



Dame Elizabeth Cadbury School

**School Prospectus
2027-2028**





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
CEO



Matrix
Academy Trust



**'STRIVE FOR
EXCELLENCE'**

Dear Parents/Carers

At Dame Elizabeth Cadbury School we are focused on every individual reaching their full potential, with a no excuses culture. Accessing a course at a top university, a highly sought-after apprenticeship or entering employment with training is the norm for our pupils.

Whilst progressive in much of what we do, we are very traditional with regards to discipline, manners, and respect. Our expectations are high, and this will always be the case. We know from experience that setting the bar high pushes everyone in the school community to achieve great things. This is exemplified through our motto, 'Strive for Excellence', which permeates everything that we do.

We also recognise that academic success alone is not the only aim of our work. Developing qualities and values that will allow your child to succeed in future endeavours is an equally important outcome. Opportunities outside the taught curriculum are plentiful and we encourage all to fully embrace everything the school has to offer.

Mr J Till | Headteacher

I am proud to be the Head of School at Dame Elizabeth Cadbury School where we are committed to creating an environment where each pupil is empowered to 'Strive for Excellence' and reach their full potential in every aspect of their educational journey. Our STRIVE values guide us in this mission. These values are not just words on a page but principles that guide our actions every day.

**SELF-MOTIVATED TO ACHIEVE
TOGETHER WE LEARN
RESPECTFUL TO ALL
INTEGRITY IN ALL WE DO
VALUABLE CONTRIBUTIONS
EVERYONE IS EQUAL**

I know that you have chosen Dame Elizabeth Cadbury School for our values and commitment to ensuring your child's success. I look forward to welcoming your child on their journey with us and to working with you for the next five years at Dame Elizabeth Cadbury School.

Mr C Seager | Head of School

OUR SCHOOL VALUES

Our **STRIVE** values underpin what it means not just to be a successful pupil but also a successful citizen in modern Britain. They represent characteristics which enable our pupils to be compassionate, community-minded individuals who contribute positively to our society both now and in the future. At Dame Elizabeth Cadbury School we challenge our pupils to 'Strive for Excellence' in everything they do.

SELF MOTIVATED TO ACHIEVE

This value teaches us that, by demonstrating a positive attitude to learning, we can be active learners who are resilient when facing challenges and who always think hard about all learning.

TOGETHER WE LEARN

This value teaches us the power of collective learning. It means that we work collaboratively to create an environment where we can all thrive as part of the Dame Elizabeth Cadbury School community

RESPECTFUL TO ALL

This value teaches us that our interactions, behaviours, and attitudes can support all members of the Dame Elizabeth Cadbury School community. It shows us that we must create a culture where everyone feels valued, understood, and included.

INTEGRITY IN ALL WE DO

This value teaches us that we must always do the right thing to build trust, honesty, and accountability; even when nobody is watching.

VALUABLE CONTRIBUTIONS

This value teaches us that we all have a responsibility to make positive contributions to the Dame Elizabeth Cadbury School community every day. It shows us that everybody in our school brings unique talents, perspectives and experiences that make our community richer.

EVERYONE IS EQUAL

This value teaches us that everybody at Dame Elizabeth Cadbury School is equally valued. It shows us that we must recognise and celebrate our different backgrounds and experiences as a source of strength and diversity in our community



ADMISSIONS

The number of intended admissions in September 2027 will be **130**

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 in Years 8 – 11 in September of the relevant year. Siblings of Sixth Form pupils DO NOT qualify for a sibling claim.
- 3.** Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:
 - A brother or sister sharing the same parents
 - Half brother or sister sharing one common parent
 - Stepbrother or sister (i.e., related by parent's marriage)
 - Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g., under the terms of a residency order)
- 4.** Children of staff employed at Dame Elizabeth Cadbury School, 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.
 - All full-time teaching staff
 - All full-time support staff – (defined as those on a 37-hour week and above contract)
- 5.** Distance between home and school will be a straight-line measurement from 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 computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system.





APPEALS

Parents whose children are refused admission to the school have the right of appeal to an independent appeal panel. The necessary forms and information should be obtained from the Clerk to the Appeal Panel, Dame Elizabeth Cadbury School, Woodbrooke Road, Bournville, Birmingham, B30 1UL to whom completed forms are returned. Please mark the envelope **ADMISSION – APPEAL**.

Appeals in respect of Year 7 intake for September 2027 should be lodged by Friday 16th April 2027.

IN-YEAR ADMISSIONS

The school manages its own mid-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Dame Elizabeth Cadbury School Admissions using the mid-year admissions form on Dame Elizabeth Cadbury School's website. Parents will be notified of the outcome of their application within 15 school days of receipt of a completed mid-year application form.

WAITING LIST POLICY

Parents may enquire about their child's position on the waiting list by contacting Dame Elizabeth Cadbury School on 0121 464 4040.

From 1st September 2026, parents wishing their children to be placed on the waiting list should contact Dame Elizabeth Cadbury School Admissions in writing to make their requests. Waiting lists will be maintained until the end of each academic year.

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

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.

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 WEDUC 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. We also use social media to keep parents informed of exciting news and opportunities.



YEAR 6 TO 7 INDUCTION

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

New pupils are invited to visit the school for an Induction Day in July during a normal working day. Prior to this, senior staff visit primary schools to talk to staff and pupils to ensure a smooth transition. Additional transition days are also organised to further support pupils with additional needs.

CLASSCHARTS

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.

REPORTS

Effort and progress judgements (and attainment grades in KS4) are issued across the year to parents/carers to keep you informed of your child's progress. If, on any occasion, you do not receive a report, you should immediately let your child's Head of House know.

PARENTS EVENING

Pupils in Years 7 to 10 will each have one Parents' Evening calendared during the school year. Pupils in Year 11 will have two Parents' Evenings. 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.



PASTORAL CARE.

“Warm and respectful relationships characterise life at this school.” Ofsted, 2023

When pupils join Dame Elizabeth Cadbury School in Year 7, they are placed into a ‘House’ – Durham, Exeter, Warwick, or York, with each pupil receiving strong pastoral support through high-quality form tutoring and their Head of House. Our Heads of House are the single point of contact for parents and carers.



TELLING SCHOOL

We are a ‘telling school’, which means that any pupil must tell a member of staff if they have been mistreated by another pupil or group of pupils. We do not tolerate bullying or unkind behaviour in any form and all pupils are strongly encouraged to share their worries with a member of staff.

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.



**IN ORDER TO SAFEGUARD PUPILS, DAME ELIZABETH CADBURY SCHOOL IS A
NO MOBILE PHONE SITE**



CURRICULUM

“Leaders have developed a substantially ambitious and well sequenced curriculum that starts in Year 7 and runs through to the sixth form” Ofsted, 2023.

At Dame Elizabeth Cadbury School we provide each of our learners with an ambitious, broad, and balanced curriculum which inspires them to succeed. Our curriculum encourages pupils to think harder, so they know more, building successful resilient and confident individuals. It aims to develop the knowledge, skills, and experiences, to enable them to become upstanding citizens who make informed and ambitious choices.

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. At every stage, our pupils receive support and guidance to help them choose an ambitious pathway that prepares them for life beyond school.

Our curriculum offers opportunities to explore and research careers across a wide range of fields and subjects, as we believe children should be equipped with meaningful tools to make informed decisions about their future. Whilst academic results are important, 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 school has a consistent approach to planning the curriculum in all subjects. The following ingredients are our non-negotiable elements of curriculum planning:

1. Detailed and sequential planning of topics over the long term (i.e., 5 years).
We call this our Long-Term Plan (LTP).

2. Adaptable planning of topics to provide pupils with the optimum route through their learning journey.
We call this our Medium-Term Plan (MTP).

3. Exceptionally detailed schemes of learning, using MTP and LTP to execute the best possible learning opportunities for our pupils.
We call this our Short-Term Planning (STP).

KEY STAGE 3 – YEARS 7-9

We are proud of the diverse and enriching curriculum that we offer our pupils. The subjects they will study are in Key Stage 3 are English, Mathematics, Science, a modern foreign language – French, Spanish or German, Geography, History, Religious Education, Physical Education, Personal Social and Health Education, Design Technology, Food Technology, Art, Computer Science & Music. Within their PSHE lessons, pupils will receive a comprehensive Careers Education that will aid them in selecting their Key Stage 4 options in Year 9 and guide them in their future careers.

YEAR 9 OPTIONS

During Year 9, there will be a heavy focus on Careers to support Key Stage 4 Options choices. Comprehensive information for each of the subjects offered at Key Stage 4 is shared via the website and a Pathways Evening is held for parents and pupils to share further information. Pupils may discuss the choice of their option subjects with a member of the Leadership Team if required. We also have the support of a specialist Careers Advisor to further support pupils.

KEY STAGE 4 – YEARS 10-11

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 continue with a broad-based educational programme, including the core of English Language and English Literature, Mathematics, Science, Physical Education and Personal Social and Health Education. The last two are non-examination subjects. Our curriculum is in line with Government EBacc aspirations and pupils will also study History or Geography and a language (French, Spanish or German). Pathways choices will include a small number of vocational courses and GCSE subjects. Pupils follow a science course which will include all three sciences and will result in 2 GCSEs. Some pupils follow three separate Science courses. There is academic setting in English, Mathematics and Science. In all other subjects, pupils are taught in mixed ability groups.



SPECIAL EDUCATIONAL NEEDS

Dame Elizabeth Cadbury School 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 has the responsibility of ensuring the Code of Practice is implemented. All staff take responsibility for meeting the additional needs of the pupils that they teach in line with the SEND Code of Practice.

LEARNING SUPPORT

We are an inclusive school. This means pupils will be supported mainly in the classroom through quality first teaching. If a pupil has an Educational Health and Care Plan, specialist staff will provide support in the classroom or provide materials to help scaffold the teacher's work. Where special needs of a registered disability are identified, every effort is made to make special provision for pupils with the resources available. Children with specific learning needs may be invited to attend a range of clubs both before and after school to overcome barriers to achieving their potential, as specified by the Code of Practice.

PLEASE NOTE THAT DAME ELIZABETH CADBURY SCHOOL IS A MULTI-LEVEL SITE WITH SEPARATE BUILDINGS.

MENTAL HEALTH

At Dame Elizabeth Cadbury School we support our pupils to prioritise their wellbeing, and our ethos integrates mental health into everything we do rather than treating it as an extra-curricular concern. We are fortunate to have a dedicated Pupil Support Services Team, including a Mental Health Practitioner, School Social Worker, Success Centre Intervention Lead, and an Attendance Officer. Additionally, our teachers and staff are trained to support pupils who may be facing challenges. We also work closely with the Birmingham Mental Health Support Team.

ATTENDANCE

We expect your child to attend school consistently. If a child misses school, they miss out on learning opportunities and school attainment and success are closely linked with regular attendance. If your child's attendance is below 95%, they will be monitored by the school's Attendance Team.

Pupils are registered at 9:05am every morning and should arrive for Line Up on the school playground by 8.59am. Parents and carers must notify the school by phone before 8:45am if their child will be absent due to illness or other reasons. Dental or medical appointments should, where possible, be arranged after school or during the school holidays. Where unavoidable, a note confirming the appointment must be provided, otherwise the absence will be recorded as unauthorised. By law only the school can authorise an absence.

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. Leave of absence will NOT be granted for holidays during term time. By taking time off school for holidays parents are encouraging their child to fail. Cheap holidays will reduce the academic achievement of your child. Our "Attendance Matters" booklet, which is on the school website gives further details regarding attendance, including penalty notices.



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 behaviours which are explicitly linked to our STRIVE values that contribute to outstanding learning and progress. Every year, the four houses compete to be the best, with every pupil making their own important and valued contribution.

LEARNING ROUTINES

Classroom expectations are defined through our Dame Elizabeth Cadbury School learning routines. To ensure all pupils can think hard about their learning, we have four key learning routines in place:

1.STRONG STARTS

2.MAKING VALUABLE CONTRIBUTIONS

3.SELF-MOTIVATED TO ACHIEVE

4.POSITIVE ENDS

UNIFORM

All pupils are expected to wear full school uniform, and their appearance should be appropriate to a working environment. Blazers must be worn, shirts must be tucked in, and top buttons fastened. No coats may be worn in the school building. Pupils with false eyelashes, false nails, facial piercings, and additional earrings will be instructed to remove them. The Head of School'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.

SCHOOL UNIFORM

Our uniform consists of:

- Black blazer with school badge
 - White school shirt (must be tucked into waistband with top button fastened)
 - School tie with House colours (showing a minimum of 6 stripes)
 - Formal, plain black, polishable school **shoes** (no trainers, sports branded footwear, canvas pumps or boots)
 - Standard full-length school trousers (no jeans, skinny/fashion style trousers, turn ups, ankle grazers or cropped trousers) OR a black, knee length, **pleated** skirt (no stretchy or fitted skirts)
 - Plain black tights (no patterns)
 - A plain coat (no graphics or slogans. No hoodies or tracksuit tops)
 - **Optional** - A plain black V neck jumper (no logo or branding)
 - A wristwatch
 - One small plain gold or silver stud in each ear lobe. These must be removed for PE lessons and extra-curricular sporting activities
 - A school bag
-
- No extreme hair styles or brightly coloured/dyed hair. Short haircuts **MUST** be grade 2 or above.
 - No shaved lines in hair/eyebrows
 - No makeup
 - No fake tan
 - No false nails, gel nails or nail varnish
 - No false eyelashes
 - No facial piercings, including clear nose studs
 - No jewellery
 - No large handbags

Our uniform is stocked by Kids Essentials or Clive Mark.





PE UNIFORM

The compulsory items for every PE lesson are:

- Plain Black PE top
- Plain Black PE shorts, Plain black tracksuit bottoms/Plain black sports leggings
- Plain black football socks
- Sports trainers or boots depending on the activity.
- Plain black sweatshirt (optional)

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.

Examples of acceptable/unacceptable items can be found on our website for reference:

<https://decschool.co.uk/uniform/>

READING

At Dame Elizabeth Cadbury School, we champion a love of reading as key to academic and personal success. Our comprehensive reading program, including weekly Read to Succeed sessions, supports pupils across all year groups. We offer targeted phonics intervention packages to help Key Stage 3 and 4 pupils build essential reading skills and boost confidence.

Year 7 and 8 pupils participate in Accelerated Reader lessons, which enhance comprehension and encourage independent reading through personalized book choices and progress tracking. Our library is a vibrant resource, offering a wide range of fiction and non-fiction books to engage and inspire pupils.

The School Book Club fosters discussion and a deeper appreciation for literature, allowing pupils to explore new genres and share their thoughts. Additionally, our Book Vending Machine adds excitement to reading, giving pupils a fun way to discover new books, as a reward for their successes in the application of our school values.

We also organize trips to see productions like Matilda and Harry Potter and the Cursed Child, bringing stories to life and enhancing pupils' reading experiences. Our program is designed to nurture a lifelong love of reading and support every pupil's journey to becoming a confident, enthusiastic reader.

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 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



EXTRA CURRICULAR ACTIVITIES

All pupils are encouraged to participate in the wide range of activities which take place outside the normal school timetable, with an expectation that every child 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 currently available for pupils in Years 7-10.

- Combined Cadet Force
- Rugby
- Basketball
- Chess Club
- Girls' Football
- School of Rock/Band

MUSIC

Our Music department's School of Rock is an extremely popular extra-curricular club. Our Music and Dance departments collaborate to perform at various school and Trust events across the year. We currently also offer peripatetic lessons for drums and guitar.

EDUCATIONAL VISITS

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 have previously offered visits to Attwell Farm, the theatre in London, local restaurants for MFL and trips to Wales, New York, and Italy. Previous Turing trips have run to Germany, Canada, Italy, Japan, Sweden, Rome, and Peru.



CADETS

Pupils from Year 8 onwards can apply for a place in the school's Combined Cadet Force. The aim of the Cadet Force is to develop pupils' skills in the following areas; leadership, followership, resilience and self-discipline. The Cadet Force will provide a wealth of varying activities to pupils ranging from drill, weapon training and flying to a host of outdoor adventure activities. Pupils will also learn about the theory of flight and the mechanics of aviation to support the whole school approach to STEM.

DUKE OF EDINBURGH

Pupils can complete their Bronze Duke of Edinburgh Award. Pupils will participate in volunteering, physical activities, and skill-based learning both inside and outside of school. Pupils will have the opportunity to join Duke of Edinburgh Award in Year 9. To prepare them, all pupils receive extensive training on a range of skills from map reading to camp craft.

PUPIL LEADERSHIP

At Dame Elizabeth Cadbury School we have a proud tradition of a successful pupil leadership system. Our Prefects, School Council, Mental Health & Wellbeing, Careers and Cultural Ambassadors 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 our DEC Values and 'Strive for Excellence'. They receive training to equip them with the knowledge and skills to listen to, advise, and challenge their peers.



CAREERS

We believe that all pupils should have the knowledge and research skills to access a wide variety of Careers Education, Information and Guidance (CEIAG), allowing them to make informed decisions to ensure they are successful as lifelong learners. Our high-quality careers advice and guidance is developed throughout each pupil's time at the school and is supportive of every pupil's aspiration, strengths, and skills.

Careers provision is mapped against the DfE's 'Careers guidance and access for education and training providers' statutory guidance, as well as the eight Gatsby Benchmarks. The Gatsby Benchmarks are the best practice framework for careers education and guidance in secondary schools. This provides a rounded programme for all pupils throughout their study at Dame Elizabeth Cadbury School, ensuring that all pupils learn about careers and the world of work.

From Year 7 to Year 13, pupils experience meaningful encounters with employers, the workplace and other learning providers to help support them to investigate different career choices and to help with making decisions about progression pathways.

The Careers Programme is reviewed annually by the Careers Leader and the Governing Body. The next review is due in 2027. We assess the impact of the Careers Programme with feedback from pupils, parents, teachers, and employers, so we can continue to develop the quality of our careers provision.

Pupils' post-16 destinations are tracked. Detailed attention is paid to pupils' progress in school and their future career plans, so that they can successfully move onto the most appropriate pathway. Pupils with SEND are given extra support in planning for their destinations.

Visit the Matrix Academy Trust dedicated careers site for more information:
www.matrixacademytrust.co.uk/careers

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 Cadbury School. Matrix Academy Trust's mission is 'Education Without Exception'. Equality is at heart of everything we do. While every school shares this overarching ethos, each school identifies its own objectives based on an incisive knowledge of their context and the specific needs of their pupils and staff.

Visit the school website for more information:

<https://decschool.co.uk/wp-content/uploads/2023/10/Equality-Objectives-DEC.pdf>

EMERGENCY CONTACT

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

BICYCLES

Bicycles may be brought on to the premises, but pupils must dismount before entering the gate and push their bike to the cycle racks. We promote cycling by the provision of cycle racks, but we do not provide locks. Cycling helmets are recommended. It is the responsibility of parents/carers to ensure that their child's bike is mechanically safe. 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 Head of School 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.



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 your child's House Office.

<https://apply.cloudforedu.org.uk/ofsm/birmingham>



'STRIVE FOR EXCELLENCE'

www.decschool.co.uk



@dameelizabethcadbury



dameelizabethcadbury



Matrix
Academy Trust



A Proud Member of **Matrix Academy Trust**