



Dame Elizabeth
CADBURY

Moving up to
**Dame Elizabeth
Cadbury School**

www.decschool.co.uk



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Dame Elizabeth Cadbury School is a proud member of Matrix Academy Trust. Together we have a shared belief that no child should fail.

We work in partnership with the trust to provide support to a family of Matrix Academy Trust schools. Together we are committed to improving life chances of all pupils.

Further information about the Trust can be found on their website here www.matrixacademytrust.co.uk

WELCOME TO DAME ELIZABETH CADBURY SCHOOL

Welcome to Dame Elizabeth Cadbury School. We are really excited to be saying hello for the first time, formally, as your new school.

Moving to secondary school can be a whirlwind of emotions. As well as excited, many people feel nervous about all of the new things they will learn and experience. We understand that change can be tricky for some people. In this booklet, we have provided some information to give you a head start and so you can have a think about some of the questions you may want to ask when you complete your induction day.

As you start to think about leaving Primary school and the move to Secondary school, you should remember why you chose DEC. In brief, these are our values and our expectations:

RESPECT – You will be expected to show respect and to be treated with respect at all times.

ASPIRE – We expect you to want to be the best you can be. You should be proud of having high expectations of yourself, for wanting big things for your future and for wanting to grow up into a successful adult.

BELIEVE – You can only achieve your true potential if you believe in yourself. Ignore and distance yourself from any negativity. Be around people who inspire and encourage you. Believe that if you work hard enough, anything is possible.

COMMIT – Hard work beats talent. We will show you this throughout all of your time at DEC and we expect everyone to invest in their future. This means we expect you to do your best and put in 100% to all that you do. We do not mind if you get things wrong, we do mind if do not try your best.

First things first, we need to know a little bit more about you. Therefore, please click on the link below to answer some questions that will help us know you a little bit better by the time you arrive for the first day of Year 7.

[Click here for the questionnaire.](#)

Welcome to DEC. Welcome to our family.



Mr M Dunn
Head Teacher

WHO WILL LOOK AFTER ME?

Should you have any worries or issues you should report them to your class teachers or Head of House who will help you with any problems you may have. All staff in school are there to look after you and guide you through your transition to secondary school as we know this can be a daunting time.

Dame Elizabeth Cadbury has a group of prefects in Year 11. These are senior pupils who will be able to help you out if you have a problem. Our Anti Bullying Ambassadors will also help you with any issues you may have. You can recognise prefects by their green tie and Anti Bullying Ambassadors by their blue tie.

You will have two prefects attached to your tutor group and they will act as your guide during induction day and on your first day at Dame Elizabeth Cadbury in September.

During the Autumn term your form prefects will help you to settle in and remind you of where you need to go for your lessons. If you see any prefects around school they'll be able to offer you support, should you ever need help with anything.



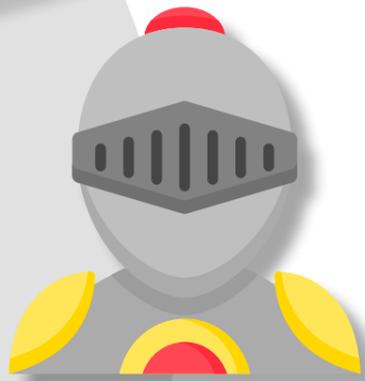
HOUSE SYSTEM



DURHAM



EXETER



YORK



WARWICK

When you start at Dame Elizabeth Cadbury you will be placed into a 'house'. This will be like your family at school and your Head of House will keep an eye on all of your successes and any areas you might struggle with.

They will contact home to discuss ways in which we can work together to ensure that you achieve your best.

If you have any worries on a day to day basis, you'll be able to talk to your Form Tutor who will work with your Head of House to help you resolve them.

TEACHING ASSISTANTS

During your transition, and in many of your lessons afterwards, our team of Teaching Assistants will be available to support you with your academic progress.

Mrs H Gipwood

Mrs R Field

Ms E Butler

Mrs S Cumberpatch

Mr A Rackham
SENCO

In addition to this, our Teaching Assistants will:

- Teach our reading intervention programmes
- Teach our numeracy intervention programme
- Deliver a range of workshops on things including Social Interaction, Autism, Dyslexia, Dyscalculia
- Run break and lunch club to support pupils who like a quieter space to enjoy their social time
- Run homework club up to three times per week to help pupils
- Deliver sessions as part of the Believe Centre

THE SCHOOL DAY

8:40am

Form Time & AM Registration

9.05am

Period 1 & 2

11.05am

Break Time

11.25am

Period 3

12.25pm

Period 4

13.55pm

Period 5

14.55pm

Form Time & PM Registration

15.05pm

Period 6
After School Intervention & Revision

Lunch A - Years 8 & 10
12.25pm - 12.55pm

Lunch B - Year 7
12.55pm - 13.25pm

Lunch C - Years 9 & 11
13.25pm - 13.55pm

The school has a one week timetable. Students will register during each lesson allowing us to be sure about student attendance. Period 6 is an after school intervention lesson where pupils will be timetables as required (e.g. Year 11 revision).

You will have 5 lessons per day. You will have books for most subjects. You do not need to bring all of your books every day. You should use your timetable to plan which books you need for each day.

It's also a good idea to carry a plastic wallet/folder where you can keep all of your homework sheets to help ensure you have them with you ready for the due date.

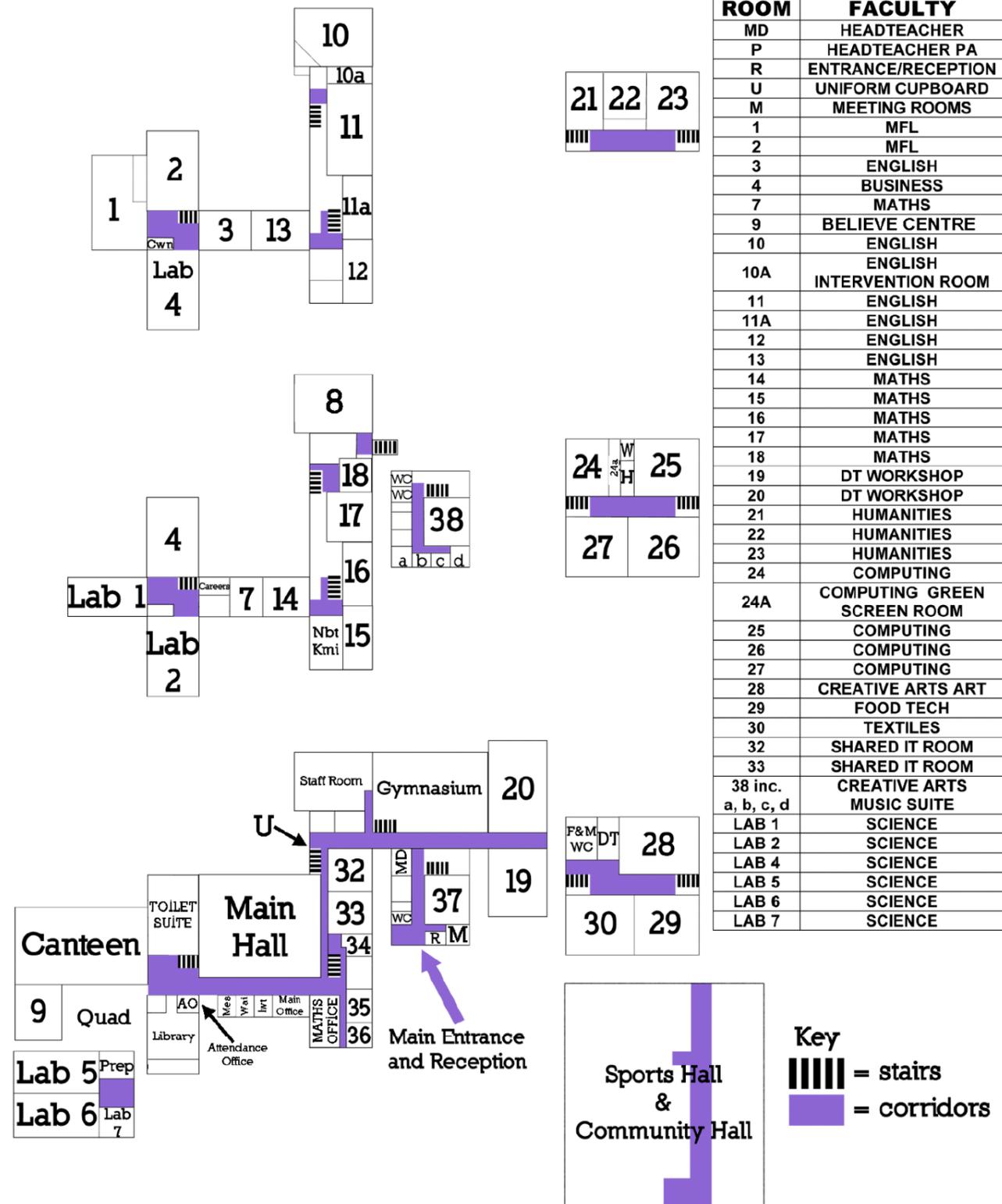
Many pupils use lunch time to work together on homework, to chat or even to play card games or read a book.

Dame Elizabeth Cadbury offers a range of extra-curricular clubs. None of these will start in the first week of term, but from the second week you can join many clubs. You can also start completing your Pledge Passport. (See page 17 for more information on the Pupil Pledge)



HOW WILL I KNOW WHERE TO GO?

School Map



RECEPTION

Our Receptionist is the first point of contact for anybody who visits Dame Elizabeth Cadbury School.

They will answer the phone when your parents/carers call in and pass on any messages. They will also collect any letters or reply slips for trips.



WHAT WILL I LEARN IN YEAR 7?

You will study a varied and exciting curriculum

All pupils will study:

- English
- Mathematics
- Science
- French, Spanish or German
- Geography
- History
- Religious Education
- Art
- IT
- Dance
- Drama
- Food
- Textiles
- Physical Education
- Personal Social and Health Education

In addition to this, some pupils will have extra literacy, numeracy and spelling support.



WHAT HAPPENS AT BREAK?

At school you will have a 20 minute break in the morning from 11.05am to 11.25am.

You can socialise with friends on the play ground.



All litter must be placed into the bins around school.



You can read quietly or do some homework in the library.



WHAT HAPPENS AT LUNCH?

Hot food can be purchased in the Canteen or in the Hall which are the two places we eat together at lunch.

Your account can be topped up via Wisepay. Your parents/carers will get a log in for this during the summer holiday. On your first day, we provide you with lunch free of charge whilst everything is being set up.

All of Year 7 will have lunch at the same time so you will be able to meet up with your friends.

Members of Leadership and staff are on duty every day to answer any questions you may have.



CAN I GO TO THE TOILET IN LESSON TIME?

You can normally only go to the toilet at break and lunch. However, if you have a toilet pass for medical reasons you will be allowed to go during lesson time.

CAN I RIDE MY BIKE TO SCHOOL?

Yes - you can come to school on your bike. As soon as you enter the school premises you should get off and push your bike to the bike sheds where you can lock it away safely until the end of the day.

We expect pupils to wear a helmet and to have their bike checked regularly to ensure it is working safely.



PLANNERS

On your first day at Dame Elizabeth Cadbury you will be issued with a planner:

You will use this to:

- Record a copy of your personal timetable.
- Make a note of homework that is set and when it's due.
- Show your parents/carers what work is being set and pass messages to your form tutor.
- Your parents/carers will sign your planner every week to show that they have seen all of your homework and to confirm that you have passed on any messages.
- Record any detentions that might be set.

In lessons, you are able to earn points in two ways. Sometimes a teacher may give out up to 3 points to pupils during the lessons as rewards for hard work, asking great questions and the quality of their work. In addition, a small number of pupils may achieve an 'outstanding' for the lesson. This is where someone has been truly exceptional. For this achievement in a lesson, 5 points are added automatically.

Each pupil has a points account which is tracked by their form tutor. When you have earned enough points you will be able to spend them in the rewards shop.

UNIFORM EXPECTATIONS

- **Black Blazer** (*with school badge*)
- **White shirt** (*to be tucked into waistband*)
- **Purple DEC School tie**
- **Black school trousers**
- **Black school skirt** (*of a suitable length*)
- **Black tights** (*not patterned*)
- **Smart black shoes** (*no canvas pumps or trainers*)
- **School bag large enough to fit an A4 file**

For more information about school uniform please visit - www.decschool.co.uk/uniform

PE KIT

Girls'

- Black Polo Shirt
- Black Sports Shorts
- Black Socks
- Trainers

Boys'

- Black Polo Shirt
- Black Sports Shorts
- Black Socks
- Trainers

Optional for both

- Plain Black Tracksuit Bottoms
- Optional Football Boots
- Optional School Tracksuit



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 /cult hairstyles are not permitted. Shaved heads and shaved eyebrows are not permitted. There should be no patterns or lines in pupils hair or eyebrows.

Any cult and other extreme of fashion, hairstyle or body marking/ piercing is banned. False eyelashes, false nails and nail polish are not permitted in school.

All pupils are expected to wear full school uniform at all time and their appearance should be appropriate to a working environment. Shirts must be tucked in, top buttons fastened and ties worn.

Hoodies and tracksuit tops are not permitted and will be confiscated. Coats are not to be worn around the building.

Our uniform is stocked by Kids Essentials.
www.kidssentialschoolwearbirmingham.co.uk

WHAT ELSE CAN I EXPECT AT DAME ELIZABETH CADBURY?



Sports Day



RAF Cadet Force



Field Trips



Pupil Pledge



International Trips



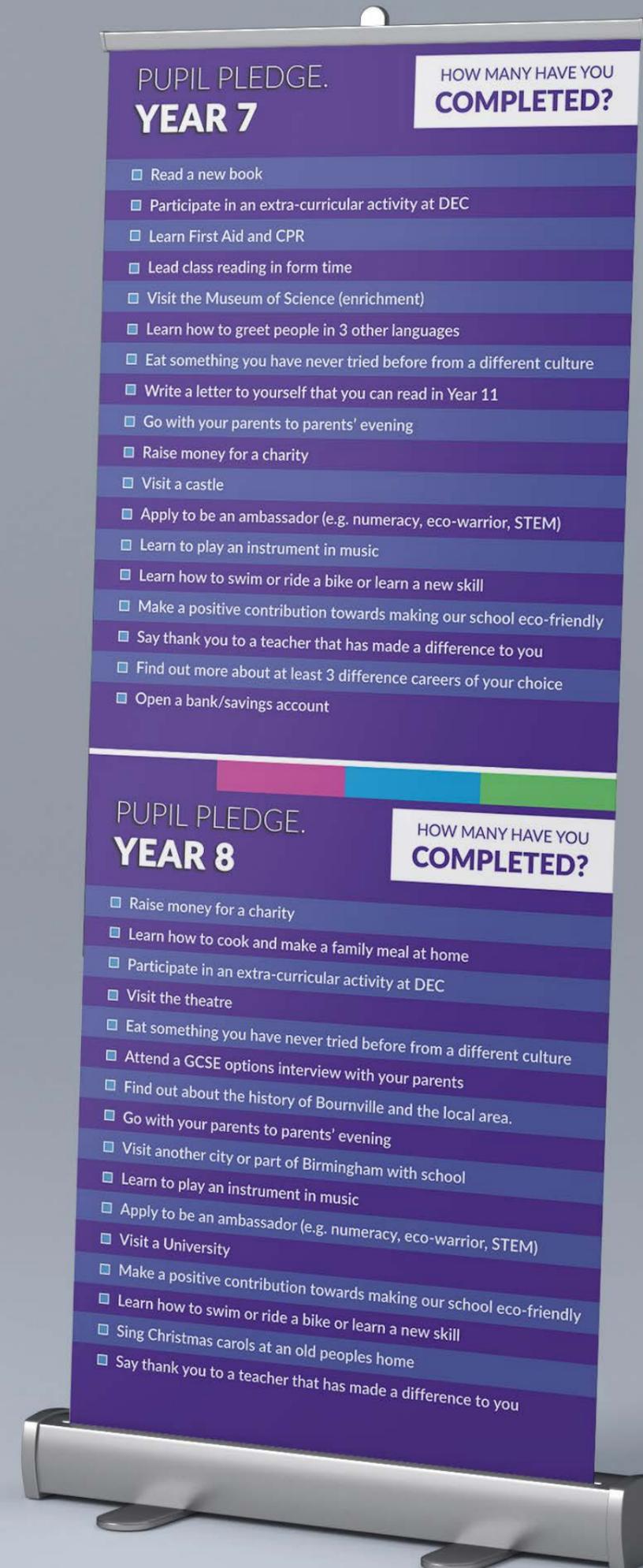
PUPIL PLEDGE

The Pupil Pledge is an exciting new concept which will complement our existing innovative and challenging curriculum. It will provide pupils with a 'bucket list' of activities to complete before they leave our school. The activities and experiences have been carefully selected in consultation with pupils, parents and staff, and we believe they will equip pupils with the softer life skills in preparation for adulthood.

How does it work?

Every pupil has a different menu of Pledge items to complete, appropriate to your age and year group. Throughout the school year, you will work to complete each item until you have completed every item on your Pledge.

For each completed item you will show your Pledge Passport with a note of confirmation from a responsible adult (i.e. a club leader or any adult involved in the completion of the item) and a photo of yourself completing the Pledge item. For students who complete a minimum of 90% of their Pledge items there will be a graduation ceremony and celebration event at the end of the year, but the real reward, of course, will be that students have taken part in many enriching events, gained in confidence and ability and will become involved in supportive communities in the process.





Dame Elizabeth Cadbury
school is a proud member
of Matrix Academy Trust.



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