



PARENT & CARER WEEKLY BULLETIN

Friday 21st November 2025

HEADTEACHER'S MESSAGE

I wanted to take a moment to send a heartfelt thank you to everyone who took part in our recent Children in Need non-uniform day. Thanks to your generosity, we raised an amazing £1,546.95. That's a wonderful achievement and a real example of our school community coming together to support young people in need.

A special mention must go to our Sixth Formers and Mrs Smith, who opened Smithy's Café for the day. They provided staff with hot drinks, bacon and sausage sandwiches, and delicious cakes, with all proceeds going directly to BBC Children in Need and local charity, the Pudsey Community Project. Their hard work and dedication helped make the day even more special and successful.

As you will have seen the BBC Radio 2 presenter Sara Cox completed her extraordinary Great Northern Marathon Challenge — running the equivalent of five marathons over five days, covering 135 miles from Kielder Forest to Pudsey. Her incredible effort has raised more than £10 million for BBC Children in Need, and her determination has inspired people across the country — especially here in Pudsey.

Thank you again for your continued support. It is your involvement that makes all the difference.

Mark McKelvie
Headteacher



GENERAL NOTICES

Training Day 3 – Friday 28th November 2025

A reminder that the next Training Day will take place on Friday 28th November 2025 and the school will be closed to students. The school will re-open at the normal time on Monday 1st December 2025.

Ms Frost
PA to the Headteacher

Children in Need/PCP thanks

Thank you to everyone who got involved with our fundraising activities last Friday. We were able to raise over £1500! This will be split between Children in Need and Pudsey Community Project. It showed how collectively we can make a difference. We will be providing further opportunities later this term to support local causes.

Mr Sammons
Assistant Headteacher

Keeping Our School Healthy This Winter

As the colder months arrive, we often see more seasonal illnesses such as colds, coughs, and flu. While some absences are unavoidable, many can be prevented through simple everyday actions.

What Parents Can Do:

- Check NHS guidance before keeping your child off school — most mild illnesses (runny nose, sore throat, slight cough) don't require absence unless your child has a temperature. A temperature is classed as a moderate fever when it is between 38.0 – 39.9 degrees and a high fever when it is over 40.0 degrees (NHS guidelines).
- Encourage good hygiene: regular handwashing and using tissues for coughs and sneezes ("Catch it, Bin it, Kill it").
- Support vaccination: the flu vaccine is offered in school to all pupils. Please return consent forms promptly and speak to your GP if you have any questions.



- Book medical appointments outside school hours where possible, or bring your child to school before and after the appointment if they are well enough.
- Reassure your child that the school is working hard to keep classrooms clean, well-ventilated, and healthy for learning.

Together, these small steps help reduce absences and keep our school community well.

[Top tips to keep your child healthy](#)

[Know when your child is too ill for school](#)

What your child should do if they become well whilst in school

We want to ensure all students are supported quickly and appropriately if they become unwell during the school day.

Medical emergencies

If a student experiences a medical emergency – such as difficulty breathing, a severe allergic reaction, an asthma attack they should alert their class teacher immediately. Teachers will call for urgent first aid support straight away. In the situation where a student is having a seizure the class teacher will seek urgent medical attention from a first aider.

Feeling unwell (non-emergency)

If a student feels sick, has a headache, cold symptoms or generally feels unwell, they should speak to their **Year Leader at break or lunchtime**. If the Year Leader feels a medical check is needed, the student will be referred to **Student Reception**, where they will be seen by a first aider. The first aider will contact home if they believe the student is unable to continue in school.

Thank you for your ongoing support.

Mr Tierney
Deputy Headteacher



Reminder – Deadline for voting for your next parent governor

A reminder that the deadline for voting for your next parent governor is **Friday 28th November 2025**. Voting for a parent governor is a small action with big impact. Electing someone who reflects your values gives you the reassurance of having a voice at the table when important decisions about the school are being made.

Click on the link to cast your vote -

[Pudsey Grammar School - Parent Governor Elections – Fill out form](#)

Ms Frost
PA to the Headteacher

YEAR 7

It was great to see so many of Year 7 help with efforts with Children in Need. We made a huge amount of money as a school and Year 7 played a massive part in it. It was also great to have Mr McKelvie in our assembly giving a Special Headteacher's Award to one of our students for showing compassion to staff members.

Extra-curricular

We have a huge amount of extra-curricular activities for students to take part in, earning points for their Houses or practicing skills. We also have special visitors coming in, award-winning careers panel delivered by Ahead Partnership and the West Yorkshire Bus Alliance, backed by Mayor Tracy Brabin. They will deliver a workshop to Year 7 in the coming weeks.

Mr Lucas
Year 7 Director of Studies

Miss White
Year 7 Leader

YEAR 8

Over the last few weeks, Year 8 students have been assessed in class on content covered so far this year. I have been really pleased with feedback from staff about how seriously students have taken these assessments, and how they have been preparing at home. Parents and carers can always access assessment information by accessing Arbor as class teachers will upload guidance for the assessments coming up.

We are currently collecting data from departments about assessments and the start to the year. Parents/carers will soon be receiving your first data update of the year. A letter will be



shared with you and will talk you through the report and hopefully answer any questions that you have, e.g. what is a current band?

If parents/carers do have any questions about assessments/results or the reports they can access the Subject Leader's information via the school website.

Please join us in congratulating Year 8 for their approach towards the assessments and thank you for supporting these at home

Mrs Mitchell
Year 8 Director of Studies

Mrs Swithenbank
Year 8 Leader

YEAR 9

Year 9 Assessments and Data Capture

Our first data capture point for Year 9 will take place on Thursday 4th December. Teachers are currently assessing students in class, and we would like to congratulate all Year 9 students who have already completed their assessments.

Assessment dates should be visible on Arbor, so please check there for details. If your child is unsure about when their assessment is scheduled, they should speak directly to their subject teacher.

Mrs Kaye
Year 9 Director of Studies

Mr Inman
Year 9 Leader

YEAR 10

We would like to start by recognising how well Year 10 are doing overall. Most students are working hard, showing maturity, and acting as great role models around the school. We are proud of the positive attitude many students bring to their lessons every day.

Next week in assembly, Mrs Green will be revisiting the importance of getting the basics right, so that the whole year group can continue to thrive. The reminders shared with students will include:



- Uniform standards – ensuring coats are only worn at social times and blazers are worn during the school day.
- Movement around the building – walking calmly and respectfully between lessons and arriving on time.
- Conduct at lunchtime – staying out of out-of-bounds areas and using the library appropriately.
- Attitude towards each other – continuing to show kindness, respect and positive interactions.
- Respecting school property – taking care of our environment and avoiding any damage.
- Detentions – detentions should not be moved unless we have received prior notification from home.

Thank you for your ongoing support in helping Year 10 maintain high standards.

Miss Legg
Year 10 Director of Studies

Mrs Green
Year 10 Leader

YEAR 11

Trial Exams

We have made it to the end of the first week of trial exams and we are so proud of the efforts students have put into these exams, their organisation and their conduct. Next week students will continue their trial exams, here are a few reminders to support students:

- ✓ Encourage students to keep to a routine/schedule to ensure that they are eating, sleeping and revising in good balance.
- ✓ Encourage good attendance to school. Although we are moving into the cold winter months, it is more important than ever to encourage positive attendance. After the exams, students will continue in their usual lessons. Please refer to the message in General Notices at the beginning of this Bulletin for guidance on what your child should do if they feel unwell in school.



✓ Check students remain equipped for the lessons as usual as well as their exam.

✓ Encourage students to speak to their class teachers about the remaining exams.

Please continue to send in any photos of revision that students have been doing or their revision walls etc, for students to be in with a chance to win a Cadbury's milk tray!

Well done Year 11 - keep up the excellent efforts, make time to enjoy your weekend whilst continuing your revision routines!

Mr Syed
Year 11 Director of Studies

Miss Duffy
Year 11 Leader

SIXTH FORM

Important Dates

Year 12

Friday 28th November - Training Day #3

Year 13

Friday 28th November - Training Day #3

w/c Monday 1st December – Year 13 Trial Exam Week 1 (main hall)

w/c Monday 8th December - New York Trip

Congratulations Year 12!

A huge well done to all our Year 12 students for completing their first Assessment Week. This represents an important milestone, providing an opportunity to demonstrate the progress made so far across their courses. We are delighted with the high level of effort and commitment shown and proud of the mature and responsible approach students have taken towards each assessment. Well done!

Year 13 Trial Exam Week – REMINDER

Monday 1st December marks the beginning of the Year 13 Trial Exam Week, which will be held in the Main Hall. During this week, students will be on study leave and are only required to attend their scheduled exams or coursework sessions. These trial exams are particularly



important, as the results contribute to UCAS applications and employment references. Any student who has concerns or requires additional support is encouraged to speak with their Form Tutor or a member of the Sixth Form Team.

Year 12 Fortnightly Work Experience Update

Every year we are fortunate to work with a number of local and city-wide employers who provide exclusive opportunities to Pudsey Grammar Sixth Form students in collaboration with our Work Experience Week programme. This year, we are sharing these opportunities with students via their Google Classroom forums. Students should then ask Form Tutors to nominate them for the placement. Please see below for a small selection of our current opportunities - there are a further 20 opportunities available in the classroom for students to explore from social work to creative industries to engineering and more! Please encourage students to keep up to date with the careers classroom - updates will be posted fortnightly and placements are secured on a first come, first served basis.

*Leeds General Infirmary - Paediatric Surgery Placement

*Jet2 Leeds City Centre - One placement each in IT, Marketing and Legal (3 placements)

*Produmax Shipley - Engineering placement

*West SILC - Two SEND and psychology placements

*Major League Sports Academy Horsforth - Sport coaching placement

Mrs Smith
Assistant Director of Sixth Form

Miss Robinson
Careers and Progression Manager

Miss Hart/Miss Mathie
Attendance and Pastoral Support

Mrs Scott
Supervised Study Co-Ordinator