



Respect, Resilience, Responsibility

6 September 2021

Dear Parent/Carer

Re: Communication

Building positive relationships among parents/carers and teachers is the heart of a good educational experience for all students. This communication aims to outline how you can contact the school during this academic year.

I. Contact by Letter, Telephone or Fax

Any communications should be directed to:-

Cornelius Vermuyden School
Dinant Avenue
Canvey Island
Essex
SS8 9QS

Tel: (01268) 685011
Fax: (01268) 510290

2. General School Enquiries

General school enquiries may be directed to Mrs A Beckman (Headteacher's PA) on admin@corneliusvermuyden.com or reception via 01268 685011.

3. Email

Please note that from Tuesday 7 September the @corver.rmplc.co.uk email addresses will be **disbanded** and will be replaced with @corneliusvermuyden.com addresses.

Specifically, please note that ihockey@corver.rmplc.co.uk will cease to exist from this date.

4. Important Email Contacts

Please find below important contact information for key staff below:-

Head of Year 7	Mr Chittock	chittocks@corneliusvermuyden.com
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Cornelius Vermuyden School | Dinant Avenue | Canvey Island | Essex | SS8 9QS
Tel: (01268) 685011 | Fax: (01268) 510290 | Email: admin@corver.rnple.co.uk | www.corneliusvermuyden.com
Headteacher: Mr J Hockey BA(Hons) MSc NPQH

Registered Office: Cornelius Vermuyden School | Dinant Avenue | Camwy Island | Essex | SS8 9QS | Cornelius Vermuyden School is an exempt Charity under the Charities Act 2011



Year 7 Line Manager	Mr O'Shaughnessy	coshaughnessy@corneliusvermuyden.com
Head of Year 8	Mr Hilditch	jhilditch@corneliusvermuyden.com
Year 8 Line Manager	Mr Bentley	cbentley@corneliusvermuyden.com
Head of Year 9	Mr Lill	jlill@corneliusvermuyden.com
Year 9 Line Manager	Mr Hibben	jhibben@corneliusvermuyden.com
Head of Year 10	Mr Sweeny	msweeny@corneliusvermuyden.com
Year 10 Line Manager	Miss Ounzain	nounzain@corneliusvermuyden.com
Head of Year 11	Mrs Marsden	hmarsden@corneliusvermuyden.com
Year 11 Line Manager	Mrs Halpin	dhalpin@corneliusvermuyden.com

Main Reception	Mrs Burr	lburr@corneliusvermuyden.com
Attendance Officer	Mrs Neil	mneil@corneliusvermuyden.com
Designated Safeguarding Lead	Mrs Bainbridge	nbainbridge@corneliusvermuyden.com
SENCO	Mrs Hibben	khibben@corneliusvermuyden.com
Finance Team	Ms Upfold	mupfold@corneliusvermuyden.com
School Business Manager	Mr Wilson	awilson@corneliusvermuyden.com
Deputy Headteacher	Mrs Halpin	dhalpin@corneliusvermuyden.com
PA/Headteacher	Mrs Beckman/ Mr Hockey	admin@corneliusvermuyden.com

5. Complaints

A copy of the complaints policy can be found in the policy bank on the website.

6. Visitors

Please note that the school will **not** allow access to the site for any parent/carer without an appointment. Front office staff have been directed to send away any persons without an appointment.

Should you wish to make an appointment, staff can be contacted by one of the methods above.

7. Social Media

If parents/carers have Twitter, please follow the school account **@CorVermuyden**.

Yours faithfully



Mr I Hockey
Headteacher

CORNELIUS VERMUYDEN SCHOOL

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