Form which can be found on the school website or by emailing [attendance@williamperkin.org.uk](mailto:attendance@williamperkin.org.uk) to be passed on to the Headteacher for approval.

# Cafeteria

The café is open before school, during lunchtime and after school, where students enjoy a range of hot meals, sandwiches, wraps, salads and other deli-style offerings. Parents will need to register with Parent Pay for students to be able to enjoy the cashless service (details will follow). Please note that it is the parents responsibility to top-up their child's lunch money regularly via Parent Pay; students will not be able to go below zero on their account.

# Study Club

William Perkin runs a supervised Study Club. This is a quiet space where students can complete their lesson prep and homework and have access to school computers.

# School Uniform

We set very high standards for appearance, just as we do with behaviour. Students should wear full school uniform at all times. Any student who is not wearing full and correct uniform will be sanctioned.

Full details can be found in your Induction Pack.

## Stockist

### PMG School wear Ealing-Online Only

Tel: 020 8567 1155

Web: [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk)

AND

### Juniper Uniform Ealing

154 - 156 Broadway, London W13 0TL

Tel: 020 8998 0144

Web: [www.juniperuniform.com](http://www.juniperuniform.com)

**Please make sure that each and every item of your child's school uniform is clearly labelled with their full name and tutor group.**



# Equipment List

Being fully equipped, every day, supports students to be able to fully access their learning and engage fully with their lessons. We greatly appreciate the support of parents to ensure that students have a full equipment list throughout the year. Equipment checks will happen each week with your child's Form Tutor.

## Students will need the following equipment:

- Pens - red, green, blue and black
- Pencils
- Pencil Eraser
- Pencil Sharpener
- 30cm Ruler
- Glue Stick
- White Board Pen & White Board Eraser
- Highlighters - red/pink, orange/yellow and green
- Maths Geometry Set - compass, set squares, protractor
- Scientific Calculator - this should be a Casio FX-83GT-CW (can be purchased at school)
- French Dictionary - this should be a Collins Easy Learning French Dictionary (can be purchased at school)
- Black Sketch Book - to be purchased from the school in September
- School scissors with rounded edges
- A reading book (must always be carried as part of equipment list – can be from the school library)



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In addition, students may wish to purchase:

- Colouring pencils or felt-tips pens
- Sticky back plastic or plastic book coverings (can be purchased from school). All school books must be covered at the start of the year to protect them.
- A padlock for their locker (we suggest a larger size padlock with a key, not a combination lock that may be forgotten!)

**Lockers** can be hired for 5 years at a cost of £25 (paid once) and will be available via **parent pay**.

A wide range of stationery is available to purchase from William Perkin's Student Services which is open before school from 8.15am-8.30am.

**It is the student's responsibility to prepare their school bag every night so that it is ready for the next day. If they forget something, they will receive one equipment negative.**

**Even if you believe a forgotten item was your fault, we are not able to take items from parents at reception. This is fair to the whole school community and helps students become even more independent and responsible for their own organisation.**

# The Conduct System

The school operates a positive and negative points system:

- ◆ Students will be rewarded with positive points for good behaviour, good engagement in class, good prep and many other achievements. Successes are celebrated in tutor time, in school assemblies and communicated with parents.
- ◆ As we have the highest expectations of our students, sanctions will be enforced for poor behaviour or learning habits. If a student receives 2 or more negatives in one day, they will receive a same day 40 minute after school detention. Continued or more serious poor behaviour is likely to result in an additional detention with a member of the Senior Leadership Team.

When a detention is issued, parents will be notified via email. Students will not be excused from detention unless they have a medical appointment (evidence will be required).

Parents can download the SIMs app to track their child's conduct points.

## Prep

Prep assignments are always useful for consolidating learning, aiding memorisation and preparing for future learning. William Perkin sets two types of homework:

- ◆ **Lesson Prep**—a short task (15-20mins) which is set daily and will set up the learning for the next lesson or consolidate the learning which has taken place in that lesson.
- ◆ **Homework Assignments**—a longer task that will be set after a sequence of lessons and will be used to assess your child's progress in a particular skill or topic area.

### Top Tips for Prep

- ◆ Check your child's planner daily; this is the best way to see what your child has to do each evening. **You will need to sign your child's planner on a weekly basis.**
- ◆ Provide a quiet space for prep to be completed.
- ◆ Establish a routine for prep. Find out what works best for your child. We would recommend completing prep as soon as a student returns home from school so the rest of the evening is free for family time and relaxing.
- ◆ If possible, make time to help your child with their prep. This does not mean doing it for them, but you might make suggestions, source appropriate websites or check the content and accuracy of their work.
- ◆ Make sure your child spends a reasonable amount of time on prep, neither too much nor too little.

# Mobile Phones

Parents who wish their child to carry a mobile phone to school should do so only according to the following rules:

- ◆ The phone must not have internet access and must not have a camera
- ◆ Suggested phone models to meet our policy include the following types - Alcatel 10167, Nokia 105,
- ◆ The phone should be clearly marked with the student's full name
- ◆ The phone should be switched off before the student enters the school site and placed in their school bag
- ◆ The phone should not be brought out at any point during the school day and should only be used after school when they are out of sight of the school entrances
- ◆ A school-approved mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen
- ◆ If a student is allowed to take a mobile phone on a school visit/residential trip it must be a school-approved mobile phone

**We strongly recommend that parents do not allow their children access to Smart Phones at home, and Smart Phones are strictly prohibited at school.**

There may be occasions where a member of staff is required to search a student's bag to look for a prohibited or banned item (this will be done in accordance with the DfE guidance on searching and screening):

- ◆ If during a search a school-approved phone is found it will not be confiscated, provided it does not contain any evidence relating to an investigation and is found switched off
- ◆ All non-school approved phones and school-approved phones that are not switched off will automatically be confiscated as part of a search
- ◆ Any phone that is seen or heard during the school day (school-approved or otherwise) will automatically be confiscated

When a phone is confiscated:

- ◆ If it is a school-approved mobile phone and does not contain information pertaining to an investigation, it may be collected by a parent at the end of the school day.
- ◆ If it is not a school-approved phone, it will not be returned until the end of the full school term in which it is confiscated (including the SIM card), and the student will receive a Senior Leadership Team detention. **No exceptions** will be made to this rule so you must ensure your child does not bring a non-approved mobile phone onto the school premises under any circumstances.

**Nokia 105**



**Alcatel 10167**

# The House System

The house system creates a strong sense of community between tutor groups across the year groups. This happens through inter-form competitions, sporting activities and the termly conduct point competition. Your child will remain in the same house throughout their time at William Perkin.

The Houses are named after famous scientists, using the initials of William Perkin:

## **W P E R K I N**

<b>Watt House</b>	<b>(Red)</b>	<b>James Watt</b>
<b>Pascal House</b>	<b>(Orange)</b>	<b>Blaise Pascal</b>
<b>Einstein House</b>	<b>(Yellow)</b>	<b>Albert Einstein</b>
<b>Rutherford House</b>	<b>(Green)</b>	<b>Ernest Rutherford</b>
<b>Kelvin House</b>	<b>(Blue)</b>	<b>Lord Kelvin</b>
<b>Isambard House</b>	<b>(Navy)</b>	<b>Isambard Kingdom Brunel</b>
<b>Newton House</b>	<b>(Purple)</b>	<b>Isaac Newton</b>



# The Welfare Room

The school's Welfare Room is located beside the school office, near the main reception. It contains all of the necessary fixtures, equipment and supplies.

The Welfare Room is serviced by First Aiders who are on site from 7.30am until 5.00pm. Kindly note that the First Aiders are only able to provide immediate medical attention and that they are not able to help with daily ailments or something that happened the night before or over the weekend.

Parents are expected to:

- ◆ Provide information about their child's medical condition on the Emergency Contact Form via the link that they were sent with their Welcome Email and on a hardcopy Care Plan
- ◆ Provide the school with any necessary medication ensuring that it is in date and in its original packaging.
- ◆ Agree to provide an individual healthcare plan and comply with the Trust's First Aid and Support for Pupils with Medical Conditions Policy.

Pupils are expected to:

- ◆ Speak to a member of staff if they feel unwell or have been involved in an accident and then report to the Welfare Room.
- ◆ Carry any life-saving medication (e.g. Epi-pens and Inhalers) on their person at all times - this includes during PE lessons (the teacher may be able to hold the medication if necessary)
- ◆ Be responsible for their own medication on day trips and residential trips.

# Wider Learning

The school offers a wide variety of wider learning clubs, run by members of staff, to help students explore their talents and interests outside the classroom. All Year 7 students are expected to be part of at least one Wider Learning club.

Here is just a small taster of the Wider Learning Opportunities available to your child during their time at William Perkin CofE High School:

- ◆ Sports Clubs
- ◆ Music Ensembles
- ◆ Art and Crafts Club
- ◆ Debating Club
- ◆ History Club
- ◆ School Choir
- ◆ School Newspaper
- ◆ Board games Club
- ◆ Science Club
- ◆ Theatre Visits
- ◆ Cross-curricular Projects
- ◆ Local, Regional & National Competitions



**With so many clubs taking place around our wonderfully large school site, staff are not able to look for students after school. It is really important that students and parents discuss plans for after school on a daily basis so that both parties know the after-school plans.**

# Perkin Posture

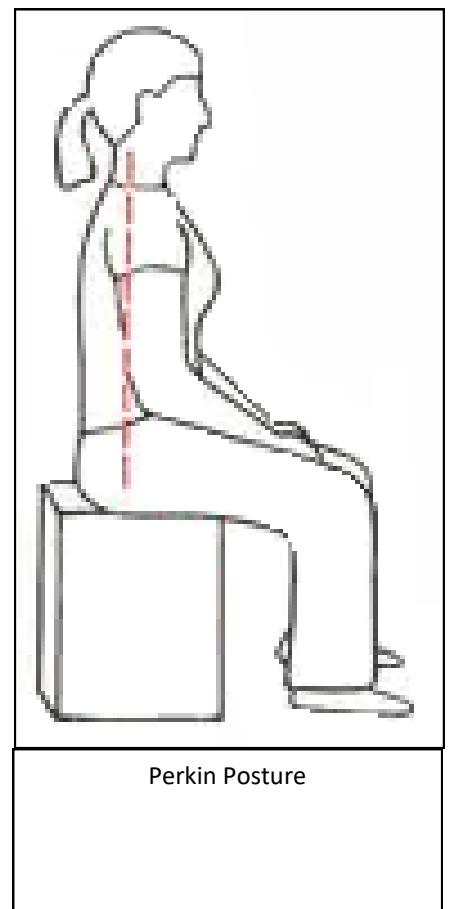
## Position yourself to do well!

Our reflection routines are integral to what we do here at William Perkin, allowing students to take a moment (or a few!) out of their day to check in with how they are feeling, how their day is going and what their next steps are going to be. We also know from research, that sitting up in a good posture allows us to breathe more freely and supports our learning.

Students will be prompted into their best Perkin Posture during all reflection routines, tutor times and lessons, to support them in engaging fully, listening carefully and making the most of their learning opportunities.

### **Our Reflection Routine:**

1. Feet flat on the floor with legs uncrossed.
2. Sit up straight and tall, away from the back of the chair.
3. Hands are empty of objects and held in our lap.
4. Take slow, deep breaths, to send oxygen around our body and help us to slow for a reflection moment.
5. You may find it helpful to bow your head and close your eyes.
6. Listen to guided reflection questions, focusing on giving honest and constructive answers in your head.
7. Hold a moment of silence for 3-5 minutes.



# What Happens Next?

## Welcome Evening: Thursday, 25th June 2026

The Welcome Evening is designed to introduce you to William Perkin CofE High School and to ensure that you have all the information required for the first day of term. The day consists of:

- An introduction to William Perkin High School from the Head Teacher, Amy Newman
- ◆ A presentation from Ms Gilmore, Head of Year 7
- ◆ An opportunity to learn and perform the wonderful Trust anthem
- ◆ A special opportunity for your child to meet their form tutor and find out all about their House

We hope you enjoy the evening!

## Common Induction Day: Friday 26th June 2026

On this day students will come into high school for baseline tests in literacy, numeracy, problem solving and logic. Students do not need to be anxious about this and preparation will not be required. Further details will be provided regarding the arrangements for Common Induction Day.

## Individual Meetings: (Monday 29th June 2026-Tuesday 30th 2026)

We will be conducting in person 1:1 interviews in the School to give you more opportunity to meet a member of the senior leadership team. 1:1 Individual meetings are not a test...just a chance to get to know you a little bit better. Further details will be sent directly to you by email.

We will ask you about:

- ◆ What you liked and disliked at Primary school
- ◆ Whether you have any worries about coming to Secondary School (and what we can do to help you with this)
- ◆ What you like doing outside of school

## Welcome Service: Tuesday 8th September 2026

To mark the special event of your first day at William Perkin we invite parents and students to attend a Welcome Service. We will be in touch with further details regarding the arrangements for the day .

# School Song

**Each Day A New Day**

**In This Special Place**

Each day a new day in this special place;  
Hearts firm in faith, sustained within your grace.

Building our lives in truth and harmony;

Constantly growing in community.

Here for a purpose, ambitions to fulfil;

Resourceful in effort and resilient in will.

Our lives enriched in reflection of your ways;

For these and all your gifts we give you praise.

As we move forward, new thresholds to explore;

Excellence our goal, achievement the reward.

Grant us direction, your principles affirm;

Inspire our intention as we seek to serve.

Be present now, our comforter and guide;

Life in abundance, vision you provide.

Fulfil your promise to be ever near;

Confer your blessing as we gather here.

*Words and Music ©2013 Keith Routledge*

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