



PARENT & CARER
WEEKLY BULLETIN
Friday 9th January 2026

HEADTEACHER'S MESSAGE

Happy new year to you and your family. I hope 2026 is a good one for you all.

It has been lovely to see our students getting back into the routine of school this week after the Christmas holiday. Thank you to everyone who supported our charity Christmas jumper day on the final day last term. We were raising funds for Save the Children and also for the Pudsey Community Project and I'm delighted to say that we raised a total of £730.

I led a whole school assembly on Monday to welcome all the students back and highlighted an unusual anomaly about how the academic year is structured. The autumn term which is 15 weeks long whereas the spring term is a full month shorter. The summer term is about the same length. This means that by Christmas all students in the school have completed almost 40% of the academic year. Those students in Years 11 and 13 who have exams are nearly 50% of the way through the academic year.

The next term up until Easter is extremely short and so it is essential that students capitalise on the education that we offer. It is extremely simple to do – basically students must attend every day and try their best. If they do that it will mean that 2026 will get off to a very successful start for them. I'm pleased to say that the vast majority of our students have managed to do that this week.

Mark McKelvie
Headteacher

GENERAL NOTICES

Keeping Our School Healthy This Winter

The colder months are here, and 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).



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- 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

Young Northern Writers' Award

We are encouraging students to consider entering a piece of writing for the Young Northern Writer's award which is a prestigious and esteemed award for creative young people. To enter the competition for the award students need to submit creative work in any form including prose, poetry, scriptwriting, blogging, songwriting and rap. There is a maximum word limit of 2000 words or 5 poems, but this is not a target and submissions which are shorter than this are welcome!



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Students have full creative control, and their writing can be about any topic that interests them! The winner in each category will receive a prize of £150. Students should let their English teacher know if they wish to enter; all pieces of writing must be submitted before the 5th of February.

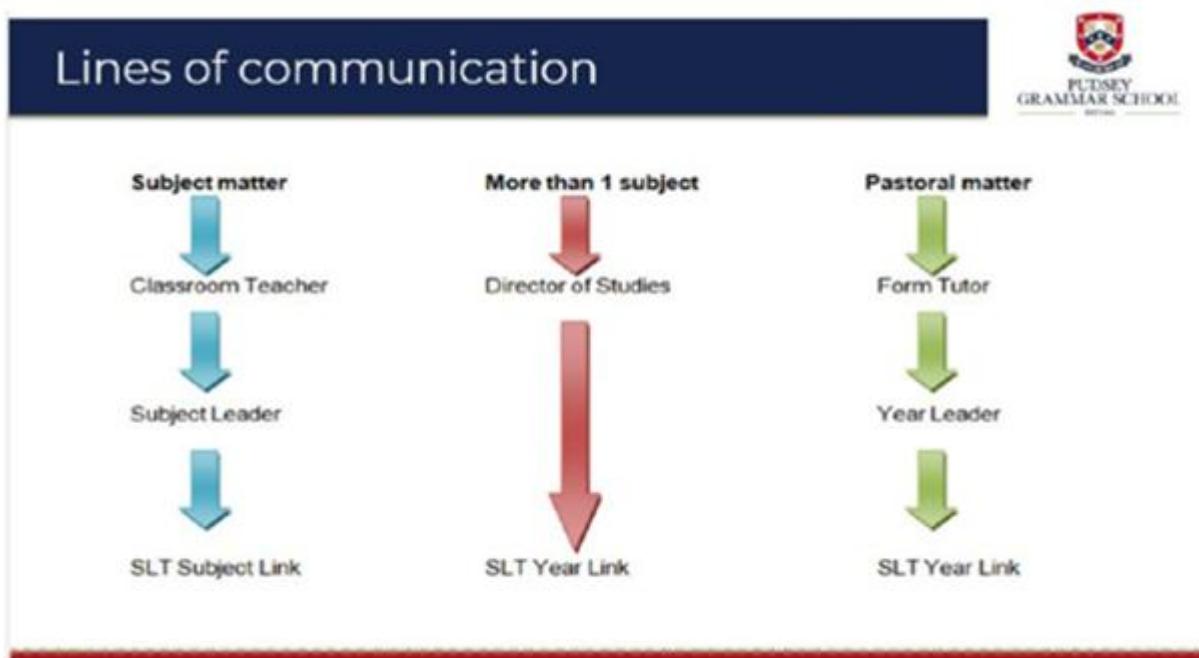
Miss Brawley
Teacher of English

Website update: Contact and FAQ section

We are pleased to let you know that we have updated the Contact section of our school website. You will now find clear guidance on the best ways to get in touch with us, along with a brand-new Frequently Asked Questions section.

Before sending an email or making a call, we encourage you to check the updated Contact page – it may save you time and help you find the answer you need more quickly. Visit the updated Contact section here – <https://www.pudseygrammar.co.uk/contact/>.

Below is a diagram outlining who you should contact if you have an enquiry. As a reminder, we aim to respond to all enquiries within 48 hours.



Miss Frost
PA to the Headteacher



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Year 7

We want to welcome all of Year 7 back and hope that they had a great Christmas break. It has been an awful week of weather, but we have been impressed by how sensibly Year 7 have come in and dealt with it. It is great to see they are maintaining the high standards that they set in their first term at PGS. As always we want to encourage as many Year 7 students to access our extra-curricular activities with all of the House competitions and clubs coming up.

We do have our first data point coming up for the year over the next couple of weeks so the first reports for the year showing students' attitude to learning and current bands will be with them. Further information will accompany the reports.

Mr Lucas
Year 7 Director of Studies

Miss White
Year 7 Leader

YEAR 8

Year 8 have had a successful first week back after the Christmas holidays. We hope you and your families had a restful and enjoyable break.

As we begin the new term, we would like to share a few important reminders to help ensure a safe and settled return to school.

Winter Weather and Travel Safety

With the recent spell of cold and icy weather, we ask families to take extra care during the journey to and from school. Please allow a little extra time in the mornings where possible and remind students to be cautious when walking on slippery pavements and paths. Safety remains our priority, particularly during these winter conditions.

Dressing Appropriately for School

The colder weather means it is important that students are dressed appropriately for the conditions. We encourage students to wear warm coats when travelling to and from school, along with suitable footwear for wet or icy weather. While we understand the need for warmth, we would like to remind families that school uniform expectations remain in place once students are inside the building.

Miss Norris
Acting Year 8 Director of Studies

Mrs Swithenbank
Year 8 Leader



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YEAR 9

I hope you and your families had an enjoyable Christmas and a happy New Year. It has been great to welcome students back and the term has started positively.

Form Group Changes

I want to commend all Year 9 students for handling the recent form group changes with maturity and resilience. I spoke to the year group in assembly about the reasons for the changes which were outlined in the letter sent on 19th December.

We reminded students that friendships do not disappear when form groups change. They continue to have lessons, breaks and lunchtimes with many of their friends providing plenty of opportunities to stay connected. Staff have been very positive about how well Year 9 have adapted and started the term in their new groups.

Students who are finding the changes challenging are encouraged to speak with any member of the Year 9 team as we are here to support them.

Uniform Policy

Following the Christmas break, we have noticed increased cases of:

- Large visible necklaces/chains (not permitted)
- Unnatural hair colours (not permitted, please prioritise resolving this)
- Coats, hoodies being worn around the building (please remind your child they must store their outerwear in their bags or lockers during the school day)
- False eyelashes/false acrylic nails (not allowed, nail varnish should be clear)

Into next week, the year 9 team will be doing checks on the above aspects.

Thank you for your continued support with this; it helps us to maintain consistently high standards.

Year 9 Td/IPV (Diphtheria, Tetanus and Polio) and Meningitis (Men ACWY) Vaccination

The Schools Immunisation team will be visiting on the 6th February 2026 to deliver the Td/IPV (Diphtheria, Tetanus and Polio) and Meningitis (Men ACWY) vaccine.

Year 9 Td/IPV and Men ACWY vaccinations are 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.



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How to consent: We are coming to your child's school 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 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 change your mind regarding consent or there are any changes to your child's health following submission of the form, you must contact us on the details below.

lcht.schoolimmteam@nhs.net
Tel: 0113 84 33101

Further information can be found on the attached letter.

<https://docs.google.com/document/d/15kbqmCHuwzSe2k98E4FEGJiioUTtCoWc7lrWxtTPZ4/edit?tab=t.0>

Mrs Kaye
Year 9 Director of Studies

Mr Inman
Year 9 Leader



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YEAR 10

We hope you and your family had an enjoyable and restful holiday. It has been wonderful to see students return so positively for the first week back, particularly during the colder weather. We would like to commend students for their attendance and commitment during a very chilly start to the term. As the weather continues to be cold, we would strongly encourage all students to wear a suitable coat to and from school to ensure they remain warm and comfortable.

Students have been reminded this week of our school uniform standards and we ask for your continued support in ensuring students attend school dressed correctly and ready to learn.

- Nails: Nails should be short and natural, with no acrylics or coloured nail varnish
- Skirt length: Skirts must be of an appropriate length in line with school policy
- Hair colour: Hair should be a natural colour only
- Earrings: Only permitted earrings may be worn, in line with uniform guidance
- Make-up: Make-up should be minimal and discreet
- Footwear: Only all-black leather trainers or shoes are permitted
- Blazers: Blazers must be worn at all times when moving around the school corridors

Students have been given notice and time to address these issues. From Monday, any student who does not meet the uniform expectations will be sanctioned as per the school's policy.

Thank you for your continued support in helping us maintain high standards and a positive learning environment for all students.

Miss Legg
Year 10 Director of Studies

Mrs Green
Year 10 Leader

YEAR 11

Welcome back from the Christmas break, I hope all our students and their families have had a restful break.

Year 11 January Trial Exams

Please note that the second round of trial exams begin week commencing the 19th January and the plan for these exams was sent out before the break. I have copied a link below for convenience:



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<https://docs.google.com/document/d/1IJNorNydl10-sEJbdEvWa3X4irS2LDq20seMRxcWD7I/edit?usp=sharing>

Students are expected to follow the same expectations as the November trial exams and see this as a final opportunity to experience exams in the hall before their final GCSE exams in the summer.

📌 Year 11 Virtual Parents Evening

Please check that you have booked for the virtual Parents Evening that is taking place on Thursday 15th January and will be the final Parents Evening of the year for our students. Please use this opportunity to ask questions and seek guidance as appropriate. If you have any further questions, please contact the Subject Leader for subject queries.

📌 Year 11 Prom

Date - 2nd July 2026

Village Hotel Headingley (LS16 5PR)

Time TBC

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 with our students. If you have any questions around this event, please contact Miss Exley directly on n.exley@pudseygrammar.co.uk

Mr Syed
Year 11 Director of Studies

Miss Exley
Year 11 Leader

SIXTH FORM

Happy New Year to all our students and their families. We hope you enjoyed a relaxing Christmas break and that students have returned energised and ready for the new term. We would like to extend our congratulations to those students who have recently passed their GCSE English and/or Maths examinations — a fantastic achievement. We also wish the very



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best of luck to students who are completing controlled assessments and sitting external examinations this month.

As we move into this important stage of the academic year, we would like to highlight the following key dates and information:

Key Dates

Wednesday 14th January – UCAS Application Deadline
Thursday 22nd January – Year 13 Parents’ Evening (online)

UCAS Application Deadline

Year 13 students who still need to complete and send their UCAS application must do so by Wednesday 14th January at 6.00pm.

To avoid disappointment, please attend the support session on Monday 12th January at 3.00pm with Miss Robinson and Mrs Smith to finalise your application.

Communication regarding the Year 13 Parents Evening has been sent to all parents and carers, including details of the event, how to make appointments, and how to log in on the evening. We strongly encourage all parents and carers to attend, as important subject-specific information will be shared to support students during the final months of their studies.

With just ten school weeks remaining until Easter, this period is crucial for consolidating learning, preparing for examinations, and planning next steps. If you experience any issues signing up for this very important event, please do not hesitate to contact the Post-16 Team, who will be happy to support you. Please note that the booking system will go live on Monday 12th January.

Dates for 2026

Wednesday 14th January - UCAS Application Deadline
Thursday 22nd January – Year 13 Parents Evening (online)
Monday 9th February – Year 12 Assessment Week
Wednesday 11th February - Leeds Apprenticeship Fair
Friday 6th March - PGS Careers Fair
Monday 9th March – Year 13 Trial Exam Week
Thursday 26th 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