

**PARENT & CARER  
WEEKLY BULLETIN**  
Friday 18<sup>th</sup> September 2026

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## HEADTEACHER'S MESSAGE

It was my pleasure to welcome all of our new Year 7 parents/carers to the school earlier this week. I spoke on behalf of all of the staff to say that we are absolutely delighted with the start that the students have made. I also said that we were looking forward to working with them and their children in the years ahead.

**Mark McKelvie**  
Headteacher

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## GENERAL NOTICES

### Working Together to Support Attendance

We understand that sometimes children are unable to come to school. If your child is going to be absent, please contact Pudsey Grammar School before 9.00am on the day of absence and let us know the clear reason for their absence. This helps us keep our registers accurate and, most importantly, ensures that we know where our pupils are.

If we have not received a reason for your child's absence, we will first send a text message, followed by a telephone call if we have not heard from you. Where we are still unable to establish a reason for the absence, a home visit may be carried out as part of our safeguarding procedures.

Please remember that an absence where no reason has been provided, or where a clear reason cannot be established, will be recorded as unauthorised.

Thank you for working with us and keeping us informed. Good communication between home and school plays an important part in supporting our pupils to attend regularly, feel safe and achieve their best.

### Attendance Rewards

#### Make Every Day Count at Pudsey Grammar School!

We're excited to celebrate our students' attendance with our Attendance Rewards scheme!

Attend every day for a full week = 1 Attendance Point

Receive a sticker for your planner

Spend points at Thursday break or save them towards a bigger reward!



# PUDSEY GRAMMAR SCHOOL

EST.1905

## PARENT & CARER WEEKLY BULLETIN

What can you win?

- Confectionery
- Privilege queue passes
- Vouchers
- ...and more!

Every student is eligible! There's no sign-up - simply attend school for a full week and earn your point.

The Attendance Team

Extra-Curricular Activities – week commencing 21<sup>st</sup> September 2026

| Monday                                                                                       | Tuesday                                                                                                                                | Wednesday                                                                                                    | Thursday                                                                                              | Friday |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------|
| <b>Book Club</b><br>3:00 - 4:00pm<br>Room: Library<br>Staff: Miss Marwood<br>All Year Groups | <b>Football and Netball House Competitions</b><br>3:00pm - 4:00pm<br>School Field<br>Staff: PE staff<br>All Year Groups                | <b>Strategy Club</b><br>3:00pm - 4:30pm<br>Room: Main Hall<br>Staff: Mr Pugh & Miss Ingle<br>All Year Groups | <b>Cyber Trailblazers</b><br>3:00pm - 4:00pm<br>Room: 011<br>Staff: Mr Pugh<br>All Year Groups        |        |
|                                                                                              | <b>Art Club</b><br>3:00pm - 4:00pm<br>Room: 031/033<br>Staff: Mrs Lewis<br>Years 9-13                                                  | <b>Art Club</b><br>3:00pm - 4:00pm<br>Room: 031/033<br>Staff: Mrs Newby<br>Years 9-13                        | <b>Art Club</b><br>3:00pm - 4:00pm<br>Room: 031/033<br>Staff: Miss Chappell<br>Years 9-13             |        |
|                                                                                              | <b>Drama Club</b><br>3:10pm - 4:00pm<br>Room: Drama Studio<br>Staff: Miss Turner<br>KS3 Only                                           | <b>Homework Club</b><br>3:00 - 4:00pm<br>Room: Library<br>Staff: Miss Marwood<br>All Year groups             | <b>Philosophy Club</b><br>3:00pm - 4:00pm<br>Room: 115<br>Staff: Ms Bennett<br>Starts after Half Term |        |
|                                                                                              | <b>School Band</b><br>3:10pm - 4:00pm<br>Room: 232<br>Staff: Miss O'Gorman<br>All Year Groups                                          | <b>Photography Club</b><br>3:00pm - 4:00pm<br>Room: 035<br>Staff: Mr Baxter<br>Year 9 - 13                   | <b>Dutch Club</b><br>3:00pm - 4:00pm<br>Room: 207<br>Staff: Miss Hornsby<br>All Year Groups           |        |
|                                                                                              | <b>Homework Club</b><br>3:00 - 4:00pm<br>Room: Library<br>Staff: Miss Marwood<br>All Year Groups                                       |                                                                                                              | <b>Photography Club</b><br>3:00pm - 4:00pm<br>Room: 035<br>Staff: Mr Baxter<br>Year 9 - 13            |        |
|                                                                                              | <b>Photography Club</b><br>3:00pm - 4:00pm<br>Room: 035<br>Staff: Mr Baxter<br>Year 9 - 13                                             |                                                                                                              | <b>Craft Club</b><br>3:00pm - 4:00pm<br>Room: 007<br>Staff: Mrs Harrington<br>All Year Groups         |        |
|                                                                                              | <b>Debating Club</b><br>3:00pm - 4:00pm<br>Room: 211<br>Staff: Mr Connor<br>All Year Groups                                            |                                                                                                              |                                                                                                       |        |
|                                                                                              | <b>Design Technology Club</b><br>3:00pm - 4:00pm<br>Room: 037<br>Staff: Miss Hepworth-Smith<br>Key Stage 3<br>Starting after half term |                                                                                                              |                                                                                                       |        |

### Booking onto a Club

Log into the Arbor Parent Portal and select **Clubs** to book your child's place.

## **PARENT & CARER WEEKLY BULLETIN**

### **Parents & Carers - We Need Your Support!**

Please encourage your child to attend school every day wherever possible. Regular attendance helps students learn, make progress and take part fully in school life.

One week. One point. One step towards a reward!  
Let's make every day count!

The Attendance Team

### **Heritage Language GCSE and A Level Qualifications – Years 10, 11, 12 and 13**

Each year we have been able to enter a small number of students in KS4 and KS5 for heritage language examinations. In order to be eligible to be considered to sit a heritage language examination, students must:

- Have a good standard in the written as well as the spoken language
- Speak and write a language that is recognised by the major UK exam boards
- Be prepared to work independently to revise for these examinations
- Communicate effectively with Miss Kaur (our new EAL Co-ordinator at school) and the relevant year team.

If you would like to express an interest in your child taking a heritage examination or would like to confirm that school is already aware of any interest you may have previously expressed, please contact Miss Kaur directly, on [m.kaur@pudseygrammar.co.uk](mailto:m.kaur@pudseygrammar.co.uk).

Mrs Maloney  
Subject Leader of MFL

Miss Kaur  
EAL Co-ordinator

### **Celebrating Achievement Outside of School**

We are aware that many of our students do fantastic things outside of the school building. We want to celebrate in their success but occasionally we do not hear about their achievements.

We have created the following short form where you can let the school know any achievements that take place outside of the school day. This might be a sporting or extra curricular achievement, a contribution to the wider community, or displaying one of our school values (respect, integrity, ambition, compassion and resilience).

We will look to share these success in appropriate ways, whether via the Parent Bulletin, sharing in assemblies or it might just be that you want us to know!

## **PARENT & CARER WEEKLY BULLETIN**

Please use this form throughout the year to tell us about the great things your child might be doing.

<https://forms.gle/8ZLWSVAxmdzdRRV78>

Mr Sammons  
Assistant Headteacher

### **Illegal Firework Sales**

Over the last couple of years, we have been partnering with West Yorkshire Trading Standards. Please see below their latest guidance on Illegal Firework Sales.

"We are now entering firework season, where retailers with the relevant licence can legally sell fireworks from 15<sup>th</sup> October to 10<sup>th</sup> November. Most retailers are not permitted to sell fireworks outside of this time frame, although some do have a year-round licence. In-depth information on the laws on firework sales can be found here.

Any information suggesting businesses, or individuals, are selling fireworks illegally, either outside of that time frame or during the retail period, is of interest to us, as is any information on any fireworks sales to under 18s, which is always illegal."

<https://drive.google.com/open?id=1gNTCmE3FmwI0KDi0EipN6UuWxz5Gek44>,  
<https://drive.google.com/open?id=1XXTBznNU5UA9wGMBKENIip9oBEx7Zx74>

Mr Sammons  
Assistant Headteacher



Everyone's welcome. Every week we play games, learn skills, earn badges and yes, even eat a marshmallow or two.

Looking for something new for your child to do? Learn life skills and make new friends? Scouts have groups from ages 4 - 18.

We are also looking for adult volunteers to join and help with our groups.

Scan the QR code for more information and find your local group

**Less  
screen time  
More  
green time**

**Scouts**  
West Leeds



## **PARENT & CARER WEEKLY BULLETIN**

### **Year 7**

It has been lovely to see so many parents at our Year 7 Information Evening last night. Thank you to everyone who was able to attend and for your continued support as our students settle into life at Pudsey Grammar School.

For those parents who were unable to attend, please don't worry. Information from the evening will be shared with you in the near future, so that you have access to the key information and updates.

#### **A Fabulous Start to Year 7**

We are delighted with how well our Year 7 students are doing. They continue to be excellent in school, showing positive attitudes towards their learning, behaving brilliantly and embracing the opportunities and expectations that come with secondary school.

It has been wonderful to see how quickly they are settling into school life, and we are incredibly proud of the way they are conducting themselves. They really are making a fabulous start to Year 7!

#### **The Importance of Attendance**

As our students continue to settle into their new routines, we would like to remind parents and carers of the importance of regular school attendance.

Every day in school matters. Being in school consistently ensures that students do not miss valuable learning, opportunities to develop friendships, tutor time, assemblies and the wider experiences that help them thrive at secondary school.

We know that our Year 7 students are doing so well, and maintaining excellent attendance will help them to continue building confidence, making progress and enjoying their time at Pudsey Grammar School.

Thank you for your continued support in ensuring that our students attend school regularly and arrive ready to learn.

Once again, thank you for your support. We are incredibly proud of our Year 7 students and the fabulous start they have made.

Mrs Morrell  
Year 7 Director of Studies

Miss Exley  
Year 7 Leader

## **PARENT & CARER WEEKLY BULLETIN**

### **YEAR 8**

We are now two full weeks into the year and we have started Year 8 brilliantly on the whole. Our attendance is good, our attitude is brilliant and we have settled back in really well. We want to keep this up throughout the year and get the most out of school. Our uniform has been to a very high standard, but a polite reminder that nails and eyelashes are not to be worn as per the school policy.

I said last week about all the after-school activities on offer and it was great to see so many of the year in House competitions, strategy club and ski club. I really want to encourage as many pupils as possible to get involved as it's a great way to make the most out of school.

Mr Lucas  
Year 8 Director of Studies

Miss Birdsall  
Year 8 Leader

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### **YEAR 9**

It has been another positive week for Year 9, and it has been lovely to see students continuing to settle into the new school year.

#### **Learning and Lessons**

We have been really pleased with the effort and attitude that Year 9 students have shown in lessons. Many students are engaging well with their learning, contributing positively and demonstrating a real willingness to work hard. It is fantastic to see them developing their independence and taking pride in their work.

#### **Attendance**

A reminder that good attendance is incredibly important and has a direct impact on students' learning and progress. Every lesson counts so please continue to support your child in attending school regularly and arriving on time each day. We really appreciate your support in helping students make the most of every learning opportunity.

#### **Social Time**

We have also been very pleased with the behaviour we have seen around school during social times. Students have been interacting positively with one another, showing respect and making good choices during break and lunchtime. It has been great to see Year 9 building positive relationships and contributing to a friendly and respectful school environment.

Thank you, as always, for your continued support.

Mrs Mitchell  
Year 9 Director of Studies

Mrs Swithenbank  
Year 9 Leader

## **PARENT & CARER WEEKLY BULLETIN**

### **YEAR 10**

As Year 10 students settle into an important stage of their education, establishing positive routines at home can make a real difference to their progress, wellbeing and confidence.

Regular attendance is essential, so please encourage your child to attend school every day and arrive on time, ready to learn. If there are any concerns, they are best addressed with staff who will help in school. Please do contact your child's Form Tutor or for more complex issues the Year Team if you have concerns. A consistent homework routine is equally important. Homework is set and recorded on Arbor, so checking this regularly together can help students stay organised and avoid last-minute pressure. If your child is experiencing any difficulties with a task, please encourage them to speak to their teacher in advance so that support can be provided. Being properly equipped for the school day is also important. Please ensure your child brings their school bag and the required equipment each day. The equipment list can be found in their planner and on the school website.

Finally, a good night's sleep is vital for concentration, memory and overall wellbeing. Encourage a consistent bedtime, allow plenty of time to wind down, and where possible, keep phones and other devices away from the bedroom at night.

Small, consistent habits can have a big impact.

Mr Syed  
Year 10 Director of Studies

Miss Mathie  
Year 10 Leader

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### **YEAR 11**

We are pleased to confirm that payment for the Year 11 Blackpool Rewards Trip on Monday 12<sup>th</sup> October is now open on ParentMail.

The deadline for payment is Sunday 4<sup>th</sup> October. Please ensure payment is made by this date if your child is eligible to attend.

Spaces are limited due to coach capacity, so we encourage parents to make payment promptly to avoid disappointment.

As a reminder, students must meet the following criteria to attend the trip:

- ✓ No suspensions
- ✓ At least 92% attendance (no more than 3 days off school)
- ✓ No more than 7 late morning marks
- ✓ No more than 7 removals

## **PARENT & CARER WEEKLY BULLETIN**

I will be sending a follow-up email to parents of students who are currently at risk of not meeting the criteria due to their number of lates/removals or attendance.

Miss Legg  
Year 11 Director of Studies

Mrs Green  
Year 11 Leader

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## **SIXTH FORM**

### **Year 12 Parent Information Evening – Thank You**

A huge thank you to all the parents and carers who attended our Year 12 Parent Information Evening on Thursday 17<sup>th</sup> September. We really appreciate your time and support as our new Year 12 students begin their Sixth Form journey.

The evening provided an opportunity to share key information about academic ambition, expectations and routines, study skills, extracurricular opportunities, and preparing for future university and employment pathways. Parents and carers also had the opportunity to meet their child's Form Tutor, who will be an important point of contact throughout their two years in Sixth Form. We hope the evening gave families a clear understanding of our expectations and how we will work together to support students to make a successful transition into Sixth Form. Thank you once again for your continued support and partnership.

### **First UCAS Applications Submitted!**

This week, we were really pleased to send off our first UCAS applications from students applying for early entry courses. This is a great achievement and reflects the hard work, commitment and ambition of these students. Preparing an early UCAS application requires students to be organised, focused and proactive, often working towards deadlines much earlier than their peers. A huge well done to them for making an excellent start to their Year 13 journey!

### **Important UCAS Deadline Dates 2027 Entry**

★ 15<sup>th</sup> October 2026 - Deadline for applications to Oxford or Cambridge, and for most courses in medicine, veterinary medicine/science and dentistry.

★ Our Sixth Form deadline – 4<sup>th</sup> December 2026

This is our internal deadline for competitive applications.

We strongly encourage students to submit competitive applications by this date. Applications submitted at this point will be processed in good time and students can begin receiving offers. Students who leave their application until the official January deadline may have to wait longer to receive offers.



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## **PARENT & CARER WEEKLY BULLETIN**

★ 13<sup>th</sup> January 2027 - Deadline for the majority of university courses for 2027 entry.

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

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