



CROOKHORN COLLEGE
YEAR 7 TRANSITION GUIDE

2024/25



WELCOME TO CROOKHORN COLLEGE

I would like to take this opportunity to welcome you and your family to Crookhorn College and to thank you for choosing us for the next key phase of your child's education. We are so looking forward to the start of this journey in September and in the mean time we want to do all we can to ensure that you and your child feel confident and reassured in the build up to this start.



To help with this, we have produced this booklet, which gives some of the key information about the College, including an introduction to some of our staff, a summary of our ethos and values and the format of the College day, as well as much more. We hope that as a first step, you find the booklet interesting and informative as well as giving you some of the vital information you will need for your September start.

Mrs S. Bennett
Headteacher

A handwritten signature in black ink, appearing to read 'S. Bennett'.

MEET OUR SENIOR LEADERSHIP TEAM



Mr Collins
Deputy Headteacher



Mr Potts
Assistant Headteacher
- Curriculum



Mr Lemon
Assistant Headteacher
- Pastoral



Mrs Tuff
Assistant Headteacher
- Business & Operations



Mr Brunink
Assistant Headteacher
- Blended Learning



Mrs Geddes
Assistant Headteacher
+ SENCO



Miss Bishop
Assistant Headteacher
- Mental Health Lead

COLLEGE ETHOS AND VALUES

Everything we do at Crookhorn is underpinned by our four fundamental Cornerstones of **RESPECT, COMMITMENT, RESPONSIBILITY** and **ACHIEVEMENT**, which are embodied in our Cornerstones Code:

RESPECT

Politeness and consideration of others.

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

COMMITMENT

Dedicating yourself to a task or an ambition.

- *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 (Commitment badge) by supporting them through my participation in College and community events.*

RESPONSIBILITY

Being in control and accountable for something.

- *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.*

ACHIEVEMENT

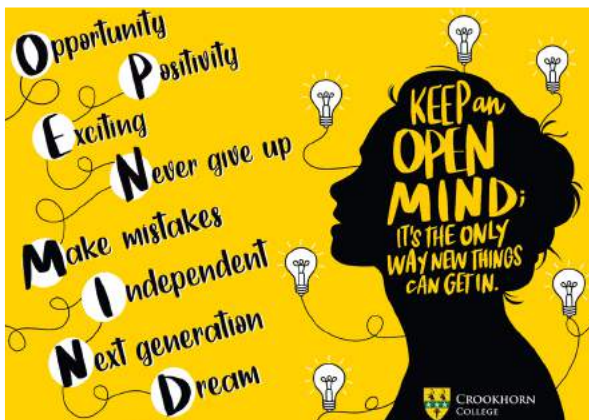
Completing tasks well. Realising your potential.

- *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 classwork and homework.*

THE CROOKHORN LEARNER - OPEN MIND

During the course of each year, we work hard to embed our Crookhorn philosophy for learning which is summed up in the acronym of **OPEN MIND**. Each strand of this is an essential element of what makes an independent, successful learner for life. We would expect to see our students embody these principles in day to day Crookhorn life and develop these skills as they progress through the College.

Opportunity
Positivity
Exciting
Never Give up
Make Mistakes
Independent
Next Generation
Dream



BUILDING RESILIENCE - GO WEST

GO WEST has been developed to encourage our students to understand how they can build their resilience through four key daily activities; **Walking, Eating, Sleeping and Talking**.

Both **OPEN MIND** and **GO WEST** are fundamental to the way Crookhorn College promotes well-rounded, independent and successful learners.

Walking

Taking regular walks and staying active.

Eating

Eating a well-balanced diet.

Sleeping

A good night's rest and a regular sleeping pattern.

Talking

Talking to someone about your worries.



OUR HOUSE SYSTEM

The House System at Crookhorn is fundamental to the pastoral organisation of the College.

On entry to the College students are assigned to a Tutor Group in one of the four Houses: **Arundel, Goodwood, Petworth or Romsey.**

ARUNDEL HOUSE



Mrs Barbara Edington
Head of Arundel House

GOODWOOD HOUSE



Mr Baker
Head of Goodwood House

PETWORTH HOUSE



Miss Daniele Davis
Head of Petworth House

ROMSEY HOUSE



Mr Carver
Head of Romsey House

The Head of House is responsible for the overall pastoral care of the students in the House and are assisted by their tutor team and the Assistant Heads of House. There are also several student roles vital to the House system, including those of House Captain, Welfare Captain and Senior Prefect.

Throughout the year competitions are organised by PE, modern foreign languages and STEM to name but a few. Every student that takes part achieves House Points; it really is the taking part that counts! Numerous cups are available to win each year including the Competitions Cup, House Cup, Attendance Cup, Sports Day Cup, and the Year 8 Hobbies and Interests Cup.

TUTOR GROUPS

Each Tutor Group is organised vertically, so there are students from every year group in each one. This enables the development of social skills as well as friendships and respect across the year groups. Please see below a full list of our Tutors for each House:

ARUNDEL

ARUNDEL		HOH: Mrs Edington	SLT: Miss Bishop/Lorraine Tuff
1	Mrs Street		
2	Mrs Lemon / Miss Pritchard (Week A Thurs, Week B Weds)		
3	Mr Smith (Mon/Wed) / Miss Flechter (Thu/Fri)		
4	Mr Chaplin		
5	Mr Jones-Taylor		
6	Miss Harrison-Burrow		
7	Mr Kyriellou (Mon, Wed, Thu) Mr Owoyemi (Fri)		
8	Miss Sprenger		
9	Miss Clifton		

GOODWOOD

GOODWOOD		HOH: Mr Baker	SLT: Mr Lemon
1	Mrs Callaghan		
2	Mr Hinton		
3	Mr Knight		
4	Mr McCaw		
5	Mrs Nailor		
6	Mrs Osborne		
7	Miss Hill		
8	Mrs Bailey		
9	Mrs Ainslie / Mrs Timpson (Week A Thurs, Week B Thurs)		

PETWORTH

PETWORTH		HOH: Miss Davis	SLT: Mr Brunink/Mr Collins
1	Mr Trott		
2	Miss Holland		
3	Mrs McClenaghan / Mrs Pitassi (Week A Thurs)		
4	Miss King		
5	Mrs Jones		
6	Mr Armstrong		
7	Mr Valera		
8	Mr Morgan		
9	Mr McGinley		

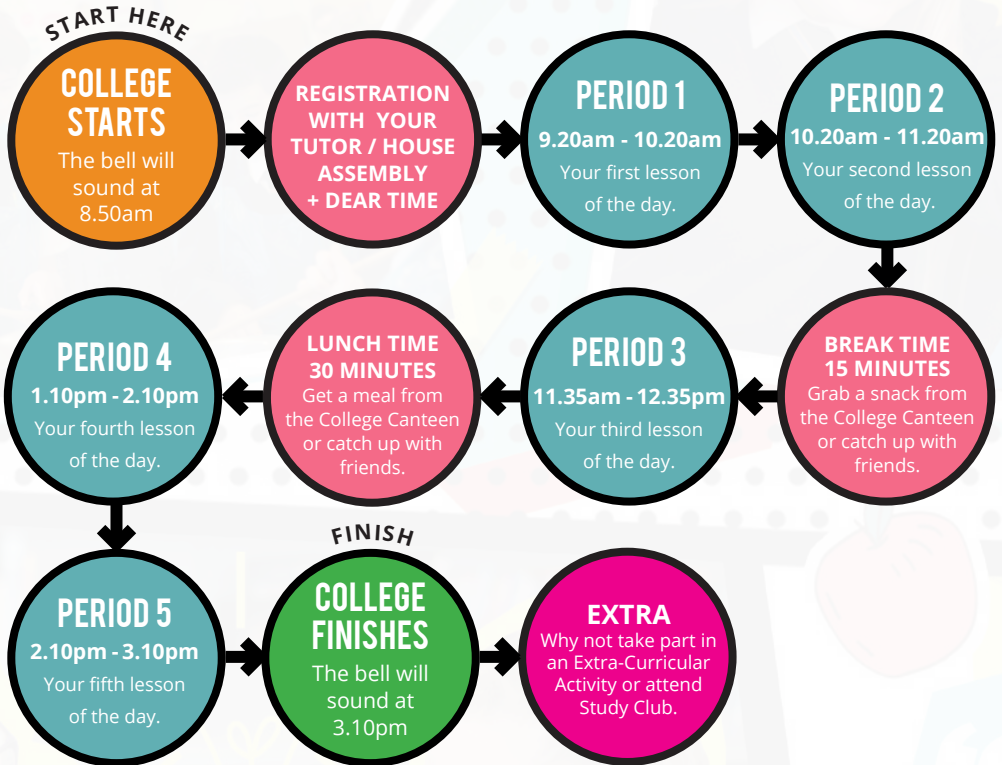
ROMSEY

ROMSEY		HOH: Mr Carver	SLT: Mr Potts/Mrs Geddes
1	Mrs Burnham		
2	Mr Attwood		
3	Miss Marriott		
4	Miss Westmoreland (Thus/Fri), Miss Breeze (Mon/Wed)		
5	Mr Blakey		
6	Miss Robertson		
7	Miss Potts		
8	Miss Kitching		
9	Miss Elliott		

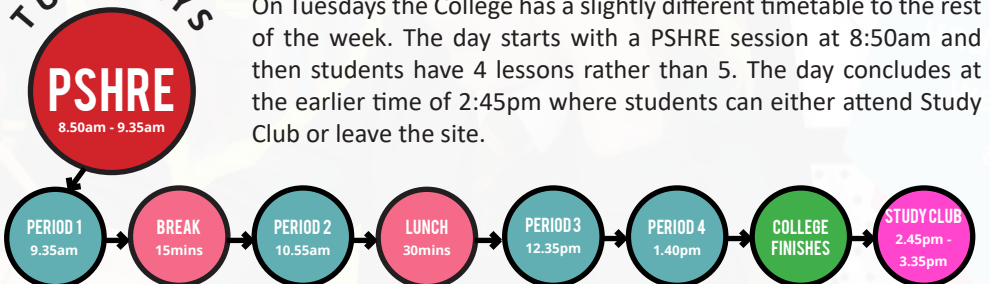
THE COLLEGE DAY

The College day begins at 8.50am. From 8.30am, members of staff are on duty to supervise students. We are unable to accept any responsibility for students who arrive before this time.

The College offers a two-week timetable which ensures great flexibility with regards to coverage of the curriculum across core and foundation subjects. The two-week timetable results in an earlier finish time on a Tuesday, which allows for a greater variety of extra-curricular opportunities for the students as well as additional training or planning time for staff, to ensure high quality, innovative teaching and learning.



TUESDAYS



On Tuesdays the College has a slightly different timetable to the rest of the week. The day starts with a PSHRE session at 8:50am and then students have 4 lessons rather than 5. The day concludes at the earlier time of 2:45pm where students can either attend Study Club or leave the site.

BEING PREPARED FOR COLLEGE

ESSENTIAL EQUIPMENT LIST

You will need in your pencil case:

- Black pens (at least two)
- Red pen (for peer assessment)
- Red and green pen or pencil (for annotation)
- Pencils (at least two)
- Ruler
- Rubber / Pencil Eraser
- Coloured pencils

Other useful equipment might be:

- Dictionary / Spell checker
- Calculator
- Spanish dictionary for Modern Foreign Language



Students can purchase equipment from our Library Stationery Shop (cash only).



Biro Pen 10p each
(blue/black/red/green)



Berol Handwriting Pen 50p



Long Ruler 15p



Pencil Case 65p



Protractor 10p



Eraser 10p



Glue
Stick 50p



Highlighter 20p each



Pencil 10p



Pack of Colouring Pencils £1.50



Paint Set £1.20



Whole Pack of
Revision Cards 80p



Paint Brushes 20p-50p

COLLEGE CANTEEN

The College provides a variety of healthy hot and cold meals which are prepared daily within our College kitchen. Meals are cooked from fresh ingredients, and vegetarian, non-vegetarian options and healthy snacks are available to purchase at breakfast, break & lunchtime and after College.

As well as our main College canteen, a food station serving cold drinks and snacks at break and lunchtimes is located in Performing Arts.

A full menu, including prices can be found on our website.



Hot and cold food available at break and lunch times.



Loads of choices available (including vegetarian).

PAY WITH YOUR FINGERPRINT

We operate a cashless catering system which can be accessed remotely by parents, allowing you to top up your child's balance and monitor purchases.

Payment can be made via Parentmail into the student's individual account, which is linked to the biometric fingerprint to speed up the movement of students through the canteen. This also allows the tracking and limiting of spending, if required.

FREE BREAKFAST

We are pleased to offer a free, toasted breakfast bagel or cereal, which is available to all in the College Canteen from 8.30am everyday, to help ensure that students are settled and ready to learn at the start of the College day.

COLLEGE UNIFORM

Pride in the uniform is a key expectation for all students at Crookhorn College. A sense of purpose, belonging and commitment is fostered through the presentation and care of uniform and allows all students to represent the College with respect and responsibility. Skoolkit are the suppliers of the specific Crookhorn elements of the College uniform and can be accessed in person at their shop in Havant or via their website: www.skoolkit.co.uk

COLLEGE UNIFORM

- **Navy College blazer***
- **Mid-grey school trousers or tartan College knee-length skirt*** (black, grey or natural coloured tights if a skirt is chosen)
- **Plain white, traditional, collared shirt with a top button**
- **Navy jumper or tank top with College crest*** (Autumn & Spring terms)
- **House tie***
- **Dark socks**
- **Low-heeled, traditional black leather school shoes with no sports logos**

*These items should only be purchased from Skoolkit.

- Coats should only be worn over blazers and jumpers when students are outside, during inclement weather.
- No leather, leather-look or denim jackets are permitted.
- Hoodies are not to be worn on the College site.
- Modifications to the uniform or the wearing of additional items not sanctioned by the College are not permitted.

DANCE KIT

- **Plain black (unbranded) T-shirt**
- **High Quality Plain black leggings / tracksuit bottoms**

Optional

Black Dance Live! / Dance competition T-shirt
Dance / Ballet shoes
Foot / toe thongs (protectors)

- The College encourages the use of roll-on deodorant, aerosols are not permitted on site.
- If earrings (studs) cannot be removed they need to be covered with earring tape (micropore tape).
- Shoes and socks must be removed to perform unless they are Dance / Ballet shoes or Foot / toe protectors.
- No trainers permitted.

PE KIT

- **White polo shirt with Crookhorn College logo***
- **Plain black (unbranded) shorts** (no cycling shorts)
- **Sports/football socks**
- **Studded football or rugby boots** (not astro's)

Optional (for inclement weather)

- **Plain black (unbranded) tracksuit bottoms**
- **Plain black (unbranded) Leggings**
- **Plain black (unbranded) tracksuit top / jumper** (without zips)
- **Reversible Rugby top***

*These items should only be purchased from Skoolkit.

- A plastic bag for dirty/wet kit and a towel or flannel.
- The College encourages the use of roll-on deodorant, aerosols are not permitted on site.
- Hoodies are not part of the PE uniform.
- Garments with zips are not permitted for contact sports (rugby).

HOUSE EVENTS

- **House T-shirt* (available for each House)**

For House Events (including Sports Day)

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

*These items should only be purchased from Skoolkit.

APPEARANCE

- Hairstyles should be moderate – no extremes in style or length (minimum grade 2 cut), no two-toned, dyed or bleached hair.
- No piercings apart from one small stud in each ear lobe.
- One plain ring is permitted.
- No bracelets.
- Make-up, if worn, must be discreet and not include false eyelashes, eyelash extensions or false nails. Nail varnish if worn, must be clear.
- Trainers, shoes with visible sports logos or open-toed shoes are not permitted as alternatives to school shoes.
- During PE and other practical activities all long hair must be tied back and any fringes that obscure vision must be clipped back.

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

ITSLEARNING - OUR DIGITAL LEARNING PLATFORM

'itsLearning' is our interactive online-learning platform for subject content, assignments (independent study and classwork), class tests, information, easy student-teacher communication and feedback where appropriate. Students have unique log-ins which are linked to our College computer and email systems. Students have access to their relevant work for each of the classes, House group and other clubs that they may be involved with.

SUBJECT WORK

Work for all lessons is available in individual class courses. This includes a break down of the activities for learning as well as the resources used during the lesson. Homework tasks are set through the courses in 'itslearning' and are clearly listed with their deadlines. The resources from the lesson should be the first place to go to when needing help with any independent work. These resources are also useful if you are absent from College, you can keep up-to-date with the work being completed in class.

KEEPING ON TOP OF YOUR WORK

'itslearning' offers a clear and convenient overview of all updates and notifications that will keep you on top of all your work.

ENRICHMENT AND EXTRA-CURRICULAR

'itslearning' will also support you with all your out-of-lesson activities as there is a 'Student Zone' with lots of information and links to different clubs and activities.

MESSAGING

You will be able to send and receive messages with your teachers. You can use this feature to ask questions if you are stuck on work or concerned about anything. Your teachers will reply during College hours.



KEEPING YOU SAFE

Crookhorn College is fully committed to promoting positive mental health and well-being for all. Your **Tutor** will be the first person you go to if you need to talk about any issues or worries. Your Tutor will get to know you well and are keen to support you throughout your time at Crookhorn.

The support provided by the College's **Welfare Prefects** is invaluable. From Year 7 you will be introduced to your House Welfare Prefects who will continue to support you throughout the year.

The **Pastoral Team** here at Crookhorn is made up of a number of members of staff with expertise in their specific areas. The team is responsible for looking after all students, ensuring they feel safe and happy in College and enabling access to additional support when needed.

On itslearning you can find dedicated **Keeping you Safe, Promoting Positive Mental Health & LGBTQ+** pages.

These have information about who you can speak to and how you can access support, both in and out of College. There is also an **'I need support'** button that you can use to report any worries or concerns you're experiencing, and a member of the Pastoral Team will pick you up for a chat about these, as soon as possible.



BRING YOUR OWN TECHNOLOGY

At Crookhorn College, we believe that students should be able to use their own technology in the classroom to aid their learning. Teachers, at appropriate times, will encourage students to use their mobile phone to research information or take part in online learning. Students without access to a mobile phone will not be hindered as they will be paired with someone who does have their own technology.

The Acceptable User Policy, which will be in your transition packs contains clear expectation, guidelines and sanctions to support the use of technology within the classroom to enhance understanding. Please do read through this policy carefully with your child.

We do insist that our students access our Wi-Fi system when in College to utilise the filtering system, designed to keep students safe online. The use of the College network entails personal responsibility and compliance with all College rules.

Phones cannot be used anywhere on site to listen to music. Devices should be kept in bags and switched off during the College day, unless being specifically used for a learning purpose in a lesson.

INDEPENDENT STUDY EXPECTATIONS

At Crookhorn College, we believe independent study to be an essential and integral part of the learning process, both inside and outside of the classroom. Staff provide independent study tasks to promote the quality of a student's learning and it is most effective when parents are supportive of the College's practice. As a result students are able to perceive the benefits of their efforts. Independent study tasks can be a range of activities including short regular tasks or longer pieces of written work. All independent study assignments are set on 'itslearning'.

During the week there is a staffed Study Club in computer rooms from 3.10pm to 4.00pm which is open to all, and on Tuesday from 2.45pm to 3.35pm.

INDEPENDENT STUDY PORTAL

The parent independent study portal is part of 'itsLearning'.

By logging into the parent independent study portal, you will be able to see the independent study tasks set in each of your child's subjects and any feedback that has been made through the system.

Parents with two or more children at the College will be able to see all their children through their single login.

EXTRA-CURRICULAR ACTIVITIES

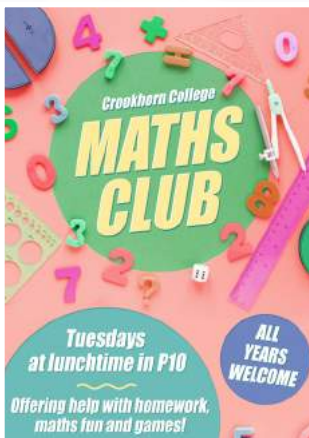
Crookhorn provides every student with opportunities to extend their College day by taking part in any one of a huge range of activities before, during or after school; there really is 'something for everyone'.

Sports fixtures are arranged with local schools and we compete in a number of county-wide competitions for different sports. There are also House Competitions for all the sports we deliver which means everyone can compete – not just those who represent the College on sports teams.



We also offer a range of activities from different practical and academic subjects that take place either at lunchtime or after College. This can be a science club, where students have an extra opportunity to run practicals, or a music club where students can practice for their upcoming performances.

We also offer a Study Club every day after College where students can get support with their homework. As well as all this, students can audition for our annual College production as well as our specific showcase events. So, whether it's sport, performance or study – there are opportunities for all after the College day is done.



A full list of clubs and extra-curricular activities can be found on our website.

ENRICHMENT - STRETCH & CHALLENGE

Students can grow and develop their talents through their five years at Crookhorn College where we will encourage all students to achieve their full potential both inside and outside the classroom.

Our lessons are appropriately differentiated to stretch and challenge all students and develop greater depth of knowledge in our subjects. We also offer a number of enrichment activities through our links with Southampton, Portsmouth and Chichester Universities.

Those who are attaining highly across the curriculum or in specific areas are encouraged to partake in enrichment opportunities throughout the curriculum to challenge their potential further. In addition, where necessary, certain students are offered mentoring in Year 11, to support them to gain the highest grades. Events are also organised for the students to develop their awareness of global issues and develop leadership and team working skills.

THE CHALLENGE AWARD

Crookhorn College offers all students a chance to achieve the prestigious Challenge badge. To earn this badge students need to complete a series of extracurricular challenges that have been designed to promote higher-level thinking skills and raise aspirations in students while stretching them to academically achieve high grades.

Each of these activities are based on a different learning subject, with some tasks needing to be completed individually, in pairs, or as a group. These challenges will range from focusing on independent research, taking part in debates, looking into current affairs to implementing their own training plans and performances. There are 18 Challenges to choose from.



These tasks can be completed over four years from Year 7-10 and we are excited to see how many our students will earn their Challenge Badge or Scholars Award.

ARE YOU UP FOR THE CHALLENGE?

If you would like to take part in the Crookhorn 2024/2025 Challenge Awards follow these easy steps:

- 1 Read through all 18 Challenges featured on itslearning - which one will you start first?
- 2 Contact Miss Elliott via a message on itslearning to be added into that particular challenge page.
- 3 Work hard and submit your entry onto the itslearning assignment submission page.
- 4 Wait for the challenge staff member to mark your work.
- 5 Didn't pass first time round? Not to worry! Read the teacher comment, make improvements and re-submit!
- 6 Passed? Fantastic! You can expect to receive a certificate, presented by our Deputy Headteacher, Mr Collins.
- 7 Complete 3 challenges to receive your Challenge Badge, presented to you by Mrs Bennett. Wear it with pride!
- 8 Complete 10 challenges to receive your Scholars Award! This comes with a Scholars Badge.
- 9 Achieving your Scholars Award grants you FREE entry into the Golden Time activity at the end of the year.
- 10 Remember you can only do each challenge once across your five years and you must have completed your e-portfolio to receive your Scholar Award.

COLLEGE CAMPUS

ARUNDEL



English (ground, first & second floor)
Heads of House (ground floor)
Library (first floor)
Modern Foreign Languages
(ground & second floor)

GOODWOOD



Geography (ground floor)
History (ground & first floor)
Religious Studies (ground & first floor)
Learning Support (first floor)

PETWORTH



Science (ground floor)
Catering (first floor)
Mathematics (first & second floor)
Art & Textiles (second floor)

ROMSEY



Computing (ground floor)
Engineering (ground floor)
Construction (ground floor)
Graphics (ground floor)
Science (ground & first floor)

MAIN BUILDING



Reception (ground floor)
Main Hall (ground floor)
Medical Room (ground floor)
College Canteen (ground floor)

PERFORMING ARTS



Dance Studio (ground floor)
Drama Studio (ground floor)
Theatre (ground floor)
Music (first floor)

COLLEGE FIELD



SPORTS HALL



GYMNASIUM



TENNIS COURTS



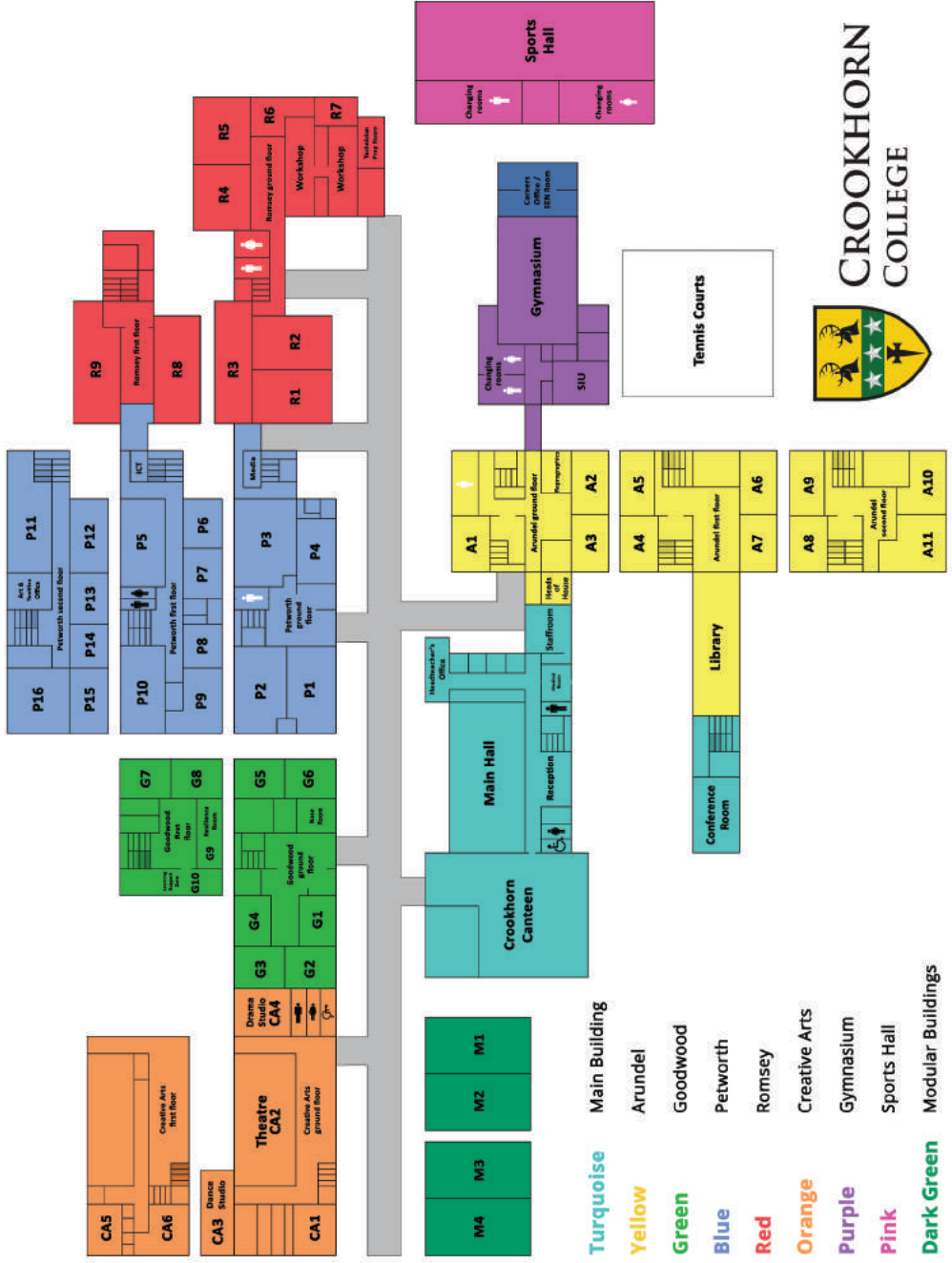
COLLEGE CANTEEN



MUGA (multi use games area)



+ 2 new Modular Buildings containing 4 classrooms M1 & M2, M3 & M4 (ground floor)



- Turquoise** Main Building
- Yellow** Arundel
- Green** Goodwood
- Blue** Petworth
- Red** Romsey
- Orange** Creative Arts
- Purple** Gymnasium
- Pink** Sports Hall
- Dark Green** Modular Buildings



**CROOKHORN
COLLEGE**

COLLEGE CURRICULUM

At Crookhorn we have designed our curriculum to allow our students to become resilient and independent learners. We achieve this by offering a broad and balanced curriculum across a two-week timetable for all year groups and allowing students to make options choices at the end of years 8 and 9.

CORE SUBJECTS

English

Mathematics

Science

Physical Education



FOUNDATION SUBJECTS

Art

Textiles

Photography

Music

Dance

Drama

Geography

History

Religious Studies

Sociology

Spanish

Construction

Engineering

Catering

Graphics

Computer Science

Creative iMedia



TIMETABLE

Please find below an example of a College timetable. You'll have one of these for each week (either Week A or Week B).

This indicates if it's a **Week A** or **Week B** timetable, with each column being a different day of that week.

	A MON	A TUE	A WED	A THU	A FRI
R	Tu PM G2	Ps RJA P7	Tu PM G2	Tu PM G2	Tu PM G2
1	Gg ERH G5	Ma CMC P15	Dr HEC CA4	Ma CMC P15	En ECS A5
2	Sc DMD P4	Sp ECP A10	Sc DMD P4	Ma CMC P15	Ma CMC P15
3	Sc DMD P4	Gg ERH G5	En ECS A5	Pe APR	Rs LVP G4
4	Ar ALP P11	En ECS A5	Mu AJB CA5	Sc DMD P4	Hi LTI G7
5	Rs LVP G4	En ECS A5	Ma CMC P15	Dt RST R7	Ma CMC P15

R stands for Registration and the numbers are for each lesson / Period

Subject / Lesson
example: **Ma** = Maths

Teacher's Initials

Ma
MCM **P15**

Location / Classroom
example: **P15** = Petworth 15

Lesson index

Tu = Tutor Time
Ps = PSHRE
En = English
Ma = Maths
Sc = Science
Ar = Art

Dc = Dance
Dr = Drama
Sp = Spanish
Gg = Geography
Hi = History

Rs = Religious Studies
Mu = Music
Dt = Technology
Pe = Physical Education
Cs = Computer Science

TRIPS AND VISITS

Over the course of the academic year, we run a number of exciting trips and visits. These range from day trips to locations such as Winchester Cathedral and The Royal Courts of Justice, to longer overseas trips to locations such as Picardy, France and Madrid, Spain. We also run a highly successful ski trip to the slopes in Austria, as well as, our popular trip to Disneyland Paris - there really is something for everyone!

In addition to our educational trips, the College is also a well established Duke of Edinburgh Award centre with Year 10 students able to undertake their Bronze Award.



Disneyland, Paris



Winchester Cathedral



Year 7 Summer Camp



Madrid, Spain



Winchester Science Centre



Ski Trip, Austria

ONLINE PAYMENTS

IRIS ParentMail is our system for keeping in touch with you regarding important College dates/events. As well as communications, we have recently introduced other features that will allow you to make payments and feedback information to us via surveys.

When your child joins Crookhorn College you will be asked to complete a ParentMail data capture form. The details you enter on the form will allow us to send you regular email and text alerts.

If you update either/both your email address & mobile number, please inform the College so we can keep the system up to date. If you are currently not receiving email/text messages via ParentMail please download the form from our website, complete and ask your child to hand it in at the College main reception.

As well as accessing Parentmail through a browser on a computer, we recommend that you also access it via the ParentMail app that is available for both Apple and Android devices. Simply go to the 'App Store' on your device and search for 'IRIS ParentMail'. Install and log in using your ParentMail credentials.

REWARDS AND CONSEQUENCES

Celebrating success is a key element of day to day life at Crookhorn College. Students can achieve Commendations or House points for successfully demonstrating one or more of the Cornerstones: Respect, Responsibility, Commitment and Achievement. Commendations are also awarded for the successful demonstration of one or more of the Cornerstones in academic work. A Headteacher's Merit may be awarded for outstanding pieces of academic work and Subject Colours can be earned throughout the year.

Certificates for reaching 80, 150, 200, 250 and 300 Commendations are awarded to the students and celebratory activities for these achievements take place termly. In addition, the Cornerstones Award is presented each term to the five students from each House who have received the highest number of House points.



Receive a Bronze certificate for your achievement from your Tutor.



Receive a Silver certificate for your achievement from your Head of House.



Receive a Gold certificate for your achievement from the Senior Leadership Team.



Receive a Platinum certificate for your achievement from the Headteacher.



Receive a Governors' certificate for your achievement from one of our Governors.

High expectations of 'Behaviour for Learning', together with a commitment to complete all activities and independent study tasks are expected from all students. For those students who fail to adhere to the College Behaviour Policy, there are a range of consequences:



For disruption, homework and behavioural issues in the class, a **15 minute** detention will be issued and served on the day of the incident (except for Tuesday, when it will be arranged for an alternative afternoon) from 3.10pm to 3.25pm.



For persistent disruption, homework and behaviour issues, a detention will be issued with 24 hours' notice. The detention will be for **30 minutes** from 3.10pm.



For serious incidents, an SLT (Senior Leadership Team) detention will be issued. The SLT detention Level 1 will be up to **80 minutes**. SLT Level 2 will be up to 110 minutes.

This is being reviewed for 2024-2025

KEY DATES

Summer Term Dates	Events
Friday 19th July 2024	End of Summer Term - College breaks up
Monday 22nd July 2024	Professional Training Day (INSET Day)
Tuesday 23rd July 2024	Professional Training Day (INSET Day)
Autumn Term Dates	Events
Monday 2nd September 2024	Professional Training Day (INSET Day)
Tuesday 3rd September 2024	Year 7 Start
Wednesday 4th September 2024	Whole College returns
Thursday 12th September 2024	Half-day closure for Open Evening
Thursday 10th October 2024	Virtual Parents Evening
Monday 14th October 2024	Professional Training Day (INSET Day)
Monday 28th October - Friday 1st November 2024	Half Term
Wednesday 4th December 2024	In-person Parents Evening
Friday 20th December 2024	End of Autumn Term - College breaks up
Spring Term Dates	Events
Monday 6 th January 2025	Start of Spring Term - College returns
Wednesday 15 th January 2025	Virtual Parents Evening
Monday 17 th February - Friday 21 st February 2025	Half Term
Thursday 13 th March 2025	In-person Parents Evening
Friday 14 th March 2025	Professional Training Day (INSET Day)
Friday 4 th April 2025	End of Spring Term - College breaks up
Summer Term Dates	Events
Tuesday 22 nd April 2025	Start of Summer Term - College returns
Wednesday 21 st May 2025	Virtual Parents Evening
Monday 26 th May - Friday 30 th May 2025	Half Term
Friday 18 th July 2025	End of Summer Term - College breaks up
Monday 21 st July 2025	Professional Training Day (INSET Day)
Tuesday 22 nd July 2025	Professional Training Day (INSET Day)

The College will continue to keep you updated on key dates for events over the course of the year. Please see our website for a full list of key dates for 2024/25.

HOW WE KEEP YOU UPDATED

itslearning

Through our digital learning platform students can access remotely work set by teachers as well as send messages directly to staff, if they require any additional support on a particular topic/activity. Students will also receive regular updates from their Head of House via their ItsLearning House Page.

ParentMail

You will get regular messages from ParentMail with letters, parents evening information, trips, reports and other important information. Please do make sure you sign up for ParentMail and download the app.

Newsletter

We send out a weekly newsletter that keeps parents updated on some of the key aspects of College life and what is coming up in the following week.

Headteacher's Blog

Our Headteacher's blog is posted on our College website and via our official Facebook. This gives you an insight to College life from the perspective of our Headteacher, Mrs Bennett.

Website

The College website is regularly updated with news and events and key dates for the academic year.

www.crookhorn.hants.sch.uk

Facebook

The College's official Facebook page is used along with our established means of communication to keep parents, students and other community stakeholders informed of key dates and events. We regularly post updates on current College trips, activities and achievements. You can follow us on

@CrookhornCollege or search '**Crookhorn College - Official**'.

HOW TO GET IN TOUCH WITH THE COLLEGE

Tutors and Heads of Subject

Heads of subjects and tutors can also be contacted via their email addresses. Staff and Tutor Groups information contact details are also located on our website under the 'About Us' tab.

Heads of House

The Heads of House can be contacted via email if you wish to get in touch. Their email addresses can be found on our website under the 'Staff' section.

Via Email

All general enquires can be emailed to the College via **Admin@crookhorn.hants.sch.uk**

Via Telephone

Parents/Guardians can contact the College via telephone on **023 92 251 120**. Please note that our Reception is manned from 8am - 4pm Monday - Friday during term time. Answer-phone messages left after these times will be retrieved the following working day.

PARENTS' EVENING

Parents' Evenings are booked and managed through our School Cloud system. Prior to the evening parents will receive a ParentMail letter detailing the date of the evening, the priority booking group and the process for booking. Appointments are open a week before and close 24 hours before the evening.

Support can be given for using School Cloud when booking and managing the virtual appointments. Guidance for parental use which has helpful tips can be found on our website under **Parents > Parents' Evenings**, please do contact the College via **admin@crookhorn.hants.sch.uk** if you have any further questions.

We also publish the dates of each Parents' Evening on our website for the academic year. For 2024/25 the College will be running a hybrid system with some parents' evenings being virtual through School Cloud and some in person.

PARENT CODE OF CONDUCT

We believe that working effectively in partnership with parents/carers is essential to ensuring the highest standards of welfare and success for our students. We would, therefore, like to thank parents/carers for their support and efforts in working closely with us to achieve this aim. We expect our staff to respond in a timely, courteous and professional manner to parent queries or concerns. In return, parents are requested to uphold these standards whether the communication is by telephone, email or in person.

Most issues should be resolved by the member of staff most closely associated with the concern raised. If you feel that a concern has not been resolved to your satisfaction, then please refer to the College complaints procedure, where your concerns will be treated as a formal complaint.

Resolution of issues is always of high priority and in order to do so effectively, communication should be calm, respectful and appreciative of there being more sides to an issue than parents or staff might initially be aware of. It is the case that when issues are complex we do require the time to investigate thoroughly to understand what has happened in order to make informed decisions and conclusions. Immediately trying to escalate a concern to the Headteacher could possibly delay the process which might, in fact, be fairly quick to resolve, if the appropriate members of staff are able to deal with the concern from the outset.

Thank you again for maintaining positive relationships and enabling us to focus our attention on educating your child to ensure that they make positive progress.



CROOKHORN COLLEGE

