



**Dame Elizabeth
Cadbury School**
www.decschool.co.uk

Our Ref: CS/End of Spring Term 25

Date: 04th April 2025

Dear Parent/Carer,

It has been a very busy spring term at Dame Elizabeth, with many exciting things happening at our school. We have seen trips to Morocco, Greece, Italy and Poland take place, with trips to Italy and Wales and more planned for the summer term.

We are also in the build up to year 11 and 13 terminal exams in May/June. We have an Easter school planned with letters posted home to students invited. Year 11 and 13 pupils should be using the Easter break to diligently revise for their external exams as they are a matter of weeks away. Please note Year 11 and Year 13 will not be placed on study leave during the exam period.

Important Dates

- Thursday 10th April – Year 11 and 13 parents evening 4:00pm to 7:00pm.
- Thursday 10th April – Spring Term ends at 3:10pm
- Friday 11th April – Some year 11 pupils have been invited into school to complete vital coursework components worth up to 60% of their final marks.
- Monday 28th April – Summer Term begins at 8:40am.
- Monday 5th May – May Day Bank Holiday -School Closed
- Friday 23rd May – School Finishes at 3:10PM for May Half Term

A huge thank you for all your help and support with embedding our equipment and uniform expectations. The vast majority of students behave impeccably and wear their uniform with pride. This includes to and from school and home. In order to keep our standards exceptionally high, after the Easter break we will address any non-compliance with uniform policy and equipment with a series of thorough checks during the first few days back. We fully expect that all our students will be dressed according to our uniform policy please see the following link: <https://decschool.co.uk/uniform/>

Uniform

There have been no changes to our uniform policy which consists of:

- Black Blazer with school badge (the new badge is now available to purchase if you wish)
- Black Trousers or skirt of a suitable length (not leggings or jeggings)
- White shirt to be tucked into waistband
- Tie with stripes in House colours
- Smart black shoes

Optional School Uniform

- Black 'V' neck sweater, must be worn with blazer.
- Black, plain headscarves, wraps, bands or hair clips.



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**Matrix
Academy Trust**
EDUCATION WITHOUT EXCEPTION

0121 464 4040



Dame Elizabeth Cadbury School



dameelizabethcadbury



enquiry@decschool.co.uk



Can I please remind parents carers that the black v neck jumper is not allowed to be worn at the expense of a blazer. Please note that bandanas, false nails and eyelashes are not permitted and pupils will be required to remove these before being able to continue with their school day.

Equipment

As a minimum, pupils should bring the following equipment to school every day:

- A suitably sized waterproof bag for transporting books, homework, equipment etc. (bags must be large enough to hold an A4 folder)
- Pens (including at least one black and one green pen)
- Pencil, ruler and eraser, in a pencil case
- Glue stick

Combined Cadet Force (CCF)

The CCF is an internal cadet contingent that operates from within the school and is run by school staff. We provide students with opportunities that may not normally be available to them in the outside world.

These activities range from; Camping on the school grounds, Air Rifle Target Shooting in the gym to flying a Tutor T1 Aircraft with a trained pilot. We will provide your child with an RAF Uniform and we also provide your child with the equipment for their training programme so there is no day-to-day cost for attending.

The CCF is also an incredible opportunity for students to develop their own personal attributes such as leadership, communication and organisational skills which will benefit them as they transition to adulthood. If you would like more information regarding the opportunities available to your child, then email our School Staff Instructor Second Lieutenant Gittings on nigttings1@decschool.co.uk and he will answer any questions or queries you may have.

Matrix Academy Trust App

If you are yet to download and use the Matrix Academy Trust application, that was launched September 2023, you could be missing out on vital information from the school, please follow the simple steps outlined below:

<https://decschool.co.uk/wp-content/uploads/2025/03/Matrix-App-guide-for-parents-1.pdf>

Parent Pay

How to Log in and Set Up Your Account:

1. You will need to use the **Matrix Academy Trust app** and select Parent Pay Payments.
2. A Parent Pay pop-up box will appear, asking you to enter your child's date of birth (D.O.B).
3. Once you enter the D.O.B (which must match the details held on SIMS), your child's name will be displayed.
4. Confirm that the name shown is correct.
5. You will then be prompted to enter your email address.
6. An email from Parent Pay will be sent to the entered email address for you to verify your account details.

Important: Parents should not attempt to log in via the Parent Pay website (App.Parentpay.com), as this will request different login details.



How to Top Up:

- Navigate to Payments: Open the Matrix App and go to the Payments section.
- Select Parent Pay: Choose the Parent Pay option.
- View Your Child's Account: You will see your child(ren)'s accounts. Select Pay for Meals.
- Enter the Amount: Type in the required amount and add it to your basket.
- Proceed to Checkout: Go to your basket, select Proceed to Checkout, and pay as normal.

Important Payment Notice: All outstanding debts must be cleared before we break up for the Easter Holidays.

We thank you for your continued support with ensuring students at Dame Elizabeth Cadbury are prepared for their learning and we wish you a restful Easter break.

If you have any questions, please do not hesitate to contact your child's Head of House, or email enquiry@decschool.co.uk

Yours sincerely,



Mr C Seager
Head of School

