



CROOKHORN COLLEGE
YEAR 7 TRANSITION GUIDE

2023/24



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 Masson
Assistant Headteacher
+ SENCO



Miss Bishop
Assistant Headteacher
- Mental Health Lead

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



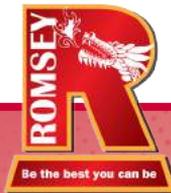
Mr Jones-Taylor
Head of Goodwood House

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, English, mathematics and science 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	Tutor Group	Tutor	Classroom
	Arundel 1	Miss Grundy	CA6
	Arundel 2	Mrs Lemon (Monday & Friday) / Miss Pritchard (Wednesday & Thursday)	R8
	Arundel 3	Mr Smith (Monday & Wednesday) / Miss Hills (Thursday & Friday)	G5
	Arundel 4	Mr Chaplin	A1
	Arundel 5	Mr Baker	A6
	Arundel 6	Miss Harrison-Burrow	P12
	Arundel 7	Mr Kyriellou (Monday, Wednesday & Thursday) / Miss Holland (Friday)	P16
	Arundel 8	Miss Sprenger	A5
	Arundel 9	Miss Clifton	P6
GOODWOOD	Tutor Group	Tutor	Classroom
	Goodwood 1	Mrs Callaghan	CA1
	Goodwood 2	Mr Hinton	G1
	Goodwood 3	Mrs Gough	R3
	Goodwood 4	Mr McCaw	P8
	Goodwood 5	Mrs Nailor	A9
	Goodwood 6	Mrs Osborne	P13
	Goodwood 7	Mrs Crump	R1
	Goodwood 8	Mr Bailey	P2
	Goodwood 9	Mrs Ainslie	A2
PETWORTH	Tutor Group	Tutor	Classroom
	Petworth 1	Mr Trott	R7
	Petworth 2	Mr Parker	P15
	Petworth 3	Mrs McClenaghan / Mrs Bartlett (Friday Week B)	G2
	Petworth 4	Miss King	A8
	Petworth 5	Mrs Jones	G3
	Petworth 6	Mr Armstrong	CA5
	Petworth 7	Ms Clarke / Mrs Papanicolaou (Thursday Week A)	A11
	Petworth 8	Mr Morgan	R5
	Petworth 9	Mr McGinley	G8
ROMSEY	Tutor Group	Tutor	Classroom
	Romsey 1	Mrs Burnham	R2
	Romsey 2	Mr Attwood	P7
	Romsey 3	Miss Marriott	A7
	Romsey 4	Miss Westmoreland	P5
	Romsey 5	Mr Blakey	P3
	Romsey 6	Miss Robertson	A3
	Romsey 7	Miss Potts	G4
	Romsey 8	Mrs Kitching	R4
	Romsey 9	Miss Elliott	P1

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

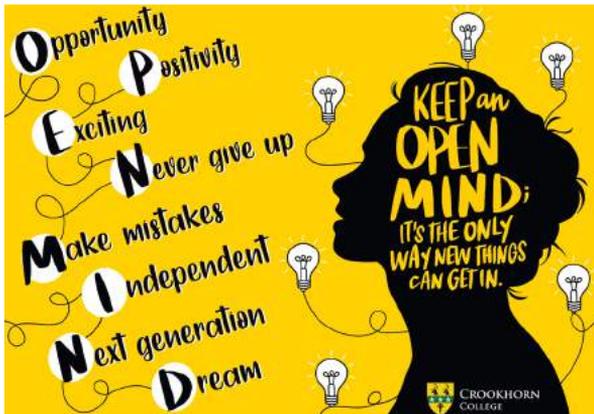
Completing tasks well. Realising your potential.

- 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

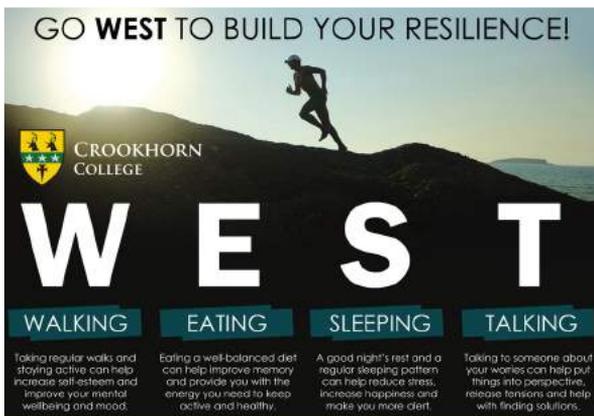
Eating a well-balanced diet.

Sleeping

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

Talking

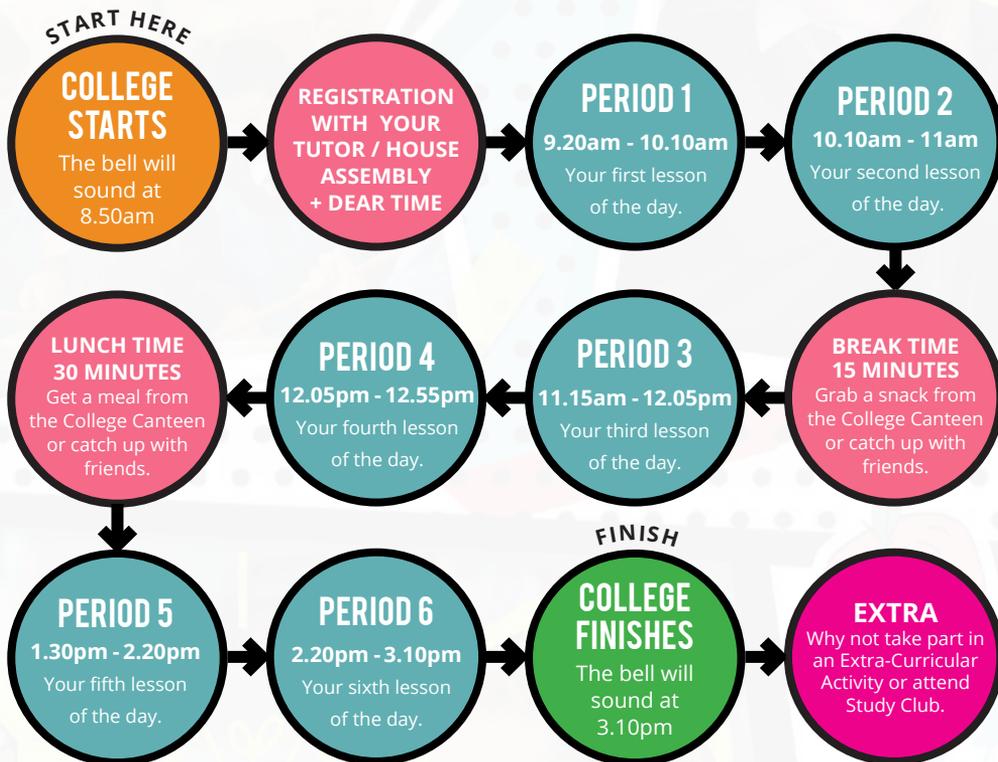
Talking to someone about your worries.



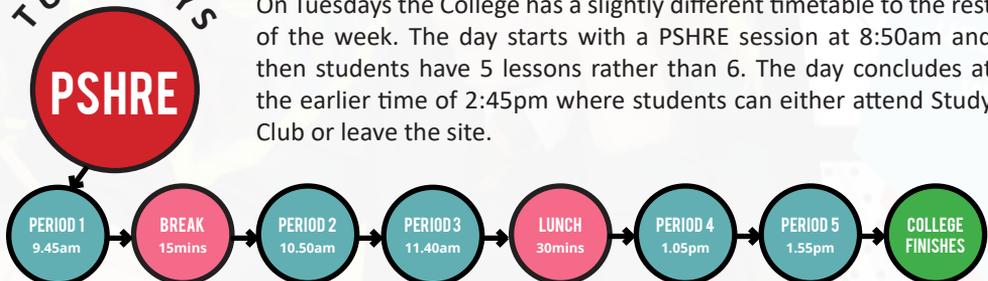
THE COLLEGE DAY

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 5 lessons rather than 6. 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

What do you need to bring each day?

- Black ink pens (at least 2)
- Red ink pen
- Pencils (at least 2)
- Ruler
- Rubber
- Coloured pencils
- Exercise books (if taken home)

You might also need:

- Dictionary
- Calculator (scientific)
- Modern Foreign Language dictionary



Students can purchase equipment from our Library Stationery Shop.

ART SUPPLIES



Pencil 10p



Pack of Colouring Pencils £1.30



Paint Set £1.20



Paint Brushes 20p-50p



Drawing Pads

A3 £1.50 / A4 £2.10



Crayons £1

EXTRAS



Compass 50p



Protractor 10p



Plastic Wallets 5p each

EXAM PREP



Exam Pack £1.40



Exercise Book 75p



Pack of Revision Cards 70p

ESSENTIALS



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



Berol Handwriting Pen 50p



Short Ruler 10p



Long Ruler 15p



Pencil Case 65p



Glue Stick 30p



Eraser 10p



Highlighter 20p each

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 8.40am 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 be worn over blazers and be of a plain dark colour 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

Compulsory

- **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

Compulsory

- **White polo shirt with Crookhorn College logo***
- **Reversible Rugby top***
- **Plain black (unbranded) shorts**
- **Sports/football socks**

*These items should only be purchased from Skoolkit.

Optional (for inclement weather)

- **Plain black (unbranded) tracksuit bottoms**
- **Plain black (unbranded) Leggings**
- **Plain black (unbranded) tracksuit top / jumper**

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)**
 - 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

On our virtual learning platform you can find dedicated Keeping you Safe and Promoting Positive Mental Health pages on itslearning. These have information about who you can speak 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 staff 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

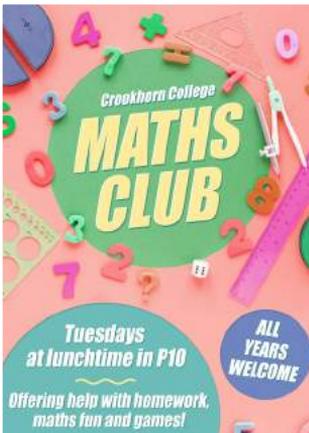
Crookhorn provides every student with opportunities to extend their College day by taking part in any one of a huge range of activities before, during or after school; there really is 'something for everyone'.

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 new this year the Scholars Award.

ARE YOU UP FOR THE CHALLENGE?

If you would like to take part in the Crookhorn 2023/2024 Challenge Awards follow these easy steps:

- 1 Read through all 18 Challenges featured on Itslearning - which one will you begin?
- 2 Contact Mrs Breeze 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 Mrs Bennett in the following half-term. Enjoy the reward ceremony!
- 7 Complete 3 challenges to receive your Challenge Badge! Wear it with pride.
- 8 Complete 10 challenges to receive your Scholars Award! This comes with a Scholars Badge as well as...
- 9 Free entry into the Golden Time activity at the end of the year. Also, a treat day out organised by staff.
- 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)

PERFORMING ARTS



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

COLLEGE FIELD



SPORTS HALL



GYMNASIUM



TENNIS COURTS

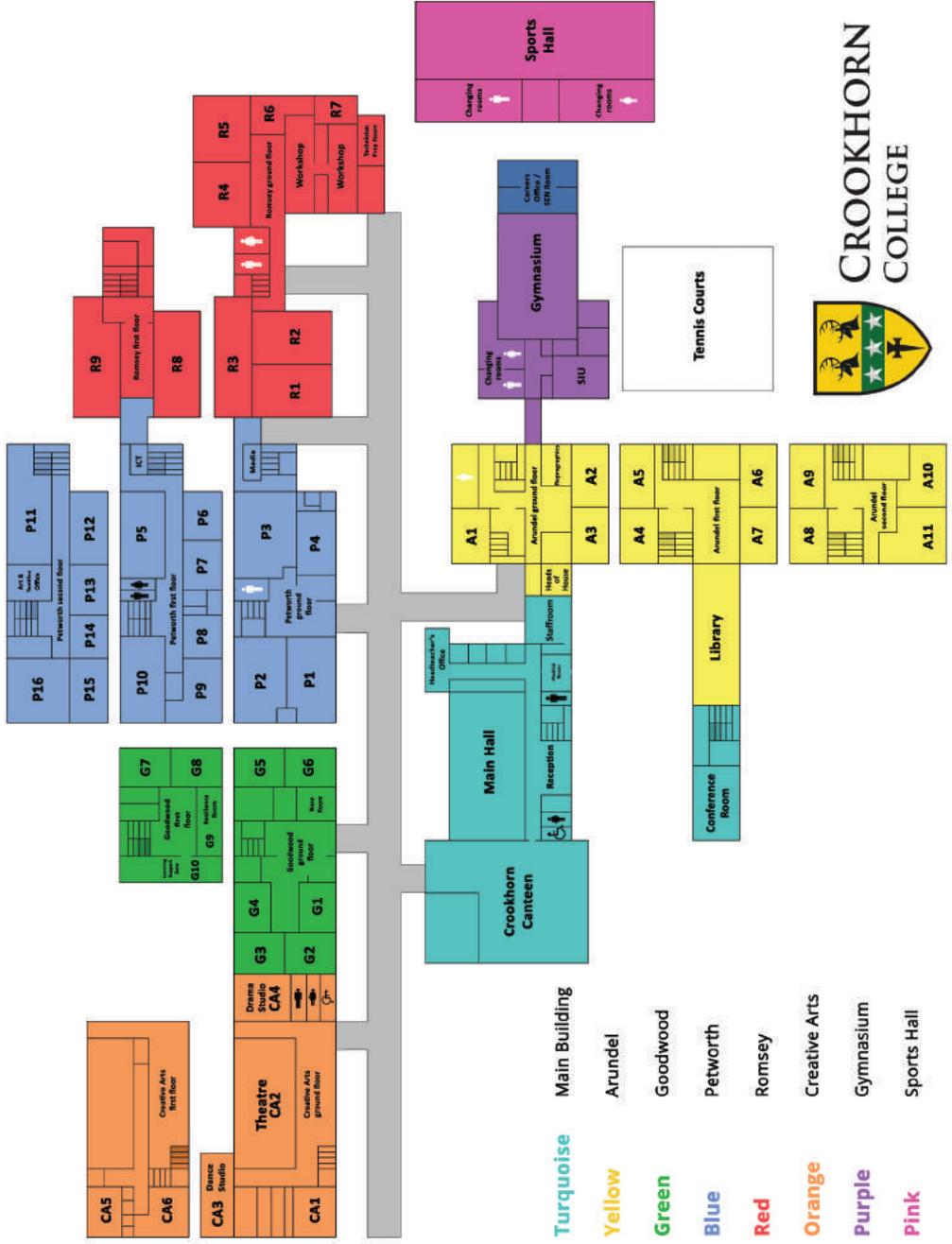


COLLEGE CANTEEN



MUGA (multi use games area)





**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
French	Spanish
Construction	Engineering
Catering	Graphics
Computer Science	Creative iMedia
Child Development	Business Studies



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.

	AMON	ATUE	AWED	ATHU	AFRI
R	Tu MLB P2	Ps RJF P3	Tu MLB P2	Tu MLB P2	Tu MLB P2
1	Ma JP P6	Ar ALP P11	Gg JSA G8	Gg JSA G8	Cs SO R2
2	Pe CCW	Dt JLM P5	Ar ALP P11	Ma JP P6	Re TC G4
3	Dc JAG CA2	Dt JLM P5	Ma JP P6	Re TC G4	Hi MNC P6
4	Sc LHE P1	Mu AJB CA1	Sc LHE P1	En CJT A1	MA JP P6
5	En CJT A1	En CJT A1	En CJT A1	Sp DJC A11	Sp DJC A11
6	Cs SO R2		Hi MNC P6	Dr HEC CA4	Sc LHE P1

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

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

Teacher's Initials

Ma		
JP		P6

Location (example: **P6** = Petworth 6)

Lesson index

- Tu = Tutor Time
- Ps = PSHRE
- En = English
- Ma = Maths
- Sc = Science
- Ar = Art
- Cs = Computer Science
- Dc = Dance
- Dr = Drama
- Fr = French
- Sp = Spanish
- Gg = Geography
- Hi = History
- Rs = Religious Studies
- Mu = Music
- Dt = Technology
- Pe = Physical Education

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 Hampton Court and Battle Abbey to longer overseas trips to locations such as Barcelona, Boulogne and Berlin. We also run a highly successful ski trip to the Alps, 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.



ONLINE PAYMENTS

ParentMail PMX 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 our own Crookhorn App that is available on both Apple and Android devices. Simply go to the 'App Store' on your device and search for 'Crookhorn'. 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.

KEY DATES

Summer Term Dates	Events
Friday 21st July 2023	End of Summer Term - College breaks up
Autumn Term Dates	Events
Friday 1st September 2023	Professional Training Day (INSET Day)
Monday 4th September 2023	Year 7 Start
Tuesday 5th September 2023	Whole College returns
Thursday 14th September 2023	Half-day closure for Open Evening
Monday 2nd October 2023	Professional Training Day (INSET Day)
Thursday 12th October 2023	Virtual Parents Evening
Monday 23rd October - Friday 27th October 2023	Half Term
Wednesday 22nd November 2023	In-person Parents Evening
Friday 15th December 2023	End of Autumn Term - College breaks up
Spring Term Dates	Events
Tuesday 2nd January 2024	Start of Spring Term - College returns
Thursday 18th January 2024	Virtual Parents Evening
Monday 12th February - Friday 16th February 2024	Half Term
Wednesday 6th March 2024	In-person Parents Evening
Friday 8th March 2024	Professional Training Day (INSET Day)
Thursday 28th March 2024	End of Spring Term - College breaks up
Summer Term Dates	Events
Monday 15th April 2024	Start of Summer Term - College returns
Thursday 23rd May 2024	Virtual Parents Evening
Monday 27th May - Friday 31st May 2024	Half Term
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)

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 2023/24.

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 updated 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. These addresses are also located on our website under the 'Staff' and 'Tutor Groups' tabs.

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' tab at the top of the page.

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 Parent Mail 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 2023/24 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

