



PUDSEY GRAMMAR SCHOOL

EST.1905

PARENT AND STUDENT INFORMATION

2026-27

RESPECT ★ RESILIENCE ★ INTEGRITY ★ COMPASSION ★ AMBITION

WELCOME TO OUR NEW YEAR 7 STUDENTS

We are delighted you have chosen our school for the next stage of your child's education and are looking forward to them starting in September.

We are one of the most oversubscribed schools in Leeds having received 295 first choice applications for the 225 Year 7 places we have available. In addition to this our Sixth Form has expanded by over 50% to the current level of 260 students.

We have achieved Ofsted good in our latest inspection for the second time in our history. This is a fantastic achievement for our school and reflects the hard work and dedication of our staff, students, parents, and governors. We are immensely proud of our achievements and our commitment to providing a high-quality education for all our learners.

This is an extremely exciting time for your child to be joining the school. Our curriculum will provide all of our students with the necessary knowledge and skills to fulfil their ambitions, whilst our House system will provide students of all ages the opportunity to develop their confidence and character by getting involved in over 30 competitions which take place throughout the year.

We were recognised by the Department for Education's National Behaviour Hub for the exemplary behaviour culture we have at Pudsey Grammar School and were selected as one of 20 secondary schools out of 4000 across England to work with other schools who wished to improve their behaviour cultures.

We have some fantastic residential planned for our students. In May, Year 12 and 13 students travel to Poland with the Holocaust Education Trust. In July, Year 12 will be heading off to Paris, followed by Year 7's popular trip to North Yorkshire. A group of our current Year 12 students are looking forward to their trip to New York in December and a sports trip to Holland is being planned. These trips are a valuable opportunity for students to develop their social skills and personal growth by engaging in various activities and experiences outside the classroom.

Our teachers and support staff are fantastic and they will fully support your child to make sure they are happy, gain new skills, love learning and achieve the qualifications they need for a brilliant future.

We are extremely proud of our school and have put in place a transition programme to help you and your child get to know the school quickly, ensure they make new friends and meet key staff who are there to support them when they start in September. This booklet and the Information Evening for Parents is the start of this process, but if you have any worries or concerns then please do not hesitate to contact us and we will get back to you.

In the meantime, I hope this booklet provides you with the answers to many of the questions that you may have.

Mr M McKelvie
B.Eng. (Hons.) Glas.
Headteacher
Pudsey Grammar School



OUR SCHOOL ETHOS

Our values are:

In Form time and PSHE you will do lots of work on these values to make sure you understand why they are important and how they should guide our decisions.



Respect: We show respect for ourselves, others and for people who are different from us. We show respect for the building, our local and wider environments. We are mutually respectful, treating others the way we want to be treated ourselves.

Resilience: We have a clear self belief, determination and understand that making mistakes is a key part of learning. We know that the more effort we put in, the better we will become.

Integrity: We are trustworthy and honest, true to our word and take responsibility for our actions.

Compassion: We care and are considerate towards others. We value kindness, empathy and understanding and have a strong desire to make the world a better place.

Ambition: We value educational achievement, have high expectations of ourselves and aim to be the best person we can. No matter how good we are, we always strive for improvement.

Respect

“Respect yourself and others will respect you.”

– Confucius

Resilience

“Strength does not come from winning. Your struggles develop your strengths. When you go through hardships and decide not to surrender, that is a strength.”

– Mahatma Gandhi

Integrity

“If it is not right do not do it; if it is not true do not say it.”

– Marcus Aurelius

Compassion

“Love and compassion are necessities, not luxuries. Without them, humanity cannot survive.”

– Dalai Lama XIV

Ambition

“Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.”

– Mark Twain

THE YEAR & SUPPORT TEAM



Mrs Kaye

Mrs Kaye is Director of Studies for Year 7. In her role co-ordinating Year 6–7 transition she works closely with the primary schools, parents/carers and students to support them with the process. She will help establish and maintain a holistic overview of the academic, pastoral, behavioural and welfare needs of the new cohort. Mrs Kaye will oversee the quality and integration of all aspects of Year 7 provision. Mrs Kaye is the person who checks you are making good progress in your lessons. You will be in sets for English, Maths and Science, and she will work with the Subject Leaders to make sure you are in the correct set for your ability. Mrs Kaye also leads the team of Form Tutors and makes sure that what you do in Form time is useful, sets you up well for the day, and covers topics that are important to you. She also leads your assemblies, which take place once a week during Form time.

If you have any concerns about your lessons, please speak to your teacher first and Mrs Kaye if you need any more support.

h.kaye@pudseygrammar.co.uk



Mrs E Matthews

SENDCO

e.matthews@pudseygrammar.co.uk

Over the past couple of years, we have developed our Special Educational, Behavioural and Emotional Needs department. Mrs Matthews and Miss Shepherd are the people to talk to if you need any additional support in any of your lessons.



Miss Exley

Miss Exley is the Year 7 Leader. She makes sure that all Year 7 students are happy, behave well and make the most of the opportunities in school, on a day-to-day basis. If you have any worries you can arrange to speak to your Year Leader, by seeing her at the entrance before school, during break and lunchtime, or after school. If you need additional time to talk in more detail, she will make an appointment to see you and will collect you from your lesson. Your learning is your top priority, so please do not go to see your Year Leader during lesson time as she may not be available. Your parents can also contact your Year Leader if they want to discuss complex/sensitive issues relating to your wellbeing. Her contact details can be found below. Miss Exley will attempt to return all calls within 48 hours, which is in line with our policy. Sometimes it is easier to email, and it may be that she is able to respond to this more quickly.

n.exley@pudseygrammar.co.uk



Miss C Shepherd

KS3 Deputy SENDCO

c.shepherd@pudseygrammar.co.uk

TRANSITION DAY THURSDAY 25TH JUNE 2026



Transition Day – A letter will be sent to parents with more information.

We are holding a transition day which we would like you to attend. This day will give you a chance to experience being a student at Pudsey Grammar School.

MAKE YOUR OWN WAY TO SCHOOL

You will need to be at school for 8.50am to start at 9.00am.

This is a chance for you to practise the route to school. You may want to see if any of your friends want to travel together with you.

The day will end at 2.15pm.

This is to allow you to leave the school before the rest of the students.

Your parents/carers will need to inform the school if you are allowed to make your own way home, or whether you will be collected.

To do this, they will need to respond to the form sent out prior to the visit day. If they need to make a change to the arrangements, then please ask them to call school on 0113 2558277.



If we do not receive a note giving permission for you to walk home independently, you will be kept in school until your parents can collect you.

WHAT TO BRING WITH YOU...

PLEASE WEAR YOUR NORMAL SCHOOL UNIFORM. You do not need your PE Kit.

You will be taking part in a number of activities so please bring the following with you:

- Your pencil case – with pens, pencils, ruler, coloured pens/pencils
- Lunch will be provided by school.



**You are also invited to
the New Year 7 Evening
at Pudsey Grammar
School on Thursday
11th June 2026 at 5pm**

YOUR TIMETABLE

Monday to Thursday	
Form time	8:30 – 8:50am
P1	8:50 – 9:40am
P2	9:40 – 10:30am
P3a	10:30 – 11:00am
Break	11:00 – 11:20am
P3b	11:20 – 11:50am
P4	11:50 – 12:40pm
P5a	12:40 – 1:10pm
Lunch	1:10 – 1:40pm
P5b	1:40 – 2:10pm
P6	2:10 – 3:00pm
Finish	3:00pm

Friday	
Form time	8:30 – 8:50am
P1	8:50 – 9:40am
P2a	9:40 – 10:10am
Break	10:10 – 10:30am
P2b	10:30 – 11:00am
P3	11:00 – 11:50pm
P4a	11:50 – 12:20pm
Lunch	12:20 – 12:50pm
P4b	12:50 – 1:20pm
P5	1:20 – 2:10pm
Finish	2:10pm

FINDING YOUR WAY AROUND

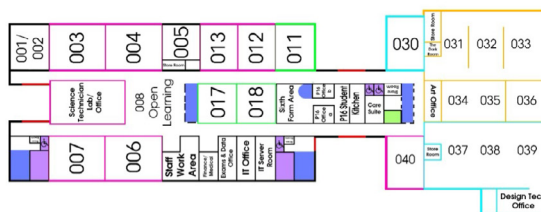
At first, our school will seem big compared with your primary school. But it really is a very easy school to find your way around, so don't worry, you will soon know where you are going.

Staff and students will be around to help direct you to the right rooms, and your teachers will understand if you are not there absolutely on time for the first few days.

The main teaching wing has three floors.

Key:

- Wall
- Railing
- Building Exit
- Stairs
- Empty Space
- Lift
- Toilets

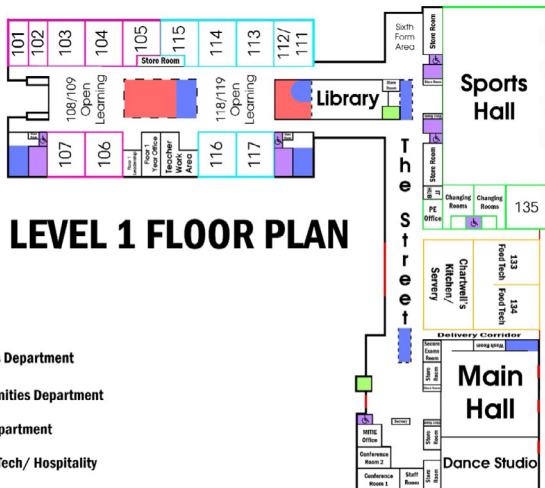


LEVEL 0 FLOOR PLAN

- Science Department
- Design Tech Department
- IT / Computing Department
- Art & Photography Department

Key:

- Wall
- Railing
- Building Exit
- Stairs
- Empty Space
- Lift
- Toilets

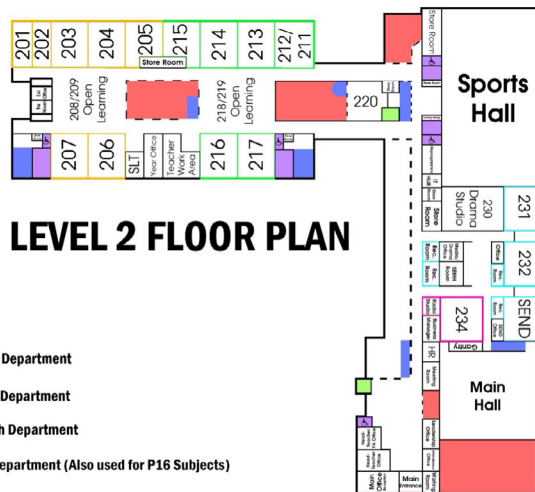


LEVEL 1 FLOOR PLAN

- Maths Department
- Humanities Department
- PE Department
- Food Tech / Hospitality

Key:

- Wall
- Railing
- Building Exit
- Stairs
- Empty Space
- Lift
- Toilets



LEVEL 2 FLOOR PLAN

- Media Department
- Music Department
- English Department
- MFL Department (Also used for P16 Subjects)

GOOD ATTENDANCE MEANS...

Being in school at least **97%** of the time or **184 to 190 days**

Remember – Your education is important – don't miss out!

Did you know?



100%

0 days absence

190 school days in each academic year

97%

6 days absence

184 days of education

90%

19 days absence

171 days of education

85%

29 days absence

161 days of education

80%

38 days absence

152 days of education

75%

47 days absence

143 days of education

Well done

A good attendance gives you the best chance for success

I'm concerned

A poor attendance gives you less chance of success

Seriously worried

Very poor attendance has serious impact and reduces life chances

When pupils attend school they:

- ★ Can achieve their full potential
- ★ Have better career prospects
- ★ Learn how to look after themselves and be healthy
- ★ Grow in confidence
- ★ Keep up with work and homework
- ★ Make new friends

There are
365
days
in a calendar
year

175
days
are not spent
in school*

* So there's plenty of time for shopping, holidays and appointments.

THE IMPORTANCE OF GOOD ATTENDANCE

We expect all students to aim for 100% attendance, as this is key to doing well in your learning and to achieving the best grades at GCSE. What may seem like a small number of absences can make a real difference, as you could miss vital topics and find it difficult to understand the work when you return to school.

It may surprise you to know that there are only 190 statutory school days every academic year. Research has found that 90% of students whose attendance is 85% or below do not achieve 5 good GCSE grades and one-third achieve no GCSE grades at all.

Every day really does count!

THE HOUSE SYSTEM

Our house system will provide exciting and fun opportunities to compete against each other, gain confidence and win valuable House points. These are celebrated in our House Assemblies which take place at the beginning and end of every Half term. At the end of the year the winning House Team is awarded the Pudsey Grammar School Victor Ludorum cup which was gifted to the school in 1943.

Some of the house competitions include: Dodgeball, Football, Netball, Poetry, Christmas Quiz, Strategy, Chess, Art, Make your own Music, E-Sports, Cross Country, Table Tennis, Ultimate Frisbee, Pudsey's Got Talent, Geography Quiz, Rounders, Photography, Public Speaking, Maths Escape Room, Table Tennis, Drama, Bake Off, Badminton, Pickleball, History Quiz, and Sports Day.



EXTRA-CURRICULAR ACTIVITIES

Opportunities for our students to participate in a wide range of experiences outside the classroom are plentiful. Examples include visits to Poland, Paris, Austria, Iceland, China, Holland, New York and rewards trips. Current Year 7 are looking forward to the residential to North Yorkshire this summer.

Other extra curricular activities offered in school include:

- ★ Sport – football, netball, table-tennis, circuit training, rugby, badminton, trampolining, athletics, rounders, and cricket.
- ★ Strategy and Gaming Club
- ★ Choir / School band
- ★ Duke of Edinburgh
- ★ Homework club
- ★ Coding club
- ★ Photography
- ★ Craft club
- ★ PGS Podcast
- ★ Art
- ★ Music
- ★ Science club
- ★ Book club
- ★ Football tournament
- ★ Japanese club
- ★ Ski Club

The opportunities are endless – there is something for everyone! It is a fantastic way to make new friends and to use some of the specialist equipment and resources we have at school.



UNIFORM

At Pudsey Grammar School we take pride in our appearance. Looking smart gives the right impression about us – that we care about what we do, how we act, and that we are proud of our school. Your uniform will be checked every day by your Form Tutor.



Access to free Pudsey Grammar School uniform



We are proud to work in partnership with Pudsey Community Project who offer a Reduce Reuse programme with the aim of saving people money and helping the planet by reducing fabric waste. The scheme accepts childrens' clothing donations, including school uniform and redistributes them back into the community free of charge. We welcome Pudsey Grammar School uniform donations that can be passed on to the project.

The project also offers a foodbank, a Community Pantry supplying affordable fresh, frozen and store cupboard provisions, youth sessions and much more.

For more information visit the Pudsey Community Project website at www.pudseycommunity.org.uk

Day Uniform

- ★ Navy blue blazer with the school logo
- ★ Navy blue with white stripe and school crest clip on tie
- ★ Formal white shirt with collar (to be tucked inside trousers/skirt)
- ★ Plain black or grey full length school trousers. Trousers must be tailored/straight/slim/skinny cut

The following are not allowed: non-black zips, buttons on the outside of trousers, jeans, tracksuit bottoms, leggings or trousers that appear to look like leggings and have no pockets or zip/fly.

- ★ Optional navy blue v-neck jumper with the school logo
- ★ Optional navy tartan pleated skirt
- ★ Optional black or grey tailored skirt. The skirt should be no shorter than just above the knee
- ★ Plain black socks
- ★ Black single colour flat leather/leather type shoes

The following are not allowed: no canvas type or trainers with a different colour logo.



Compulsory PE Kit

- ★ Indoor navy sports polo top (labelled Pudsey Grammar School)
- ★ Either the navy sports hoodie or the rugby top (labelled Pudsey Grammar School)
- ★ Studded football boots are compulsory for all students to access the PE curriculum
- ★ Sports trainers for indoor PE (all students)
- ★ Hair bobble (all students with long hair)



(Football Boot Example)



(Sports Trainer Example)

Optional Non Pudsey Grammar School PE Kit

The following items **are required for PE** but can be non Pudsey Grammar School branded, parents will still **have the option** to purchase the same items through the school uniform shop with the school logo if they wish. We would recommend purchasing the PGS branded items to avoid any doubt which could result in expensive errors regarding non-PGS items.

It is essential that students do not have large logos on non-PGS items – please see our guidelines below if you are in any doubt.

★ **Navy shorts or navy tracksuit bottoms or navy sports leggings** (not tights)

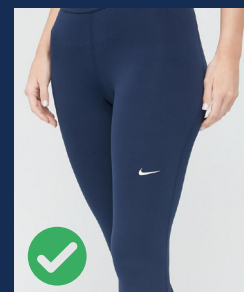
★ Navy long socks

Guidelines for purchasing non branded PE kit

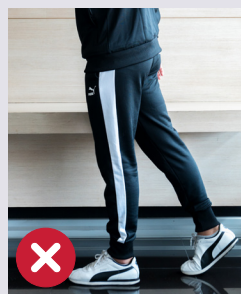
Students wishing to wear non branded Pudsey Grammar School PE kit must follow the guidelines below before purchasing any items:

★ All items must be **navy blue and plain where possible.**

★ **No large logos** on shorts, tracksuit bottoms, hoodies or sports leggings (see images below).



Tracksuit bottoms, hoodies, shorts and sports leggings should be plain or have a small logo only (see images above)



Students must have plain tracksuit bottoms/ shorts – no stripes should be seen down the side even if they match the main colour of the tracksuit bottoms or shorts.

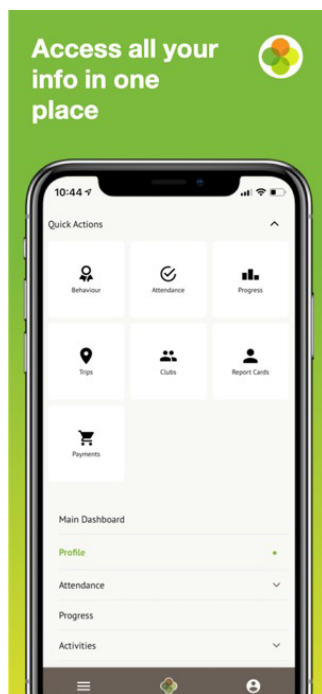
WHAT TO BRING TO SCHOOL

You must make sure you have all the basic equipment needed for lessons. This will be checked by your Form Tutor. It is a good idea to have a large pencil case to store everything in, and a bag which is large enough to fit A4 exercise books in.

The equipment listed below is essential.

- ★ Student planner (provided by the school)
- ★ Knowledge organiser (provided by the school)
- ★ Self quizzing book (provided by the school)
- ★ Pen and a spare (black or blue)
- ★ Red pen for 'reflection work'
- ★ Pencil
- ★ Rubber
- ★ 15cm or 30cm ruler
- ★ Pencil sharpener
- ★ Protractor
- ★ A pair of compasses
- ★ Scientific calculator
- ★ Glue stick
- ★ Dry-wipe pen
- ★ A suitable bag to carry equipment, books and PE kit. The bag should be big enough to hold an A4 file (e.g. a rucksack).
- ★ Year 7 & 8 students to have a French/Spanish dictionary depending on language allocated.
- ★ Year 7–10 students to have a reading book

CONNECTING SCHOOL & HOME



We use Arbor to log student attendance and behaviour data.

When you start at school you will be given parent and student logins that allow you to see how you are doing.

We want to recognise students who attend school every day, behave well and try their best in lessons. Our rewards system recognises this and allows students who are upholding our school values and working well in their lessons to achieve 100 attitude to learning (ATL) points each week. These points allow you to be entered for

rewards throughout the year.

You may also get points removed from your score if staff are concerned about your behaviour and attitude to learning. You and your parents will be able to see how you are getting on throughout the day and also see an overview of your behaviour.

Rewards

Student achievement and effort features highly at Pudsey Grammar School with points being awarded across the school each week, regular year group rewards assemblies, the 100% Attendance Club and an annual prize giving ceremony for each year group.

Your points score will allow you to be entered into a range of prize draws throughout the year, for prizes including Highstreet/Amazon Vouchers, chocolate, Xbox/PlayStation Accessories. Students with a high enough points total will also be able to take part in an end of year rewards trips. We continue to evolve our reward prizes and activities and talk to students about what they would like to see as part of their rewards.



COMMUNICATION WITH SCHOOL

We believe that clear and open communication between the school and parents/carers has a positive impact on students' learning and wellbeing. Below is a table that outlines who should be contacted in school. We will respond to emails within 48 hours in line with the Home School Communications policy. This policy can be found on the school website at: www.pudseygrammar.co.uk/key-information/school-policies/

I HAVE A QUESTION ABOUT...	WHO TO CONTACT
My child's learning/class activities/lessons/homework	<p>Relating to one subject - Subject Leader See the contact section of our website at www.pudseygrammar.co.uk for a full list.</p> <p>Relating to more than one subject - child's Director of Studies See the contact section of our website at www.pudseygrammar.co.uk for a full list.</p>
My child's wellbeing/pastoral support	<p>General queries – child's Form Tutor. If you do not know the email address forward your email to info@pudseygrammar.co.uk and provide your child's name and Form Tutor name or group.</p> <p>Complex/sensitive queries - child's Year Leader. See the contact section of our website at www.pudseygrammar.co.uk for a full list.</p>
Payments	finance@pudseygrammar.co.uk
Uniform/lost and found	info@pudseygrammar.co.uk
Attendance and absence requests	<p>If you need to report your child's sickness absence, exceptional circumstance absence or medical/dental appointment Call: 0113 3869122 Email: attendance@pudseygrammar.co.uk Attendance can also be recorded via the arbor app.</p> <p>Parents should call before 8.30am each day of their child's absence. Please note that if your attendance is less than 97% we do not authorise absence without medical evidence from the hospital or your GP.</p>
Bullying and behaviour	<p>Your child's Year Leader See the contact section of our website at www.pudseygrammar.co.uk for a full list.</p>

I HAVE A QUESTION ABOUT...	WHO TO CONTACT
School events/the school calendar	See the calendar on the school website – www.pudseygrammar.co.uk
Special educational needs and disability (SEND)	Mrs E Matthews - SENDCO e.matthews@pudseygrammar.co.uk Miss C Shepherd – KS3 deputy SENDCO c.shepherd@pudseygrammar.co.uk Please contact the SEND team if you need to talk to someone about additional support in your lessons.
After-school clubs	Visit the school website – www.pudseygrammar.co.uk
Catering/meals	info@pudseygrammar.co.uk

For general enquiries please contact the main school office on **0113 255 8277** or info@pudseygrammar.co.uk.

The main school office hours are Monday to Thursdays 8.00am to 4.30pm and Fridays 8.00am to 2.30pm. From September 2024 the main school office will close on Fridays at 2.30pm.

WHAT TO DO IF...

You want somewhere safe to store your possessions

You will probably find that you have lots to carry to school – your school bag and PE kit some days, as well as your coat. Rather than carry everything around you are able to share a locker with another student in your Form.

A £5 deposit is required which your parents/carers will need to pay using the school's secure online payment system. They will receive this information when you start in September.

There may be days when you feel a little under the weather

We all have those days, but we need to try to keep going if at all possible. However, if you are feeling unwell and it is not improving during the course of the day, speak to your Year Leader at break or lunch time. Your parents/carers can also contact Mrs Marsh if they need to discuss anything about your health and wellbeing.

Mrs Marsh – Lead First Aider
0113 386 9143
v.marsh@pudseygrammar.co.uk

Pudsey Grammar School

Mount Pleasant Road | Pudsey | Leeds | LS28 7ND

info@pudseygrammar.co.uk | Tel: 0113 2558277 | www.pudseygrammar.co.uk

 @pudseyGS  @pudseyGS

RESPECT ★ RESILIENCE ★ INTEGRITY ★ COMPASSION ★ AMBITION

www.thearkdesign.co.uk