



PARENT & CARER  
WEEKLY BULLETIN  
Friday 19<sup>th</sup> December 2025

## HEADTEACHER'S MESSAGE

We are finally at the end of the longest term in the school academic year. To put it into perspective, next term is a full month shorter.

This term has been extremely successful. Despite being a National Behaviour Hub Lead school from 2022 until the scheme finished a year ago, we constantly evaluate how effective our behaviour and rewards systems are. Our new behaviour and rewards system which we instigated in April is continuing to work well. This term we have seen significant impact with a reduction in suspensions of 40% and lesson removals by 50%. This is because students are now more focused in their lessons and are working with staff more to rectify issues more swiftly. We also changed our policy regarding SEND passes to ensure that students spend more time in their lessons but can access support at staff's discretion if they need it. This system is working extremely well, too.

I wanted to thank you all for your support throughout this term. I would also like to thank you for your support of our non-uniform Christmas jumper day today too. The charities we are supporting are Save The Children and the Pudsey Community Project.

I would like to wish you and your family a very merry Christmas when it arrives, and we will look forward to welcoming our students back to school at the normal time on Monday 5<sup>th</sup> January 2026.

Mark McKelvie  
Headteacher

## GENERAL NOTICES

### Start of Term Arrangements

The school will close on Friday 19<sup>th</sup> December 2025 at 12.00pm.



If you need to contact the school during the break, please email us. Staff email addresses can be found on the school website and enquiries will be responded to on our return. If you are unsure of who to contact, then please direct your enquiry to the Main Office at [info@pudseygrammar.co.uk](mailto:info@pudseygrammar.co.uk).

The school will re-open on Monday 5<sup>th</sup> January 2026 at the normal time.

Ms Frost  
PA to the Headteacher

#### Online Safety Advice for the Christmas Period

With many of our children due to be off school and with access to new technology in the upcoming school holidays and Christmas period, the potential for online exploitation will be at its highest. With this in mind, Leeds Prevent have put together a guide for keeping safe online over the holiday period. Please read the attached guidance for further information.

<https://drive.google.com/open?id=1tXUUyXqQeNX2MXNLF8KgNb-vdYU5jYT>

Mrs Williams  
Designated Safeguarding Lead

#### Behaviour and Standards Reminder – January

As we come to the end of this term, we would like to thank you for your continued support. Working in partnership with families is central to maintaining the calm, respectful and purposeful learning environment we expect for all our students at Pudsey Grammar School.

As we look ahead to the start of the new term in January, we would like to remind families of a few key policies that help ensure a positive and successful return to learning for everyone.

#### Uniform Expectations

Please ensure that students return in full school uniform, worn correctly each day. This includes wearing a blazer and tie, shirts tucked in, and appropriate footwear. Uniform standards apply at all times when students are in school.



### Mobile Phones

Mobile phones, headphones and AirPods must not be used during the school day outside of break and lunchtime, and only in permitted areas. Phones should not be used between lessons or in corridors. Any misuse will result in confiscation, with devices needing to be collected by a parent or carer. This policy supports students' focus, wellbeing and learning.

### Punctuality to Lessons

Students are expected to arrive at lessons promptly, ready to learn. Being more than five minutes late to a lesson without a valid reason will result in an escalation through the school behaviour system. We ask parents to reinforce the importance of moving directly to lessons and being organised between periods.

### Detentions and Arbor

Detentions are an important part of maintaining high standards and are issued in line with the Behaviour Policy. All detentions are logged and communicated through Arbor with 24 hours notice given. We expect students to attend all detentions that are set.

### Working Together

Our behaviour expectations are rooted in our school values of Respect, Resilience, Integrity, Compassion and Ambition. By working together, we can ensure that all students return in January ready to learn, behave responsibly and make the most of the opportunities ahead.

Thank you once again for your continued support. We wish you a restful break and look forward to welcoming students back in January.

Mr McCroakam

Assistant Headteacher - Ethos and culture

### **Book Club**

We are excited to announce that our new book club will begin after the Christmas break, taking place every Monday in the library from 3.10pm-4.00pm. The book club is open to all students, whether they already love reading or are new to the library and just starting their reading journey! Please can any students who are interested let Miss Marwood know asap.



Book club starts on Monday 5th January.

Miss Marwood  
Associate Teacher

#### Parentmail Purchases

Just a reminder that since Monday 15<sup>th</sup> December, the following items should be collected from the Main Office (Reception) at the front of the school, rather than the Finance Office on Floor 0:

Tie  
Planner  
Knowledge Organisers  
House Badge  
Post-16 ID Badge

The only item purchased via ParentMail that should still be collected from the Finance Office is locker keys.

If in doubt, please check the description on ParentMail for each payment item, as it clearly states where your child should collect their item from.

Miss Powell  
Office Supervisor

## YEAR 7

We are at the end of our first term and as a Year team we want to say a huge well done to Year 7. They have adapted really well, and we hope they've had a great time starting PGS. Over the last couple of weeks we've had a few events that have involved Year 7 and shown their positive impact. We had the musical performance last week, a huge take up in the Cosplay competition and Miss White's celebration assembly to finish off the year. Please have a restful Christmas break and come back refreshed and ready to start the New Year off well. A reminder that it will be week B/2 when we come back.

Mr Lucas  
Year 7 Director of Studies

Miss White  
Year 7 Leader



## YEAR 8

Well done to Year 8 who have worked tremendously hard this term. We have made it through the longest term of the year and we are 40% of the way through the academic year already.

On our return in January, I am pleased to announce that Miss Norris will be joining the Year 8 team on a temporary basis as Acting Director of Studies. Miss Norris can be contacted on [e.norris@pudseygrammar.co.uk](mailto:e.norris@pudseygrammar.co.uk).

I hope that you and your family have a well-deserved break and enjoy the precious time together.

Mrs Mitchell  
Year 8 Director of Studies

Mrs Swithenbank  
Year 8 Leader

## YEAR 9

### Td/IPV (Diphtheria, Tetanus and Polio) and Meningitis (Men ACWY) Vaccinations

The School's Immunisation team will be delivering the Year 9 Td/IPV (Tetanus, Diphteria & Polio) and Men ACWY (Meningitis) vaccination as part of the National Immunisation Programme and are offered in school to protect against the diseases above. Your child may also be offered the MMR vaccine to protect against Measles, Mumps and Rubella if they did not receive both doses when they were younger.

How to consent: We are coming to Pudsey Grammar School on 06/02/2026, please ensure that you have submitted a form even if you do not consent, by 3pm, 05/02/2026.

Please click on the link below for the online consent form. You will need to use the unique school code EE108079 to complete the consent form as soon as possible.

Online Vaccination form

<https://www.leedsimmunisations.co.uk/Forms/DTP>



**Important:**

If you do not wish your child to receive the vaccinations, you still need to complete the "refusal section" on the form so that we understand your wishes. If we do not receive a consent or refusal form, your child may be given an opportunity to consent for themselves on the day after being assessed by a nurse as Gillick Competent to do so.

Providing you enter a correct email address, you will receive email confirmation when your child has received their vaccination, including information and advice about common side effects your child may experience.

If you have difficulties completing the form please get in touch with the immunisation team:  
Email: [lcft.schoolimmunisationteam@nhs.net](mailto:lcft.schoolimmunisationteam@nhs.net)

Tel: 0113 84 33101

Mrs Marsh  
Lead First Aid

**Progress Reports**

Your child's Autumn progress reports have now been issued. Please let me know if you have not received your child's report.

**Rewards Assembly**

On Thursday, Mr Inman led our rewards assembly. Fifty students with the highest Attitude to Learning points enjoyed a free breakfast, and many other rewards were given. Well done to all the students recognised!

**Form Changes**

A communication was sent out on Friday morning regarding form changes. If your child was absent from form on Friday, do not worry. I will have a list on the door on the first day back, so students know which form they need to go to.

We wish you all a lovely Christmas and a happy New Year!

Mrs Kaye  
Year 9 Director of Studies

Mr Inman  
Year 9 Leader



## YEAR 10

As we come to the end of the first term, we want to take a moment to celebrate just how well Year 10 have done. Students have shown real maturity in adapting to their GCSE pathways, and it has been wonderful to see so many of them settle confidently into their subject choices and take positive steps in the right direction.

It was also lovely to reward students in assembly this week. We recognised those who have consistently demonstrated our school values, maintained excellent attendance, and completed the term without losing any ATL points in lessons. In addition, form tutors nominated students who have truly stood out to them this term for their effort, attitude, and contribution to school life.

We hope all our Year 10 students enjoy a restful and well-deserved break over the festive period. Time to recharge is important, and we look forward to welcoming everyone back ready for Term 2 in January.

Miss Legg  
Year 10 Director of Studies

Mrs Green  
Year 10 Leader

## YEAR 11

Season's Greetings everyone,

Congratulations on all the hard work and achievements that students made so far this year — they should be very proud of the progress that they have made. As we head into the Christmas and winter break, it's important to take time to rest, recharge, and enjoy a well-deserved break with family and friends.

While rest is essential, keeping light study routines going will help students stay confident and prepared. In January, we will have further trial exams covering subjects that were omitted in the November series, so steady revision over the break will put students in a strong position.

### ❖ Progress Reports and January Trial Exams

Students have received a paper copy of both their progress reports and the timetables for their trial exams. Please note that PM exams begin at 12.00pm not 1.00pm.



◆ Prom Update!

Date: 2<sup>nd</sup> July 2025

Venue: Village Hotel, Headingley

Time: TBC (evening)

We are pleased to announce that Prom has now been officially booked, and as a Year team we are really looking forward to celebrating this special occasion with you all. We would love to see as many students attend as possible and make this a positive, memorable event for everyone. Prom is a reward for the hard work and commitment shown throughout the year. Following the trial exams in January, we will be launching Prom Watch. This will outline the expectations students must meet in order to attend Prom. There will be clear stipulations in place, and attendance at Prom may be affected by serious behavioural issues or poor attendance. Further details about Prom Watch, including how it will work and what students need to do to remain eligible, will be shared once it is officially launched in January. We are excited about what promises to be a fantastic evening and look forward to celebrating together.

Wishing you all a happy, peaceful, and restful break. We look forward to welcoming you back refreshed and ready in the new year.

Mr Syed  
Year 11 Director of Studies

Miss Exley  
Year 11 Leader

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## SIXTH FORM

As we reach the end of this term, we would like to take a moment to thank our Year 12 and Year 13 students for their hard work, dedication, and commitment throughout the term. Their efforts have been impressive, and it has been a pleasure to see their progress and engagement in their studies.

We would also like to extend our thanks to you, our parents and carers, for your continued support. Your encouragement and involvement play a vital role in your child's success, and we are very appreciative of our partnership.

We wish you all a restful and joyful break over the festive period and look forward to welcoming our students back in the New Year.



### Key Dates for 2026

Wednesday 14<sup>th</sup> January - UCAS Application Deadline

Thursday 22<sup>nd</sup> January – Year 13 Parents Evening (online)

Monday 9<sup>th</sup> February – Year 12 Assessment Week

Wednesday 11<sup>th</sup> February - Leeds Apprenticeship Fair

Friday 6<sup>th</sup> March - PGS Careers Fair

Monday 9<sup>th</sup> March – Year 13 Trial Exam Week

Thursday 26<sup>th</sup> March – Year 13 Exam Success Evening

Mrs Smith  
Assistant Director of Sixth Form

Miss Robinson  
Careers and Progression Manager

Miss Mathie  
Attendance and Pastoral Support

Mrs Scott  
Supervised Study Co-Ordinator