

Our Ref: CS/First day arrangements 24-25

Date: 17<sup>th</sup> July 2024

Dear Parents/Carers

As we come to the end of what has been a very busy summer term, I write to thank you for your continued support.

**PUPILS BREAK UP ON THURSDAY 18<sup>TH</sup> JULY AT 3.10PM.**

Our term dates for academic year 2024/25 can be found on our website. Our term commences on Tuesday 3<sup>rd</sup> September 2024 as follows:

DAY	DATE
Monday 2nd September	INSET DAY - PUPILS NOT IN SCHOOL
Tuesday 3rd September	Year 7 – 8.35am arrival - 2.55pm finish Year 8,9,10 – NOT IN SCHOOL Year 11 – 8.35am arrival – 3.10pm finish Year 12 – Enrolment and Timetable 9am – 11am Year 13 – 8.35am arrival - 3.10pm finish
Wednesday 4th September	Year 7 – 8.35am arrival - 2.55pm finish Year 8,9,10,11,12,13 – 8.35am arrival – 3.10pm finish
Thursday 5th September	Year 7 – 8.35am arrival - 2.55pm finish Year 8,9,10,11,12,13 – 8.35am arrival – 3.10pm finish
Friday 6th September	Usual school day for all pupils.

**Can I please remind you that parents/carers will not be allowed to drop off or collect pupils from site for health and safety reasons.** Parents and carers must arrange for the safe drop off and collection of their child away from school site. **Please consider our neighbours and do not block driveways. Year 7 will depart school at 2.55pm on Tuesday 3rd September, Wednesday 4<sup>th</sup> September and Thursday 5<sup>th</sup> September.**

Please also be aware that our Open Evening for prospective Year 6 parents/carers will be on **Thursday 19<sup>th</sup> September**. The school will close early that day to allow the school to be cleaned and ready for Open Evening. More information will be sent closer to the date.

**Medical conditions**

If your child has a medical healthcare plan, we will require a signed copy of this in school. Additionally, should your child have a medical condition which requires them to have medication in school, please contact Reception on Monday 2<sup>nd</sup> September to arrange for you to bring in the medication and to complete the relevant paperwork. We are unable to administer medication without written consent from parents/carers.

**Equipment**

Pupils are responsible for ensuring that they have all essential minimum equipment each day. Please support us by providing a black pen, green pen, pencil, and ruler. Your child will be given a planner on their first day. **Equipment checks will take place regularly throughout the year.**



**Dame Elizabeth  
Cadbury School**

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## **Bikes**

If your child travels to school by bike, they should bring a bike lock with them and ensure their bike is locked in our bike store. We also recommend that pupils wear helmets when cycling to and from school.

## **Attendance**

Please be aware that from August 2024 the Department for Education is introducing a new national framework for Penalty Notices for school absence. A letter outlining the changes and a FAQ summary from Birmingham City Council will be sent to all parents and carers before September. As stated in the new Working together to improve school attendance statutory guidance, 'improving attendance is everyone's business' and we look forward to continuing to work in partnership with you from September to remove any barriers to your child's attendance.

From September 2024, we will require your child to be collected by a named contact if they are being sent home due to illness or injury during the school day. This is to ensure your child's safety.

## **Uniform**

Please find detailed below a reminder of our uniform requirements. All pupils must wear full school uniform on the way to and from school. **Uniform checks will take place regularly throughout the year.**

- Black blazer with school badge must be worn at all times.
- White school shirts must be tucked in to waistband with top buttons fastened.
- School tie with House colours must be worn at all times (showing a minimum of 6 stripes).
- A plain black v neck jumper, containing no logo or branding, is optional in the winter.
- Formal plain black polishable school shoes must be worn – no trainers, sports branded footwear, canvas pumps or boots are permitted.
- Only standard full-length school trousers are permitted (no jeans, skinny/fashion style trousers, turn ups, ankle grazers or cropped trousers are permitted) OR a black, pleated skirt (must be knee-length - stretchy or fitted skirts are not permitted).
- Plain black tights (no patterns are permitted).
- A plain coat (without graphics, slogans etc.) No coats should be worn in the school building – no hoodies or tracksuit tops are permitted.
- No extreme hair styles or brightly coloured/dyed hair. Short haircuts MUST be grade 2 or above. There should be no tramlines or shaved eyebrows.
- Only pupils in Key Stage 4 are permitted to wear subtle make-up. Key Stage 3 pupils should not wear any at all.
- False nails/gel nails are not permitted due to health and safety reasons and pupils will be instructed to remove them.
- False eyelashes are not permitted.
- No nose studs (including clear plastic studs).
- Pupils are allowed to wear a wrist watch and one pair of plain gold or silver studs in their ear (one only stud per ear lobe). These must be removed for PE lessons. No other piercings are permitted.
- A school bag that will hold an A4 folder is essential. Please do not allow your child to have a large handbag for college.

## **Year 11 Period 6**

To continue to support Year 11 students further, we have created a Period 6 provision for all pupils, which will be invaluable to them over the final year of their GCSE studies. Period 6 will begin on **Monday 9th September 2024**, and Period 6 will run from 3.10pm until 3.55pm on Mondays, Wednesdays, and Thursdays. Further information will be sent to parents of Year 11 pupils during the first week back in September.



## **Results Day**

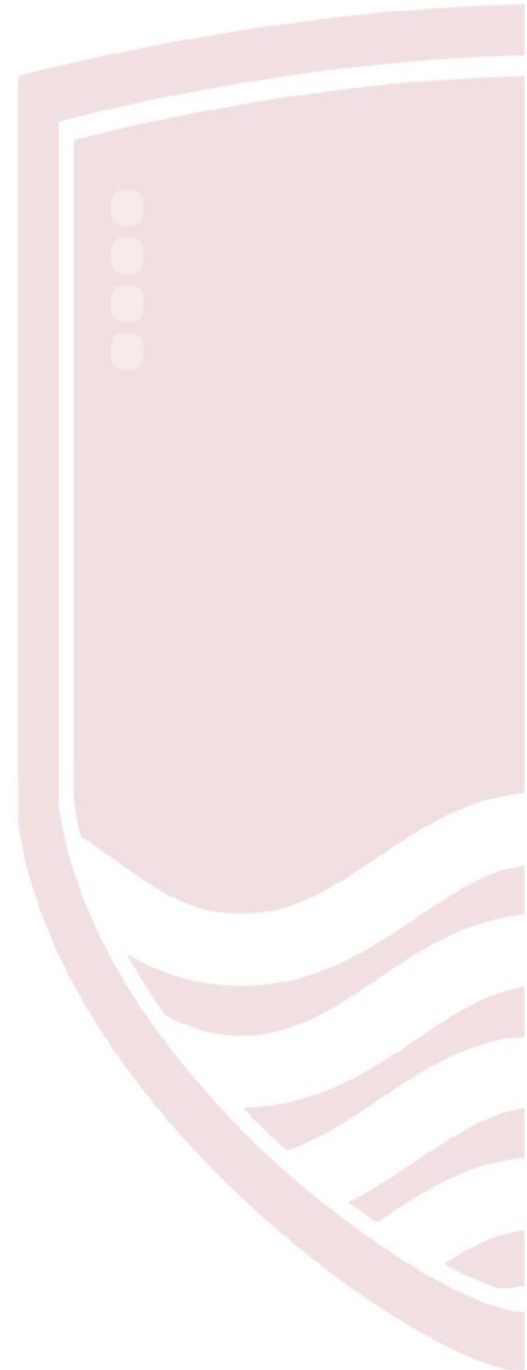
A-level results will be released to pupils on **Thursday 15<sup>th</sup> August 8.00am – 10.00am**. GCSE results day is on **Thursday 22<sup>nd</sup> August from 8.30am – 11.30am**. Enrolment to our fantastic Sixth Form will also take place on GCSE results day.

I hope all of our parents and carers have a great summer break and I look forward to working in partnership with you all again in September, as we STRIVE for Excellence.

Yours faithfully



**Mr C Seager**  
**Head of School**



Dame Elizabeth Cadbury School  
Woodbrooke Road  
Bournville  
Birmingham  
B30 1UL



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0121 464 4040



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dameelizabethcadbury



enquiry@decschool.co.uk

