

**PARENT & CARER
WEEKLY BULLETIN**
Friday 4th September 2026

HEADTEACHER'S MESSAGE

It has been a pleasure welcoming all of our students back to school this week. The students have made an excellent start, including our new Year 7 students who are settling in well. I wanted to extend my congratulations to last year's Year 11 and 13 students on their exam results – there were a lot of happy faces in the Main Hall on both results days.

A key focus for us again this year is attendance as it is the best way to ensure your child goes on to achieve results which they will be happy with at the end of their time here. Good habits start from this first week so please do continue to ensure that your child is in school every day.

It was my privilege on Wednesday to speak in the Houses of Parliament at an event organised by Mike Reader MP. I was asked to speak at the event because of the impressive work we did with Portakabin to design, build and open our new Inclusion Base to students in just 6 months. The other speakers were the former Head of NHS England, the CEO of the homeless charity, Centrepont and the CEO of Portakabin. It was a unique opportunity to highlight the work we do in such a prestigious event and everyone was extremely impressed with the work we are doing.

On a personal note, I worked four days a week part time in the school on a trial basis in the summer term. There are many benefits to this as it provides colleagues in SLT with valuable experience of covering a more senior role. The Chair of Governors reviewed the arrangements and the impact with me. As a result, I will continue this working pattern for the next academic year. My two Deputies, James Burkinshaw and Paul Tierney, will continue to cover the day when I am not in.

Mark McKelvie
Headteacher

GENERAL NOTICES

Extra-Curricular Timetable

The extra-curricular timetable will be shared in the Parent and Carer Weekly Bulletin in the coming weeks when final details have been confirmed.

Miss Frost
PA to the Headteacher & Communications Manager



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Communicating with School

The most efficient way of contacting the school is by email. We aim to acknowledge emails as soon as possible and to respond in full by email, arranging a meeting or phone call within 48 hours.

If the matter is of an urgent nature, please do not hesitate to contact the main office.

Please refer to the diagram below where you will see that minor pastoral matters should be dealt with by the Form Tutor and more complex issues will be dealt with by the Year Leader. Subject queries should be referred to the classroom teacher and issues relating to more than one subject will be dealt with by the Director of Studies.

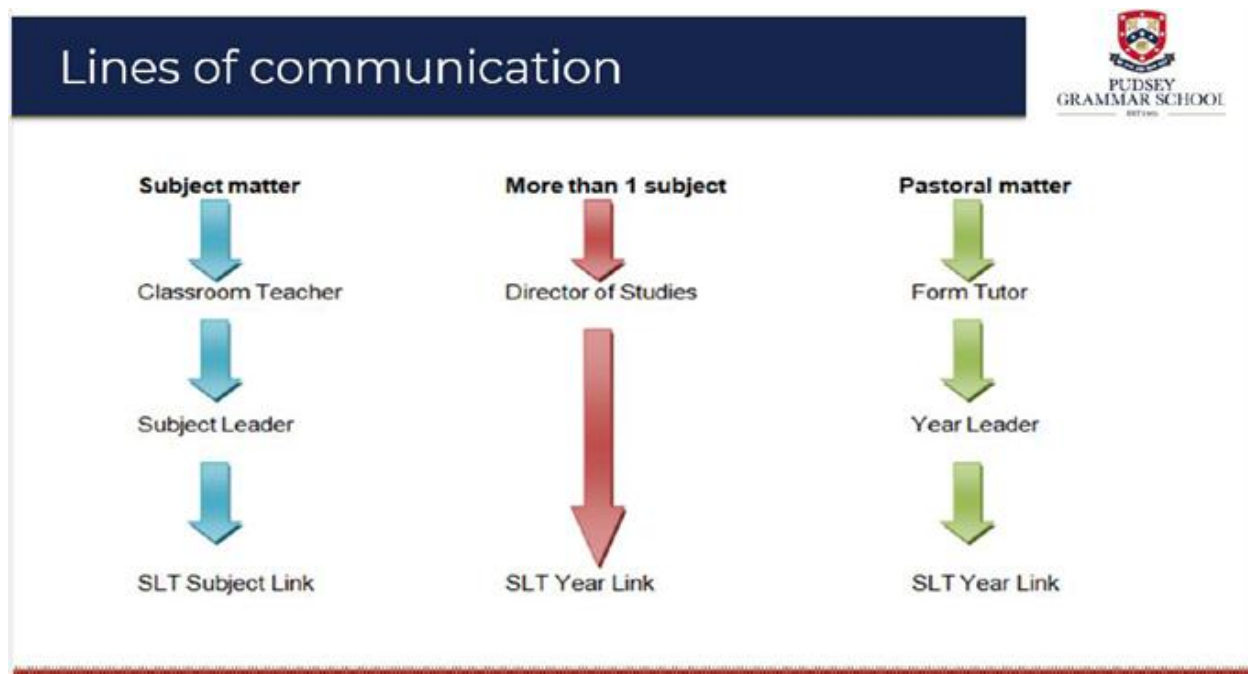
Staff emails can be found on the school website using the link –

<https://www.pudseygrammar.co.uk/contact-us/key-contacts/>

To report a student absence please email attendance@pudseygrammar.co.uk or telephone 0113 3869122. Absences can also be recorded by using the Arbor app.

The school's Home/School Communications Policy can be found by clicking on the link -

<https://www.pudseygrammar.co.uk/key-information/school-policies/>



Miss Frost
PA to the Headteacher & Communications Manager

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No Nuts in School Reminder

To help keep all of our pupils safe, we kindly remind parents and carers that nuts and products containing nuts should not be brought into school.

We have students and staff in school with severe nut allergies, and even small amounts of nuts or accidental cross-contamination can trigger a life-threatening allergic reaction (anaphylaxis).

When preparing packed lunches and snacks, please check ingredient labels carefully and avoid including any foods that contain nuts.

We greatly appreciate your support and cooperation in helping us maintain a safe environment for all members of our school community.

Mrs Marsh
Lead First Aid

Year 7

It has been wonderful to welcome our new Year 7 students this week, and what a fabulous start they have made!

All students looked **extremely smart** in their new uniforms and have conducted themselves in and around the school incredibly well. They have set a fantastic standard for the year ahead. To help them maintain this brilliant momentum, please encourage them to be **prepared and organised** for each day. You can support them at home by:

- **Packing bags the evening before** to avoid morning rushes.
- **Checking their equipment** to ensure they have everything they need for their lessons.
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Thank you for your continued support in helping our new students settle in so successfully!

Mrs Morrell
Year 7 Director of Studies

Miss Exley
Year 7 Leader

YEAR 8

It was great to see Year 8 students back after their summer holidays. We hope the students and yourselves enjoyed the break together and students have come back refreshed and ready to start their next exciting chapter at PGS. I just wanted to remind you of a couple of things.

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We are delighted to welcome back Miss Birdsall as our Year Leader full time following her maternity leave. Any minor pastoral issues should be directed to Form Tutors and more complex matters will be dealt with by Miss Birdsall.

We are back to normal uniform this term so blazers are required during the day and need to be worn around the school.

Mr Lucas
Year 8 Director of Studies

Miss Birdsall
Year 8 Leader

YEAR 9

It has been fantastic to welcome our Year 9 students back to school this week. They have made a really positive start to the new academic year, and it has been lovely to see them settling back into routines, reconnecting with friends and engaging with their learning.

As we move forward into the year, we would like to remind students of our expectations around uniform, equipment and preparation for school. Year 9 is an important year, and we want every student to develop the independence and responsibility needed to be successful.

Please ensure that students arrive at school every day with:

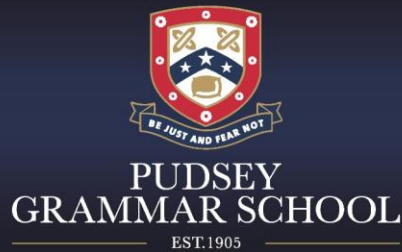
- A suitable school bag to carry their books and equipment.
- Phones need to remain in bags the whole school day.
- Their full equipment, including pens, pencils, ruler, rubber and other essential items, like planners and PE kit.
- All books and resources needed for their lessons including a reading book for form time.

A huge well done to Year 9 for a great first week back!

We are looking forward to seeing students continue to make excellent progress, demonstrate positive attitudes and take pride in themselves and their achievements in and out of school.

Mrs Mitchell
Year 9 Director of Studies

Mrs Swithenbank
Year 9 Leader



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YEAR 10

A very warm welcome back to all our Year 10 families.

Year 10 is an important stage in the GCSE journey. Students will be developing new knowledge and skills, building confidence and beginning to prepare for the assessments that will contribute towards their final qualifications.

Attendance Matters

Excellent attendance and punctuality are essential. GCSE learning builds from lesson to lesson, so missing lessons can mean missing key explanations, practical activities, discussions and opportunities to practise important skills. Regular absence can quickly lead to gaps in knowledge, making it harder for students to keep up and potentially affecting their confidence and progress.

This is particularly important for coursework and non-exam assessment subjects, where students may have specific assessment windows and external deadlines. Missing lessons during these periods can mean missing essential preparation, teacher guidance or opportunities to complete assessed work.

We look forward to working closely with you and your young person throughout the year. Together, we can help them make the most of this important stage of their GCSE journey.

Communication

General concerns - contact form tutor as first point of contact

Complex pastoral needs - contact the Year Leader (Miss Mathie) –

e.mathie@pudseygrammar.co.uk.

Subject issues - contact the subject teacher

More than 2 subject issues - contact Director of Studies (Mr S Syed) –

s.syed@pudseygrammar.co.uk.

Mr Syed
Year 10 Director of Studies

Miss Mathie
Year 10 Leader

YEAR 11

We hope you have all had a wonderful summer holiday and enjoyed the opportunity to relax and spend time together. It was lovely to welcome our Year 11 students back to school on Wednesday, and we are looking forward to working with them throughout what will be an incredibly important and exciting year.

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Year 11 is a significant year, with students preparing for their GCSE examinations and making important decisions about their next steps. Organisation will be crucial to ensuring students have the best possible chance of success. We would therefore appreciate your support in checking that your child is able to access all of the necessary school platforms and accounts. In particular, students should be able to log into Arbor, where they can access important information including their timetable and homework.

Key Dates for Year 11

Please make a note of the following important dates:

12th October – Blackpool Rewards Trip
9th–23rd November– Trial Exams
7th December – Practical Subject Trial Exams
4th February – In-Person Parents' Evening
4th March – Exam Success Evening
8th–23rd March– Trial Exams

Students will need to meet the following criteria in order to secure their place on the Blackpool trip:

- No suspensions
- Attendance of at least 92%
- No more than 7 late morning marks
- No more than 7 removals

We will continue to remind students about these expectations throughout the first few weeks and provide updates on their progress towards meeting the criteria.

We are incredibly excited for the year ahead and look forward to supporting our Year 11 students as they work towards achieving their very best.

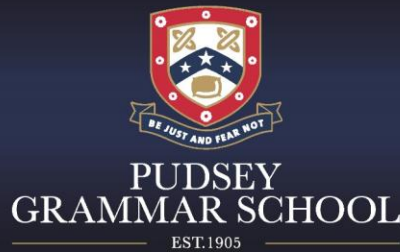
Miss Legg
Year 11 Director of Studies

Mrs Green
Year 11 Leader

SIXTH FORM

Welcome Back!

It has been wonderful to welcome our Sixth Form students back after the summer break, and we hope all of our students and families had an enjoyable and restful holiday.



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We would like to begin by congratulating our students on their Applied unit results this summer and GCSE qualifications. These are important milestones, and we are incredibly proud of the hard work and commitment our students have shown.

It has been fantastic to welcome our Year 12 students back into Year 13. It has been great to see them returning looking refreshed, enthusiastic and ready to get started with the year ahead. We are looking forward to supporting them as they take the next steps towards their Post 18 destinations.

We have also been delighted to welcome our new Year 12 cohort. It has been great to see students joining us from PGS following Year 11, as well as meeting and welcoming students who have joined us from other schools. Although our students may be from a wide range of schools, everyone in Year 12 is new to Sixth Form, and there has understandably been a lot of information to take in during the first week. We have been providing students with guidance, key information and support to help them settle in and make a positive start to the year.

Staying Informed

With lots happening in the first few weeks, it is important that students regularly check their communication channels. Please remind your child to check:

- *Google Classroom regularly for messages, updates and information
- *Their personal school email on a daily basis
- *Arbor daily for important communications and updates

Developing these routines from the start will help students stay organised and ensure that they do not miss important information.

Contacting the Sixth Form Team

If parents/carers need to contact us regarding a planned absence or a general Sixth Form enquiry, please use: sixthform@pudseygrammar.co.uk.

For more specific support relating to your child, please contact their form tutor.

We look forward to working with students, parents and carers throughout the year and supporting every student to make the most of their time in Sixth Form.

Best wishes for a successful year ahead.

Mrs Smith
Assistant Director of Sixth Form

Miss Robinson
Careers and Progression Manager

Miss White
Attendance and Pastoral Support

Mrs Scott
Supervised Study Co-Ordinator