



# Welcome

## to PGS 2020-21



Respect ● Resilience ● Integrity ● Compassion ● Ambition

# Welcome to Pudsey Grangefield!



We are delighted you have chosen to join our school, and are excited about you starting in September. This is a great time to join us, as 2019 saw us achieving our best ever GCSE results, meaning that we are one of the most improved schools in Leeds, with a growing and vibrant sixth form. Our teachers are fantastic, and will fully support you to make sure you are happy, gain new skills, love learning and achieve the qualifications you need for a brilliant future.

We are extremely proud of Pudsey Grangefield and have put in place a transition programme to help you get to know the school quickly, make new friends, and meet key staff who are there to support you when you 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, please take time to look through this booklet with your parents. The website is also packed full of up-to-date information:

[www.pudseygrangefield.co.uk](http://www.pudseygrangefield.co.uk).

We very much look forward to seeing more of you over the coming months, especially on the Transition Days in July, and to you starting with us in September.

**Mr McKelvie**  
Principal

**You will be invited to Pudsey Grangefield School for two Transition Days and a Parent Information Evening. You will receive further information regarding the dates and times of these events.**

# Meet Your Year Team



## Ms Nota - Year 7 Leader

Ms Nota is your Year 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 Ms Nota, by seeing her before school, during break or lunchtime, or after school. She will make an appointment to see you if you need more time, and will come and get you from your lesson so she can talk to you properly. Please do not go and see Ms Nota during lesson time, as she may not be available and your learning is your top priority.

Ms Nota's office is on Floor 1. At break and lunchtime she is on duty on Floor 1.

Your parents can also contact Ms Nota if they want to talk to her about anything to do with your wellbeing. Her contact details are below.

Ms Nota 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.



## Mr Matthews - Year 7 Director of Studies

Mr Matthews is the Director of Studies for Year 7 & 8. He is the person who checks you are making good progress in your lessons. You will be in sets for English, Maths and Science, and Mr Matthews works with the Subject Leaders to make sure you are in the correct set for your ability.

Mr Matthews 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 to be able to discuss. He also leads your assemblies, which take place every Monday during Tutor Time.

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



## Mrs Martin - Link for Year 7

Mrs Martin is the Deputy Principal and is the Senior Leader who supports the year group.



## The Year 7 Team

Year 7 Office – 0113 3869129

Ms Nota - [g.nota@pudseygrangefield.co.uk](mailto:g.nota@pudseygrangefield.co.uk)

Mr Matthews – [d.matthe01@pudseygrangefield.co.uk](mailto:d.matthe01@pudseygrangefield.co.uk)



We are holding two transition days which we would like you to attend. These days will give you chance to experience being a student at Pudsey Grangefield School.

Attend some taster lessons, delivered by our expert teachers in specialist classrooms



Have lunch in the 'Street', our dining hall



Take part in some fun activities with your new year group



Meet teachers and your Year Team



Practice getting to school and home again



# Transition Days – Arrangements

## Make your own way to school

09:00

You will need to be at school at 8.45am to start at 9.00am.

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

How will you get here?

Bus?



Walk?



Car?



Cycle?



Whichever way you choose to travel, please make sure you do so safely. Take care crossing roads, and if you choose to cycle, please wear a helmet.

## What to Bring with You

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

You will also need lunch on each day, so please either bring:

- A packed lunch
- Some money (you should not need more than £3 a day).
- If you are on Free School Meals, your lunch will be provided for free.

### PLEASE WEAR YOUR NORMAL SCHOOL UNIFORM.

The day ends 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 of whether you are allowed to make your own way home, or whether you will be collected. To do this, they will need to return the reply slip on the letter given out at the Parents' Information Evening in March. If they lose the slip or need to change 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.

14:15

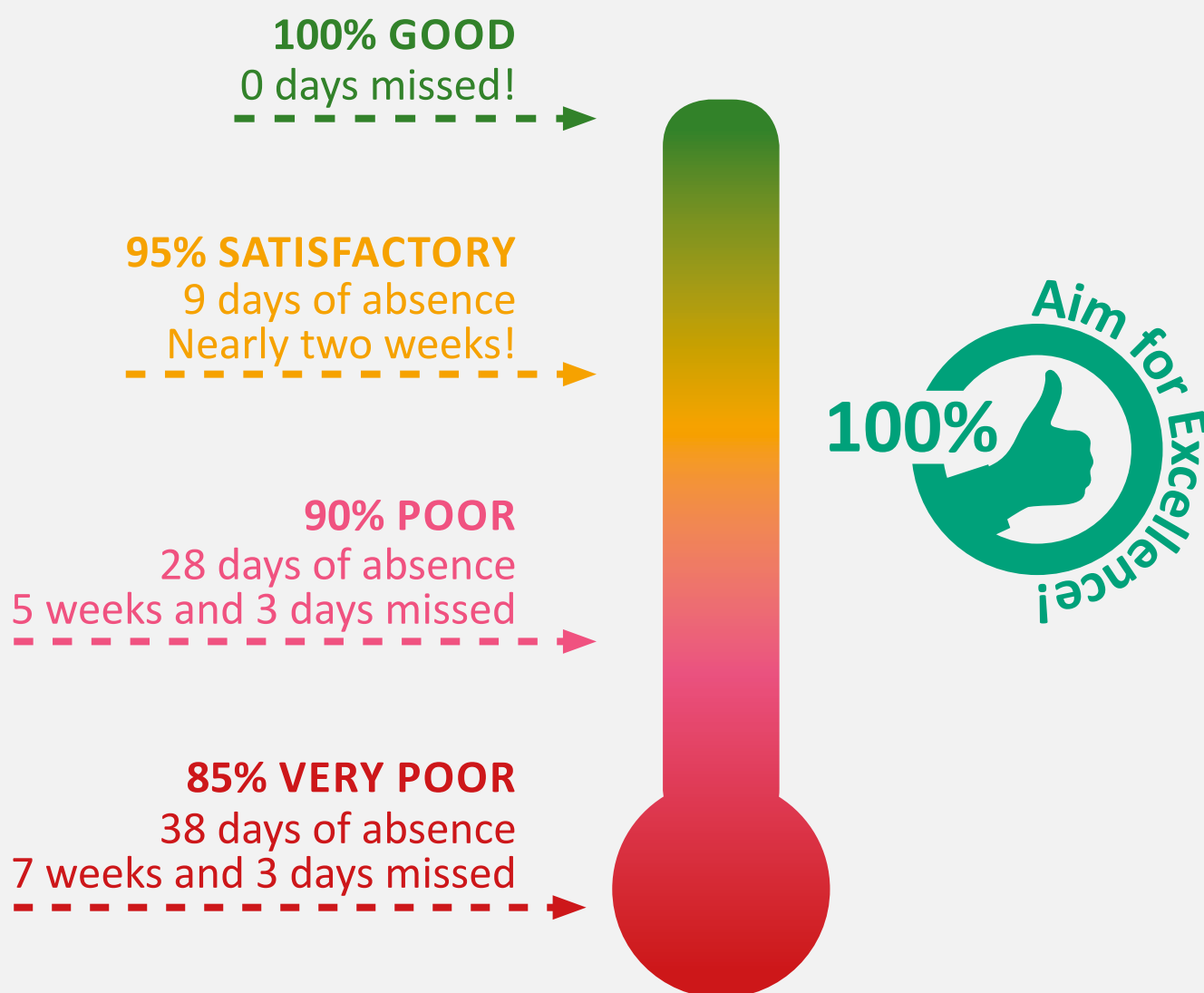
# The Importance of Good Attendance

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!

Excellent attendance will help you:

- Learn
- Make new friends
- Experience new things in life
- Develop new skills
- Build confidence and self-esteem
- Gain great qualifications at the end of Year 11



# ATTENDANCE TIPS!

Below are some helpful hints and tips to make sure your attendance is as high as possible:



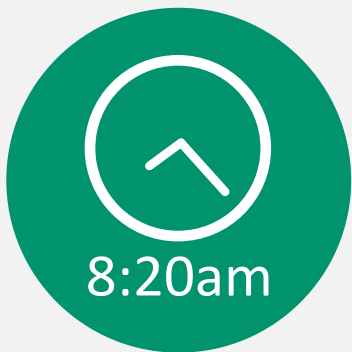
## ESTABLISH GOOD ROUTINES

Get into a good evening routine. Have a plan of when you are going to do your homework, when you will have tea, and when you've got time to relax. Pack your bag for the next day. Check your timetable and make sure you have all your books and equipment and also your PE kit if you need it.



## HAVE A REGULAR BEDTIME

Agree a regular bedtime with your parents, and stick to it! Make sure you have at least an hour before you need to go to sleep when you don't go on your phone or any other devices, so that your brain can relax and get ready for sleep. It's a good idea to read a book in bed before you go to sleep.



## ARRIVE AT SCHOOL ON TIME

Practice the route to school so that you know what time to leave the house, allowing time for any unforeseen problems such as the bus being late. You need to be at school by 8.20am at the latest, but if you get here for 8.10am you can come into the building, see your friends, relax, buy some breakfast and prepare for the day.



## EAT HEALTHILY

Make sure you have a healthy breakfast to set you up for the day, and either bring a packed lunch or have money for a school lunch. We do not allow fizzy or energy drinks in school, so don't be tempted to bring them in or they may be confiscated.

# Your Timetable

We have a two-week timetable, starting with Tutor Time and then with 5 lessons. Each week's timetable will be different.

Break is after period 2, and lunch is after period 4. There is just one lesson after lunch. The times are below:

Tutor Time	8:30 - 8:50am
Lesson 1	8:50 - 9:50am
Lesson 2	9:50 - 10:50am
BREAK	10:50 - 11:10am
Lesson 3	11:10am - 12:10pm
Lesson 4	12:10 - 1:05pm
LUNCH	1:05 - 1:40pm
Lesson 5	1:40 - 2:40pm
END OF SCHOOL & EXTRA-CURRICULAR ACTIVITIES	2:40pm (We close at 2.30pm on Friday)



School starts at 8:30am



End of lessons 2.40pm  
Time for clubs!

In Year 7 your timetable will look something like the one below. You move to different classrooms for each lesson. The first number of the room number shows which floor the classroom is on. For example, room 101 is on Floor 1.

	1Mon	1Tue	1Wed	1Thu	1Fri
Reg					
1	PHYSICAL EDUCATION DMM	PSHEE RBF 040	MATHEMATICS MCY 107	MATHEMATICS JWS 103	MATHEMATICS JWS 103
2	FRENCH DSW 207	SCIENCE OAY 001	IT Core DWF 017	English Language JGH 217	SCIENCE OAY 001
3	HISTORY JHS 030	GEOGRAPHY FBS 113	DRAMA LWD 151R	FRENCH DSW 206	English Language DSW 207
4	MUSIC AD5 232	DRAMA DGG 231	HISTORY OBT 113	SCIENCE GRS 006	MUSIC AD5 232
5	SCIENCE OAY 001	English Language JGH 217	English Language JGH 217	PHYSICAL EDUCATION DMS 151F	DESIGN & GRAPHICS WNN 038
Tw					

AD5: Mr A DEAL  
BBL: Mr B BROADWELL  
DBN: Mr D J BROWN  
<etc...>

JHS: Mr J HIGGINS  
JLH: Mr J LEIGH  
JWS: Mr J N WILLIAMS  
1

04/02/2019 14:44



# Clubs and Extra - Curricular Activities

Pudsey Grangefield School has a fantastic selection of clubs and activities that take place at break, lunch time and after school. Some that are currently offered include:

- Sport – football, netball, table-tennis, circuit training, Rugby, Badminton, Trampolining, Athletics, Rounders, Cricket
- Bird-watching
- Cake making
- Yoga
- Coding club
- Photography
- PGFM (radio)
- Wildlife
- Product making
- Strategy and Gaming club
- Scalextric / Hornby club
- Gardening
- Art
- Book Club
- Duke of Edinburgh
- Film Club
- Science club
- Homework Club
- School band
- Dance and Performing Arts

The list is endless – there is something for everyone! Check our website to see the full list of what is on offer and think about what you might like to join. It is a fantastic way to make new friends and to use some of the specialist equipment and resources we have at school.



# 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.

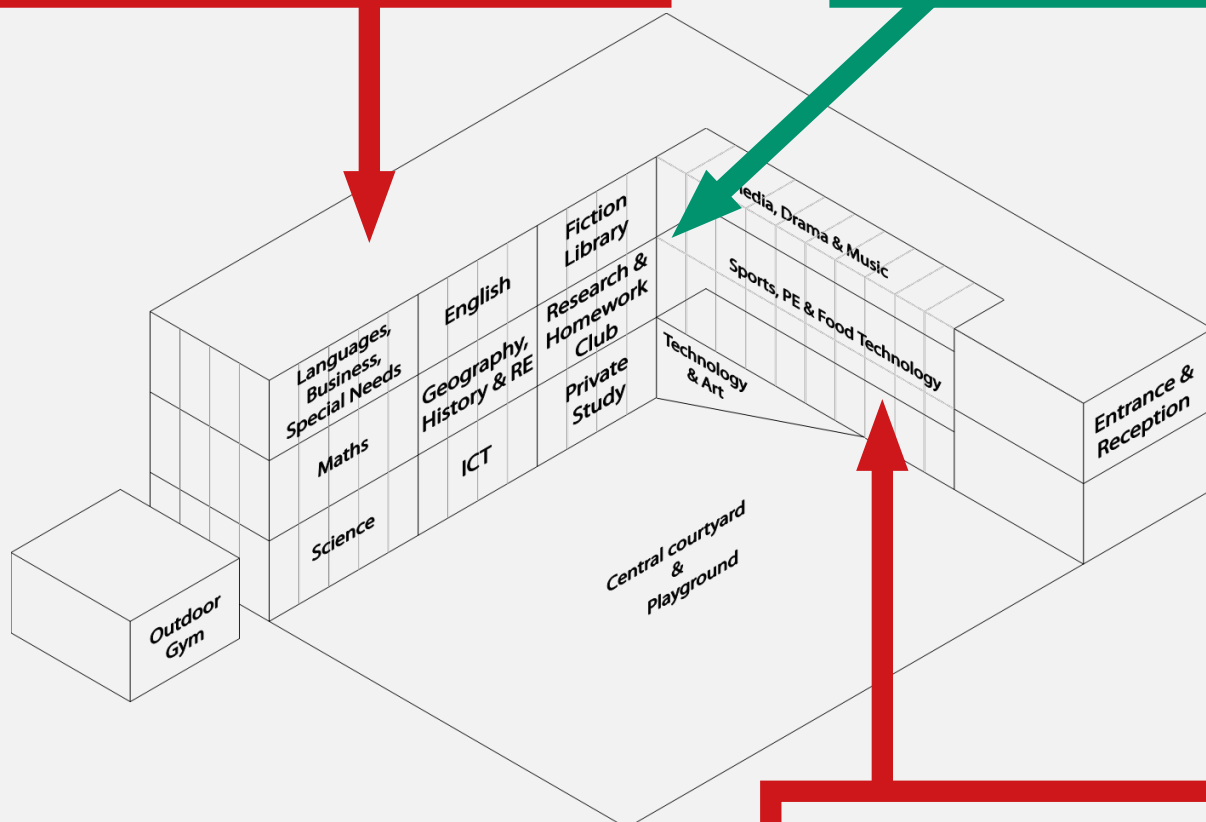
Staff and students will be around to help direct you to the right rooms, and your teachers will understand if you are not there absolutely on time for the first few days.

The main teaching wing has 3 floors.

- **FLOOR 2** (rooms start with a 2) – Languages, Business, English
- **FLOOR 1** (rooms start with a 1) – Maths, Geography, History, RE
- **FLOOR 0** (rooms start with a 0) – Science, ICT

You are not allowed to wear your coat in any of these areas.

You can use our library before school, during break, during lunchtime and after school. Stationery is sold from the library before school.



When you have Science, you will need to check the 'Pads' (the TV screens) to see which room you are in. This is because we have a limited number of labs and so teachers book rooms to suit what you will be learning in the lesson.

At the start of the day, you need to come in through the **COMMUNITY ENTRANCE** which is from the main playground. This takes you onto the 'Street', where you can have some breakfast and meet your friends.

# Uniform

At Pudsey Grangefield we take a real 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

Please check the list and photos below:

- Black v-neck jumper with the school logo.
- Formal white shirt with collar (to be tucked inside trousers/skirt).
- Black with red stripe clip on tie – you must wear the school tie all day.
- Plain black full length school trousers – tailored/straight/slim/skinny. You are not allowed any non-black zips, buttons on the outside, jeans, tracksuit bottoms, leggings or trousers that appear to look like leggings and have no pockets or zips/fly, or
- a black tailored skirt which should be no shorter than just above the knee.
- Black single colour flat leather/leather type shoes. No canvas or trainers. Plain black socks



- **Make-up is discouraged. Natural make-up will be accepted.**
- **Nail varnish should be clear.**



- **Plain black full length school trousers - tailored/straight/slim/skinny fit.**



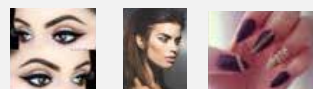
- **Single colour black leather/leather type shoes with flat sole (heel no higher than 3cm)**



**note the lace up shoes on the second row - leather uppers, no canvas.**



- **No false eyelashes, drawn eyebrows, heavy or extended eye-liner, contouring, heavy eye shadow, lipstick.**
- **False/acrylic nails, coloured nail varnish or decorated nails are not allowed.**



- **No trousers with non-black zips (no gold or silver zips/buckles) or buttons on the outside. No black jeans, tracksuit bottoms or leggings.**



- **No trainers, colour additions, buckles, studs, glitter, open toe, boots, UGG boots, canvas style pumps.**





## PE Kit

- Suitable trainers.
- Football boots - Girls and Boys (must have).
- White polo shirt with collar with school logo.
- Black and red school outdoor shirt (reversible) with school logo.
- Black and red hoodie with school logo - optional
- Black shorts with PGS shield. Pudsey Grangefield leggings are available
- Long black socks.
- Black tracksuit - optional.
- A clearly labelled towel.



## Jewellery

For health and safety students are not allowed to wear jewellery, apart from watches and earrings. The only earrings allowed are studs, and only one per ear. No facial piercings.

Hair colour should be natural (no unnatural colours are permitted). Hair should not be cut or styled in 'extreme' fashion.

## Coats

You should wear a sensible coat appropriate to the weather conditions (waterproof, warm etc) when walking to and from school. No 'hoodie' type tops, leather or denim coats/jackets. Coats must be taken off when in the school building.

## Hats/caps

Fashion hats and caps should not be worn on the school site.

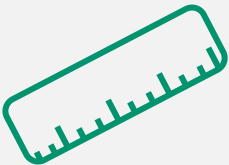
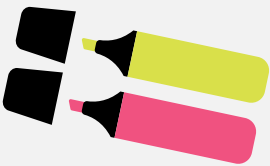
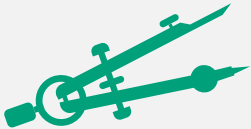
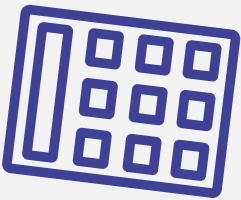
Our local suppliers are familiar with the Pudsey Grangefield School uniform and PE kit. Suppliers for our school are:



Whittakers (formerly Uniformity)  
3/5 Town Street  
Farsley LS28 5EN  
Tel: 0113 256 6020



Rawcliffes  
42-44 Darley Street  
Bradford BD1 3HN  
Tel: 01274 724 698



# What to Bring with You

You must make sure you have all the basic equipment needed for lessons. This will be checked by your Form Tutor, but don't worry it is sold in the library before school if you have lost anything. 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). This must be brought to school every day
- Pen and a spare (black or blue)
- Red pen for 'reflection work'
- Set of coloured pencils
- Pencil
- Rubber
- 15cm or 30cm ruler
- Pencil sharpener
- Protractor
- A compass
- Scientific calculator
- Glue stick
- French dictionary
- Dry wipe pen
- A Reading Book



# Our School Ethos

As a school we have five core values which are important to all of us. In Tutor 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.

The values are:



## 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.



We use Classcharts to record all positive and negative behaviour.

When you start at Pudsey Grange field you and your parents will be given login details. You can download the app onto your phone, or use their website to see how you are doing.

You will be given Positive points for lots of things, such as:

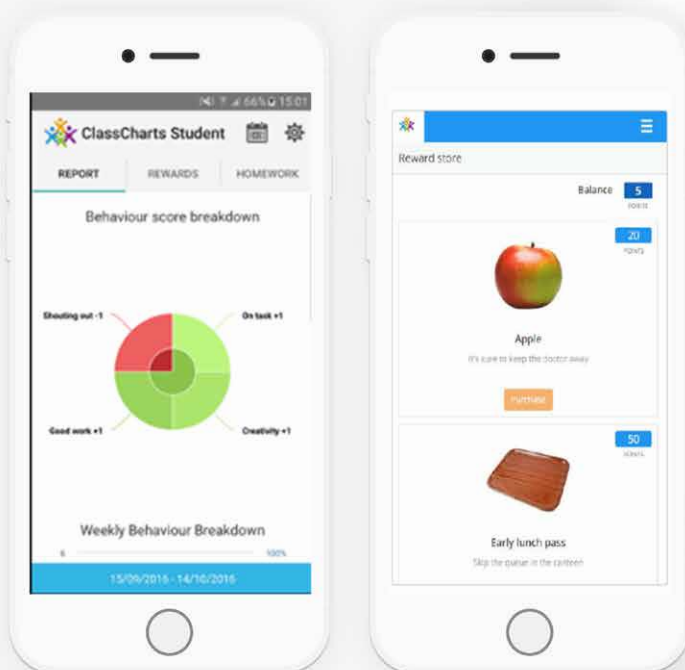
- Effort and behaviour in lessons
- Good attendance
- Demonstrating the school values
- Attendance at extra-curricular clubs and activities
- Using the library

You may also be given Negative points if adults are concerned about your attitude or behaviour.

You and your parents will be able to see how you are getting on minute by minute in lessons, and also see an overview of your behaviour.

## Rewards

Your points balance will allow you to choose rewards from the Rewards Store in Classcharts. We have a Rewards Committee who help decide on the items that are on the store.



# The Behaviour System

Our behaviour system is based on our school values. It is designed to make sure everyone is respectful of others and has the opportunity to learn in a supportive, happy, environment. It gives students lots of chances to make good decisions, but there are clear actions if people choose to make poor choices.

Behaviour is **EXCELLENT** in our school. But in lessons, if the teacher does not feel you are working in the way they expect, they will give you a Verbal Warning. This gives you a clear message that you need to make better choices about what you are doing. It might be that you're not working hard enough, or that you are getting distracted, for instance. It should be easy for you to put this right and so there will be no further action and the teacher will be pleased that you have done as they have asked.

However, if your behaviour does not change and the teacher is still concerned about you, they will give you a second Verbal Warning. At this point you really need to think carefully about what the teacher is asking you to do, because if they are still not happy with your behaviour or attitude they will press 'On Call' and you will be asked to work in another classroom. You will be given a Department Detention (40 minutes) to complete the work you have not done.

The key point to remember is that you have the chance to make a **GOOD CHOICE** at every point, so there is no need for you to get removed from a lesson. Most students never do!

**1**

**Behaviour not good in class  
- teacher gives a  
'Verbal Warning'**

**2**

**Behaviour continues not  
to be good - teacher gives  
a 'Second Verbal Warning'.  
Logged on ClassCharts**

**3**

**Behaviour still not good  
Removal from the lesson  
+ Department Detention**



## Detentions

Most students never receive any detentions at all, but occasionally we all make mistakes and so don't worry if you get one as a one-off. What is important is that you learn from it!

We have a detention system which operates after school. There are different types of detentions.

Types of detentions:

### Class detention

Your teacher may ask you to stay behind after the lesson, or come back in break or lunchtime for 10 minutes. This could be to finish off some work, for example.

### Department detention

These are 40-minute detentions after school. They may be issued if you have forgotten to do your homework or if the teacher feels you did not make enough effort in class. If you are removed from a lesson due to your behaviour you will receive a department detention.

### School detention

If you are late to school you will receive a School Detention on the same day. You may also be given a school detention if you have forgotten to attend a department detention. School detentions last for 1 hour and take place in room 106.

### SLT detention

This is our most serious detention. It is led by the Deputy Principal and an Assistant Principal and takes place on a Friday after school until 3.45pm in room 214. You may be given an SLT detention if you have not attended a School Detention.

More information about our behaviour system will be in your School Planner which you will be given on your first day.





## What to do If...



There may be days when you feel a little under the weather. We all have those, and we need to try to keep going if at all possible. However, if you are feeling really unwell and it is not improving during the course of the day, speak to your teacher about it or go to see Mrs Herron, our school Health and Wellbeing Co-ordinator in her office at the front of school. Your parents can also contact Mrs Herron, if they need to discuss anything about your health and wellbeing.

**Mrs Herron - Health and Well-Being Co-Ordinator**  
0113 3869143 - [k.herron01@pudseygrangefield.co.uk](mailto:k.herron01@pudseygrangefield.co.uk)

## You are ill and cannot attend school:

If you are going to be absent from school then please ask your parents to contact the Attendance Officer (details T.B.C) on the number below. Please note that if you have attendance of less than 97% we do not authorise absence without medical evidence, so you will need to contact the doctors.

**Miss Gregory - Attendance Officer**  
0113 3869122 - [s.gregory@pudseygrangefield.co.uk](mailto:s.gregory@pudseygrangefield.co.uk)







## You have Special Educational Needs:

Mr Brown is our Director of Special Educational, Behavioural and Emotional Needs. He is the person to talk to if you need any additional support in any of your lessons.

Mr Brown - Director of SEND

0113 2558277 - d.brown01@pudseygrangefield.co.uk

## 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 will need to pay using ParentPay. ParentPay is the school's secure online payment account. **Your parents will be sent a letter to set this up.** Mrs Butterworth deals with the lockers and she can be found in the main office.



## You lose something that belongs to you:


Lost property is kept at the main office. It is available for you to check at break or lunchtime.

## Your parents need to contact school:


If the query is about a subject, parents should email the Subject Leader. If it is about your wellbeing, they should contact the Year Leader.

Staff email addresses can be found on our website. We aim to reply within 48 hours.

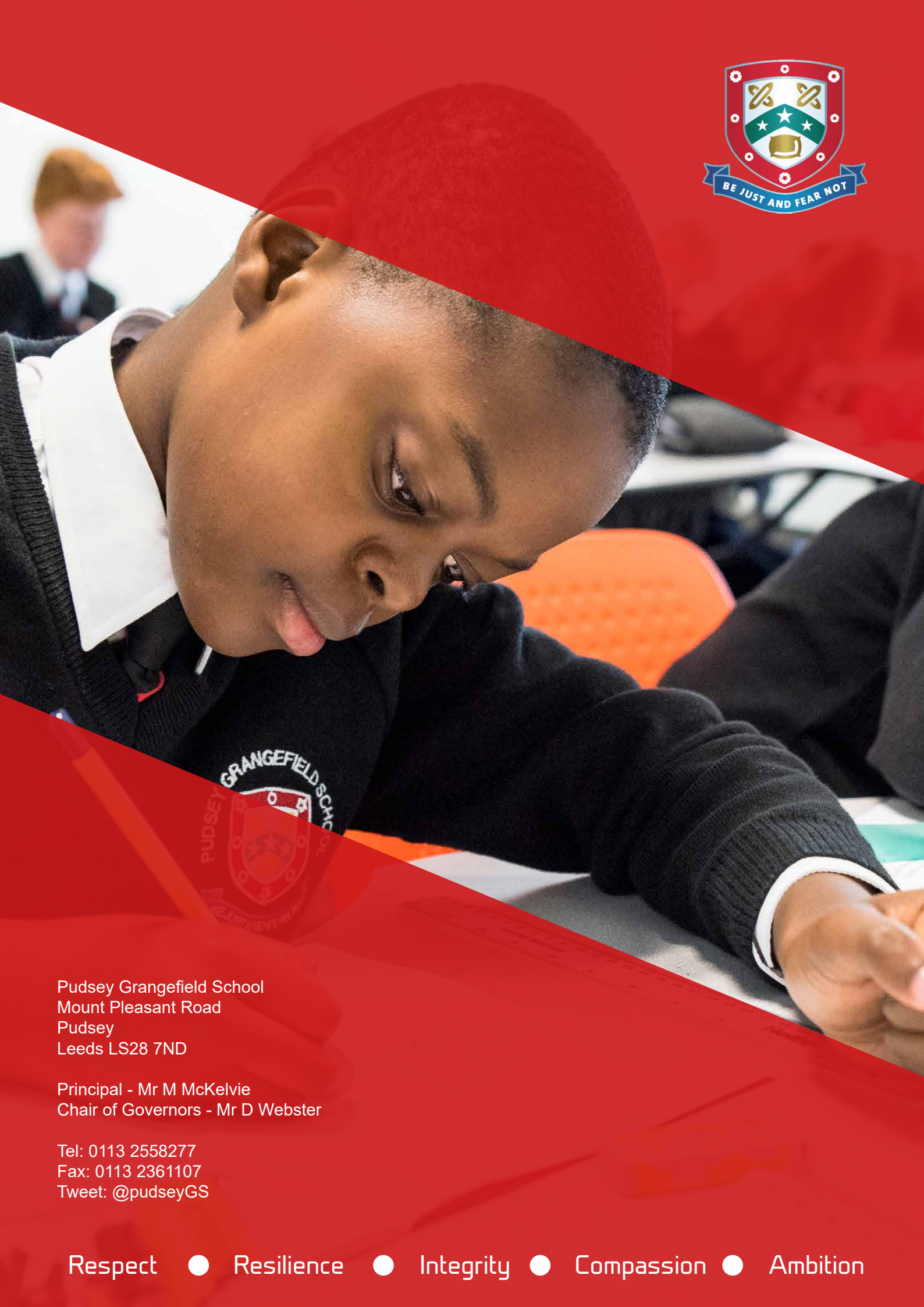
For general enquiries, the school contact details are below:

 Pudsey Grangefield School Main Reception Tel: 0113 2558277

 E-mail: [contactus@pudseygrangefield.co.uk](mailto:contactus@pudseygrangefield.co.uk)

 School website: [www.pudseygrangefield.leeds.co.uk](http://www.pudseygrangefield.leeds.co.uk)

 School Twitter: @pudseyGS



Pudsey Grange School  
Mount Pleasant Road  
Pudsey  
Leeds LS28 7ND

Principal - Mr M McKelvie  
Chair of Governors - Mr D Webster

Tel: 0113 2558277  
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