



Dame Elizabeth  
**CADBURY**

School Prospectus

2023 - 2024

**RESPECT. ASPIRE.  
BELIEVE. COMMIT.**



**Dear Parents,**

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 pupils.

We know parents and carers choose Dame Elizabeth because they want a superb learning experience for their children where all children are committed to doing well. To that end, we will not allow anyone to steal the learning of others. We expect pupils to have manners and show respect to each other and their teachers. We are traditional in many ways - we have high standards of uniform for instance - and very progressive where it really matters: our curriculum is constantly being adapted and improved to better prepare pupils for life in modern Britain.

We want our pupils to aspire so they make ambitious choices for their futures. But they won't attain their destinations if they are not supported in developing belief in themselves. This begins from day one of what, for many, is a seven year journey.

We look forward to taking our next group of pupils on this journey.

A handwritten signature in black ink, appearing to read 'R Prime'.

**Mr R Prime**  
Headteacher





# 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.

A handwritten signature in black ink that reads "Lynsey Draycott".

Lynsey Draycott



## ADMISSIONS

The number of intended admissions in September 2023 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 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 computerised 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.

Applications for **in-year admission** (age groups other than the normal year of entry) must be made directly to the school. **Sixth Form Admissions** information can be found on the 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 pupils of all abilities. Whatever ability, each child is encouraged to reach their potential. Recognising that some children may require extra support, there is a range of provision on offer to match individual children's needs.

The SEND Coordinator 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. Where special needs of a registered disability are identified, every effort is made to make special provision for pupils within the resources available.

Pupils with additional needs experience a range of teaching strategies within lesson time that could include: group work, correct answer modelling, scaffolding resources or one to one in class support from teachers or support staff.

If a pupil has an Educational Health Care Plan in place, specialist staff will support the pupils 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 within the resources available.

Children with specific learning needs may be invited to attend a range of clubs both before and after school to overcome weaknesses in areas as specified by the Code of Practice. Please be aware that the school is situated on a hill and is a multi-level site consisting of six separate buildings. Wheelchair access is currently only available on the ground floor, except in the Sixth Form block, the Creative Arts block and B block where there are lifts.

## COMMUNICATING WITH PARENTS

A new parents' evening is held in the Summer term for the parents 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.

Our Heads of House are the single point of contact you will be communicating with. They will bring together any information you require and communicate it home.

For less urgent enquiries, you may also email [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk). Whenever you contact the school, please give the name of your child's Form Tutor, their group and their Head of House.

## 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 to talk to staff and pupils to ensure a smooth transition.



## VIRTUAL PROGRESS EVENINGS

One Progress Evening is arranged for each year group during the school year. Year 11 will have two Progress Evenings, taking place online via our video call system. It is expected that all Parents/Carers attend all Progress Evenings. You will be informed of the dates in advance for these evenings and they will be published on the school website. Each Progress Evening is seen as a vital part of the communication between home and school.

You will have the opportunity to make an appointment with each of your child's teachers using our online booking system and you will be able to discuss your child's progress with their teacher.

Effort and attainment grades are issued to parents to keep you informed of your child's progress. You will be reminded by text that a report has been issued. If, on any occasion, you do not receive a report, you should immediately let your child's Head of House know.

## EXPECTATIONS

The expectation for our pupils in both behaviour and achievement is extremely high. We expect pupils to be polite, orderly and considerate of others and of property.

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.



## PASTORAL CARE

All staff are committed to developing pupils' social skills, attitude, academic progress and their personal welfare. All staff are involved in this work. In particular, Form Tutors are directly responsible for the progress of their tutees and work closely with Heads of House and Assistant Heads of House, who lead the teams of Form Tutors within each House group. We expect pupils to do well at Dame Elizabeth Cadbury and there is a positive reward system for academic achievement and effort.

The school's first 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 have to follow to ensure their safety. 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 is a no mobile phone site for Years 7-11.**

We have four Pastoral Houses here at Dame Elizabeth Cadbury: Durham, Exeter, York and Warwick House, with each pupil receiving strong pastoral support through high-quality form tutoring and their Head of House.

This enables all students to receive fantastic pastoral and academic support, supporting them to succeed and most importantly progress to be the very best. In order to achieve their full potential, all students need to be in school and punctual in order to immerse themselves in quality teaching and learning.

Those whose attendance is above 98% have greater chances of achieving the very best grades. We value this and always create opportunities to recognise and celebrate these successes by allowing pupils to build reward points in lessons.

Our pupils have already started to save their points towards a rewards trip to take place later in the year. Pupils who work hard, attend well and behave in lessons make excellent progress developing the knowledge, skill and understanding set out in our curriculum.

They are recognised through weekly assemblies, postcards home and a rewards trip to an event which can be selected by pupils through student council.

Pupils are also recognised for incremental points achieved throughout the year with specific milestone certificates and recognition badges that are presented to allow pupils to pin to their blazers.

**DURHAM**  
**EXETER**  
**YORK**  
**WARWICK**



**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.**



We are incredibly proud of the curriculum at Dame Elizabeth Cadbury because it offers excitingly rich, broad and balanced pathways of study for our pupils whilst providing exceptional levels of challenge and rigour. You can find out more about our subject offer on the school website.

Our inspirational classroom teachers carefully 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 are supported and provided with individual guidance in order to choose an ambitious pathway that is suitable for life beyond school. Our curriculum exploits opportunities to discuss and research careers in a myriad of different settings and subjects because we believe children should be provided with meaningful tools in order to make decisions about their adult life.

Whilst academic results are important, and are exceptional at our school, 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.





## **ATTENDANCE**

We expect your child to attend at all times. If a child does not attend school they will not learn. All parents and carers of a pupil who will not be attending school through illness, etc are required to telephone the school office before 9.00am to give the reason. A note, signed by a parent/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 of their form rooms at 8.40am. The Local Authority's Educational Welfare Service investigates unexplained absences. It is essential that pupils attend school regularly. We believe that school attainment and success are closely linked with regular attendance. Dental or medical treatment should be arranged after school, or during school holidays. If your child's attendance is below 90% they will be monitored by the Education Welfare Service.

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 are encouraging their child to fail. Cheap holidays will reduce the academic achievement of your child.

## **BEHAVIOUR**

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.

Heads of House and other pastoral staff will investigate concerns and this may involve speaking to your child in school. Discipline is firm and consistent on the basis that children respond to the high expectations placed upon them. When punishment needs to be administered it usually consists of a reprimand, detention, referral to Director of Learning, Heads of Faculty, Head of House, Senior Pastoral staff or a warning letter.

On rare occasions, a senior member of staff is involved and parents 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.



**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. A list of required equipment can be found on the school website. The House tie and blazer badge, design by Clive Mark, are available from Clive Mark, Uniform Plus or the School Shop. Coats must not be worn inside buildings and must be removed upon entry to any building. Hoods can only be worn up during adverse weather conditions.

### SCHOOL UNIFORM

- Black blazer (with school badge).
  - 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 clips/ornaments (tucked under blazers with a visible tie).

### 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

- Black short sleeve polo shirt with collar.
- Plain black shorts or plain black tracksuit bottoms or leggings (available at all of our uniform suppliers).
- Trainers (must not be high tops or pumps).
- White ankle socks (must not be trainer socks).
- Football boots.
- Plain black football socks.

Pupils **MUST** bring PE kit to all PE lessons. If pupils fail to bring kit, they will be expected to wear school kit. It is expected that all of these items of PE kit will have the pupil's initial and surname stitched into the garment. Uniform Plus, Clive Mark and Uniforms School essentials know our requirements and will advise you accordingly.

# UNIFORM



## EXTRA CURRICULAR

We offer fantastic opportunities for all pupils to find their creative side. Our creative tuition and concert programme allows our developing young performers to showcase an array of dance, musical, artistic, digital and dramatic talents. Sporting talent flourishes at Dame Elizabeth Cadbury too. We have a highly successful basketball team and a range of sports clubs accessible to all year groups. Our Sixth Form coaching programme allows Year 12 and 13 students to work with younger years in a range of sports, from boxing and netball to football. We are proud that our Sixth Form students have worked with our local primary schools supporting children in Key Stage 1 and 2 alongside their A Level and BTEC Studies.

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 expect every child to be involved in at least one extracurricular activity. A copy of the extracurricular programme is available on the school's website. This programme is updated each term. A wide range of clubs and activities take place after school. There are many sporting activities, in which the pupils may participate and the school takes part in competitions with other local schools. Supervised Homework Clubs run every night from 3:00pm to 4:00pm.

Summer Schools, Weekend trips and residentials also take place regularly. As part of our wider curriculum offer, pupils have the opportunity to take part in the national "UK Maths Challenge" (both the individual and team events), trips to a variety of universities including those in Russell Group, external agency performances and workshops. We aim to provide pupils with a wide range of life experiences to enrich their understanding of the wider world and broaden their aspirations.

Our enrichment programme and Pupil Pledge develops the wider child. We offer trips to the USA and Europe to enable pupils to soak up international culture. Pupils have taken part in the Turing Scheme visiting France and Germany. This year, they are travelling to Japan. We offer trips to Italy to learn how to ski and visits to key landmarks around the UK that enable every child to have the chance to enjoy new experiences during their time with us. We also ensure educational visits align with the curriculum to bring learning to life.

**The Duke of Edinburgh Award** is offered at Bronze and Silver Levels to enable pupils to develop life skills which stand them in good stead for a successful, independent future. Many primary schools visit us to enjoy sports events, practical science and technology lessons. Everyone from our community is welcome in our school.



## POST 16

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

We offer a wide choice of subjects both 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 will equip our students well for life at University and beyond with work experience opportunities, volunteering and peer tutoring, as well as a programme of enrichment and participation in The Duke of Edinburgh Award.

At DEC we are very aware of the need to respond to change and to have a keen eye on the future in which our students will undoubtedly play a significant part. With this in mind we provide opportunities which will challenge them to develop strength of character, compassion, resilience and a self-belief which will enable them to overcome any obstacle which may come their way.



## CAREERS

At Dame Elizabeth Cadbury School, 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.

To support these activities, we share careers information as part of our school topic days and Year 11 have weekly input from our careers advisor who is able to 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](http://www.matrixacademytrust.co.uk/careers)

## BICYCLES

Bicycles may be brought on to the premises. 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. 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. Cyclists are advised to padlock their cycles. Cycling helmets are strongly recommended. We promote cycling by the provision of a cycle shelter.

## COMPLAINTS

If you wish to make a complaint about the school, in the first instance, you should contact the Headteacher in writing. 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

We work hard to promote positive mental health for all of our pupils. We engage in important activities that promote positive mental health such as exercise, talking to friends and family and being creative.



RESPECT. ASPIRE. BELIEVE. COMMIT

[www.decschool.co.uk](http://www.decschool.co.uk)



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