



# CORNELIUS VERMUYDEN SCHOOL

*Respect, Resilience, Responsibility*

15 July 2020

Dear Parents/Carers

Firstly, I hope you and your families are coping well during these unprecedented times. Secondly, I write to share with you the school's plans for a wider reopening in September. I apologise for the length of the communication, but this letter will hopefully outline the careful steps that we have taken to ensure the safety of our community whilst providing a full and high-quality education moving forward.

On 2 July, the Department for Education (DfE) published guidance to support schools in England with full reopening from the beginning of the autumn term 2020. It is a government directive that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term based on the position that time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn and, therefore, we need to ensure that all pupils can return to school as soon as possible whilst managing their safety carefully.

The current government view is that the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. Whilst coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) while providing a full educational experience for children and young people.

The school has adopted the PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

As a school we must comply with health and safety law, which requires me to assess risks and put in place proportionate control measures. Essential prevention measures include:-

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) Clean hands thoroughly more often than usual;
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) Minimise contact between individuals and maintain social distancing wherever possible.

Below is a brief explanation of how the school will operate using these prevention measures.

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- 1) Any student, member of staff or other adult **MUST NOT** come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Furthermore, anyone developing symptoms during the school day will be immediately sent home.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government's 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be placed in the kitchen end of the training room, where they can be isolated behind a closed door (with a window for supervision). If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet immediately outside the training room. This has specifically been marked for use of those that require isolation only. This bathroom will be cleaned and disinfected immediately on a student being collected.

- 2) Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. On arrival, every student/member of staff will pass a hand sanitisation station. All students and staff will be expected to use this on their entry to the premises. Additionally, a similar station is present for all stakeholders when they exit the site.

Furthermore, every single classroom will have hand sanitiser within it. It is advised that it becomes part of our new culture that students maintain good hand hygiene, using the sanitiser regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

- 3) The 'catch it, bin it, kill it' approach continues to be very important, so we have ensured that every single classroom will contain tissues to support pupils and staff to follow this routine.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review from the government. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are always required on public transport (for children over the age of 11). The school's recommendation is that, where possible, students should walk or cycle to school.

- 4) The school will ensure that enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach, is executed as part of our daily duty.
- 5) Minimising contact between individuals and maintaining social distancing wherever possible is the biggest logistical challenge for schools, therefore the following will be implemented until further notice (until January 2021 in the first instance):-



- a. **One-way system** – A one-way system will be introduced. This is to ensure safe entry and exit routes to the school and this is indicated by lanes in place to and from the front gate. When students navigate the school, they will be expected to follow the one-way system in place on the top floor. Students will be asked to stay to the left lane, with the stairs by the canteen being used to travel upstairs only. The stairs by G1.1 will be for downward travel only. The ground floor 'street area' has been split into 2 lanes to enable students to maintain a 1-metre plus distance whilst navigating the site.
- b. **Breakfast** – There will be no breakfast provision for the first term. Students will be requested to arrive only five minutes before their first lesson and head directly to their room without congregating or gathering on the corridors.
- c. **Staggered Times** – The school will split between the 'Upper' (10 & 11) and 'Lower' school and will have separate timings for the school day as follows. This will facilitate minimising the number of students having a break/lunch at the same time.

#### Year 10 and Year 11

8.05am	Arrive
8.10am -9.10am	Period 1
9.10am – 10.10am	Period 2
10.10am – 10.30am	BREAK 1 (Year 11 Upper MUGA/Year 10 Lower MUGA)
10.30am – 11.30am	Period 3
11.30am – 12.30pm	Period 4
12.30pm – 12.50pm	Year 11 Lunch Year 10 Tutor
12.50pm – 1.10pm	Year 11 Tutor Year 10 Lunch
1.10pm – 2.10pm	Period 5

#### Year 7, 8 and 9

8.25am	Arrive
8.30am -9.30am	Period 1
9.30am – 10.30am	Period 2
10.30am – 10.50am	BREAK 1 Year 7 Lower MUGA, Year 8 Upper MUGA, Year 9 KASLAKE SIDE
10.50am – 11.50am	Period 3
11.50am – 12.10pm	Year 7 & 9 LUNCH (Year 7 Lower MUGA & Year 9 KARSLAKE SIDE) Year 8 Tutor
12.10pm – 12.30pm	Year 7 & 9 Tutor Year 8 Lunch (Lower School MUGA)
12.30pm – 1.30pm	Period 4
1.30pm – 2.30pm	Period 5

- d. **Bubbles** – A variety of different ‘bubbles’ will be formed.

#### **Years 7, 8 and 9**

In Years 7, 8 and 9 students will be placed into a group (of no more than 30 students). All lower school bubbles will be solely situated on the ground floor of the school site. Students will receive the entirety of their curriculum in **one designated room (with the same cohort of students)** to limit interaction and the sharing of rooms/social spaces between groups. They will remain with the bubble for all their teaching time. Students will complete a curriculum of English, Maths, Science, PE, History, Geography, MFL and Wellbeing.

**Approximately 25 teaching staff have been directly assigned to teaching the lower school bubble ONLY.**

#### **Year 10 and 11**

In the older age groups at key stage 4, the bubble will be the size of the year group to enable us to deliver the full range of curriculum subjects and students to receive specialist teaching. Students will continue the GCSE courses on which they will be examined.

All teaching of Year 10 and 11 will take place on the upper floor. The only exception may be those students that need to use the DT workshop or the catering rooms for practical lessons.

**Again, a separate bubble of approximately 30 teachers will teach Year 10 and Year 11 solely.**

- e. **Measures within the classroom** – My staff have been directed to apply a ‘front of classroom’ teaching style to ensure the safety of all. Additionally, students are strongly recommended to bring their own water or purchase it from the canteen. The water fountains will be in use and will be cleaned regularly, however I would encourage students NOT to use them unless essential.
- f. **Measures elsewhere** – Large groups of students will be kept apart where possible, meaning that we will avoid large gatherings such as assemblies during the first term. Instead, smaller bubble assemblies will be held.

#### **Response to any Infection**

In response to an infection, the school has a duty to inform staff members and parents/carers that they will need to:-

- Book a test if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit;
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace;

- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms, or someone who tests positive for coronavirus (COVID-19).

The school will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with us to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

### **Other Key Matters...**

#### **Change to the Start Date (Term Time)**

The advice from the DfE is that, as a school, we have a protracted start to the school to enable us to fully establish protocols and expectations with each year group under the banner of health and safety.

**Wednesday 2<sup>nd</sup> September (Staff Training Day – No students)**

**Thursday 3<sup>rd</sup> September – Year 7 & Year 11 ONLY**

**Friday 4<sup>th</sup> September – Year 8, 9 & 10 ONLY**

**All students (Year 7-11) should attend school as normal from Monday 7<sup>th</sup> September.**

#### **School Uniform**

Upon our September return, our usual uniform policy will apply as we believe that uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Any student who fails to wear the appropriate uniform (including shoes), or attends school wearing false nails or lashes, will be placed in the Reflection Room until appropriate adjustments are made, allowing them to return to normal lessons.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

#### **Attendance**

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:-

- parents' duty to ensure that their child attends regularly at the school where the child is a registered pupil and they are of compulsory school age;



- schools' responsibilities to record attendance and follow up absence, including home visits from the attendance ambassadors if school contact is not made;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

### **Parent Visitors**

For safety reasons, the school will not be permitting any visitors on site without a prior appointment, without exception. I therefore reinforce to parents/carers that they will be turned away by front office staff, if they fail to follow this directive.

It is imperative that parent/carers contact their child's Head of Year regarding any issue, from which appointments may be granted.

Year 7 – Mr Hilditch [jhilditch@corver.rmplc.co.uk](mailto:jhilditch@corver.rmplc.co.uk)

Year 8 – Mr Lill [jlill@corver.rmplc.co.uk](mailto:jlill@corver.rmplc.co.uk)

Year 9 – Mr Sweeny [msweeny@corver.rmplc.co.uk](mailto:msweeny@corver.rmplc.co.uk)

Year 10 – Ms Marsden [hmarsden@corver.rmplc.co.uk](mailto:hmarsden@corver.rmplc.co.uk)

Year 11 – Mr Chittock [chittocks@corver.rmplc.co.uk](mailto:chittocks@corver.rmplc.co.uk)

In addition, general enquiries can be made via [admin@corver.rmplc.co.uk](mailto:admin@corver.rmplc.co.uk) or by telephone (01268 685011).

### **Curriculum**

It is our aim to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, making use of existing flexibilities to create time to cover the most important missed content. Teaching will be prioritised to address significant gaps in pupils' knowledge, with the aim of returning to the school's normal curriculum content by no later than summer term 2021.

Furthermore, my staff will look to develop our remote education further so that it is integrated into school curriculum planning as remote education may need to be an essential component in the case of a local lockdown.

### **Behaviour Expectations**

The school developed and launched a new, but very simple, rights and responsibilities framework three weeks before the lockdown. This will continue to be enforced during our reopening. These rights and responsibilities are displayed in every classroom and in all communal areas. They will be constantly referred to by all staff members.

- **All students have the right to learn in a 'disruption free' environment;**
- **All teachers have the right to teach in a 'disruption free' environment;**
- **Everyone has the right:**
  - **To feel safe**

- To be listened to and treated with respect
- To be treated fairly
- To be free from discrimination

**We, as a community agree to the following responsibilities:**

- To follow instructions from adults without defiance or hesitation;
- To not use any foul or offensive language;
- To show respect for others, their property and the school environment;
- To arrive on time, equipped ready to work and dressed correctly (no hooded or non-uniform tops to be worn at any point on the premises);
- To complete all set work to the best of my ability;
- To ensure all mobile phones are not visible or used throughout the school day;
- To engage in any and all reading activities.

Any student who fails to comply with these basic rights and responsibilities will receive an appropriate sanction because of their failure to meet these expectations. All staff are empowered by governors and me to use their professional judgement over sanctions to improve the standards of behaviour within the establishment.

#### **I. Consequence Based Behaviour System**

At the start of every lesson it is an expectation that every student should place their planner and pencil case on the desk as soon as they take their seat. Below is the process that teaching staff will operate for students that fail to meet the school's rights and responsibilities framework. This has not varied, however I believe that it is appropriate to once again share this with you all.

##### **Consequence One (C1) First/Verbal Warning**

A student who is rude, shouts out, fails to complete set work, disobeys instructions or causes 'disruption' will be issued with a first warning - Consequence One (C1) - by the class teacher or support staff. These verbal warnings are not to be centrally recorded but should be noted by the class teacher by **removing the student's planner from the desk.** Teachers need to be calm and decisive in giving a warning to a pupil.

##### **Consequence Two (C2) Final Warning**

If a student persists in being rude, shouts out, fails to complete set work, disobeys instructions or causes 'disruption', then a second, final warning is issued, and their 'Expectation Card' (which is within the students planner, which is currently being held by the teacher under C1) is signed.

The issuing of C2 gives a student the choice and chance to make the final, right, decision.

### **Consequence Three (C3) 15-Minute Detention**

This detention will take place at Break 1 and will be issued for 15 minutes. (This will enable enough time to serve the detention and access the canteen). Students should report to the class teacher first before entering the canteen.

Failure to attend will result in the issuing of a C4 detention.

### **Consequence Four (C4) 60-Minute Detention**

A detention will be issued for 60 minutes after school in the main hall.

**A C4 sanction can be given due to an escalation of warnings, (C1, C2, etc.) or may jump straight to this category due to the severity of the incident. This is left to the professional judgment of my staff.**

## **2. Centralised Whole School Sanctions**

Detentions, since February 2020, are now executed with more rigour. There is no legal requirement for a school to give notice of a same day detention, however, I believe it is courtesy to inform parents by giving 24 hours' notice. The following will happen for every C4 detention that is issued:-

1. The behaviour event will be logged on Go 4 School (student's electronic behaviour record).
2. Phone/Email parent/carer to outline the reason the sanction has been set.
3. A detention sticker will be placed into the student's planner outlining the date of the sanction.

There will be one C4 scheduled detention (60 minutes) which will run daily in the **main hall** and all staff can refer into this sanction. These detentions will be led by a team of senior and middle leaders across the school and all students will be sat at examination desks where they will be expected to complete set work and a behaviour reflection sheet. The senior member of SLT will decide on whether the student has successfully completed the sanction or whether the sanction needs to be escalated further.

The school will follow the DfE advice and implement a Coronavirus Addendum to the existing policy. This will be shared with parents/carers in a separate cover.

### **Local Lockdown**

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process in due course and will obviously share any information with stakeholders.




As you can see, we have considered our approach to make a return to school in September as safe as possible. I would like to emphasise that it is imperative that all parents/carers, staff and students abide by our expectations to enable us to provide a safe education. Should you wish to see any further guidance on the Government's advice regarding reopening then please access this through the DfE website.

I will send a final letter to mark the close of the academic year next week and will write to all parents/carers in August to make explicitly clear the final operational details for the first few days of September.

In the meantime, I hope that you and your families remain safe.

Yours faithfully

A handwritten signature in dark ink, appearing to be 'Mr I Hockey', written in a cursive style.

Mr I Hockey  
Headteacher