



**Dame Elizabeth  
Cadbury School**

Respect. Aspire. Believe. Commit

[www.decschool.co.uk](http://www.decschool.co.uk)

Our Ref: RP/Communication September 2023

Date: 29<sup>th</sup> September 2023

Dear Parent/Carer,

We are delighted how pupils have returned to school and with the manner in which they have settled in to the new term. Thank you for your ongoing support with ensuring our pupils are equipped for learning and that their uniform is of a high standard; it is very much appreciated.

We would like to take this opportunity to give you some key reminders about our parental workshops, uniform expectations, behaviour and how we communicate with parents.

### **Parental Workshops and events**

We have a number of informative workshops which you can attend, either in person or online, which focus on different areas of school. Workshop topics range from learning about the most effective reading strategies we use in school, based on research, to supporting you with mathematics skills. All workshops are designed to be informative and to build parent/carer confidence when it comes to supporting your child with their education. Please find information on upcoming workshops here <https://decschool.co.uk/parent-carer-support-workshops/>.

Each set of workshops has a target audience which is clearly labelled on the promotional schedule. We deliver sessions in three ways:

- **Face to face sessions** Which gives parents the opportunity to come into school and speak directly to staff. Physical resources can be collected, and you are invited to interact with staff if you have any queries about any elements of the workshop.
- **Online 'live' sessions** require parents to register their interest for the session. Details of the session will be sent a few weeks beforehand, and a link to Microsoft Teams will be sent. Logging on is easy and you can participate in your session from the comfort of your own home. Parents will be invited to ask questions through the chat facility and contribute ideas. Sessions will be recorded, and all resources will be placed on the website.
- **Online pre-recorded sessions** offer the flexibility of being accessed at any time that suits you. These types of sessions are updates on different areas of school and information about upcoming events or initiatives.

So far, this Autumn term, we have already successfully hosted two face to face sessions; "Attendance and Punctuality" and "SEND – my child's first year at School". Both sessions were targeted at specific parents and they were both well attended. The feedback has been really positive and parent attendees feel they are more aware of what happens in school in terms of supporting their child.

It was also our pleasure to host our Macmillan Coffee Morning on 26<sup>th</sup> September for year 7 pupils and parents. It was a great opportunity for our parents and pupils to enjoy a slice of cake and also donate to a very worthy cause. Thank you to those who attended.

### **Upcoming workshops and events – Autumn 2023**

We welcome all parents to participate in one of our upcoming events below.

- 1) Face to face event – "Year 11 and 13 parents: How to help my child revise" on 4th October 2023 (5.00-6.00pm). This workshop is suitable for parents of year 11 and 13 students and aims to provide information on how to support your child throughout their GCSEs and A-Levels.



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- 2) Online pre-recorded session update on 'How to create a safe learning environment at home' which will be released after 4.00pm on 25<sup>th</sup> October 2023 on our website. There is no need to sign up for this as it will be accessible to all. I really hope that you will be able to join us on at least one or more of the many parental events we have planned for Autumn 2023. See <https://decschool.co.uk/parent-carer-support-workshops/> for more details. As always, thank you for your continued support

### **Parents Evening 2023/2024**

19th October 2023	Year 7 Settling In Evening	4:30pm to 6:00pm	Face to Face
14th December 2023	Year 11 and 13 Parents Evening	4:30pm - 7:00pm	Face to Face
1st February 2024	Year 7 Parents Evening	4:30pm - 7:00pm	Online
22nd February 2024	Year 8 Parents Evening	4:30pm - 7:00pm	Online
7th March 2024	Year 9 Parents Evening/Options	4:30pm - 7:00pm	Face to Face
21st March 2024	Year 11 Parents Evening	4:30pm - 7:30pm	Face to Face
11th April 2024	Year 12 and 13 Parents Evening	4:30pm - 7:00pm	Face to Face
2nd May 2024	Year 10 Parents Evening	4:30pm - 7:00pm	Online

### **General communication**

#### **Twitter**

As a school, we utilise every opportunity to tweet about what events are taking place and what pupils are learning. Our school Twitter handle is @followDECTC; please follow us and share our handle for the most up to date news. We enjoy sharing content delivered through assemblies, special events and extra-curricular activities. Some examples of these are awareness days such as Mental Health Awareness Day, National Careers Week and the outstanding results of our UKMT Maths Challenge Competition.

#### **Website**

In addition to good news stories shared on the website, there is a wealth of information to support your child's journey with us. We are currently working on a comprehensive guide to help you navigate the different areas of the website. Our website has a host of information, ranging from the make-up of the school day to how to what texts are recommended for your child to read. We also ensure all school letters are published on our website under 'Publications'.

#### **Parent Advisory Board "You said, we did"**

Parental voice is very important to us at Dame Elizabeth Cadbury School. We host a termly Parent Advisory Board meeting which provide us with invaluable feedback on new ideas and initiatives that we'd like to roll out. Actions taken in response to the valuable feedback from parents are consolidated into a "You said, we did" document on the website.

#### **Termly Newsletters**

Each term, an online newsletter is sent to parents which contains news stories about events that have happened in either the autumn, spring or summer term. This is also an opportunity for the Heads of Houses to share updates about each specific pastoral house.

#### **Dedicated email and telephone lines for queries**

If parents, or the general public, have queries, they can email a dedicated email address, [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk). We also have dedicated telephone lines for direct contact with each Pastoral House, our Social Workers Hub and main reception. All areas can be accessed through the main telephone number followed by the relevant option (Option 2 - Durham and York Houses, option 3 - Warwick and Exeter Houses, option 4 - Social workers team and option 0 - main reception).

#### **Attendance answer phone service**

In response to parent feedback, we now have a dedicated answer phone facility accessed through the main telephone number - option 1. This allows parents to leave a message about their child's absence, please ensure you leave a reason and full name on the voicemail.



## Parent 'drop in' sessions

Throughout the year, we have planned parental drop in sessions.

You will receive a calendar later in the summer term. For example, we have recently hosted a drop-in session for year 11 parents on 'Careers and next steps' through our Careers advisor.

We have also hosted a 'SEND coffee morning' with our SEND team.

## Standards and expectations

We would like to take this opportunity to remind you of our impeccable high standards surrounding uniform, equipment and conduct.

We expect every pupil to ensure they arrive at school prepared with the correct uniform. A reminder of these expectations can be found here <https://decschool.co.uk/uniform/>. Our uniform consists of:

- Black Blazer with Badge.
- White school shirt to be tucked into waistband.
- School tie with House colours.
- Black 'V' neck long sleeve jumper (optional).
- Black tailored trousers or Black formal skirt (knee length).
- Black socks or tights (not patterned).
- Smart black shoes.
- NO facial piercings.
- Bandanas are not permitted.
- Extreme fashion or hairstyles are not permitted.
- False nails and eyelashes are not permitted.
- One pair of plain studs only (no diamante or patterned studs).

This term there has been a real drive to ensure that skirts are knee length and no shorter.

Please ensure your child's skirt is at least knee length.

All pupils are expected to wear full school uniform at all times and their appearance should be appropriate to a working environment. Shirts must be tucked in and top buttons fastened. Hoodies or tracksuit tops are not permitted and will be confiscated. Coats are not to be worn inside the building.

Unfortunately, we have recently seen an increase in the amount of banned jewellery items. Pupils must not wear rings, multiple sets of stud earrings, patterned or diamond earrings or ear bars. If found, these will be confiscated. After October half term, we will begin to sanction pupils who persistently wear these items.

We really value your support and commitment with keeping our standards exceptionally high. We really appreciate the work that you do behind the scenes at home and I would like to take this opportunity to thank you for all that you do to support your child's learning.

We hope you find this information helpful. A copy of this letter and each letter sent home is available on the school website here <https://decschool.co.uk/school-letters/>.

Thank you for your continued support

Yours Sincerely



Mr R Prime  
Headteacher

