



CROOKHORN
COLLEGE



PROSPECTUS

2016 - 2017

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INVESTORS IN PEOPLE





CROOKHORN COLLEGE

ADMISSIONS POLICY FOR THE SEPTEMBER 2016 YEAR 7 INTAKE

Admission Criteria

Our admission number for the academic year 2016-17 is 180. The admission criteria that will be used in the event of oversubscription are set out below and are outlined in priority order in the criteria listed below.

Any child whose final statement of special educational needs names Crookhorn College and any child who is a looked after child or child who was previously looked after but was subsequently subject to an adoption, child arrangement, or special guardianship order. (A looked after child is a child who is in the care of the local authority, or provided with accommodation by that authority, in accordance with section 22(1) of the Children Act 1989). A letter from social services confirming the child's status must be provided.

1. Children who at the time of application have a brother or sister (including children living as siblings in the same family unit or foster children) in the permanent residence on the roll of this College and who will still be on roll at the time of the sibling's admission.
2. Children who attend one of our linked primary schools: Berewood Primary School, Springwood Junior School, Queens Inclosure Primary School, Padnell Junior School or Mill Hill Primary School.
3. Children who have a medical, physical, or psychological condition which makes it essential that they attend Crookhorn College rather than any other school. (Relevant medical or psychological evidence must be provided in support at the time of the application).
4. Children of all staff who have been employed at the College for two or more years at the time at which the application for admission was submitted.
5. Children who live closest to the College, based on a straight line from College to the entrance of the property.

If the College is oversubscribed from within any of the above categories, the distance criterion (see 5 above) will be used to prioritise applications. The distance measurement will be that taken measured as a straight line from the College's north gate on Stakes Hill Road 'as the crow flies' to the entrance of the property. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

Procedure for applicants

1. The Hampshire County Council Application Form (CAF) should be completed and returned to your child's junior school no later than 12 o'clock midnight on Monday 31 October 2016.

The decision to offer a place at the college will be based on the Crookhorn admission criteria, as outlined above, and on applications received by the aforementioned date. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2017. Applications made after 31 October 2016 will be considered after all on time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

2. The College will operate the equal preference system in the allocation of places. All preferences will be considered at the same time and ranked in accordance with the admissions criteria.

3. The names of late and unsuccessful applicants will be placed on a waiting list and parents will be informed if and when a place becomes available. The waiting list will be updated annually in September; when parents with a child on the waiting list will be contacted and their place reviewed, each time a child is added to or removed from the waiting list and when a child's changed circumstances will affect their priority.

Vision and aims of the College

Parents should be aware that an application for a place at Crookhorn brings with it an acceptance of and agreement with the ethos of the College in accordance with the Four Cornerstones and the College Code.

Appeals

Parents seeking admission for their child, who do not secure a place, have the right to appeal to an independent appeals panel. Details will be dispatched on receipt of a written request for appeal.

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Background information

The College prospectus giving information about the College and details on admissions procedures is published annually in September. We welcome visits by interested parents to the College at the annual open evening. There are also opportunities to visit the College during the day by appointment.

Arrangements for admission are determined by the Governing Body, which is the accredited admission authority for the College.

This policy takes into account all of the relevant legislation, including legislation on sex discrimination, race relations and disability, together with all relevant regulations and the School Admissions Code (DfE 2012).

Siblings

The term sibling is defined as: the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It may also be applied to situations where a full or half brother or sister are living at separate addresses, or to foster children.

THE COLLEGE'S CURRICULUM

Student group setting

When students join us they are placed in a House tutor group (Arundel, Goodwood, Petworth or Romsey). These House groups comprise students from all years and a personal tutor who will care for and support students throughout the College. The House groups provide a sense of loyalty, tradition, competition and support amongst students, with the maturity of older students helping to nurture and guide the younger students.

Within subjects, students are taught in year groups. They are grouped and taught according to ability based on the evidence and performance at their previous school. However, for lessons in personal, social and health education, creative and physical studies and technology, students are taught in mixed ability groups.

In accordance with requirements issued by The Department for Education (DfE), the College provides a broad, balanced, relevant and differentiated curriculum.

All students in Key Stage 3 (Years 7, 8 and 9) follow courses in all the national curriculum subjects which are taught as a series of units of work. At Key Stage 4 (Years 10 and 11) all students continue to follow a broad and balanced curriculum made up of English, mathematics, science, religious studies and PE.

All the courses provided at Key Stage 4 lead to accreditation, primarily the General Certificate in Secondary Education (GCSE).

The whole curriculum is organised through Faculties:

English	– English, English literature and media studies.
Mathematics	– mathematics and statistics.
Science	– aspects of biology, chemistry and physics.
Technology	– catering, resistant materials, graphics, engineering, computer science and business studies. Students are taught in mixed ability groups.
Modern Foreign Languages	– French and Spanish.
Humanities	– history, geography, religious studies, sociology and child development.
Creative Arts	– music, art, drama, dance, and photography.
Physical Education	- students are taught in mixed ability groups.

Citizenship

Citizenship is taught as a cross-curricular subject, not only in the pastoral period (P.S.H.E.) but also in a range of other subjects, particularly the humanities. Students at the College follow a structured PSHE curriculum that is delivered in discrete lessons in all five years.

THE COLLEGE DAY

The College day begins at 8.50 am. From 8.40 am, members of staff are on duty to supervise students. We are unable to accept any responsibility for students who arrive before this time.

CURRICULUM PROVISION 2015/2016 ACADEMIC YEAR

30 PERIOD WEEK

08.50 - 09.10	Registration/Assembly
09.10 - 10.00	Period 1
10.00 - 10.50	Period 2
10.50 - 11.05	Break
11.05 - 11.55	Period 3
11.55 - 12.45	Period 4
12.45 - 01.20	Lunch
01.20 - 02.20	Period 5*
02.10 - 03.10	Period 6
03.10	Normal Finish
03.30	Extended Finish when appropriate**

*Period includes PM registration and for students in years 7-9 a 10 minute private reading session. **The majority of students will leave at 3.10 pm, but the College day has been extended until 3.30 pm to provide for those students whose progress has not been satisfactory.

COLLEGE UNIFORM AND APPEARANCE

Personal appearance is important. It is an indicator of personal pride and commitment to the College. College uniform minimises the potential for unkindness towards, or even – in extreme cases – bullying of, those who do not wish to keep changing outfits to conform to each change in fashion and it makes life easier in the mornings in many homes.

UNIFORM

- Navy blazer*
- Mid grey trousers or
- Mid-grey skirt* (natural, grey or black coloured tights must be worn if a skirt is chosen). The skirt should be knee-length.
- Plain white, traditional, collared shirt or blouse with a top button
- Navy jumper or tank top with the College crest* (Autumn and Spring terms)
- House tie*
- Dark socks
- Low-heeled, traditional black school shoes

PE KIT

- Reversible rugby Jersey*
- Black shorts
- White polo shirt and/or
- House colour T-shirt*
- Sports/football socks
- Black tracksuit/sweater (for inclement weather)
- Trainers/football boots (depending on the activity)
- A plastic bag for dirty/wet kit
- A towel or flannel
- The college encourages the use of roll-on deodorant rather than aerosol

APPEARANCE

- Hairstyles should be moderate – no extremes in style or length, not two-toned, dyed, or bleached.
 - Jewellery for both males and females – no more than one plain ring, one small stud or sleeper in each ear lobe and a wristwatch. No other piercings apart from in the ear (as above) are permitted.
 - Make-up should be discreet and not include false eyelashes or false nails. Nail varnish should be discreet and clear or of a neutral colour.
 - Trainers or open-toed shoes are not permitted on grounds of health and safety.
- *These items should only be purchased from the college.

For House colour T-shirt:

- Arundel = Yellow**
- Goodwood = Green**
- Petworth = Blue**
- Romsey = Red**

Please contact your Head of House should you require further guidance or clarification.

HOMEWORK

Rationale

Homework is an essential and integral part of the learning process both inside and outside of the classroom. It is the responsibility of all staff to ensure homework is used to promote the quality of our students' learning. Homework is most effective when staff are consistent in their approach, parents are supportive of the College's practice and students are able to perceive the benefits of their efforts.

The College provides KS3 students with a homework timetable, which is published on the College website. KS4 homework is set by teachers on a regular basis but is not restricted to a timetable.

Objectives

- To consolidate, support or extend what students are learning in the classroom.
- To assist teachers in assessing students' strengths, weaknesses and learning needs.
- To encourage students to develop a greater sense of responsibility and independence in their learning.
- To promote positive dialogue between individual students, parents and teachers.
- To celebrate the successes and endeavours of the students through the College environment.

Homework:

- Is set by the class teacher via the College learning platform 'itslearning' so that students, parents and teachers know in advance what is expected of them; deadlines are also given.
- Is set throughout the year.
- Is recorded in planners.
- Will be explained by the teacher when set; signposts, guidance and resources will be given by them and on 'itslearning'.
- Will be attempted by all students.
- Will be assessed and returned to the students, normally within two weeks.
- Is set within the context of the schemes of work. Parents are encouraged to support and take an interest in their child's homework and to help support them with its completion. Parents are encouraged to contact the College regarding any problems with homework.

MUSIC

Opportunities are given for students to enjoy a diverse musical experience which includes Western European music as well as traditions from around the world, such as Africa, Indonesia, Japan and South America.

Investment in ICT has facilitated a large number of new learning opportunities for performing, composing and recording.

There are opportunities for students to learn a wide variety of musical instruments, including strings, brass, woodwind and keyboard/piano as well as drums, guitar and singing. Specialist music teaching is provided through our Saturday Music School. The 'Governors' Award Scheme' provides free instrument loan and heavily subsidised music tuition for Crookhorn students attending the Saturday Music School.

Extra-curricular activities include the College band, keyboard clubs and rock and singing groups. The College has its own record label and students can record their work, releasing original music on to soundcloud.com. The college also runs a large-scale musical production each year and several other show-case events.

PHYSICAL EDUCATION

The PE Faculty and a range of other colleagues at Crookhorn College aim to give every student a broad and balanced curriculum enabling them to experience, and improve in, a wide variety of sports. Whilst encouraging and nurturing excellence, it also aims to teach all students the importance and benefits of exercise.

The College is noted for its sporting reputation. Teams practice and play regular matches in football, rugby, tennis, netball, basketball, cricket and athletics.

There is a comprehensive programme of House team sports throughout the year, allowing students of all abilities to take part and help their particular House to success.

All students receive a generous allocation of time for PE, a minimum of two lessons per week.

The College has excellent sporting facilities including a recently refurbished sports hall, a gymnasium, football and rugby pitches, cricket square, athletics track and training grids. As well as these, there are five floodlit tennis/netball courts. All of these facilities are used regularly by the local community.

RELIGIOUS EDUCATION

Statutory non-denominational religious education is delivered in accordance with Hampshire's agreed county syllabus. Parents have a right to withdraw their child from these lessons on grounds of conscience, but they are required to inform the Headteacher in writing and provide alternative stimulating work for their child. Alternative provision can be made for those students not taking part in collective worship if parents make a written request. GCSE RE is taken by all students at GCSE level as a core subject.

DESIGN AND TECHNOLOGY

The College provides the materials for subjects in the design and technology area of the curriculum. In some catering lessons students are required to bring ingredients and will, of course, take home the finished product. Parents are asked to support this part of the curriculum.

Where the College provides the materials for other design and technology subjects, students will be expected to pay a nominal sum for the finished articles if they take them home.

SPECIAL EDUCATIONAL NEEDS

The aim of the policy is to enable students to learn successfully within the curriculum of the College, which is differentiated to meet the abilities and aptitudes of all students, within national and LEA guidelines.

The policy is available on request and a copy of the Special Educational Needs information report can be found on the Learning Support page of the College website.

Prior to your child arriving at College, we arrange provision for a range of needs which are identified and assessed through close liaison with feeder schools. The whole of the Year 7 intake is tested on arrival and we liaise with external agencies to gather information from any meetings that have taken place while the child was at junior school.

All students study national curriculum subjects. The College's implementation of the 'Code of Practice' follows the local authority recommended graduated approach in which subject teachers are the main providers of support for the students in each subject area. The SENCO (Special Educational Needs Co-ordinator) may carry out additional assessments and provide further support for students whose needs are greatest. External agencies are involved in providing advice about students whom the College identifies as a priority.

There are specialist teacher advisers and educational psychologists who are based at the Education office in the Public Services Plaza in Havant. However, it is best to discuss concerns with the College first so that liaison between parents, College and services can be coordinated.

WHO WILL HELP STUDENTS?

Subject teachers use 'Student Profiles which outline the needs of students and the ways in which they need to be supported in College. Learning Support Assistants support students using a range of methods: in-class support, small group work and individual programmes. Heads of House and House tutors have an overview of the needs of the students, academically and socially. Matron helps students who have special needs relating to a medical condition.

WHO WILL HELP PARENTS?

There are many ways in which parents can be involved. The first point of contact is with the Head of House, House tutor or SENCO. Parents' evenings offer the opportunity for you to discuss progress and matters of concern with teachers. The Governors of the College are informed of developments and the College's policy and practice are regularly reviewed and updated as appropriate.

Hampshire LEA provides advice to parents in a variety of ways. The 'Parent Partnership' Officer is based at The Castle in Winchester and the LEA publishes a wide range of leaflets.

THE MORE AND MOST ABLE STUDENT

Students are set according to ability in most subjects. Teachers can provide extension work for the more able and additional enrichment is offered through College clubs and societies. In Year 11 Havant College and South Downs College run master classes. The Governors also support individual students to attend events to develop the particular talents of students.

Our vision is 'excellence for all' and the able student is no exception. Through use of data on potential and prior levels of attainment we can identify the able students and provide suitable learning challenges. Students who are identified as being 'Able' within a particular subject area will be provided with extension activities each term. These may take the form of trips or tasks which broaden and deepen the individuals' subject knowledge.

Students identified as being 'More Able' can participate in termly, exciting projects designed to stimulate and enthuse them as well as to continue to develop each person academically, in sport or the Creative Arts.

As a College we are constantly seeking ways to further enrich the curriculum for our most able students and currently provide opportunities for students to attend events and activities at local Further Education Colleges and Universities.

We also offer a mentoring programme to our More and Most Able students to support them in striving for excellence.

THE PASTORAL SYSTEM

The College regards one of its major roles as caring for the individual, both in social and academic terms. A large part of this responsibility falls on the House tutor, who gets to know members of their House group very well.

The pastoral curriculum, delivered through weekly Personal, Social and Health Education (PSHE) lessons for all years and includes elements focused on health education and preparation for citizenship. All units of work are prepared by the PSHE coordinator who is advised by appropriate outside agencies. Lessons are delivered by House tutors; some are to year groups, whilst other PSHE units are for mixed-age tutor groups.

The work of the House tutor is monitored, coordinated and supported by a Head of House, each of whom has an Assistant Head of House. The whole team works to ensure that the College's pastoral policy is efficient and effective.

All staff in the College work to develop each child's natural ability and to bring out their full potential. Towards the end of Year 10, students are offered the opportunity to take on 'Student Leadership Roles' such as Prefects and House Captains. Once appointed they help staff and students on a day to day basis and are important ambassadors for the College. A team of senior prefects, the Head Boy and Head Girl are also appointed.

STUDENT PROGRESS REVIEW

Once every term the students have a compulsory one to one review and action planning session with their tutor. The purpose of these sessions is to review the student's current performance, using a wealth of data and the student's own perception of their progress.

It is very important that parents attend these review sessions with their child, as their support and understanding of the progress that is being made is critical to the future success of achieving the long-term targets.

THE CORNERSTONES CODE

RESPECT

- ✓ I will RESPECT that at Crookhorn learning in the classroom is the priority.
- ✓ I will be RESPECTFUL, polite and considerate at all times and follow the teachers' directions in a positive manner.
- ✓ I will show RESPECT for the College by wearing the college uniform in the correct way.
- ✓ I will RESPECT other people's property and listen and value their opinions.
- ✓ I will RESPECT the College and class environment by eating only at lunch and break time and putting my rubbish in the bin.

RESPONSIBILITY

- ✓ I will take RESPONSIBILITY for my own learning.
- ✓ I will take RESPONSIBILITY for the care of my environment, buildings, College grounds and community.
- ✓ I will take RESPONSIBILITY for my actions and consider how they may affect the learning, health and safety of others.
- ✓ I will take RESPONSIBILITY for how I move around the College.
- ✓ I will act RESPONSIBLY by leaving valuables at home.

COMMITMENT

- ✓ I will show COMMITMENT to my learning environment by keeping noise and disruption to a level that does not disturb the learning of others.
- ✓ I will show COMMITMENT to my education by arriving on time to registration and lessons.
- ✓ I will show COMMITMENT to my house team by supporting, through my participation, College and community events.

ACHIEVEMENT

- ✓ I will ACHIEVE my potential by always bringing the correct equipment to each lesson.
- ✓ I will ACHIEVE my potential by making sure my behaviour enables me to focus on my personal achievement targets.
- ✓ I will work hard to ACHIEVE my potential in class work and homework.

STUDENT WELFARE

Crookhorn College seeks to safeguard and promote the welfare of its children and to comply with guidelines issued by the County Council and the Department for Education (DfE). The College and staff therefore have a duty and responsibility to report concerns regarding the well-being of its students via our 'Child Protection Liaison Officer' to the local social services department.

DISCIPLINE

Discipline is essential to the common good. Bullying (verbal or physical), fighting, vandalism, bad language or disruption to the progress of other students during lessons will not be tolerated, nor will discourtesy to fellow students, staff or other adults inside or outside the College. This applies both in College, and on the way to and from College. Good behaviour, tidiness of dress and respect for others are required at all times. The code of conduct offers important guidelines for the College community.

REWARDS

Students can achieve commendations or house points for successfully demonstrating one or more of the 'Four Cornerstones': Respect, Responsibility, Commitment and Achievement.

Commendations are awarded for successfully demonstrating one or more of the Cornerstones in academic work. For outstanding pieces of academic work students will also receive a Head Teacher's Merit which is worth ten commendations.

Faculties will award students 'Faculty Colours' throughout the academic year. The award will be in the form of a faculty-specific badge. House points are awarded for students successfully demonstrating one or more of the Cornerstones in community-based activities. At Crookhorn we also recognize the outstanding achievements of our students outside College. For example if a student plays a significant role in a local event, or is involved in community action through local groups such as the Sea and Army Cadets and the College is notified by the parents then this can lead to the awarding of ten extra house points by the Head of House or a House colours award.

If the students achieve their Gold commendation certificate by June or they have been a Cornerstones Winner (based on House points) in any of the three terms then they will have the opportunity to go on the rewards trip in July. If a student achieves their Platinum commendations certificate in an academic year, then there is a further opportunity for them to go on to the 'Governors Award'.

All staff are aware of the value and power of positive praise and they try to use it as frequently as possible where justified.

ATTENDANCE

Parents must avoid disrupting their child's education during College term time.

The College does not authorise annual holidays in term time, although there may be exceptional circumstances where leave is granted. The College has forms for requesting leave under exceptional circumstances, which are kept at reception. It is up to the Headteacher to determine the number of days, which can be granted on such rare occasions.

The only excuse for absence is illness.

Parents are asked to telephone the College on the first day of absence and then to follow up with a letter to explain the absence to the House tutor as soon as their child returns to College. Should the illness continue, it is important for the College to be informed of this by a note or telephone call.

Matron may contact you if we do not know why your child is absent.

Any unexplained, prolonged absence or an ongoing pattern of sporadic unexplained absence will result in the College seeking to investigate the situation further and could result in legal intervention.

The College firmly believes that good attendance leads to the best outcomes both socially and academically for students and we therefore follow a rigorous Attendance Policy. Your co-operation in this matter is expected and appreciated.

A letter to the Physical Education staff is required in the case of temporary unfitness for PE or games. Physical Education is a compulsory part of the national curriculum and will not be disapplied for any student unless for medical reasons.

Employers are understandably concerned to recruit young people with a good record of attendance, punctuality and fitness.

LEAVE OF ABSENCE DURING THE COLLEGE DAY

Students are not allowed to leave the premises at any time during the College day unless they have been authorised to do so by their Head of House, an Assistant Headteacher, Deputy Headteacher or the Headteacher. If a parent wishes a child to leave College for any reason, a letter should be sent to the House tutor who will forward it to the relevant Head of House. In the case of medical or dental treatment, an appointment card would suffice. If several appointments have to be made, it would be helpful if different days are chosen so that no one subject is unduly affected. Internally, a record is kept at reception. All students have to sign in or out, so that the whereabouts of all students, especially in the case of emergencies, can be quickly checked.

All students who make educational visits in our immediate vicinity will be automatically supervised to the level advised under Hampshire County Council regulations. Parents may not be automatically informed if students are involved in these localised field trips.

Parents will always be informed in writing and their consent obtained for visits that go further afield, or that last for a half day, a full day or after College hours.

LUNCH

Students may buy lunch from the cafeteria using a biometric system or personalised swipe card. Free lunches are available for eligible students. Forms to apply for these are available from the College office, or the Area Education office. Students who normally bring sandwiches may have a cafeteria lunch on days when this is more convenient.

For their own safety and welfare, students should not be out of College at lunchtime. Parents are expected to support the College on this matter.

EXTRA STUDY TIME

The official end of the college day is 3.30 pm, although the majority of students will be allowed to leave at 3.10 pm. Where a student has failed to complete work satisfactorily during the day, their teacher may require them to report at 3.10 pm that day and spend twenty minutes being helped to catch up with their work. These sessions are compulsory. No advance notice will be given to parents. This measure is only necessary in a small number of cases. Reception will always be notified of students who have an additional learning opportunity (ALO) until 3.30 pm.

SANCTIONS

Students who act contrary to the Cornerstones Code of Conduct will be corrected and, if necessary, a sanction will be put in place. Sanctions vary in severity in accordance with the offence.

REPORT CARD

Very close checks are made on students whose work or behaviour is persistently unsatisfactory. These students are put On Report as outlined in the section about 'Liaison with Parents'. Parents should be very concerned if their child is on report, and the College would expect that they work very closely with the staff in monitoring the progress of their child, so that improvement is quickly effected, and praise and encouragement can be given.

REFERRAL

A referral form on a student will be initiated when, after correction from the teacher, he/she still fails to work or to behave properly. In most cases, a senior member of the Faculty where the student is being taught will then see the student and take appropriate action. If the student fails to respond, or the incident is of a very serious nature, then he/she will be referred to their Head of House. In exceptional cases, the student may be referred to a member of the Senior Leadership Team.

DETENTION

Within College hours, members of staff may decide to hold a break-time detention for those students who warrant a quick, short sanction.

There are three types of detention, which take place outside College hours, and in each case, twenty four hours' notice is always given so that parents may make any necessary arrangements:

1. Faculty detention: issued by a Head of Faculty to a student who has not worked properly in a subject area. This takes place from 3.15 to 3.55 pm.
2. Head of House detention: issued by a Head of House to a student, whose conduct or attitude has been unacceptable, or who has been regularly late. This takes place from 3.15 to 3.55 pm.
3. Senior Leadership Team detention: issued by the Headteacher or another member of the Senior Leadership Team to a student who has failed to moderate their behaviour or attitude after being dealt with by their Head of House/Faculty. This takes place on a Friday from 3.15pm for up to two hours.

STUDENT INCLUSION UNIT

In extreme cases when a student's negative attitude affects the learning of other students or the smooth running of the College then they may be directed by senior staff to work in the Student Inclusion Unit (SIU). In the SIU the quality of supervision and quiet conditions will ensure that the young person can work effectively without distracting others.

FIXED TERM EXCLUSION

Exclusions usually last between one and five days and are a very serious punishment, against which parents have a right of appeal – initially to the College Governors. Governors are always informed of exclusions and parents will be required to come in to discuss the incident before their child returns to College. Government regulations allow a student to be excluded for up to forty five College days in one year.

PERMANENT EXCLUSION

The ultimate sanction available to the Headteacher is a permanent exclusion. This means permanent removal from the College.

CARE OF BOOKS AND EQUIPMENT

All the necessary text and exercise books are provided, but remain the property of the College and if lost or damaged through misuse, parents will be asked for a contribution towards their replacement.

The College has also traditionally asked for a parental contribution towards the cost of damage done to buildings, furniture or equipment. We feel it is morally sound to impress on children, through their parents, the cost of thoughtlessness, carelessness or, in very rare cases, malicious behaviour. Books on loan from the library should be treated with care and, if damaged or lost, reimbursement to the full value of the book(s) will be required.

We are proud of our commitment to supporting student's learning with high-quality resources. To this end, a full reimbursement of the value of any items borrowed from the library will be expected should loss or damage occur.

When students leave the College they must return any books or equipment to the relevant faculties or to the library. Parents will be asked to fund the replacement of any items unreturned.

CARE OF STUDENTS' PROPERTY AND THE COLLEGE'S PROPERTY

Parents should be aware that it is part of the Governors' Policy on Charging to seek payment from parents for damage to, or loss of, College property caused wilfully or negligently by their children. While all reasonable precautions are taken to safeguard students' property, the College cannot accept responsibility for the loss of personal property. To help us to trace lost property and to prevent theft or confusion, parents are asked to ensure:

1. All property and clothing are marked clearly and permanently with the student's name.
2. No valuables, and only essential money, are brought to College.

Lost property is handed in to the main reception. Any student who loses an item of property should check there in the first instance.

MOBILE TELEPHONES

Students may bring mobile telephones to college in accordance with our Mobile Telephone Policy and Bring Your Own Technology Policy which we ask all students and parents to sign on admission. Students are expected to adhere to the Policies at all times; failure to do so will result in students either being banned from bringing a telephone to College or being compelled to hand it to Reception at the start of each day for collection at the end.

BICYCLES

Students are allowed to bring bicycles to College, provided that their bicycles are in a road-worthy condition. Parents are responsible for ensuring that this is the case. Permission could be withdrawn from those who cycle without due care and attention or proper consideration for others, or whose bicycles are considered to be unsafe.

The College strongly recommends the wearing of cycle helmets and the regular inspection of bicycles, paying particular attention to the need for good brakes and adequate front and rear lights in the winter months.

Although the bicycle stands are out of bounds during the day, bicycles should be padlocked when left in the stands. We advise parents to invest in the strongest possible padlocks in order to deter thieves. Bicycles should not be left with lights and pumps, etc. in position. Cyclists should on no account carry College or carrier bags whilst riding a bicycle; saddle bags, carriers or rucksacks should be used.

Unfortunately the College cannot accept responsibility for loss or damage caused whilst bicycles are on College premises. We advise that the appropriate insurance be taken out to compensate for any loss. Students must not cycle within the College grounds.

MOTORCYCLES

If a student wishes to ride their motorcycle to College they must register their intention to do so through a member of the Senior Leadership Team. They will be asked to provide their Compulsory Basic Training (CBT) certificate, their certificate of insurance and current MOT certificate if the machine is over three years old.

Students must leave their motorcycle in the allocated spaces in the staff car-park and are not permitted to return to them during the College day. Students must observe the speed limits within the College and ensure they ride responsibly at all times. Failure to do so will result in the permission to bring the motorcycle onto the College site being withdrawn.

Students must leave their helmet in a safe place for the duration of the day, this can be with their tutor or Head of House.

CONTACT WITH COLLEGE

It is in everyone's interest that we work closely together. The first contact should normally be to make an appointment with the Head of House who, working closely with the House tutor, will have detailed knowledge of your child. Members of the Senior Leadership Team may become involved and the Headteacher is always prepared to discuss problems. We are pleased to see parents, but it is important to telephone 023 9225 1120 in order to make an appointment. This will give us time to gather the relevant information and – in exceptional circumstances – arrange for teaching staff to be freed from teaching a whole class to deal with one individual.

Please report to reception whenever visiting the College. Without a prior appointment, teachers cannot leave classes unsupervised in order to see individual parents.

Parents may email members of staff through the office at admin@crookhorn.hants.sch.uk.

DATA PROTECTION

Some personal data, e.g. students' name, date of birth, address and predicted/actual GCSE grades is routinely passed on to local Colleges and the Careers Service. They are fully aware of their responsibilities under the 'Data Protection Act'. Exam results may also be passed on to the local newspaper to celebrate our students' successes.

Our staff are under instruction never to reveal personal data to anyone, unless the request comes from someone specifically registered to receive such data.

LIAISON WITH PARENTS

Parental support for the work of the College is greatly valued. The Parents' Association coordinates very successful and popular fund-raising activities and makes a significant contribution to improving the College's resources. If you would be prepared to give up a little time, even one evening per term, in order to support the Parents' Association, please let the College know. Parents are also invited to attend our regular Parents' Forum discussion group meetings throughout the year. Regular consultation meetings are held throughout the year for all parents of students to attend, providing opportunities to discuss progress with each of the subject teachers. In addition parents receive information on current working grades and how their child is progressing four times a year. These reports are made available on line.

Parents are able to access information regarding their child via our website and the College sends regular information to parents via our email and text messaging system (ParentMail). Parents may request a special report from the College. If members of staff are concerned about a student in any way, the Head of House may initiate a report card. This is designed to track and monitor any 'problem area' from lesson to lesson. Parents are requested to sign this report card every day so that they are involved in the process and are aware of the nature of the problem.

Parents are, of course, welcome to visit the College, to inform the staff of something, to gain information from the College or to discuss a problem. As staff cannot leave their own teaching classes, it is essential to make an appointment, via the student's Head of House.

ILLNESS OR INJURY

The pastoral team includes a Matron who is on duty during the College day. The main role of the first-aid trained Matron is to provide initial support for health matters and to comfort students who feel unwell. If children become ill or are injured during the course of the day, they will be taken to the Medical Room. If the matter is serious, parents will be contacted immediately. **All parents should appreciate that Crookhorn College cannot accept any responsibility in any emergency that arises in circumstances for which Matron has not been officially informed of a student's known medical condition. Any information regarding a change in a child's medical condition must be passed to Matron immediately.**

When students enter the College, parents are asked to complete the admission form giving all relevant personal details, particularly their telephone number and an **EMERGENCY TELEPHONE NUMBER** of a responsible adult who can be contacted in case of emergency when parents are unobtainable. It is essential that this requirement is adhered to and that parents accept responsibility for advising the College if, and when, their number changes.

RACE & EQUALITY

The ethos of Crookhorn College is based on the Four Cornerstones of Respect, Responsibility, Commitment and Achievement. At the heart of this ethos is the assurance that all students, staff and visitors at the College can work in a safe environment where equality between gender, race, ability and age is paramount. The College is therefore committed to eliminating unlawful discrimination and promoting equal opportunities and good race relations in all areas of College life.

DISABILITY

The College operates an accessibility plan which aims to ensure that the College provides as wide access as possible to areas of the College to members of the community with disabilities. Disability is recorded as part of the College's Admission policy and the College will work to ensure that any particular needs are met in order for individuals to gain as much access to College facilities as possible. The College is committed to ensure that there is no unlawful discrimination against disabled persons and to promoting equal opportunities in this area.

GENDER

The College recognises the fundamental principle of equality between the sexes. The College is committed to ensuring that it provides equal opportunities for all students and staff irrespective of gender or sexual orientation. The College is committed to eliminating unlawful discrimination between male and female members of the College community.

COLLECTIVE WORSHIP

The College provides every student with two assemblies per week. While these may not be of an overtly religious nature, they are designed to provide students with an opportunity to reflect on issues related to the College's 'Theme for the Week'. The theme is also discussed during students' tutorial period. The College also fosters links with local religious leaders and we invite them to lead assemblies during the College year.

LOOKED AFTER CHILDREN

The College recognises groups of students where family circumstances might be different from that of their peers. The College ensures that all staff are aware of any issue resulting from these circumstances that may affect a student's ability to complete academic work or that may have an influencing factor on behaviour. For these students detailed plans are in place and are monitored closely to ensure that they make good progress in their academic studies.

The College is fully committed to ensuring that all our students, irrespective of their family arrangements, receive the best possible pastoral and academic support. The College will always liaise with all external support agencies to ensure that the needs of all students are met to the very best of our ability.

COMMUNITY COHESION

As a Community College, we recognise our importance as a prominent part of the local community. The College aims to involve as many members of our community in the life of the College through contact with parents and families, but also through our regular community communications and learning opportunities.

The College encourages our students to develop their awareness of their local, national and international communities and we strive to foster links at all these.

CHARGING AND EXAMINATION ENTRY POLICY

In conformity with the requirements of the Education legislation, it is the policy of the Governing Body:

1. To levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits.
2. To levy a charge for activities wholly or mainly outside College hours which are not part of the national curriculum, statutory religious education nor in preparation for a prescribed public examination.
3. To levy no charge for examination entries, where there is a realistic prospect of a successful outcome except where:
 - (a) The College has not prepared students for the examination in the year for which the entry is made, or
 - (b) A student has failed, for no good reason, to complete the requirements of the examination or to attend for it.
4. To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the national curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the College, except where parents have indicated in advance their wish to purchase the product.
5. To request voluntary contributions from parents for College activities in or out of College time for which compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
6. To seek payment from parents for damage to or loss of College property caused wilfully or negligently by their children.
7. To leave to the Headteacher's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.

8. To delegate to the Chair of Governors the determination of any individual case arising from the implementation of this policy.

CAREERS EDUCATION AND GUIDANCE

Aims

Crookhorn College is committed to ensuring students have access to a variety of opportunities that will lead them to make the best and most realistic post-16 decision. The curriculum is broad and balanced and enables all options post-16 to be accessible. Students are encouraged to develop personal qualities as well as meeting their academic potential.

Objectives

We are committed to a pastoral curriculum that:

- is a coherent teaching programme throughout the five years of secondary College.
- allows for appropriately timed and effective guidance.
- uses accurate information in a variety of forms that is accessible to all abilities.
- teaches skills that ensure students can make best use of the information.
- prepares students adequately for work experience.
- provides opportunities for students to develop a progress file.
- encourages personal decision making skills.
- involves external agencies such as employers, Further Education Colleges and Hampshire Careers and Employability Service.
- Contributes to the aim ensuring student wellbeing by supporting students to: be healthy, stay safe and enjoy and achieve economic well-being.

Entitlement

Each student can expect the staff to:

- treat and respect them as an individual.
- give opportunities for them to learn the skills needed and to gain the knowledge required to make the best post-16 decision.
- ensure they have the opportunity for at least one careers interview with a Careers Advisor.
- provide access to information which is comprehensive, up-to-date and unbiased.
- offer a confidential service whenever possible. If information has to be passed on, this will be discussed.
- offer support as they need it.

The staff can expect the student to:

- actively help themselves as well as expect help.
- be prepared to be realistic in considering the range of opportunities available and in making choices about them.
- reach their potential by giving their complete commitment.
- carry out any actions agreed in student progress reviews, career action plans and other discussions.
- follow the College Code of Conduct.

Parents can expect the College to:

- invite them to parent consultation evenings, course information evening (Year 9), Work Experience information evening (Year 10) and other events.
- encourage them to contact the College for information or advice about their son/ daughter.
- provide specialist help if their son/daughter has special educational needs.
- promote and practice equal opportunities for all young people regardless of gender, ethnic origin, disability etc.

By the end of KS3 students will:

- have had the opportunity to undertake a self-assessment of their achievements, abilities and aptitudes to date (self-development).
- be able to demonstrate knowledge and understanding of the opportunities available to them through both academic and vocational options (career exploration).
- be able to make realistic informed choices of options available to them post-14 (career management).

By the end of KS4 students will:

- be able to use review, reflection and action planning to plan their career development (self-development)
- have had the opportunity to explore all the options available to them at post-16 (career exploration)
- have developed the knowledge and skills needed to understand the demands, rights and responsibilities of the work place (career management).

Hampshire Careers

A service level agreement is in place between the College and Hampshire Careers and Employability Service.

The work includes:

- Careers interview with careers advisor,
- Small group sessions as on post-16 opportunities,
- Attendance at Year 9 course information evenings,
- Support for students applying for apprenticeships or employment.

POLICY STATEMENT FOR SEX AND RELATIONSHIP EDUCATION - SUMMARY

Rationale

Sex and Relationship Education is a process of lifelong learning about physical, moral and emotional development. In addition to the teaching of sex, sexuality, and sexual health, the necessary components of a teaching programme include an understanding of the importance of marriage for family life, stable and loving relationships, respect, love and care. It is crucial that such a programme is delivered within an ethos that establishes trust and develops self-esteem.

Aims and Objectives

At Crookhorn, the aim of Sex and Relationship Education is to provide balanced factual information about human reproduction, together with consideration of the broader emotional, ethical, religious, and moral dimensions of sexual health. Our SRE programme aims to prepare students for an adult life by:

- Developing positive values and a moral framework that will guide their decisions, judgements and behaviour, promoting confidence and self-esteem in order that the students value themselves and others.
- Helping students to understand the consequences of their actions and behave responsibly within sexual and personal relationships.
- Providing information that allows students to be better equipped to avoid being exploited, not to exploit others or allow themselves to be pressured into unwanted or unprotected sex.
- Nurturing communication skills by developing an appropriate terminology for sex and relationship issues.
- Developing awareness around their sexuality and understanding difference in order that they may challenge sexism and prejudice, and promote equality and diversity.

- Encouraging an understanding of the reasons for and impact of delaying sexual activity.
- Recognising the importance of having protected sex and the consequences if sex is not protected.
- Providing information around sexually transmitted infections and peer pressure
- Making students aware of sources and resources available which they can access for confidential health advice, support and treatment if necessary
- Informing students of the guidance and laws which apply to sexual relationships and sexual health.

Specific Issues

- Health professionals are invited in to give talks to our Year 9, 10 and Year 11 students in appropriate sized groups. The health professionals will provide the opportunity for students to handle contraceptives as part of their teaching.
- Confidentiality is preserved in the classroom and throughout the College within the remit protection policy. This is done by ensuring that students know the parameters of the lesson. Students are aware who they should talk to regarding issues. The Sex and Relationships Education team and outside agencies work within a professional code of practice that ensures that information is shared with senior professionals and beyond, if it is judged to be in the student's best interest.
- Child protection procedures follow strictly those laid down by the 'Children Act'. A 'Child Protection Liaison Officer' has been nominated to deal with all such issues.
- **Each parent has the right to withdraw their child from the entire or part of the sex education programme. Parents will be invited to volunteer the reasons why non-participation has been requested. This request will have to be made in writing.**

Further details are available on application to the college

COMPLAINTS PROCEDURES

Aims

- To make it easy to express dissatisfaction or to make suggestions and to receive a response.
- To ensure that College staff and, where appropriate, the Governing Body, give a speedy and effective response to complaints and suggestions.
- To provide a system of monitoring complaints and, where necessary, reviewing systems to prevent unnecessary repetition of problems.

Scope

The procedure covers complaints and suggestions from parents and other external parties who have dealings with the College. There is a separate form for complaints and one for general suggestions and comments

PROVISIONAL OVERALL RESULTS 2015 - 2016

63% Achieved English and mathematics Basics.

58% Achieved 5 or more A* - C GCSEs including English and mathematics.

87% Of our students achieved expected progress in English (Lit and Lang).

66% Of our students achieved expected progress in mathematics.

ENGLISH BACCALAUREATE SUBJECT RESULTS 2015 - 2016

English Language	72%
English Literature	79%
Mathematics	69%
Computer Science	94%
French	88%
Biology	85%
Chemistry	85%
Physics	82%
Geography	67%
History	67%
Spanish	55%

DESTINATION OF SUMMER 2015 LEAVERS

	Number of students	Percentage
Full Time Education	134	92.4 %
Job with training/apprenticeship	6	4 %
Training (Non employed)	3	2.1 %
Other	2	1.5 %
Total number in Year 11	145 Students	

Rates of Authorised and Unauthorised Absences

Total number of students on roll up to 31 May 2016 = **721**

Percentages of half days (sessions) missed through authorised absence: **3.8 %**

Percentages of half days (sessions) missed through unauthorised absence: **1.4 %**

Total Attendance: **94.8 %**

AUTUMN TERM 2016

Start **Monday 5th September** Professional Training
Day Closure.
Tuesday 6th September for Year 7 and Prefects.
Wednesday 7th September for all students.

Finish **Friday 16th December**

Half Term **24th October – 28th October**

SPRING TERM 2017

Start **Tuesday 3rd January**

Finish **Friday 7th April**

Half Term **20th – 24th February**

SUMMER TERM 2017

Start **Monday 24th April**

Finish **Tuesday 25th July**

Half Term **29th May – 2nd June**

CROOKHORN COLLEGE

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HEADTEACHER: Mrs S. Bennett B.A. (Hons), N.P.Q.H.