



SIR WILLIAM PERKINS'S SCHOOL

PARENT/CARER HANDBOOK

2024 - 25



WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

We are looking forward to getting to know your child and hope that they, and you, will very quickly feel part of our community. We believe that working in partnership with parents and carers through the senior school years is vital for giving the students the best possible chance of achieving their potential in every respect.

This handbook contains information about the school and its procedures which we hope will be helpful to you both now and for future reference.

Ms D Picton
Head

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School Aims and Ethos

The **purpose** of the School is to provide an excellent all-round education for its students, benefiting the public by offering a first class education for 11-18 year old students and playing a significant role in the local community.

The aims of the School are:

- **To maintain high academic standards.**
- **To encourage the enjoyment of learning and good habits of work.**
- **To help each student:**
 - to develop fully as an individual
 - to cultivate creative and practical skills
 - to gain the qualifications they need to embark on their chosen career
 - to grow in confidence
 - to think independently
 - to be a responsible, unselfish member of the community.

Our shared vision which describes our ethos is as follows:

Sir William Perkins's School builds curiosity, ambition and generosity in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, and emerging with sound values, a breadth of skills and knowledge, and ready to take on the world!

Our community is supportive of our students and wishes them to be comfortable and confident with themselves, and within their gender identity, so that they can develop fully as an individual and grow in confidence. This is something that is naturally compatible with the type of learning community our school sets out to be.

Academic success is our priority, but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

The religious nature of the School:

The school has a Christian foundation and ethos which underpins the way it operates. However, we value the fact that the Sir William Perkins's community is diverse and students of all faiths and their families are warmly welcomed.

Behaviour & Expectations at SWPS

SWPS has high expectations of its students and especially in terms of behaviour, both in the school environment and in public.

Should any student not meet these expectations, SWPS has a **RESPECT** Code, Good Behaviour Policy, and clear School Rules & Expectations which outline how these standards should be met, and the sanctions which can be deployed if they are not.

It is expected in all our dealings with behaviour that we will have the full support of parents/carers to encourage all students to meet and exceed expectations.

RESPECT Code & School Rules

The SWPS community is based on **RESPECT** for one another, as set out in the **RESPECT Code** below, and our **School Rules and Expectations** are designed to support this to ensure a safe, happy and equitable learning environment.

Responsibility	to practise courtesy, consideration and co-operation and to create a civilised community
Equality	being kind and charitable to each other, irrespective of our differences
Supporting	one another when difficulties arise and celebrating each other's achievements and successes
Politeness	and being aware of people's needs
Enthusiasm	for learning and innovation
Caring	for our belongings and respecting the fabric of our school
Trust	in each other that creates a community where all relationships are open and friendly

Respect for Self

Students are encouraged to develop self-discipline and this is the main form of discipline within the School. Everyone is expected to become involved and to take responsibility for their own learning.

Years 7 to 11 wear correct uniform in school and on journeys to and from school. (No makeup, nail varnish or jewellery may be worn, with the exception of a watch, one pair of

plain silver or gold ear-lobe studs. No stretchers, tattoos, cartilage or body-piercings are allowed.)

- Years 7 to 11 must stay within the school grounds at all times.
- Anyone leaving the school during the school day must sign out.

Respect for Others

All members of the School are expected to be proud of the community and supportive of one another and to accept the authority of members of staff. Everyone at SWPS will show one another respect in their daily conduct such as:

- Lining up and waiting quietly when waiting for lessons.
- Keeping to the left in corridors and stairs, and walking, not running.
- Leaving any shared facilities clean and tidy after use.

Respect for Environment

Everyone is expected to be aware of and actively care for the grounds, buildings and equipment

- Each form must take responsibility for the tidiness of their room. Using the technology in the room and writing on boards is not allowed without permission from a member of staff. Each class must leave the room tidy.
- Bags, including PE kit, must be kept in lockers in the appropriate locations so that they do not cause obstruction.
- Litter must not be dropped; any seen should be picked up.
- No eating is allowed in the corridors or in teaching rooms during lunch times and after school.
- Chewing gum is not allowed in school or on school trips.
- Mobile phones are handed in at the start of the day and returned at the end of the school day in Year 7 – 11.

The following constitute examples of serious breaches of discipline which may lead to an exclusion from the School:

- Bullying of any kind
- Possession, supply or misuse of drugs or substances, including smoking paraphernalia
- Inappropriate sexual or violent behaviour
- Purchase or consumption of alcohol when in the School's care
- Smoking or being part of a group in which there is smoking
- Theft of property or identity
- Inappropriate use of phones, computers (including the internet, email and social networking sites) or other forms of communication
- Vandalism
- Serious or repeated disruption, disobedience, rudeness or unsafe behaviour
- Bringing the School into disrepute

This list is not intended to be exhaustive and it is possible that other breaches may result in exclusion. Persistent breaches or offences viewed as extremely serious may result in permanent exclusion from the School.

Timing of the School Day

Registration & Form Time/Assembly	8.20 am
Period 1	8.45 am
Period 2	9.20 am
Break	9.55 am
Period 3	10.15 am
Period 4	10.50 am
Period 5	11.25 am
Period 6	12.00 pm
Lunches	
Year 7	12.25- 12.45
Year 8	12.40-1.00
Year 9	12.55 – 1.15
Year 10	1.10 – 1.30
Year 11	1.25 – 1.40
Sixth Form	Collect from 11 – 12.20 or Sit down from 1.25
Period 7	1.40 pm
Period 8	2.15 pm

Monday - Thursday

Period 9	2.50 pm
Afternoon registration End of school day	3.25 – 3.30 pm
After school prep or Activities	3.50-4.50 pm
Departure school coaches	5.00 pm

Please note there are only eight lessons on a Friday, so the school day ends at 2.55 pm.

Supervised after school prep is available every day after school until 4.50pm (including Fridays).

Fridays

End of school day	2.55 pm
Departure school coaches	3.10 pm
Library prep or Activities	3.10-4.50 pm

After-school co-curricular practices and activities normally finish by 4.50 pm to allow students to catch school coaches at 5pm (3.10pm on Fridays).

Registration

Students should enter the school grounds through the pedestrian entrances situated near the pedestrian crossing en route from the station behind the Design & Technology Centre, and the second is next to the Recreation Ground; in the interests of safety, pedestrians should not use the vehicle main gates.

Entry and exit to the school building for students should be via the Pupil Entrance (door nearest to Recreation Ground) and not by the visitors' entrance and Reception at the front of the school.

The school opens at 7.00 am and students are allowed to arrive from this time. The library opens at 8 am and students can go there until morning registration begins at 8.20 am. **It is vital that students are in their form rooms before 8.20 am for Registration.**

If the fire alarm sounds before 8:20 am, students will make their way to the nominated Assembly Point and staff who are on site will supervise them. In the event of any other emergency students should find a member of staff (e.g. Main Office or Staff Room).

After 4.50 pm the majority of students will leave the school site and go home on one of the designated school coaches. However, students are permitted to stay at school and go to the library until 5.30 pm where they are supervised by the After-School Library Supervisor.

Any Year 7–11 student going home on a school coach or staying after school for any other reason must register at either an organised activity or after school prep. Students will use the online app called SOCS to sign up for after school activities. **This is mandatory for Safeguarding and Health & Safety reasons.**

Students who are still on site after the library shuts at 5.30 pm must wait in the Pupil Entrance. The After-School Library Supervisor is on duty until 6pm. They check the Pupil Entrance regularly during this period and ensure that students are being collected or are able to travel home safely before the building is closed at 6 pm. If necessary, they will contact home and in agreement with the parents/carers will organise one of our approved taxi companies to take the student home or to a family member's house.

If a student is late to school and arrives after Registration or misses Registration for any reason, they must sign in at Reception.

Absence

Absence Due to Illness

If students are ill and unable to attend school, parents/carers are requested to leave a message on the pupil absence line (01932 574900 option 1) before 8.30 am on every day of absence (unless the date of return is known), giving an indication of the possible duration of the absence. Alternatively email notification of your child's absence can be sent to absence@swps.org.uk, from where the information will be entered on to our electronic register and relevant staff members will be notified. This system must not be used for holiday absences – any/all holiday requests must be sent to head@swps.org.uk.

If a student requests work to be sent home for a prolonged absence due to illness, the form tutor can arrange this but at least twenty-four hours' notice is essential in order that all the relevant subject staff can be contacted.

Medical/Dental Appointments

If a student has a planned appointment such as doctor, dentist, etc. parents/carers should use either the absence@swps.org.uk email address or answerphone to inform the school of their child's future absence **at least three days in advance**. Students are required to report to Reception before leaving school to sign out and wait to be collected by their parent/carer. If a student returns during school hours, they should sign back in at Reception.

Other Circumstances

Please do not make holiday arrangements or special outings that require your child to miss days during term time. In line with Government advice, we do not authorise such absence unless there are extreme extenuating circumstances as it is disruptive to the whole community.

If your child needs to be away from school in extenuating circumstances, a letter should be sent via email to the Head head@swps.org.uk - as far in advance as possible to request authorisation for the absence.

Assemblies

The pattern for Assemblies is usually:

Monday	Senior Assembly
Tuesday	Junior Assembly
Wednesday	Form time/ad hoc assemblies
Thursday	Form time
Friday	Form activities, Protected Reading time and SOCS co-curricular activities sign up for the week ahead

Assemblies are non-denominational and often have a moral, cultural, social or spiritual theme. They sometimes include a hymn, reading(s), and a prayer. All students attend Assembly although parents/ carers may withdraw their child by writing to the Head. Collective worship aims to offer all students something of value and an opportunity for reflection.

Thursday morning assemblies are set aside in favour of protected reading time, when every student spends 10 minutes reading a publication of their choice in silence and without interruption.

Careers Advice

The Careers Department is here to advise students and their parents and support them on making the right choices throughout their school career. This advice includes ensuring students are given clear guidance on the options that are available to them and are fully informed about the possibilities of the options that are chosen. The guidance provided will help students make informed GCSE and A-Level choices that will ultimately help all students to fulfil their potential.

Throughout their time at SWPS, students develop their skills in many ways – not only in their academic studies but in holding positions of responsibility, leading teams, making presentations and participating in a wide variety of co-curricular activities. These develop many of the transferable skills essential for the world of work.

The Careers Department enables students to identify their strengths, weaknesses and interests relating to the world of work. By learning about different careers and opportunities, they will be able to identify the best options for them individually through one-to-one support and guidance.

Within the school there is a dedicated Careers Suite which comprises of 24 computers and a fully resourced library with a wide range of information on different careers, general career guidance and a comprehensive catalogue of up-to-date University prospectuses. All students have access to the Suite and the networked Higher Ideas and JED software accessible on all computers. The software allows students to generate ideas for careers based on their interests or subjects chosen, as well as giving them detailed information about the responsibilities, working conditions and pay of different jobs. It also gives them guidance on how to get into that industry and the training required. Course ideas at University can also be generated, based on their interests and chosen subjects.

Formal careers lessons start in Year 8 where all students are invited to enter the National NHS Competition by designing a job advert related to careers in the NHS. Lessons then continue from Year 9 to Year 11 identifying individual personal skills and strengths, preparing CVs and letters of application for work experience and guidance for their options post-16.

In Year 9, students get involved in the ‘Ten Pound Challenge’ where groups are given £10 to turn it into as much profit as possible. The proceeds are then donated to charity. It is an engaging enterprise activity that allows students to be creative and resourceful, as well as learning teambuilding and leadership skills.

Those in Year 10 and above are invited to attend Careers Workshops which offer students the opportunity to meet and to ask questions of professionals representing many different careers. In addition to this all students in Year 10 participate in the Morrisby psychometric testing programme. The Morrisby Profile helps students understand how their unique qualities can offer insights into future choices. It is an integrated assessment of aptitude tests and working styles designed to highlight strengths and underlying abilities. This, combined with the student’s preferences and personal interests, generates an individual report summarising the test results and indicating possible future career paths. The report can then be viewed anytime using their personal login. In Year 11, the focus of the careers lessons is giving students guidance on personal statements, CV writing and interview techniques.

Students of any year group are always welcome to come and have a one-to-one chat with the Head of Careers to discuss their career options and be given guidance on the possible paths they may take.

Charities

At the beginning of each term every form elects two charity representatives who are responsible for organising and overseeing charity events within their form and for corresponding with the form's chosen charity.

In order to raise money, forms organise events such as cake sales, craft fairs and competitions. Involvement with charity events offers students the chance to be creative in their choice of event, to have fun whilst learning to be independent, to organise themselves and to support causes in which they believe.

Communication between the school and parents/carers

We use email to aid communication of the great deal of information that is sent out each term, so please ensure that the school has your current email address. We also utilise SchoolPost, an application through which the School can share information with you efficiently via email, text and online through The Firefly Parent Portal. In addition, some information may be sent home via your child.

Parents/carers should also check the school's website - www.swps.org.uk - for up-to-date information, especially in an emergency. If the school has to close during term time (for example because of epidemic or extreme snow), remote teaching via Microsoft Teams will take place and teachers will set work for students using Firefly if this is not possible. In these cases, emergency information will be communicated to parents via email, text messages and by the school website.

Letters sent into school should be clearly addressed in a sealed envelope for your child to hand in to the appropriate member of staff.

On no account should students carry large amounts of money (see section on Personal Property). If you are sending money into school, please ensure that it is in a sealed envelope clearly marked with the addressee's name. Your child should hand this into the Office on their arrival at school.

School Calendar

The School Calendar is a vital source of information detailing all events taking place at SWPS during the academic year. Students should access the Calendar and all school information via the Firefly app on their iPad. (swps.fireflycloud.net/calendar-and-planner-information.)

The calendar is also available as www.swpscalendar.org.uk.

School Newsletter

School Newsletters are sent electronically to all parents/carers regularly during each term.

Appointments with Staff

Your child's form tutor should be your first point of contact, but there may be occasions when you may like to speak to the Head of Year or Head of Department.

Appointments with staff can be arranged by:

- your child
- emailing office@swps.org.uk requesting a meeting with the member of staff concerned, and your email will be forwarded to them
- telephoning the school reception 01932 574900 (option 0) and your call will be forwarded to the extension of the member of staff concerned

Appointments to see the Head can be made through her PA. It would be helpful if, when requesting an appointment with the Head, you could give an indication of the nature of your concern in order to obtain any relevant information before the meeting. However, in most circumstances, it is advisable to get in touch with your child's form tutor and/or Head of Year first as they will be in the best position to help.

Parents'/Carers' Evenings

Parent/staff consultation evenings are held at least once in the school year for each year group. The School uses video meetings hosted by School Cloud. Appointments start at 4.30 pm and end at 7.30pm and are 5 minutes long for each student in Years 7 to 11 and 10 minutes long for Years 12 and 13. Students are encouraged to accompany their parents/carers to these meetings. In addition to these consultation evenings, other parent/carer information evenings are held for some year groups. Parents/carers also receive regular reports on their child's progress throughout the year.

Curriculum

The curriculum is under constant review and school policies relating to the academic aspects of the school (including curriculum, teaching and learning, examinations, assessment, etc.) are reviewed, updated and published annually.

The subjects studied in Year 7 in 2023-2024 are:

- | | | |
|-------------------------|----------------------|--|
| • Art | • French | • Physics |
| • Biology | • Geography | • Religious Studies |
| • Chemistry | • German | • Spanish |
| • Computer Science | • History | • PSHCE (Personal, Social, Health and Citizenship Education) |
| • Design and Technology | • Latin | |
| • Drama | • Mathematics | |
| • English | • Music | |
| | • Physical Education | |

In Year 8, students choose two modern foreign languages to continue with. During Year 9, students will be asked to choose the subjects they wish to study for their GCSEs (normally nine); the examinations for these will be taken in Year 11.

The compulsory subjects are English Language, English Literature, Mathematics and Science. Additionally, students are strongly advised to take at least one language (French, German, Spanish) and one humanity (Geography, History, Religious Studies); Further Mathematics is also available as an additional GCSE for the strongest mathematicians who are able to study for this additional qualification within their Mathematics lessons.

Further option choices are made from the following selection:

- Art
- Classical Civilisation
- Computer Science
- Design & Technology
- Drama
- French
- Geography
- German
- History
- Latin
- Music
- Physical Education
- Religious Studies
- Spanish
- Separate Sciences

Students who are bi/trilingual will also often take an additional GCSE in their home/second language by studying it outside of school but taking the examinations in school in any year that is appropriate in relation to their attainment and progress.

A great deal of help is given to students in choosing their options and particular emphasis is put on this during the Year 9 information and parents'/carers' evenings. Similar support is given in Year 11 when students are making decisions about what to study in the Sixth Form. Sixth Form students take three A Level subjects, from a wide range of subjects available, with the option to do the Extended Project Qualification (EPQ) and/or Further Maths. In some cases, there is the option to do a fourth A Level and/ or Greek GCSE.

The school also works with students and parents/carers where there is a need for an alternative curriculum (see appendix at the end of the [Curriculum Policy](#)): this is most commonly applied with students with SEND diagnoses or who are elite performers at national level (e.g. music, sport, etc.).

Co-Curricular Activities

There are many clubs and activities on offer during lunch break, after school, and some weekends. Students are very much encouraged to get involved and try new activities.

Some activities cost extra such as Rowing and Duke of Edinburgh. Letters will be sent to parents informing them of these costs.

SWPS uses SOCS Co-curricular to allow students to view all activities available to them and immediately add their names to their own co-curricular timetable as well as a static list distributed to them at the beginning of each term and available on the school website. Students are required to sign up to activities for the week ahead during Friday registration and most clubs are open to all students, regardless of ability.

Parents are also able to log-in to the system and view their child's weekly co-curricular activities. (Log in details are provided below.) **As activities are subject to change during the term, students/parents/carers should log into SOCS for weekly confirmation.**

Sports Fixtures

Information in relation to fixtures can be found through SOCS at www.swpssport.org.uk. Team sheets are published here for parents/carers and students to access. They are also displayed on the television screen and on the Fixtures board in the P.E. department.

All team sheets are posted a week in advance, where possible and will be emailed to the students. Cancellations or changes to fixtures will be made online and changed live through the website, they will also be announced via the SWPS sport Twitter feed - please follow us [@swpssport](https://twitter.com/swpssport).

The P.E. Department will advise at the start of Autumn Term when sports fixtures and training sessions will begin.

Student Login instructions for SOCS

Web page <https://www.socscms.com/login/25509/pupil/>
Username: SWPS Email address e.g. rsmith25@swps.org.uk

(The school email address is conventionally the student's first initial, surname, last school year at SWPS (i.e. the final year of their Senior Sixth) followed by @swps.org.uk)

Instructions can be found here: <http://help.socscms.com/Page.asp?ID=217>

Parent Login instructions for SOCS

Parents must first activate their accounts by going to the SOCS login page below, click the green "Parent" tab and click "Activate Account"

SOCS Login Page: <https://www.socscms.com/login/25509/parent/>

Full user instructions can be found here:
<http://help.socscms.com/Page.asp?ID=310&CatID=0>

Friends of Sir William Perkins's School and Voluntary Help at SWPS

The Friends are actively involved in supporting the school by organising fundraising activities and social events for parents. All parents are warmly encouraged to get involved with Friends of SWPS. Information and contacts available on the school's website www.swps.org.uk/friends-of-swps

Sir William Perkins's School relies on parents/carers for help in many areas of school life. If you would like to be involved and are able to spare some time to help with the Duke of Edinburgh's Award, help with productions, get involved with Friends of SWPS to train as an

examination invigilator or help in any other way, please contact the School Office for further information.

Governors and Staff

A full list of staff and the school's Governors is available on the school website and the **Chair of Governors can be contacted via:**

c/o Sir William Perkins's School, Guildford Road, Chertsey, Surrey KT16 9BN
01932 574900

Health and Medical Provision

We have several staff who are First Aiders and students would be sent to the First Aid Room in the first instance where qualified First Aiders deal with accidents and emergencies and with students who become ill during the school day. We do ask parents/carers to assess their child's fitness for school before they leave home as there are no facilities on the school premises to look after students who need to be out of lessons for protracted periods of time.

It is essential that the school has **at least two emergency telephone numbers** on which to reach parents, or their nominated representatives, and you are particularly requested to notify the School Office of any change in these details.

Any student who becomes unwell whilst at school should bring a note signed by their subject teacher in order to visit the First Aid Room. In genuine cases of illness, a parent or nominated representative will be contacted and asked to collect a student from school.

No student is permitted to bypass this procedure and absent themselves from a lesson, take themselves to the First Aid Room or make their own arrangements to go home by contacting family, for example.

Students who have been suffering from vomiting or diarrhoea must remain absent for 24 hours after the last instance of this.

Medication

Students who must take medication during the school day must hand this in at the First Aid Room (in the original packaging and with a letter of instruction from home) when they arrive at school. It is the student's responsibility to report to the First Aid Room at the relevant time(s) to take the medication. Unless otherwise requested, this should be collected at the end of the school day.

The only exception made to the above rule is for students with Epipens or those using asthma inhalers who are permitted to carry these with them, but a letter confirming their condition and the medication they are taking must be handed in to the School Office (not Reception). Equally, at least one spare Epipen must be provided to the school to be kept in

the First Aid Room in case of emergency. It is the responsibility of parents/carers to ensure that EpiPens and medication stored at school is in date.

It is essential that parents/carers keep the school fully informed of changes in (a) their child's medical history, (b) emergency contact names and telephone numbers and (c) any other circumstances that may affect their child's work or behaviour.

Specific Medical Conditions

If your child has a specific medical condition such as epilepsy, diabetes, anaphylaxis or any other serious complaint which may need individual attention, please inform the School Office and we will work with you to produce an Individual Treatment Plan in case of emergency.

Homework

Homework is set primarily to consolidate the work done in class and to help students to work independently and develop good study habits, including time management. The school expects homework to be taken seriously; however, excessive time should not be spent on this.

A homework timetable is sent home at the beginning of the Autumn Term, which indicates the amount of time allocated to each subject. Details of the tasks will be set by teachers on Firefly, accessible via the login.

Information and Communications Technology

The IT acceptable use policy can be viewed on the SWPS website. All computers in school currently run the windows operating system along with Microsoft Office. Acceptance of the IT policy will be required each time a student logs on to the school system.

Students will have their own iPads and class sets are widely used around the school for a variety of subjects. Further information about ICT within the school can be obtained by contacting the IT Department, please get in touch with the school for details.

In the event of a school closure, for example due to particularly bad weather, teaching will take place remotely or teachers will set students work via Firefly or Microsoft Teams.

Instrumental Music and Speech & Drama

Extra-curricular tuition is offered for most musical instruments, singing and for speech and drama lessons. You will already have received details of fees and availability of lessons. Parents/carers wishing to make enquiries about music lessons should email the music department - music@swps.org.uk. Enquiries for Speech & Drama lessons can be made via the Head of Drama. Parents/carers wishing to discontinue lessons must give one term's notice in writing to the relevant teacher.

- For Years 7 to 9, instrumental music and singing lessons rotate through all school periods and each student will receive thirty lessons during the school year, unless otherwise agreed by the parents and teacher.
- We aim to ensure that each student misses the same period only once in a half term.
- Priority for lessons outside timetabled lesson time is given to students in Year 10 and above.

NOTE: if a student signs up for both Speech and Drama and instrumental lessons, the Speech and Drama groups take priority for rotating times and the instrumental lesson is a fixed time.

Timetables for music lessons are displayed in the Music Department and students are responsible for ensuring that they know the time of their lessons and that they arrive promptly. They must give their peripatetic teacher **at least a week's notice** if they have a school trip, academic test, or any other planned reason for absence (dental appointments, etc.), which coincides with their lesson time. Students may not alter the lesson rota and should speak to their peripatetic teacher if there is a problem.

Hair, Jewellery and Make-up

- Long hair is to be tied up in practical activities, and should be a natural colour.
- With the exception of a wrist-watch one pair of plain gold or silver ear-lobe studs, the wearing of jewellery is forbidden.
- All permitted jewellery must be removed during PE activities.
- Jewellery which is not permitted will be confiscated and retained in the School Office until the end of that half term.
- No make-up or nail varnish is to be worn at school.
- No tattoos, stretchers, cartilage or body-piercings are allowed.

Junior Drama

During the academic year classes in Year 8 take part in the Junior Drama Competition. Each form performs a play which is produced and directed by members of the Sixth Form. The competition is judged by an outside adjudicator and parents/carers are welcome to attend. This competition provides light-hearted entertainment for everyone, a chance for the students to work with senior students and, above all, fun for Year 8. The initial meetings for Junior Drama take place at the end of the Summer Term of Year 7.

Personalised Learning

Our Head of Personalised Learning should be the first point of contact for any student or parent/carer wanting to discuss any aspect of Learning Support. Individual lessons can be arranged with the Head of Personalised Learning, where required. Where those lessons are established as a recommendation of the school there is no charge. All Year 7 are screened

for Dyslexia within the first few weeks and any concerns followed up with students and parents.

Library

Our Library is well stocked with a variety of resources

- We provide over 16,500 books, both fiction and non-fiction, supporting the needs of the current curriculum and a broad range of students' personal interests and hobbies;
- We subscribe to a selection of print magazines and a wide range of electronic resources, both for curriculum support and for research (including Britannica, Issues, JSTOR, as well as educational resources from British Library, Library of Congress, Smithsonian and selected museums).
- In addition to print and electronic resources, our Library offers DVDs in a choice of languages, audiobooks and eBooks. Library computers are available to students during break and lunch time.

The Library is open every day from 8 am until 5.30pm (5pm on Fridays) to all students for study, for borrowing books and for relaxation, for which we provide a choice of games and puzzles.

All Year 7 students have Library Induction soon after their arrival at SWPS when they are informed about the educational resources available via Firefly, and introduced to Infiniti, our Library Catalogue, where they can browse our book collection and access reading recommendations.

Reading for pleasure is one of the main foci for the Library and we aim to encourage students to explore a variety of topics in order to expand their empathy and cultural enrichment. Our collection is current and diverse, but students are always welcome to recommend new books to each other and to the Librarian.

Throughout the year our Library hosts a wide range of events, such as author visits, World Book Day, National Poetry Day, STEM Week, as well as historic and literary anniversaries, among others; they provide an opportunity to promote specific resources and have fun.

Our Librarian offers research skills and information evaluation sessions and collaborates closely with academic departments to incorporate those skills into students' everyday practice, both at school and at home. The Librarian is very happy to provide assistance with research projects and finding information, so please do ask for help.

Lost Property

Students are expected to be responsible for their own possessions. Every item of clothing and all personal possessions should be clearly named.

Any student losing any of their possessions should check with their form tutor, the P.E. Department or the School Office. Lost property is kept in containers in the Sports Hall and in the First Aid Room.

Map of the school

To help students to find their way around school a map is included on Firefly in the information section: swps.fireflycloud.net/calendar-and-planner-information/school-maps

Messages

Although the School Office staff will do their best to pass any messages for students along, we cannot guarantee that this will always be possible.

If students need to contact a parent and it is imperative that they do so, they should report to Reception or the School Office for assistance.

Mobile Phones and other mobile devices

Students in Years 7 -11 hand in their mobile phone to their tutor during morning registration and it is returned to them at 3.25pm during afternoon registration. The phones are held securely in school and we advise that parents provide a hard cover and screen protector for them. Students arriving late or leaving site early will hand in / collect their phone from reception.

The school can accept no liability for mobile phones and other mobile devices brought onto the premises.

On no account should a student use their mobile phone to request a parent/carer to collect them from school without prior permission from the form tutor or, in the case of illness, from the First Aider in the school's First Aid Room.

We ask that parents / carers disable i-Message from their child's school i-pad.

Pastoral Structure of the School

The Head of Year 7 is responsible for the co-ordination of the pastoral programme and leadership of the form tutor staff in that Year and deals with individual discipline and personal problems which they may refer to the Senior Deputy Head or Deputy Head Pastoral. A similar role is played by the Heads of Years 8 – 11, and Year 12 – 13 who may refer to the Head of Sixth Form, or to the Senior Deputy Head or Deputy Head Pastoral.

Looking after our students is our top priority. We focus on them all individually, encouraging them to achieve their potential and explore their interests in an atmosphere where they feel supported, encouraged and appreciated.

Wellbeing Suite

Our dedicated Wellbeing suite is designed for students to feel safe, relaxed and calm and there are computers in case any students are not able to work in a classroom environment. Our Wellbeing suite is staffed throughout the day help any student in need. In addition to this, we have qualified and experienced counsellors who come into school to see students.

Personal, Social, Citizenship and Health Education

A programme of personal and social education is arranged for each Year group of the school. This aims to cover major issues of concern at appropriate stages. These lessons include such information as substance abuse, eSafety and sex education.

Personal Property

Every student has a locker with their own key in their form room for books and personal items and a locker in the cloakroom for games kit and larger files. Therefore there should be very few occasions when students need to carry a heavy load around the school. Each locker has a charge of £6 (which includes the keys). If a student loses their form room locker key, they may obtain a duplicate via the School Office at a cost of £6 and the payment will be added to the next fee bill. The school reserves the right to break the locks and remove the contents if they are left in the locker for longer than the permitted length of time.

Students are discouraged from bringing large sums of money or items of value to school. Where this is unavoidable, the money or valuables should be handed in to the School Office for safekeeping.

Musical instruments brought to school should be clearly labelled with the owner's name and address and perhaps the name and address of the school. All privately owned instruments brought into school are the responsibility of the student concerned and should be fully insured. During the day musical instruments should be kept secured either in the student's form room locker or in the instrument locker store in the Music Department. This store has lockers for daily use only, not for permanent use, and instruments and padlocks should be removed at the end of each day. If using the store, students should provide their own padlock, or one may be purchased from the School Office (see above).

All personal possessions brought to school should be marked with the owner's name.

Policies

All School and Regulatory Policies are available on request and most may also be viewed on the School website: www.swps.org.uk/about/isi-policies.

SWPS Student Houses

When joining SWPS every student is placed into one of the four Houses, detailed below, and they remain in that House throughout their time at the school.

 <p>LONSDALE Kathleen Lonsdale, born 1903, was one of the first two women elected as a fellow of the Royal Society, the first woman to become a professor at UCL and the first woman President of the British Association for the Advancement of Science.</p> <p>She was known for establishing the science of crystallography and her work on X-ray diffraction.</p> <p>House Colour: RED</p>	 <p>MONTAGU Lady Mary Montagu, born 1689, was a writer and poet, and the first British woman to write about the Orient.</p> <p>She also pioneered inoculation against smallpox in England having had the disease herself and witnessed its effectiveness whilst in Turkey.</p> <p>House Colour: YELLOW</p>
 <p>PANKHURST Emmeline Pankhurst, born in 1858, named as one of the 100 most important people of the 20th century, was a political activist and leader of the suffragette movement helping women to get the right to vote.</p> <p>House Colour: GREEN</p>	 <p>QUANT Mary Quant was a fashion designer and business woman, an entrepreneur who encouraged people to use clothing as a means of expressing themselves. Her work can be seen in the V & A Museum and she was awarded the OBE in 1966.</p> <p>House Colour: BLUE</p>

Transport to School

By car:

Parents/carers who bring their children to school by car should stop on Guildford Road and **not in the bus stop lay-by or near the front of the school**. Wherever possible, and to avoid congestion, cars should stop at a suitable distance for students to complete the journey on foot.

To avoid danger to students walking into school, parents/carers are asked not to drive into school either to deliver or to collect their children. A barrier is in operation between 8.00am and 5.00 pm in the interests of student safety.

Parking:

We regret that there are **no parking facilities** within the school grounds for parents/carers either during the day or when attending evening functions. Parents/carers are asked to park with consideration in the local area as we are keen to avoid complaints from local residents or police.

Please also be aware that Chertsey Recreation Ground, next to the school, has been provided by the Borough Council for recreational purposes and not for long or short term parking or for turning vehicles you are advised to check the closing times which change throughout the year to avoid your car being locked in.

Cycling:

Students may cycle to school but only if they have passed their Bikeability Test (<http://www.bikeability.org.uk>). Students who cycle to school should take all possible safety precautions and a safety helmet is compulsory. There are cycle stands for students' bicycles but the school accepts no responsibility for their safety.

Train and Bus:

We are fortunate in having Chertsey Rail Station and bus stops within five minutes' walk of the school.

Leaving at end of school day

Parents/carer waiting outside school to collect students at the end of the school day should enquire at the Reception if their child has not appeared shortly after the arranged collection time. Students who wait alone, and/or until much later times than the majority of students, should wait in the Pupil Entrance. Similarly, on dark winter afternoons or when the weather is bad they should remain in the Pupil Entrance until someone collects them.

When collecting students after **sports fixtures**, parents/carers should drive round to the back of the school, where a member of the P.E. staff will be supervising students until all have been safely collected.

If there is ever any difficulty with transport arrangements for going home, e.g. a train is cancelled or a parent/carer does not arrive within fifteen minutes of their expected time, students should return immediately to school and report to the School Office or reception so that alternative arrangements can be co-ordinated. Students can be lent money for bus/train fares from reception, which must be repaid the next day.

Uniform & Dress Code

School uniform is worn by Years 7 to 11 according to the school uniform code, and Sixth Formers do not wear uniform but abide by a smart casual dress code.

Our Uniform and Sports Kit supplier is AlleyCatz, available at:
AlleyCatz, Claremont House, 34 Molesey Road, Hersham, Surrey, KT12 4RQ
01932 223 075 | info@alleycatz.co.uk | www.alleycatz.co.uk

A copy of the School's Uniform & Dress Code (including Sports Kit and an equipment list) is available below, [or from the school website by clicking here](#).

Students who are not in line with our uniform and dress codes may be sent home to correct any identified problems.

Uniform Code Rules for Years 7 – 11

- Long hair must be neatly tied back with a navy blue or black hair tie (Year 7-9). Hair should be a natural colour only
- No jewellery may be worn in school apart from a wrist-watch and one pair of plain ear-lobe studs
- No tattoos, stretchers, cartilage, or body-piercings (including nose piercings) are allowed
- No make-up or coloured nail-varnish, acrylics or gels are to be worn at school
- No trainers

Dress Code for Sixth Form Students

The dress code for Sixth Form students is smart casual.

The following items are not permitted:

- Crop tops and revealing clothing
 - Ripped jeans and very short skirts or shorts
 - Transparent items of clothing
-
- Sixth Form students are required to wear business dress on formal occasions and at key school events such as Open events
 - Hair should be a natural colour only
 - No tattoos, stretchers, cartilage, or body-piercings (including nose piercings) are allowed

Uniform Code for Years 7 to 11

Item	Description	Compulsory or Optional	Supplier	Guidance
Blazer	Navy poly/wool blazer with gold buttons, self-coloured lining.	Compulsory	Uniform Supplier only	Blazers are to be worn by Years 7-11 at all times outside of lessons. Wearing a jumper under a blazer is optional.
Skirt	Navy "Perkonian" tartan kilt-style skirt, half-lined.	Compulsory	Uniform Supplier only	Skirt should be of a reasonable length i.e.: knee-length. Skirts should not be rolled up.
Trousers	Slim fit or standard fit with school crest	Optional	Uniform Supplier only	Only trousers purchased from Uniform Supplier may be worn, no alternatives acceptable.
Blouse	White revere collared blouse	Compulsory	Uniform Supplier or any other retailer	To be worn tucked in to skirt. May be short or long-sleeved.
Jumper	Navy V-neck jumper with school crest	Compulsory	Uniform Supplier only	May be worn at all times, but if worn out of school gates, a blazer must be worn.
Coat Option 1	Years 7 – 11 StormDri Coat - navy -fleece-lined (reversible)	Recommended	Uniform Supplier only	No alternative coat to be worn Students in Years 9 – 11 may choose which design of coat to wear.
Coat Option 2	Years 9 – 11 Navy quilted jacket	Recommended	Uniform Supplier only	
School Bag Option 1	Years 7 – 11 Navy Litepak backpack. With student initials in house colours.	Compulsory	Uniform Supplier only	School bag option 1 is compulsory for years 7 & 8
School Bag Option 2	Years 9+ Black grain leather look Tote bag with school crest embroidered in black			In years 9 and above the school bag is recommended, but not compulsory

Uniform Code for Years 7 to 11

Item	Description	Compulsory or Optional	Supplier	Guidance
Lab Coat	Required for Science, Art & DT Lessons	Optional	Uniform Supplier or any other retailer	White Compulsory for students studying A Level science in Sixth Form
Scarf	SWPS College scarf, fleece backed navy with gold stripe	Optional	Uniform Supplier only	No alternative scarf to be worn.
Hat	SWPS logo navy wool hat	Optional	Uniform Supplier only	No alternative hat to be worn.
Gloves	Navy or black gloves	Optional	Uniform Supplier or any other retailer	No alternative colours to be worn.
Socks & tights	Years 7-11 : Navy blue socks or navy tights Years 10 and 11: Navy <i>or</i> neutral tights	Compulsory	Uniform Supplier or any other retailer	No trainer socks. No patterned tights. No alternative colours to be worn.
Shoes	Black leather shoes	Compulsory	Any retailer	Shoes should be smart and plain, not trainer-style, and should have a broad, low heel and sensible sole (heels must be less than 5cm, no ballet pumps, plimsoles, trainers or kitten heels or similar). No alternative colours to be worn.
Hair ties	Plain navy or black	Compulsory	Uniform Supplier or any other retailer	No alternative colours to be worn.

Additional Equipment

Item	Description	Compulsory or Optional	Supplier	Guidance
Personal Head Phones	For Music & DT lessons. For hygiene reasons all students are required to have their own set of personal headphones with a 6.35mm adaptor for composition and computer work in music lessons.	Compulsory	Any other retailer	Example of headphones: Hama 'Basic4Music' over-ear stereo headphones with 6.35mm and 3.5mm jacks available from Amazon. Headphones must be clearly labelled with student's name and form.
iPad with keyboard & stylus	To support students' learning, they are required to be equipped with an Apple iPad, Keyboard, and Stylus in-line with the school's eLearning programme.	Compulsory	Any other retailer	At minimum, students will need an Apple iPad 32GB, 6 th generation or above. Each iPad should also have a robust keyboard case and a pen or stylus that can be used with the device.
Scientific Calculator	An electronic calculator is essential for use in Mathematics and Science. Whilst we do not encourage its use for routine arithmetical problems in Mathematics, the calculator is a valuable tool.	Compulsory	Supplied by the school	Supplied by the school, the cost of which will be included in the end-of-term fee bill. School provided and recommended model: Casio FX83GTX
Stationery	<ul style="list-style-type: none"> • Black or blue writing pens (biro or fountain pen) • Green writing pen (biro) • HB Pencil • Sharpener • Eraser • Colouring Pencils • Dry Wipe Pen • Whiteboard Rubber (this can be a small piece of sponge or microfibre cloth) • 30cm Ruler • Maths Set (compass, protractor, set squares) 	Compulsory	Any other retailer	
Additional Stationery	<ul style="list-style-type: none"> • Scissors • Glue Stick • Watercolour paint set • 2 paint brushes: 1 small, 1 large • Brush Storage Tube • Black fine liner • Sketching Pencils: 2B, 3B, 4B, 6B 	Optional	Any other retailer	We recommend: Watercolour Paint Set – Reeves Water-Colour Paint Tin Set with medium-sized brush 13-Piece from Amazon Paint Brushes - Daler Rowney Aquafine brushes; size 2 & size 10 from jacksonsart.com or Hobbycraft

Sports Kit for All Years (Compulsory for Years 7 to 11)

Compulsory Items

Item	Compulsory or Optional	Supplier
Performance Polo	Compulsory	Alleycatz Sports Kit Supplier only
Baselayer	Compulsory	Alleycatz Sports Kit Supplier only
Tracksuit bottoms	Compulsory	Alleycatz Sports Kit Supplier only
Quarter Zip midlayer	Compulsory	Alleycatz Sports Kit Supplier only
Skort	Compulsory	Alleycatz Sports Kit Supplier only
Leggings	Compulsory	Alleycatz Sports Kit Supplier only
Athletics/gym shorts	Compulsory	Alleycatz Sports Kit Supplier only
Sports socks	Compulsory	Alleycatz Sports Kit Supplier only
Full zip jacket	Compulsory	Alleycatz Sports Kit Supplier only
Sports bag (personalisation optional)	Compulsory	Alleycatz Sports Kit Supplier only
Shin pads	Compulsory	Alleycatz Sports Kit Supplier or any other retailer
Mouth guard	Compulsory	Alleycatz Sports Kit Supplier or any other retailer
Hockey stick	Compulsory	Alleycatz Sports Kit Supplier or any other retailer
White socks	Compulsory	Alleycatz Sports Kit Supplier or any other retailer
Astro turf trainers – any colour	Compulsory	Any retailer (not available from Alleycatz)
Trainers - non-marking, any colour, running trainers would be advisable	Compulsory	Any retailer (not available from Alleycatz)
Tennis racket	Compulsory	Any retailer (not available from Alleycatz)

Optional Items

Item	Compulsory or Optional	Supplier
SWPS towel (personalisation optional)	Optional	Alleycatz Sports Kit Supplier only
SWPS Baseball Cap	Optional	Alleycatz Sports Kit Supplier only
Liner Gloves	Optional	Any retailer (not available from Alleycatz)
Swimming Costume	Optional	Alleycatz Sports Kit Supplier or any other retailer
Hockey Glove	Optional	Alleycatz Sports Kit Supplier or any other retailer
MVP Headband	Optional	Any retailer (not available from Alleycatz)

Last Update: May 2023

SIR WILLIAM PERKINS'S SCHOOL

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