



**Dame Elizabeth
Cadbury School**
Respect. Aspire. Believe. Commit.

School Prospectus
2024-2025



A PROUD MEMBER OF MATRIX ACADEMY TRUST

Education **Without Exception**

I am very proud to be the CEO of the Matrix Academy Trust. It is truly a privilege to work with like-minded, hard-working colleagues who are all focused on delivering the Trust's vision.

Our vision is simple: every child deserves an exceptional education. We make this happen by doing the things which really make a difference. Working smartly means we have staff who want to work here. It ensures we have the capacity to care for every pupil, providing them with the best possible education – without exception.

A great school is one people want to work at and one parents want to send their children to. No matter how great our schools might be, we never rest on our laurels. We are restless in our efforts to keep improving and we instil this in our young people.

Welcome to Matrix Academy Trust.

Lynsey Draycott



Matrix
Academy Trust

EDUCATION WITHOUT EXCEPTION



RESPECT. ASPIRE. BELIEVE. COMMIT.

Dear Parents/Carers,

We believe that there has never been a better time to join Dame Elizabeth Cadbury School. Following our recent Ofsted “Good” inspection in March 2023, we are prouder than ever of the education and opportunities that we provide. We want the best for every child, regardless of who they are. That is what drives us. Our golden rule is: if it would not be good enough for our own relatives, it is not good enough for Dame Elizabeth Cadbury pupils.

Our high aspirations for our learners mean that we have developed a curriculum which is both broad and balanced. Ofsted commented that, “Leaders have developed a substantially ambitious and well-sequenced curriculum that starts in Year 7 and runs through to the sixth form”.

We know that parents and carers choose Dame Elizabeth Cadbury School for our values and commitment to ensuring your child’s success. At Dame Elizabeth Cadbury School we are proud that our pupils embrace the DEC values - Respect, Aspire, Believe, Commit - in everything they do. We have high expectations of our pupils from their conduct and behaviour in school and out in the community to the way that they wear their uniform with pride. Ofsted commented that, “Warm and respectful relationships characterise life at this school. Pupils are happy and safe. Pupils value the support staff give them.”

Our staff work tirelessly to ensure that every child succeeds and achieves their potential. The teaching and support staff are led by strong leaders who are just as ambitious for your child as you are. We firmly believe that every child should have high aspirations and provide Careers guidance that has been recognised as a model of best practice within the Birmingham area.

Our school community is proudly diverse, and we do not tolerate bias, prejudice, or discrimination of any kind – whether conscious or unconscious – and we instil in our pupils nothing less than the urge to go out into the world and make it a better place.

We want our pupils to grow and develop academically, socially, and personally so that they leave us and become confident, active citizens who demonstrate respect and tolerance and can establish and maintain positive relationships. We look forward to taking our next group of pupils on this journey.

ADMISSIONS.

The number of intended admissions in September 2024 will be **150**.

Pupils will be admitted at the age of 11 years without reference to ability, aptitude, race or religion. Where applications for admission exceed the number of places available, the following criteria will be applied.

- 1.** Children in Public Care (looked after children) & previously looked after children. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
- 2.** Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school at the proposed admission date.
- 3.** Children of staff employed at Dame Elizabeth, where a member of staff has been employed at the academy for two or more years at the time at which the application for admissions is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage/or the member of staff has been seconded to support other schools within the Matrix Academy Trust.
- 4.** Children who live nearest to the school. Distance between home and school will be a straight-line measurement from the front door of the pupil's residence to the front gates of the school on the drive leading to the school's main entrance doors and reception. The Local authority uses a computerized system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

IN YEAR ADMISSIONS.

Applications for in-year admission (age groups other than the normal year of entry) must be made directly to the school. Our In Year admissions application form can be found on our school website.



Visit the school website for a full breakdown and descriptions of our admissions criteria.

SUPPORTING OUR PUPILS.

Dame Elizabeth Cadbury provides a broad and balanced curriculum for all pupils and each child is supported and encouraged to reach their full potential. Recognising that some children may require extra support, there is a range of provision on offer to match the needs of individuals.

Our SENDCo coordinates additional support for pupils with special educational needs and/or disabilities. Where special educational needs or a registered disability are identified, specialist staff will support teachers in the classroom, or provide materials to supplement the teacher's work.

Some pupils will need special provision in addition to lessons to develop literacy and numeracy skills which could mean the pupil attends a range of intervention programmes during form time. Pupils could also be invited to a range of programmes that would develop their confidence and social skills such as Social Interaction Group (SIG) where pupils work on their self-esteem and communication skills.

These interventions are by invitation only to ensure the groups are small, allowing for us to maximise the impact for pupils.

Please note that Dame Elizabeth Cadbury School is a multi-level site with separate buildings.

REPORTS.

Effort and progress judgements and attainment grades are issued across the year to parents/carers to keep them informed of their child's progress.

COMMUNICATING WITH PARENTS.

Our school must be seen as part of a wider community, which includes parents and carers, upon whose cooperation we depend. We feel that regular home-school contact is essential if pupils are to obtain the full benefit from their education.

An Induction Evening is held in the Summer Term for the parents of Year 6 pupils who will be joining the school in September. At this meeting there is an opportunity to meet Heads of House and the Senior Leadership team.

Our Heads of House are the single point of contact for parents and carers. They will bring together any information you require and communicate it home. For less urgent enquiries, you may also email enquiry@decschool.co.uk. Whenever you contact the school, please give the name of your child's Form Tutor, their form group, and their Head of House.

The school newsletter and school letters are published electronically on our website to keep you informed about all school matters. We use a text messaging service to share updates with parents and carers. It is vital that you ensure the school always has your most up to date contact details to enable us to communicate and update you via our text message service.

We also use twitter to keep parents informed of exciting news and opportunities. Follow us at @FollowDECTC

We use ClassCharts to report pupils' positive and negative behaviours. The behaviours recorded represent live data and can be viewed throughout the day. When your child starts, you receive access to a parent app which allows you to monitor your child's behaviour whilst they are at school and discuss their positives and negatives with them at the end of each day.



PARENTS EVENINGS.

Pupils in Years 7 to 10 will each have one virtual Parents' Evening calendared during the school year. Pupils in Year 11 will have two Parents' Evenings, taking place in person. In Years 7-10, all appointments are booked and take place using an online platform, meaning that you can attend meetings from a location that is convenient to you. At your child's Parents' Evening you will have the opportunity to meet your child's teachers, discuss their progress and ask any questions that you may have.

Parents and carers are requested to attend all Parents' Evenings. These meetings are seen as a vital part of the communication process between home and school and research has shown that children of parents who attend benefit greatly.

Dates and times for Parents' Evenings are sent out in advance and published on the school's website. Other information evenings and parental workshops are also held for parents and carers and details are published separately for these events.

EXPECTATIONS.

At Dame Elizabeth Cadbury School, the expectation for our pupils' behaviour and achievement is extremely high. We expect pupils to be polite, orderly, and considerate of others and of property. We are a school where pupils learn and therefore high standards of behaviour are expected in and out of classrooms. This ensures all pupils can learn effectively. No one has the right to spoil other pupils' learning. A positive, caring atmosphere based on an ethos of mutual respect provides a working environment where pupils can reach their full potential.

VISITS TO SITE.

New pupils are invited to visit the school for an Induction Day in July during a normal working day. Senior staff visit primary schools prior to this to talk to staff and pupils and ensure a smooth transition. A number of additional SEND transition days are also organised to further support pupils with additional needs.



PLEASE NOTE:

IN ORDER TO SAFEGUARD PUPILS, DAME ELIZABETH CADBURY IS A NO MOBILE PHONE SITE FOR YEARS 7-11.

PASTORAL CARE.

When pupils join Dame Elizabeth Cadbury School in Year 7, they are placed into a 'House' – Durham, Exeter, Warwick, or York. This House is like their family at school and their Head of House will monitor all their successes and any areas they might need support with. Our Heads of House are the single point of contact for parents and carers. Each child will also have a Form Tutor who they will see every day and who will work closely with Heads of House and Assistant Heads of House.

At Dame Elizabeth Cadbury School we have a proud tradition of a successful Prefect system. Our prefects are positive role models who help to promote the culture and ethos of the school by supporting both staff and pupils. They are ambassadors for the school in every way and routinely demonstrate the four DEC Values - Respect, Aspire, Believe, Commit.

We also have Anti-Bullying and LGBTQ+ Ambassadors. The role of our LGBTQ+ Ambassadors is to support pupils at Dame Elizabeth Cadbury to feel represented and included whilst they are at school. The ambassadors receive training to equip them with the knowledge and skills to listen, advise, and challenge their peers. As a school, we have committed to the Rainbow Flag Award as a commitment to improve the lives of the LGBT+ pupils in our care, those from LGBT+ families, and LGBT+ staff members.

Dame Elizabeth Cadbury is a Telling School, and we encourage all pupils to talk about their experiences, thoughts, and feelings. Bullying has no place in our school, and it will not be tolerated. There are well-developed procedures for staff and pupils to follow if incidents do occur. The topic of bullying is explored in assemblies and during tutor time so that pupils are reminded they should tell someone if they do not feel happy about a matter. Our pupils know that there is no need to suffer in silence. Dame Elizabeth Cadbury's Anti-bullying team consists of Ambassadors from Years 7 to 10. Ambassadors complete the Diana Award which equips them with the tools needed to support staff in creating a safe and kind school community.

SAFEGUARDING.

The school's priority, over and above all other responsibilities, is the welfare of pupils. If staff are concerned about the welfare of any pupil, parents/carers are usually the first to be contacted. If the concerns are sufficient to suggest that there is the possibility of abuse, then staff will contact the appropriate Child Protection Agency, usually Children's Services with or without parental consent. The school is aware that this occasionally causes problems in relationships with parents. However, if the school is concerned about a pupil, there are procedures which we must follow to ensure their safety. All matters of concern regarding the welfare of the pupils are recorded in the school files and these are available to be seen by parents/carers. We do share information as part of our multi-agency agreement with Health Services, Police, Children's Services, and other agencies where appropriate.

HOMEWORK.

All pupils will be expected to do homework. The amount set will be appropriate to the age and different needs of pupils. Some may be set via on-line learning Platforms. You will be able to monitor your child's homework via their planner.

REWARDS.

At Dame Elizabeth Cadbury School, staff create opportunities for pupils to experience success. Our reward system enables staff to recognise and celebrate a host of successes that contribute to outstanding learning and progress. Pupils who work hard, attend well, and show excellent behaviour and attitudes in lessons make above and beyond expected progress, which is evident in their assessment data. They are recognised through our weekly Reward Raffles, Student of the Week, celebration assemblies, Attendance Reward breakfasts and raffles and a yearly Rewards Trip. Every year, the four houses compete to be the best, with every student making their own important and valued contribution.



DURHAM
EXETER
YORK
WARWICK



At Dame Elizabeth Cadbury School, our aim is to provide each of our learners with an ambitious, broad, and balanced curriculum which inspires them to succeed. The design of our curriculum, as set out by the National Curriculum, enhances all aspects of their education, including humanities and linguistic, mathematical, scientific, technical, social, physical, and artistic learning.

Our teachers are enthusiastic, committed, and caring and deliver the curriculum in such a way that instils a curiosity and love of learning in our pupils that serves them throughout their school life and beyond.

Our curriculum equips
our pupils with the **knowledge and experiences** which will enable them,
as upstanding citizens, to **overcome challenges** while making
courageous and ambitious choices.

KEY STAGE 3.

The curriculum builds on the knowledge, understanding and skills that pupils have acquired at Key Stage 2. Our aim is to develop pupils' knowledge across all subjects, equipping them with the necessary skills to progress. In Year 9, we support pupils to make informed choices which helps guide them towards pathways which are appropriate for their ability.

KEY STAGE 4.

The curriculum continues to develop and extend the knowledge and skills that our pupils gain in Key Stage 3. In addition, the curriculum is designed to prepare our pupils for their examinations. All pupils study the core curriculum of English Language, English Literature, Mathematics, Science, PE and Personal, Social, Health and Economic Education (PSHE). Our curriculum is in line with Government Ebacc aspirations and pupils will also study History or Geography and a language (French, Spanish or German). In addition, pupils will select from a wide range of subjects across option blocks. As a school, we ensure that we offer appropriate progression pathways from Key Stage 4 to allow our pupils to continue their education in our Sixth Form or another suitable next step destination.

KEY STAGE 5.

At Key Stage 5, we provide pupils with the opportunity to continue their studies to A-Level and/or BTEC Level 3. Our curriculum is designed so that pupils can choose a range of different pathways of subjects that combine effectively. We offer five hours of teaching time for each subject, ensuring pupils excel in their chosen subjects.

Whilst academic results are important, they are one of many pieces of the jigsaw puzzle that build up to form components of a child at our school. We recognise the importance of designing a wider curriculum built upon the core principles of instilling ambition, resilience, independence, and self-belief; skills that result in improved life chances for our pupils. Our Personal Development curriculum enables pupils to develop and apply skills and attitudes to allow them to become full and active citizens who demonstrate respect and tolerance and who are prepared to face and manage the challenges and opportunities of an ever-changing global community. Each week we recognise a different Theme of the Week. The Theme of the Week runs through assemblies, form time activities and whole school events and recognises important local, national, and international events. It also links into our PSHE programme which delivers Relationships, Sex and Health Education as well as Citizenship, RE and Careers.



ATTENDANCE.

Each child enrolled at Dame Elizabeth Cadbury School is expected to attend every day and on time, so that they can achieve their full potential. Children cannot learn as effectively if they do not attend school. Attendance at school is a prerequisite to pupils achieving their full potential as excellent attendance and punctuality impact on both academic success and social and emotional wellbeing.

All parents and carers of a pupil who will not be attending school through illness etc. are required to telephone the school before 8.40am to give the reason. A note, signed by a parent or carer confirming the reason, must be brought after every absence, otherwise the absence will be recorded as unauthorised. By law, only the school can authorise an absence. Pupils are registered at 8.40am every morning and should be outside their form rooms at 8.35am. Dental or medical treatment should be arranged after school, or during school holidays. If your child's attendance is below 95%, they will be monitored by the attendance team.

If, for very exceptional circumstances, you need to request absence from school for your child during school time, you should apply to the school 8 weeks prior to the known absence for an official Pupil Absence from School form. Once this has been returned to the school, the school will confirm whether the absence is authorised or unauthorised. We do NOT authorise holidays during school term time. Research has found that two weeks absence can seriously affect examination results. By taking time off school for holidays, parents/carers are encouraging their child to fail. Cheap holidays will reduce the academic achievement of your child. Our Attendance & Punctuality guide which is on the school website gives further details regarding attendance including penalty notices.

BEHAVIOUR.

At Dame Elizabeth Cadbury School, rules are simple and are kept to a minimum. At all times there should be courtesy and consideration for the needs, convenience, and safety of other people. The school rules are set out in the school's Behaviour Policy. Discipline is firm and consistent on the basis that children respond to the high expectations placed upon them. When sanctions need to be administered it usually consists of a reprimand, detention, referral to Head of Department, referral to Head of House, Senior Pastoral staff or a warning letter. We operate a no notice 20-minute detention to support behaviour and learning. On rare occasions, a senior member of staff is involved, and parents/carers may be invited to the school to discuss particular problems. A variety of strategies are used to improve behaviour. However, in serious or persistent cases of indiscipline, exclusion from school will result. Dame Elizabeth Cadbury School has a zero-tolerance policy on the bringing of illegal drugs onto site. Any pupil doing so will be permanently excluded.

UNIFORM

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 around the building. Our uniform is stocked by Kids Essentials or Clive Mark.

SCHOOL UNIFORM.

- Dame Elizabeth Cadbury branded black blazer.
- Black trousers or black skirt (no shorter than 5cm above the knee). Must not be of Lycra or jersey material.
- White polyester/cotton shirt (worn with school tie) with a top button. Tucked into waistband of skirt or trousers.
- House tie to be worn with 6 stripes visible.
- Black socks or black tights (no patterns or over knee socks).
- Smart black polishable leather school shoes which are sensible and lightweight. Training shoes, canvas shoes and fashion boots are not acceptable.
- Black 'v' neck sweater (optional). No cardigans.
- Plain colour outer coat (not leather or denim).
- Black, plain headscarves, wraps, bands, or hair

JEWELLERY AND MAKE UP.

- One plain gold or silver stud earring in each ear lobe is permissible - no other jewellery is permitted.
- No makeup may be worn by pupils in Years 7, 8 and 9. Pupils in Years 10 and 11 may wear discreet makeup.
- Hair colour and high fashion hairstyles are not permitted.
- Any extreme fashion, hairstyle or body marking/piercing is banned.
- False nails, false eyelashes and nail polish are not permitted in school. Fake tan is not permitted.

PE UNIFORM.

The compulsory items for every PE lesson are:

- Plain black PE Top
- Plain black PE shorts, leggings
- Sports trainers or boots depending on the activity.

Pupils will be provided with school PE kit if they forget their kit. A 20-minute detention will be issued for lack of PE kit without a note. Refusal to wear replacement kit will result in a further sanction. We expect high standards of appearance in both PE lessons and extra-curricular clubs.

The Headteacher's decision will be final in all matters relating to uniform, jewellery, and hairstyles. If you do not support this, then please do not choose Dame Elizabeth Cadbury School for your child. Samples of acceptable/unacceptable uniform can be viewed on our website.



EXTRA CURRICULAR.

All pupils are encouraged to develop an interest and participate in the wide range of activities which take place outside the normal school timetable. We encourage all pupils to actively involve themselves in extra-curricular activities. We expect every child to be involved in at least one extra-curricular activity.

A copy of the extra-curricular programme is available on the school's website. This programme is updated each term. The following extra-curricular activities are a selection of the after-school sessions that took place last year for pupils in Years 7-10. Similar opportunities will be made available in 2023-24.

- Volleyball
- Girls' Football
- Gaming Club
- Steel Pans
- Eco Club
- Trading Card Game Club
- STEM Club

A supervised Homework Club runs every afternoon from 3:10pm to 4:00pm.

As part of our wider curriculum offer, we aim to provide pupils with a range of life experiences to enrich their understanding of the wider world and broaden their aspirations. We offer trips to New York, Italy, and Wales alongside theatre trips for English and trips to restaurants for MFL. This year, additional Turing trips will be running to Sweden, Rome, and Peru. The Duke of Edinburgh Award will be offered to enable pupils to develop life skills which stand them in good stead for a successful, independent future.

SPORTS.

Dame Elizabeth Cadbury School operates an extra-curricular sports programme including a range of competitive and non-competitive activities in which all pupils are encouraged to participate. We encourage competition in sport, and we hold an annual Sports Day (weather permitting) in the Summer Term. When a pupil regularly attends extra-curricular activities, they may have the honour of being selected to represent the school. To achieve success in sport, and all areas of life, it takes dedication and commitment. This is something we strive to instil in our pupils through sport.

FACILITIES INCLUDE:

- Multi-purpose Sports Hall
- Dance Studio
- Outdoor table tennis tables



CADETS.

Pupils from Year 8 onwards, will also have the chance to apply for a place in the school's Combined Cadet Force. The cadet force will provide a wealth of varying activities from drill, parading, weapon training and a host of outdoor activities.

POST 16.

Our Sixth Form is expanding year on year. We care about our pupils and those in our local community and believe passionately that they deserve a quality education in a safe and supportive setting that supports them in their studies as well as helping them to develop as adults.

We offer a wide choice of subjects both at A-Level & BTEC to ensure our pupils are provided with the best opportunity to be successful in their studies and secure their chosen pathway into university or employment. We firmly believe that the best thing for our pupils is to stay on and study with us in Sixth Form, with teachers who know them well, who want the best for them, and who deliver an outstanding education. We also have enrolled sixth form pupils who have been very successful with us who were not at our school during their GCSE years.

We also continue to offer close pastoral support to all our pupils to ensure they perform to the best of their ability and reach the universities and higher apprenticeships of their dreams.



CAREERS.

At Dame Elizabeth Cadbury School we take your child's future very seriously and we aim to prepare our pupils for the opportunities, responsibilities, and experiences of life. Careers education and guidance is an essential part of this process, so we ensure that all our learners get access to a programme of careers education lessons, as well as face-to-face guidance from an independent, professionally qualified Careers Adviser. Our Careers programme is tailored to your child, and we ensure they have as many opportunities as possible to be exposed to the industries and roles they have shown an interest in. To support these activities, we share careers information as part of our school topic days and Year 11 have weekly input from our Careers Adviser who can provide access to information on local opportunities for work, volunteering, education, and apprenticeships.



Visit the Matrix Academy
Trust dedicated careers
site for more information

www.matrixacademytrust.co.uk/careers

BICYCLES.

Bicycles may be brought on to the premises. We promote cycling by the provision of a cycle shelter but we do not provide locks. Pupils must dismount before entering the gate and push their bike to the shelter. It is the responsibility of parents/carers to ensure that their child's bike is mechanically safe. Cyclists are advised to padlock their cycles. Cycling helmets are recommended. All reasonable care will be taken, but the responsibility for the safety of cycles and accessories will remain with the owners.

COMPLAINTS.

If you wish to make a complaint about the school you should contact the Headteacher in writing in the first instance. Your complaint will be investigated following the Trust's Complaints Procedures, a full copy of which is available on the school website.

EMERGENCY CONTACT.

Please ensure that emergency telephone numbers (work phone number, mobile phone numbers etc) are kept up to date. Notify any changes of address, telephone, emergency contact, etc to your child's House office immediately. Schools are required by law to have two emergency contacts per child.

FREE SCHOOL MEALS.

Pupils eligible for free school meals will receive funding for their daily lunch. Many other opportunities are provided to support pupils' academic achievement and additional learning resources are provided to enable independent access. It is a parent or carer's responsibility to apply for free school meals for their child. If any support is required with this process, please contact the school Reception who will be able to assist. Further details about eligibility can be found on our website.

EQUALITY & DIVERSITY.

The belief that everyone deserves to be treated equally, including having the same opportunities, is central to everything we do at Dame Elizabeth. There are many events throughout the year to promote the school's culture of equality and diversity.

MENTAL HEALTH.

At Dame Elizabeth Cadbury School we recognise the importance of supporting the mental health and wellbeing of our pupils. Our whole school approach includes high quality pastoral support alongside an extensive PSHE programme, assemblies, form time activities, regular pupil voice, as well as referrals to our Mental Health Practitioner and external agencies. These include Forward Thinking Birmingham, CAMHS and the School Nursing Team. We also have a mental health and wellbeing calendar which focuses on national awareness days, and we regularly promote the 5 Top Tips to mental wellbeing (NHS).



RESPECT. ASPIRE. BELIEVE. COMMIT

www.decschool.co.uk



@dameelizabethcadbury



dameelizabethcadbury



@FollowDECTC



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION



A Proud Member of **Matrix Academy Trust**