Dame Elizabeth
Cadbury School
www.decschool.co.uk

Our Ref: CS/Equipment Expectations

Date: Tuesday 20th October 2026

Dear Parent/Carer,

Ready to Learn: Equipment Expectations

At Dame Elizabeth Cadbury School, we want every pupil to arrive at school ready to learn and make the most of every lesson. Having the correct equipment is essential to ensure that no learning time is lost and take pride in their learning. It also prevents valuable learning time being lost while missing items are replaced.

Please support your child by checking that they bring their planner and a pencil case containing black and green pens, a pencil, rubber, ruler and glue stick each day. Preparing these the evening before helps pupils develop responsibility and positive routines.

Form Tutors will check equipment during morning Form Time. Pupils should also place their planner and equipment on their desk at the start of each lesson, in line with our Positive Entry routine.

If your child is missing an item of equipment, a simple reminder will be recorded on ClassCharts. This record will notify our finance team, who will arrange for the cost to be deducted from your child's account. Replacement items will be charged at the following prices:

Item	Cost
Black or green pen	10p
Pencil	10p
15cm ruler	26p
Planner	£5.00

Please encourage your child to look after their equipment and keep their planner in good condition, bringing it to every lesson. Regular checks at home will help avoid repeated replacement charges.

If you are experiencing difficulty providing any of these items, please contact your child's Head of House so that we can offer support.

Thank you for helping us ensure every pupil is prepared, confident and ready to learn.

Yours sincerely

Mr C Seager
Head of School