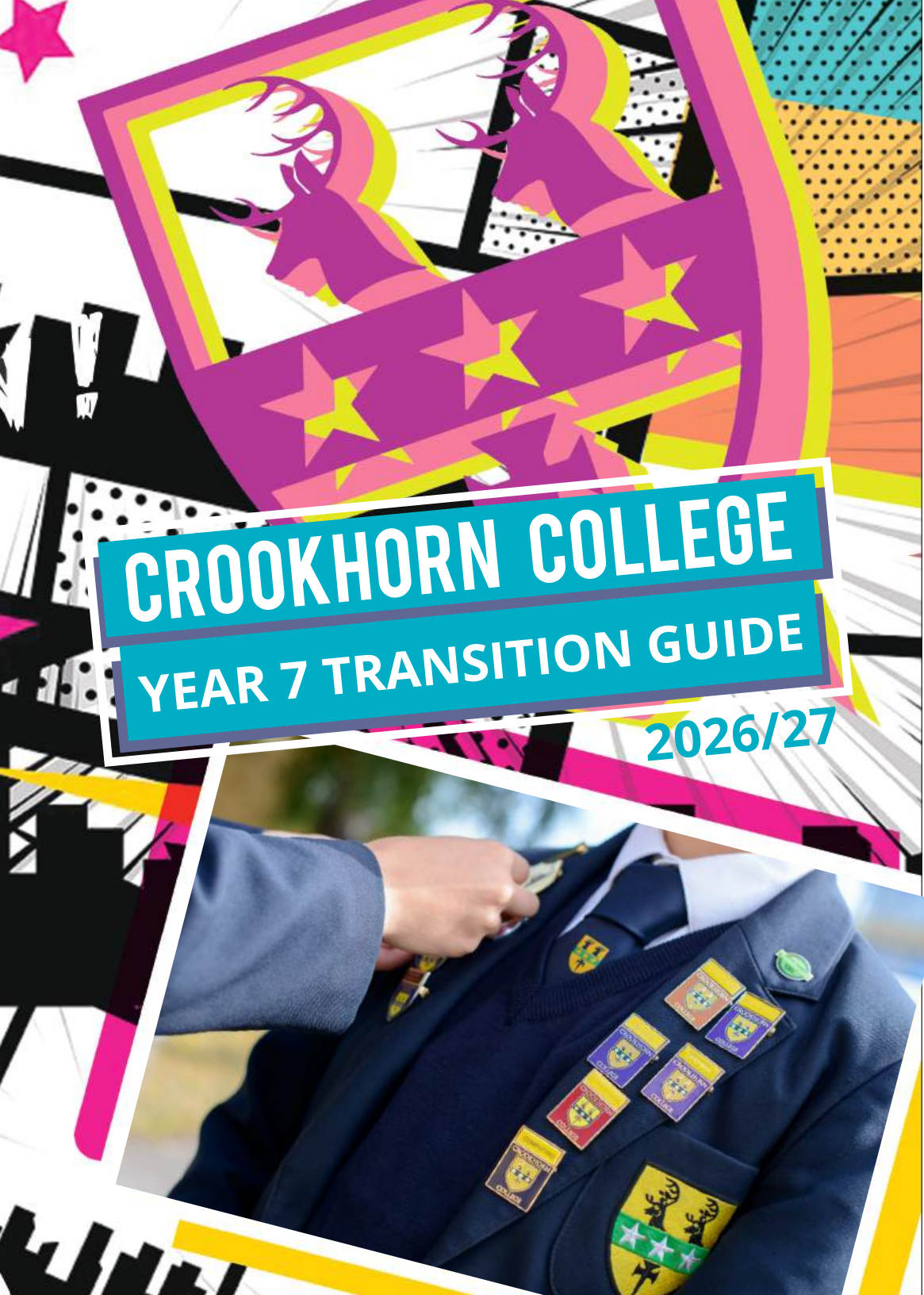




CROOKHORN COLLEGE

YEAR 7 TRANSITION GUIDE

2026/27



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

admin@crookhorn.hants.sch.uk

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

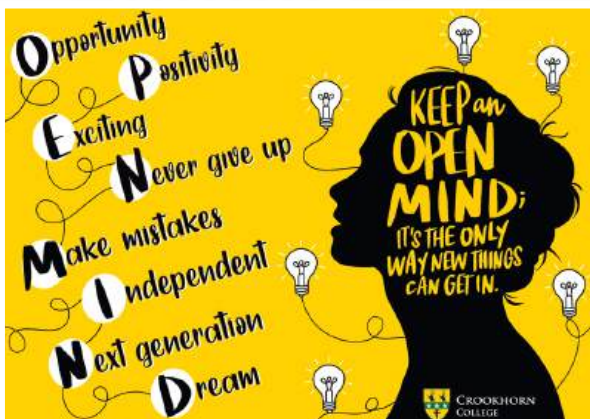
Completing tasks well. Realising your potential.

- *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.

Oppportunity
Positivity
Expecting
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 Edington
Head of Arundel House

GOODWOOD HOUSE



Mr Baker
Head of Goodwood House

PETWORTH HOUSE



Miss 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 Prefect 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 'Positives'; 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/ Mrs Tuff
1	Mrs Street		CA6
2	Mrs Lemon / Mrs Bonner (Thurs)		P3
3	Miss Fletcher / Mrs Pitassi (Weds)		A6/P11
4	Mr Chaplin		A2
5	Mr Pritchard		P6
6	Miss Harrison-Burrow		P12
7	Mr Kyrillou / Mrs Bonner (Fri)		P16
8	Mrs Mortlock		A5
9	Miss Watson		R4

GOODWOOD

GOODWOOD:		HOH: Mr Baker	SLT: Mr Lemon
1	Mrs Callaghan		CA1
2	Mr Hinton		G7
3	Mr Knight		P1
4	Mr McCaw		P15
5	Mrs Nailor		A9
6	Mrs Osborne		P7
7	Miss Hill		M2
8	Mr Bailey		P2
9	Mr Cheadle		M1

PETWORTH

PETWORTH:		HOH: Miss Davis	SLT: Mr Brunink/Mr Collins
1	Mr Trott		R6
2	Mrs Timson		G1
3	Mrs McClenaghan / Mrs Papanicolaou (A Thurs, Fri, B Mon, Wed)		G2/A10
4	Miss King		A8
5	Mrs Jones		G3
6	Mr Armstrong		CA5
7	Mr Valera		A11
8	Mr Morgan		R5
9	Mr McGinley		G8

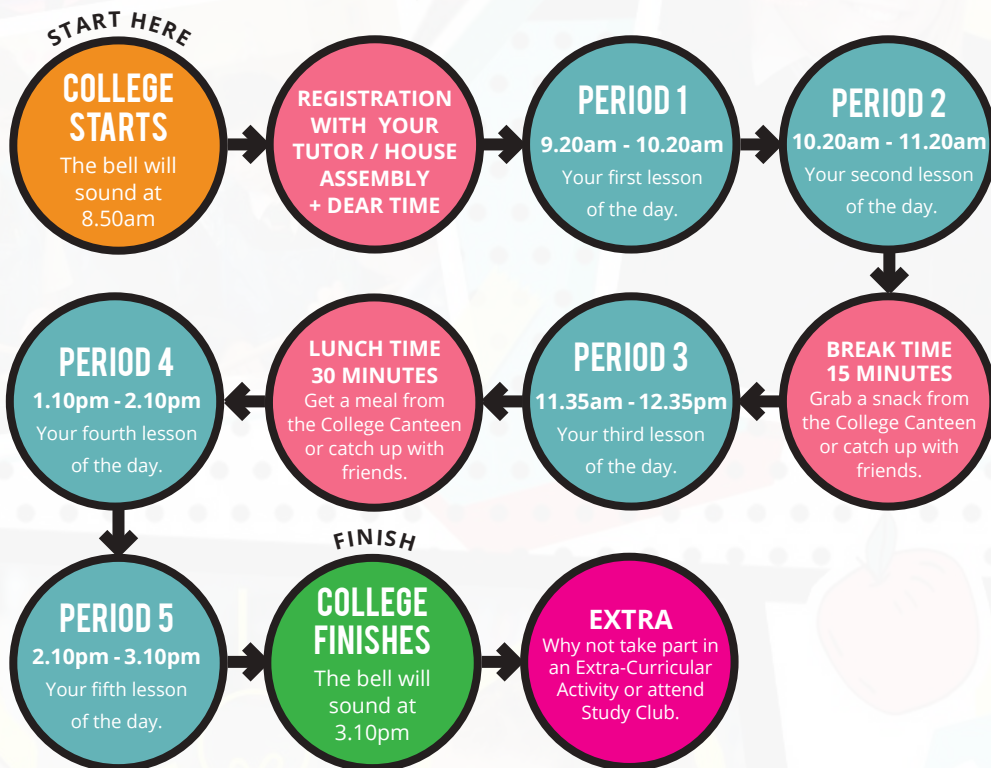
ROMSEY

ROMSEY:		HOH: Mr Carver	SLT: Mr Potts/Mrs Geddes
1	Mrs Burnham		R2
2	Mr Attwood		A3
3	Miss Marriott		A7
4	Mr Owoyemi		R1
5	Mr Blakey		P3
6	Miss Robertson / Mrs Ainslie (A Weds)		A1
7	Miss Potts		G4
8	Miss Kitching		R4
9	Miss Elliott		R3

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
- Calculator
- Coloured pencils

Other useful equipment might be:

- Dictionary / Spell checker
- Spanish dictionary for Modern Foreign Languages



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



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



Berol Handwriting Pen 50p



Protractor 10p



Eraser 10p



Glue
Stick 50p



Pencil 10p



Pack of Colouring Pencils £1.50



Long Ruler 15p



Highlighter 20p each



Paint Set £1.20



Pencil Case 65p



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, we have a modern food truck which acts as an additional serving point for our canteen food. Hot and cold food, drinks and snacks are available from our food truck at break and lunchtimes and is located outside 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/ knee-length tailored shorts 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**
- **House tie***
- **Dark socks**
- **Low-heeled, traditional black leather school shoes or sturdy, plain black leather or leather-look trainers without prominent branding or contrasting logos**

Optional (for inclement weather)

- **Navy jumper or tank top with College crest***

APPEARANCE

- Hairstyles should be moderate – no extremes in style or length (minimum grade 2 cut), no two-toned, dyed or bleached hair.
- One plain ring is permitted. No bracelets.
- No piercings apart from one small stud in each ear lobe. This includes no retainers (clear jewellery).
- Make-up, if worn, must be discreet and not include false eyelashes, eyelash extensions or false nails. Nail varnish if worn, must be clear.
- 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.

PE KIT

- **White polo shirt with Crookhorn College logo***
- **Plain black (unbranded) shorts** (no cycling shorts) or **Crookhorn branded PE 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***

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)

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.
For full details of our uniform policy, please refer to our website.

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.

TECHNOLOGY IN THE CLASSROOM

At Crookhorn College, we believe technology can be hugely beneficial in the classroom to aid understanding and independent study. Our 'Blended Learning' approach means students will work in exercise books, discuss and collaboratively work with other students and, at appropriate times, use technology to support their learning.

For the September 2026 cohort, the College will be offering students in Year 7 the opportunity to purchase a laptop that can be used in class, independently in College and at home to support their learning.

In brief: for a small monthly payment of £16 over 30 months or an upfront purchase, students will receive an educationally appropriate laptop with warranty and accidental damage insurance. It will be fully connected to the College wifi network, with filtering and monitoring software to allow staff to work with the students effectively in College. Out of College, students can connect to their home wifi network, with the reassurance of the same internet filtering standards.

Full details have been sent out via email and can be found on our website.

USE OF MOBILE PHONES

Students are not permitted to use their mobile phones during the College day.

Any phones brought into College need to be **turned off** and in bags from when a student arrives on site to when they have left the main building and are on the entrance and exit drives at the front of the College.

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.

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 the Library from 3.10pm to 4.00pm which is open to all, and on Tuesday from 2.45pm to 3.35pm.

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 will be 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.



WORKING TOGETHER TO SUPPORT OUR FAMILIES

At Crookhorn College, we truly value working in partnership with parents and carers. Supporting families is really important to us, and we want to make sure you know where to turn if you ever need advice, guidance or a little extra support.

One way we do this is by signposting families to FISH – the Family Information and Services Hub, which brings together a wide range of helpful services, organisations and activities available across Hampshire.

FISH offers friendly, practical support to help parents and carers take positive steps for their child and their family. This includes help with:

- Special Educational Needs and Disabilities (SEND)
- Emotional Wellbeing and Mental Health
- Key transition points, such as moving from primary to secondary school or on to post-16 education
- Education, Employment, Training and Learning opportunities

You can access FISH quickly and easily by scanning the QR code:



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 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.

There are challenge tasks in each lesson for high attaining students to complete.

EXTRA-CURRICULAR ACTIVITIES

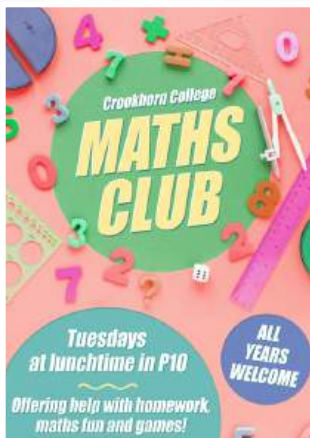
Crookhorn provides every student with opportunities to extend their College day by taking part in any one of a huge range of activities before, during or after school; there really is 'something for everyone'.

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.

COLLEGE CAMPUS

ARUNDEL



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

GOODWOOD



History (ground & first floor)
Religious Studies (ground floor)
Sociology (first floor)
Learning Support (ground & first floor)
The Resilience Room (first floor)
Resource Provision (ground floor)

PETWORTH



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

ROMSEY



Business Studies (ground floor)
Computing (ground floor)
Creative iMedia (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

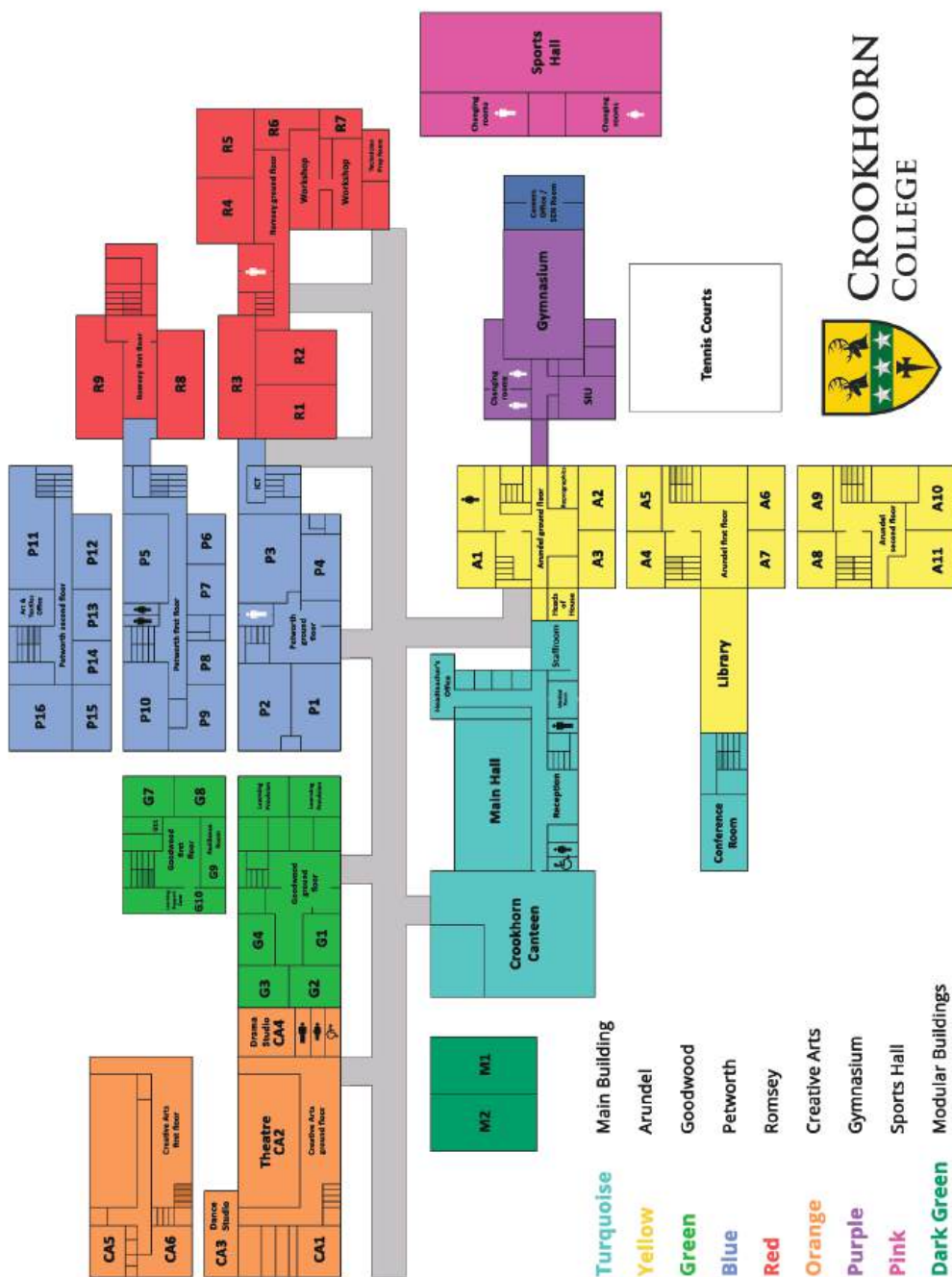


COLLEGE CANTEEN



MUGA (multi use games area)





**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

Business Studies

Computer Science

Creative iMedia

Catering

Construction

Engineering

Graphics



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

1

2

3

4

5

Tu	Ps	Tu	Tu	Tu
PM G2	RJA P7	PM G2	PM G2	PM G2
Gg	Ma	Dr	Ma	En
ERH G5	CMC P15	HEC CA4	CMC P15	ECS A5
Sc	Sp	Sc	Ma	Ma
DMD P4	ECP A10	DMD P4	CMC P15	CMC P15
Sc	Gg	En	Pe	Rs
DMD P4	ERH G5	ECS A5	APR	LVP G4
Ar	En	Mu	Sc	Hi
ALP P11	ECS A5	AJB CA5	DMD P4	LTI G7
Rs		Ma	Dt	Ma
LVP G4		CMC P15	RST R7	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 'Positives' for successfully demonstrating one or more of the Cornerstones: Respect, Responsibility, Commitment and Achievement. Positives are also awarded for effort, progress and for students' 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 200, 300, 400, 500 and 600 Positives 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 Positives.



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.

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

Social Media

The College's official Facebook and Instagram pages are 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 at:



Crookhorn College - Official



[crookhorncollegeofficial](https://www.instagram.com/crookhorncollegeofficial)

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 2026/27 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.



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COLLEGE

