



**PARENT & CARER**  
**WEEKLY BULLETIN**  
**Friday 16<sup>th</sup> January 2026**

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## HEADTEACHER'S MESSAGE

Thank you for bearing with us regarding the IT technical issues that we are facing. This is an external issue and we have technicians from the company involved working on it at the moment.

I was delighted to welcome the NHS Blood Donor Service into the school today. I became a blood donor four years ago after my late wife received several blood donations when she was poorly and I witnessed firsthand the transformative effect this had. I have been working closely with the Leeds NHS Donor Service for the last 2 months and I am delighted to say that we are on the cusp of becoming the Blood Donor Centre for Pudsey. One of the main issues which stops people from donating blood is the lack of convenience and I would hope that providing this service will allow parents, other adult family members and the wider community to support this amazing service. It isn't very often that we get the chance to save a life but becoming a donor means that this is exactly what you are doing.

Mark McKelvie  
Headteacher

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## GENERAL NOTICES

### First Aid Support in School

We would like to remind parents and carers that the school's role is to provide emergency first aid only. This means that our priority is to respond to accidents or sudden illness that is significant and poses an immediate risk to a student's health or safety and requires urgent assessment or emergency response.

If a student begins to feel sick/headache/dizzy/unwell or has a minor cut, they should speak to their Year Leader at break/lunch time in the first instance. If the Year Leader agrees that the student requires further medical support the student will be directed to Student Reception. Student Reception will offer appropriate support (e.g. fresh air, water or cereal bar) and encourage the student to return to lessons. If staff are of the view that the student is not well enough to remain in school, parents/carers will be contacted.

SEND – The SEND team will support students with hearing aids, 1-1 medication and minor issues.



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School staff are not permitted to administer ongoing medical treatment (unless there is an individual health care plan in place) or diagnose conditions.

Thank you for your kind support.

Miss Frost  
PA to the Headteacher

### Meet an Engineer

A group of KS3 students (and one in Year 10, a member of the Cyber Trailblazers) have entered a nationwide competition for the Leaders Awards called "If you were an engineer what would you do?" As part of this they will have the chance to attend a live meeting with an engineer and ask questions to help them prepare their proposals for the contest.

On the 28<sup>th</sup> January, the students will be meeting with Dawn Ohlson, President at The Institution of Engineering and Technology (IET), to hear about why subjects like maths and physics matter, how engineers gain recognition for their skills, and the different routes into engineering.

The students involved in the competition will receive graded feedback from engineers and certification for all taking part, with the opportunity for a live awards ceremony and to even have their ideas turned into real life prototypes for the top designs in the UK, so the chance to get real feedback from someone in the industry is invaluable.

Enquiries can be sent to myself ([t.pugh@pudseygrammar.co.uk](mailto:t.pugh@pudseygrammar.co.uk)) or to Mr Hodge ([r.hodge@pudseygrammar.co.uk](mailto:r.hodge@pudseygrammar.co.uk))

Mr Pugh  
Teacher of Maths/ICT

## Year 7

We have completed our first data capture point for Year 7 this week. The data is now being reviewed but will soon be shared with you to hopefully show the excellent progress we feel Year 7 have made to start this year. I also wanted to notify you of the upcoming Parents Evening on the 5<sup>th</sup> February. This Parents Evening will be a virtual parents evening. More guidance will be sent out to parents to inform you how to access and make bookings when it becomes live.

Mr Lucas  
Year 7 Director of Studies

Miss White  
Year 7 Leader



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## YEAR 8

We hope you have found the return to school and normal routines after the holidays as smooth as possible. As we move into the next part of the term, we are taking the opportunity to reset behaviour expectations for all Year 8 students. All students are capable of meeting these expectations consistently, and this reset is about ensuring learning time is calm, focused and productive for everyone.

Students have been reminded of our core expectations:

Arriving to lessons on time and fully equipped

Following staff instructions first time

Showing respect to staff, peers and the learning environment

Engaging positively in lessons and allowing others to learn

Form tutors and teaching staff will be reinforcing these expectations daily, and there will be a renewed focus on consistency across lessons. Where expectations are met, students will be recognised; where they are not, sanctions will be applied in line with the school Behaviour policy.

We appreciate your support in reinforcing these messages at home, as working together is key to helping students succeed.

Miss Norris  
Acting Year 8 Director of Studies

Mrs Swithenbank  
Year 8 Leader

## YEAR 9

I received an email from EDT, they are running a brand new course. The course is taking place over the February Half Term and applications are now open.

This course is perfect for students who:

- 1) Have an interest or curiosity in STEM, engineering, manufacturing, digital technology, or future careers



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- 2) Would benefit from early exposure to real-world STEM pathways, including apprenticeships, technical routes, and university options
- 3) May not yet see themselves in a STEM career but would benefit from inspiration, role models, and insight into local and regional opportunities
- 4) Are motivated to develop employability skills such as communication, networking, and professionalism

The course is suitable for all abilities. students will graduate as Bronze-level Industrial Cadets, a nationally recognised award they can use as evidence of their experience to support future applications and career journeys.

Cost to parents is £50, there is fully funded bursary places available.

Please see the website link for full details and how to make an application.

[https://www.etrust.org.uk/the-future-skills-programme-careers-in-stem?utm\\_medium=email&\\_hsenc=p2ANqtz--cNogcE4IT4MYRP-LfPURjJxdhKNxo3gJPzuncghaallocDSLZ0szhZ97njyVAsvE4y1vQNv73sWgQd4Vo8liC0Gk\\_4Sg&\\_hsmi=125940754&utm\\_content=125940754&utm\\_source=hs\\_email](https://www.etrust.org.uk/the-future-skills-programme-careers-in-stem?utm_medium=email&_hsenc=p2ANqtz--cNogcE4IT4MYRP-LfPURjJxdhKNxo3gJPzuncghaallocDSLZ0szhZ97njyVAsvE4y1vQNv73sWgQd4Vo8liC0Gk_4Sg&_hsmi=125940754&utm_content=125940754&utm_source=hs_email)

Mrs Kaye  
Year 9 Director of Studies

Mr Inman  
Year 9 Leader

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## YEAR 10

We are pleased to share that uniform standards have improved this week. Thank you for your support in ensuring students returned in the correct attire after the Christmas break.

This week, Year 10 had an assembly led by Mr McCroakham, focusing on the importance of getting the basics right. Students were reminded to carry their planner and timetable in their blazer pocket, which supports a quicker transition between lessons. They were also encouraged to take the most direct route to lessons and avoid lingering in open learning areas, as this can result in a truancy log. If students have lost their planner, they can purchase a new one. If they have lost their timetable, they can ask their form tutor to print them a new one.



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Looking ahead, Year 10 will complete a second round of classroom-based assessments in the week commencing the 2<sup>nd</sup> February. These assessments will provide another opportunity for students to demonstrate their progress.

Miss Legg  
Year 10 Director of Studies

Mrs Green  
Year 10 Leader

## YEAR 11

### Year 11 January Trial Exams

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

<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. Students are expected to continue attending lessons as normal when they don't have an exam.

I'm sure you will join the Year team in wishing our students the best of luck!

Mr Syed  
Year 11 Director of Studies

Miss Exley  
Year 11 Leader

## SIXTH FORM

### Year 13 UCAS Applications and Next Steps

Congratulations and well done to all Year 13 students who have completed and submitted their UCAS applications. This is a significant milestone, and we are proud of the commitment and effort shown throughout the process.

Over the coming months, we will be supporting students with the next stages, including:

- Understanding and responding to UCAS offers
- Student finance applications
- Managing and securing student accommodation



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UCAS provides excellent guidance for students and parents, which you may find helpful:

- After you apply: <https://www.ucas.com/applying/after-you-apply>
- Money and student life: <https://www.ucas.com/money-and-student-life>
- Information for parents and carers: <https://www.ucas.com/discover/advice-for-parents-guardians-and-carers>

For students who have not applied through UCAS, it is now important that they are actively seeking employment or apprenticeship opportunities. A great place to start is the Leeds Apprenticeship Recruitment Fair (Wednesday 11<sup>th</sup> February)

Students should:

- Sign up for a ticket (outside of school hours please!)
- Ensure they have an up-to-date CV ready to share with employers

Further details can be found here:

<https://www.firstdirectbankarena.com/events/detail/leeds-apprenticeship-recruitment-fair-2026>

Communication regarding the **Year 13 Parents' Evening on Thursday 22<sup>nd</sup> January** 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.

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

Year 12 Assessment Week will take place from **Monday 9<sup>th</sup> February**. This is now only **three weeks away** and represents an important opportunity for students to demonstrate their knowledge, understanding, and progress in each of their subjects.

These assessments are designed to:

- Reflect students' current attainment against course expectations
- Help teachers identify strengths and areas for development
- Inform future teaching, support, and predicted grades



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- Prepare students for the demands of Year 13 and future examinations

Strong performance in Assessment Week is important, as it provides a clear indication of how well students are engaging with their courses and applying their learning under exam-style conditions.

### How students should be preparing:

- Reviewing class notes and subject content covered so far
- Completing independent revision using a range of strategies (e.g. practice questions, flashcards, summary notes)
- Attending lessons fully prepared and asking questions where understanding is unclear
- Making use of revision materials and guidance provided by subject teachers

We encourage students to plan their revision carefully over the coming weeks and to balance their workload across subjects. Good preparation now will help build confidence and establish effective study habits for the remainder of the courses.

### Dates for 2026

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