



# **Information Booklet**

**2024-2025**

## Introduction

We have created this information booklet to ensure parents/carers are informed of key information and events throughout the year. Please take the time to read the information booklet and share it with your child, as it will assist us to work together effectively to support them.

The details in this booklet attempt to respond to any queries that you or your child may have regarding our school's systems and procedures. Of course, should you have any questions that are not answered in the information below please contact the school via telephone (01995 603226) or email [info@garstang.fcat.org.uk](mailto:info@garstang.fcat.org.uk)

## Message from Mr Singh

I want to extend a warm welcome back to all of you and in particular to any new parents/carers who have joined us. Having joined Garstang Community Academy in January 2023 as Headteacher, it has been a pleasure getting to know the school community. We are determined to make Garstang Community Academy a beacon of excellence. We look forward to keeping you updated on your child's educational journey and engagement with a range of experiences throughout the year.

Thank you for your ongoing support and partnership. Here's to a successful and rewarding year ahead.

We hope you find this booklet useful and informative.

# Term Dates

## **Autumn Term 2024**

Starts: Wednesday 4th September 2024

Half term: Monday 21st October - Friday 25th October 2024

Ends: Friday 20th December 2024

## **Spring Term 2025**

Starts: Wednesday 8th January 2025

Half Term: Monday 17th February - Friday 21st February 2025

Ends: Friday 4th April 2025

## **Summer Term 2025**

Starts: Tuesday 22nd April 2025

May Day: Monday 5th May 2025

Half Term: Monday 26th May - Friday 30th May 2025

Ends: Friday 18th July 2025

## **Inset Days (school closed to students)**

Monday 2nd September 2024

Tuesday 3rd September 2024

Monday 6th January 2025

Tuesday 7th January 2025

Monday 2nd June 2025

Monday 21st July 2025

## Year Leaders

Your first point of contact in school is your child's Form Tutor or Year Leader.

Year Group	Year Leader
Year 7	Mrs Shepherd <a href="mailto:j.shepherd@garstang.fcat.org.uk">j.shepherd@garstang.fcat.org.uk</a>
Year 8	Miss Duxbury <a href="mailto:a.duxbury@garstang.fcat.org.uk">a.duxbury@garstang.fcat.org.uk</a>
Year 9	Mr McKiernan <a href="mailto:j.mckiernan@garstang.fcat.org.uk">j.mckiernan@garstang.fcat.org.uk</a>
Year 10	Mr Conway <a href="mailto:a.conway@garstang.fcat.org.uk">a.conway@garstang.fcat.org.uk</a>
Year 11	Mr Millatt <a href="mailto:t.millatt@garstang.fcat.org.uk">t.millatt@garstang.fcat.org.uk</a>
KS4 Academic Support	Mr Grindley <a href="mailto:r.grindley@garstang.fcat.org.uk">r.grindley@garstang.fcat.org.uk</a>

# Tutor Groups

Year 7	
Name	Tutor Name
Mrs Langley	7.1
Mr Jackson	7.2
Miss Huntington	7.3
Mr Armer	7.4
Mr Burgess	7.5
Mr Colluney	7.6

  

Year 8	
Name	Tutor Name
Mrs Bolton-Heaton	8.1
Miss Wild	8.2
Mrs Fielden	8.3
Mr Farquharson	8.4
Mrs Banks	8.5
Mr Careless	8.6

  

Year 9	
Name	Tutor Name
Mrs Davies	9.1
Mrs Smith	9.2
Mrs Boyce	9.3
Dr Ludley	9.4
Mr Passerini	9.5
Mr Ormerod	9.6

  

Year 10	
Name	Tutor Name
Mrs Brown	10.1
Mrs Rainbow	10.2
Mrs Hockey	10.3
Mrs Howarth	10.4
Mr Clayton	10.5
Mrs Duczak	10.6

  

Year 11	
Name	Tutor Name
Mrs Hoy	11.1
Miss Elsey	11.2
Mrs Storey	11.3
Mrs Rossiter	11.4
Mrs Davis	11.5
Mrs Ashworth	11.6

## Structure of the Academy Day

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>
<b>Registration</b>	8:40am	9:05am
<b>Lesson 1</b>	9:05am	10:05am
<b>Lesson 2</b>	10:05am	11:05am
<b>Break</b>	11:05am	11:25am
<b>Lesson 3</b>	11:25am	12:25pm
<b>Lesson 4</b>	12:25pm	1:25pm
<b>Lunch</b>	1:25pm	2:05pm
<b>Lesson 5</b>	2:05pm	3:05pm

# Uniform Guide

We require our students to wear a school uniform; this is for a number of reasons. It establishes an identity with the Academy and helps to build a sense of belonging. The uniform is smart, practical and hardwearing and with care it should last a considerable time.

Garstang Community Academy students are asked to wear their school uniform with pride. Uniform must be worn correctly by all students when in school, when travelling to and from school, as well as by any students representing the school-on-school visits, unless otherwise stated.

## **School Suppliers**

The official stockists of uniform for Garstang Community Academy are:

The Uniform & Leisurewear Company Ltd ([www.ualonline.com](http://www.ualonline.com))  
66 Church Street, Garstang, PR3 1YA (01995 605010)  
15 Common Garden Street, Lancaster, LA1 1XD (01524 388355)

and

Top One Uniforms, 39 St Johns Centre, Preston, PR1 1FB (01772 828616)

## Essential Uniform

Navy blazer with school crest

School jumper (optional)

Sleeveless school jumper (optional)

White long/short sleeved shirt

GCA Y7-10 tie or Y11 tie as appropriate\*

Medium grey straight-leg trousers or GCA pleated tartan knee length skirt (with red lion logo that is visible and skirt not rolled and at an appropriate length)

Plain black socks (no trainer socks) or plain black tights as appropriate

Flat plain black shoes – must be closed toe with a back

A suitable coat with no offensive logos

White apron for food tech lessons

Blue apron for DT lessons

Jewellery is not permitted with the exception of a wristwatch. If other types of jewellery are worn they will be confiscated by staff and parents/carers will be asked to collect the items.



# Notes on Appearance

## Personal Appearance

- Hair should be tidy in appearance and of a natural colour;
- Make up (if worn) should be minimal and of natural appearance;
- Nail varnish is not permitted;
- Nails must be minimal and natural in appearance (no acrylic nails)
- Students wearing false lashes must be 'minimal and natural' in appearance:
- The only jewellery permitted is a wristwatch. For reasons of safety and security - no other jewellery is permitted.

Please note that if students have: false nails on, are wearing false lashes, or have their ears pierced and refusing to support the school's standards they will not be in circulation.

## Standards Card

At Garstang Community Academy we expect all students to have high and maintain standards with regards to their equipment and uniform. Every student in school will have a Standards Card that they must keep in their blazer or bag.

During tutor time every morning, Form Tutors will check standards of uniform and equipment. Form Tutors will sign the Standards Card, if students do not have the correct equipment or have a uniform infringement (e.g., wearing jewellery to school).

If students have the correct equipment and are wearing the correct uniform, they will be awarded three award points each week.

During the school day, if a student is not adhering to the equipment and uniform expectations (e.g., shirt untucked or skirt rolled up/too short), staff will sign the Standards Card.

Each half term, students will be issued with a new Standards Card. If a student misplaces or forgets their Standards Card, an hour detention afterschool will be issued and logged on Bromcom.

Please see the tables below for further information:

Tutor Checks - Standards Card Check Daily
<p>If a student accumulates three signatures within a half term, the Form Tutor will send the student to the Inclusion Team with their Standards Card. The Form Tutor will log this on lesson support (system for monitoring students who are not in lesson) so all staff are aware of the movement of the student.</p>
<p>Student to discuss with a member of the Inclusion Team the reason for the signatures. The member of the Inclusion Team will issue a 1 hour after school detention.</p>
<p>If a student receives six signatures within the half term the process above will be followed and the student will be placed on a Year Leader monitoring card and will be out of circulation at lunch for a week. The Year Leader will liaise with Parents/Carer and a meeting will be arranged.</p>

Equipment Checks during tutor time			
Students have full equipment	Students have partial equipment	Students have no equipment	Student typically brings all items but on a rare occasion has forgotten an item/items of their equipment
<p>The Form Tutor will log an award of 3 points on Bromcom (MCAS) at the end of each week.</p>	<p>The Form Tutor will log a sanction on Bromcom (MCAS) which equates to - 1 point.</p> <p>Form tutors will sign the Standards Card and loan equipment to students during the day.</p>	<p>The Form Tutor will log a sanction on Bromcom (MCAS) which equates to -2 points and a lunchtime detention.</p> <p>Form tutors will sign the Standards Card.</p> <p>The Form Tutor will direct the student to a member of the Inclusion Team. The student will be provided with a pencil case in exchange for a</p>	<p>The Form Tutor will loan a piece/piece of equipment or send the student to the Inclusion Team for a pencil case.</p> <p>If this behaviour repeats, Form Tutors will follow the procedure for students having partial equipment.</p>

		mobile phone or personal belonging.  The pencil case will be exchanged at the end of the school day for the students' mobile phone or personal belonging.	
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**Uniform Checks during tutor time**

If uniform conforms to our standards the Form Tutor will log an award of 3 points on Bromcom (MCAS)

Skirts that are not an appropriate length or are rolled up	Students who are wearing eye lashes/nails that are not minimal and natural	Students who are wearing jewellery	Students who are wearing trainers	Student who is not wearing a blazer	Student who is not wearing a Tie
The Form Tutor will ask the student to roll the skirt down and will sign the Standards Card.	The Form Tutor will sign the Standards Card and refer the student to the Year Leader.  The Year Leader will liaise with the Parent/Carer .	The Form Tutor will: confiscate the jewellery, place it in an envelope and leave it at reception for the Parent/Carer to collect.  The Form Tutor will sign the	The Form Tutor will ask the student to see a member of the Inclusion Team and appropriate footwear will be provided.  The Form Tutor will sign the	The Form Tutor will ask the student to put their blazer on and sign the Standards Card.  The school will provide guidance to all students when there are	The Form Tutor will ask the students to collect a tie from reception in exchange for a mobile phone or personal belonging.  The tie will be exchanged

	<p>If lashes/nails cannot be removed the student will be in isolation at breaks and lunchtimes.</p> <p>The Year Leader will log the sanction on Bromcom (MCAS) as a uniform infringement, which equates to - 2 points</p>	<p>Standards Card.</p> <p>If the jewellery cannot be removed, the student will be in isolation at breaks and lunchtimes.</p> <p>The Year Leader will log the sanction on Bromcom (MCAS) as a uniform infringement, which equates to - 2 points</p>	<p>Standards Card.</p> <p>If the student refuses to wear the appropriate footwear, Parents/Carers will be contacted to bring in their school shoes and the student will be in isolation until they are equipped with the appropriate footwear.</p>	<p>occasions of high temperature s/warm weather.</p>	<p>at the end of the school day for the students' mobile phone or personal belonging.</p>
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Students will leave their tutor group compliant with our standards. However, during the school day members of staff will sign Standards Cards if they observe any uniform infringement such as:

- Untucked shirts
- Rolled up skirts
- Blazers not being worn (unless the option is offered by school)
- Wearing jewellery

## Appropriate Footwear

Students are expected to wear a pair of plain black shoes. If students arrive at school with trainers on in school they will be provided with a pair of black pumps. NO NIKE AIR FORCE TRAINERS OR SIMILAR ARE ALLOWED.



# PE Kit

## PE Kit

- GCA contour polo with GCA badge
- GCA contour skort or GCA contour short
- GCA touchline socks
- Training shoes (strictly no 'pimple soles')
- Football boots and shin pads

## Optional

- GCA contour 1/4 zip sweatshirt
- Black/navy long sleeved skins as appropriate
- Gum shield, as required

Full PE kit is expected for every PE lesson including socks.

If students are medically excused, they will need a note from home and will still be expected to get changed into your PE kit.

If students forget their PE kit, they will be given a break time detention and parents will be notified.

If students forget part of their PE kit, they will be given a warning the first time and then a break detention if it continues.

The detentions will escalate if students continually do not bring their kit.

## Mobile Phones

Mobiles are not permitted to be used during school time. They must be turned off and kept in students' bags.

Please read the mobile phone policy carefully with your child.  
<https://www.garstangcommunityacademy.com/information/policies>

Mobile phones and accessories such as headphones must not be used or visible during the school day - i.e., **they must be switched off and in bags at all times.**

Students will be educated about the importance of online safety and their digital footprint.

Students must NEVER use their phone to send offensive or bullying messages/material; Students must NEVER take any pictures or moving images of any student or adult in school;

Students must NEVER have any offensive images or material on their phone.

## Personal Equipment

All students will follow the start of lesson procedure, whereby they will get out of their school bag their pencil case with their correct equipment, place it on their desk and commence with the Go Task that has been provided by staff. If students do not bring a pencil case with equipment to school, they will be expected to handover their mobile phone or personal possession for the day and they will receive a school equipment pencil case. If students do not have equipment, they will have to borrow a pencil case for the day and trade this in for their phone or personal possession.

Water bottles are permitted. We suggest that a reusable water bottle is bought that is hard wearing and students can use the water fountains before school, break-time, lunch-time and after-school.

Please see a list of essential equipment:

- School Bag
- Pencil Case
- Selection of blue/black pens
- Green pen
- Ruler
- Eraser
- Pencil
- Pencil sharpener
- Glue stick
- Scientific calculator





## Reporting on your child progress

This academic year you will receive three reports during the school year on the progress your child is making.

<b>Year Group</b>	<b>Key Dates</b>
Year 7	Report 1 - week commencing 25th November Report 2 - week commencing 3rd March Report 3 - week commencing 16th June
Year 8	Report 1 - week commencing 18th November Report 2 - week commencing 24th February Report 3 - week commencing 23rd June
Year 9	Report 1 - week commencing 28th October Report 2 - week commencing 3rd February Report 3 - week commencing 2nd June
Year 10	Report 1 - week commencing 16th December Report 2 - week commencing 17th March Report 3 - week commencing 14th July
Year 11	Report 1 - week commencing 9th December Report 2 - week commencing 31st March Report 3 - Exam Results Day - 21st August

## Communication with Parents



Communication from home to school is extremely important to us. We recognise that you need to know what is happening in school and we need to be able to contact you, with messages or information. We use MCAS (My Child at School)

It is a single place where you can view school information for one or more children. You can view attendance, behaviour and achievements, parent letters, school calendar, parent communication, homework and more.



MCAS - APP

# Attendance

There is a strong link between attendance and attainment. A student who fails to attend school regularly will not achieve their full potential. Students whose attendance is above 97% are more successful. All students should aim for an aspirational attendance level of 100%.

## The start of the school day:

Punctuality is very important. Students should arrive in plenty of time for registration, which starts at 8.40am. Any student arriving after 8.40am will be marked as late and a discussion will be held between school, home and the student if this becomes a regular occurrence.

Any students arriving after 9.30am will be marked as U (late after registers closed). This is an unauthorised absence and therefore will affect a student's overall attendance percentage.

## Illness/Absence:

It is important that your child attends school regularly every day in order to make real progress with their learning, develop confidence with their school work, build positive relationships and develop their independence.

Please contact school each day your child is absent (by 8.40am) stating their name, form and the reason for absence via - MCAS

# Attendance

<b>Authorised</b>	<b>Unauthorised</b>
Illness Medical appointments Hospital treatment Bereavement	Holidays and Days Out Airport visits Birthdays Truancy Over-sleeping

## Holiday leave in term-time:

School policy is that holiday absences during term time will not be authorised under any circumstances and will be coded as such on the register. A fine may also be issued by the Local Authority. For all pre-planned absences Parents/Carers must complete an Absence Form.

## Attendance

Attendance will be linked to rewards trips in school, which will be held in December and July. Please see this guidance with regards to the impact of absence on attendance.

<b>Percentage</b>	<b>Days/Weeks Missed</b>	<b>Lessons Missed</b>
<b>100%</b>	0	0 lessons
<b>99%</b>	1	5 lessons
<b>98%</b>	3	15 lessons
<b>97%</b>	1 Week	25 lessons
<b>96%</b>	1.5 Weeks	33 lessons
<b>94%</b>	2 Weeks	40 lessons
<b>93%</b>	2.5 Weeks	63 lessons
<b>92%</b>	3 Weeks	75 lessons
<b>90%</b>	3.5 Weeks	88 lessons

## Our expectations of our students



- We are fully prepared for the school day with the correct uniform and equipment
- We arrive to lesson on time so that we can take advantage of all the learning opportunities
- We try our hardest in all our lessons ensuring we achieve rewards for our classwork and our contributions to class discussions



- We use kind language and care for everyone in our community
- We are tolerant, respectful and kind, accepting the beliefs and opinions of others
- We take pride in our school, equipment and resources ensuring there is a positive, predictable learning environment



- We strive in every lesson to achieve our goals and celebrate each other's successes
- We become involved in extracurricular activities
- We will use student voice to share our thoughts and make positive changes to the school community



## Behaviour System within the classroom

Positive Praise - Reward



### STAGE 1 - Reassure

Teacher identifies the behaviour and revisits the expectation with the student

### STAGE 2 - Remind (-1)

Teacher to clarify expectation and logs behaviour on Bromcom for low level disruption (LLD)

### STAGE 3 - Reinforce (-3)

Teacher reinforce expectations  
Teachers logs reinforce on Bromcom and an automated break time detention is given

### STAGE 4 - Re-engage (-4)

Teacher logs Lesson Support and also an after-school detention for 45 minutes on Bromcom. Teacher to contact home and log on Bromcom the call

### STAGE 5 - Reflection and SLT Detentions for one hour (-5)

Inclusion Team or teacher to log sanction on Bromcom  
Meeting held in school with parents/carers and logged on Bromcom  
Time for reflection in AIR or suspension. Intervention Completed

# Behaviour

Dangerous behaviours will not be accepted at Garstang Community Academy and there will be a consequence.

**The Academy may also use the following sanctions:**

- Limiting access to extra-curricular activities/school representation events.
- Removal of IT rights (e.g. email and internet access).
- Confiscation of item(s).
- Restorative Conversations for up to 10 minutes after school without informing families.
- Not allowing students to attend reward activities or trips.
- Removal of school social times.
- Not allowing students to attend end of term/year trips, the Prom, Leavers Assembly or Signing of the Shirts Day.
- Internal Exclusion (AIR)
- External Exclusion (Behaviour Unit at another school)
- Directing the student to alternative provision/ managed move.
- Suspension.
- Permanent Exclusion.



# Responsible Technology Use

## Please see the guidelines for students

Garstang Community Academy is committed to providing good computer facilities and access to the internet and email for all staff and students.

### **Computer Equipment:**

Treat computer equipment with care. Do not take food and drink into computer areas.

School computer equipment is primarily for student education and staff professional activity. It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

### **Password Security:**

- **You** will be held responsible for any activity on a computer logged on with your username. Do not tell other people your password. If you suspect that someone knows your password, change it and tell the Help Desk/Form Tutor/Year Leader. Always log out when you finish using the computer.

### **Information stored on Academy computers:**

- Copyright and intellectual property rights must be respected.
- Do not store or distribute any offensive material. Do not install any unauthorised software.

### **Email:**

- Users are *personally* responsible for email(s) they send and for contacts made. Therefore, email should be written carefully and politely.
- Do not send or forward offensive emails.

### **Internet access:**

- All Internet use is monitored. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions. Details of any accessible site with inappropriate content should be reported to the IT Helpdesk.
- The use of public chat-rooms and social networking sites are not

allowed.

### **Social Networking Sites:**

- The use of social networking sites is not permitted within the Academy at any time.
- Students must be aware that any inappropriate use of social networking sites outside of school that causes a problem inside our community, or brings us into disrepute, will be treated very seriously and will include police involvement.
- We advise all families to carefully monitor their child's use of social networking sites and seriously consider whether it is appropriate for younger students.

### **Mobile Phones, Smart Watches and other Electronic Devices:**

- Must be switched off and kept in school bags.
- Must not be used for any purpose in the school environment.
- The camera and recording functions must not be used at any time as it may breach privacy rules.
- Headphones must not be worn or be visible within the Academy.

**These facilities are provided for your benefit. Misuse of them or damage to equipment caused wilfully or by carelessness will result in disciplinary action. This may include withdrawal of access and charges for replacement or repairs.**

# Classroom Rewards



- Improving work
- Contributing in class
- Improving in confidence
- Improving knowledge
- Developing fluency and confidence in speaking
- Improved Spelling, Punctuation and Grammar



- Excellent presentation – the GCA way
- Completing homework
- Working above and beyond
- Strong attitude to learning
- Supporting others
- Collaborating
- Being polite and courteous to staff and peers



- Working in line with teacher's expectations
- Positive impact on results and tests
- Representing the school
- Excellent presentation
- Excellent homework

## Rewards - Badges

200 Points	Bronze
300 Points	Silver
400 Points	Gold
500 Points	Platinum
700 Points	Diamond

# Student Leadership Team

We encourage student voice throughout Year 7 - 11. Each tutor group has two students to be Student Council Representatives. During tutor time, there are discussions on how we can develop the school and this feedback is forwarded to the SLT on a termly basis.

Year 11 Student Leadership Team consists of:

<b>Head Student Grow</b>	<b>Head Student Care</b>	<b>Head Student Achieve</b>	<b>Head Student Together</b>
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**Senior Student Leaders**

**Prefects**

# Bullying

Unfortunately, bullying is something that can occur in any school/organisation. However, at Garstang Community Academy what is different is that we are Upstanders. We stand up when we see injustice happening to ourselves or others and will tell someone about it. This has been a focus for us last academic year with our Care Strategy and we will continue to educate pupils the importance of being kind, both face to face and online.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online



At GCA we believe that we should all work together to stop bullying. This can only be done if people tell us about bullying.

**What we have told students to do if they are being bullied or they witness someone else being bullied:**

**TELL** someone! This could be your Form Tutor, Year Leader, a member of the Safeguarding team, your identified trusted adult or any other member of staff, an older student, or a member of your family. **DO NOT** keep it to yourself.

Students can also report any concerns using the student voice box, which can be found at Reception.

Parents/Carers must also inform school if they know this is happening.

## **What happens when bullying is reported:**

- Someone will talk to your child about the concern raised and discuss the best action to take to solve the problem and action any support/interventions that are required.
- Students will always be given help and advice to deal with the problem.
- The person doing the bullying will be spoken to.
- When appropriate, a supervised restorative meeting will be arranged between the perpetrator and the victim so that problems can be discussed and resolved.
- Families of both the victim and perpetrator will be informed,
- Families may be invited into school to discuss the problem.
- The perpetrator may be sanctioned or warned as well as support/interventions put in place. Sanctions will escalate if the situation does not improve. In order for this to happen, all bullying must be reported.

At GCA we aim to ensure we are proud to be part of a community of people who seek to respect each other and look after each other.

If you feel your child is being mistreated by another student, you should make contact with the school immediately.

All students have the right to feel safe, at all times.

# Safeguarding

Our main priority at GCA is to ensure that our whole community is safe, happy and ready to be the best version of themselves.

The safeguarding of students, families and staff is everyone's responsibility.

We must all make sure the things we do and say reflect our core values.

Our highly trained safeguarding team has the responsibility for dealing with any safeguarding concerns that are raised by students, families or staff. Every member of the safeguarding team holds the relevant Designated Safeguarding Lead training and has experience working with external agencies as well as within school to keep everyone safe.

If students have any concerns, issues or worries they know who to approach in school. This could be a member of the Inclusion Team, their identified Trusted Adult or any member of staff within school.

If families have any concerns or worries about their child or any other student at GCA, please contact the safeguarding team or your child's Year Leader.

Every staff member at GCA is trained on how to deal with safeguarding concerns that are raised and how to pass on concerns to the safeguarding team.

When a student raises an issue, worry or concern they will be listened to, and the most appropriate form of support will be put in place to help them move forward and feel happy and safe.

Please see the next page for the contact details of the safeguarding team.



Deputy Headteacher	Mrs Royds <a href="mailto:l.royds@garstang.fcat.org.uk">l.royds@garstang.fcat.org.uk</a>
Director of School Improvement	Mrs Cook <a href="mailto:h.cook@garstang.fcat.org.uk">h.cook@garstang.fcat.org.uk</a>
Inclusion Manager	Mrs Robinson <a href="mailto:a.robinson@garstang.fcat.org.uk">a.robinson@garstang.fcat.org.uk</a>
Early Help Caseworker	Miss Wyeth <a href="mailto:l.wyeth@garstang.fcat.org.uk">l.wyeth@garstang.fcat.org.uk</a>
Year 7 Year Leader	Mrs Shepherd <a href="mailto:j.shepherd@garstang.fcat.org.uk">j.shepherd@garstang.fcat.org.uk</a>
Year 8 Year Leader	Miss Duxbury <a href="mailto:a.duxbury@garstang.fcat.org.uk">a.duxbury@garstang.fcat.org.uk</a>
Year 9 Year Leader	Mr Mckiernan <a href="mailto:j.mckiernan@garstang.fcat.org.uk">j.mckiernan@garstang.fcat.org.uk</a>
Year 10 Year Leader	Mr Conway <a href="mailto:a.conway@garstang.fcat.org.uk">a.conway@garstang.fcat.org.uk</a>
Year 11 Year Leader	Mr Millatt <a href="mailto:t.millatt@garstang.fcat.org.uk">t.millatt@garstang.fcat.org.uk</a>
KS4 Academic Support	Mr Grindley <a href="mailto:r.grindley@garstang.fcat.org.uk">r.grindley@garstang.fcat.org.uk</a>

## Home / School Contract

At Garstang Community Academy, our purpose is to ensure that all students: Grow, Care and Achieve. We focus on being the best version of ourselves to change our world for the better.

*A successful education depends on an active three-way partnership between the student, the student's family and the Academy. All have both rights and responsibilities.*

***Garstang Community Academy will ensure that we provide:***

- A safe, secure and well-disciplined working environment where students can be the best version of themselves.
- A broad and balanced education.
- An explicit curriculum, expertly delivered.
- Regular home learning.
- Challenging targets which are regularly reviewed.
- A form tutor to monitor the student's overall progress and has regular conversations with students
- Bespoke support for any individual needs the student may have.
- Regular information about individual attainment and an annual parents' evening.
- A wide variety of extra-curricular activities.
- A variety of external visits including overnight stays.
- A prompt response to any communication from families.
- Information to families, as soon as possible, about any concerns about attendance, behaviour or academic progress.
- A positive behaviour policy that supports high standards of behaviour and appearance.
- Committed, student-centred staff.

***As families we will ensure that:***

- Our child attends the Academy on time, every day during term-time, unless they are very ill.
- The Academy is informed promptly about any absences.
- Where possible, all appointments are made outside of the school day.
- Extended family trips or holidays are not taken during term-time.
- The Academy is informed of any concerns that may affect our child's progress or behaviour.
- Home learning is completed on time and to the highest standard.
- The Academy Dress Code is complied with.
- Bromcom's MCAS app is looked at on a regular / daily basis
- We attend parents' evenings and any special appointments if requested.
- The replacement of any equipment or books our child loses or damages.
- The policies of the Academy (available on the internet and by request) are supported fully.
- We support our child in participating in extra-curricular activities, sporting activities, trips and in particular the compulsory Year 6 getting to know each other day.
- The Academy discipline procedures are supported, including the use of same-day corrections and confiscation of mobile phones when necessary.
- Our child attends compulsory Home Learning Club and catch-up sessions if progress is unsatisfactory.
- We are respectful of our neighbours and local community during drop off and pick up, ensuring we park responsibly at all times.

***As a student I will ensure that I:***

- Will attend the Academy on every day of each term, unless I am very ill (97% target).
- Am on time for registration and all lessons.
- Wear the correct uniform (see Dress Code).
- Take all the books and equipment needed to lessons.
- Work hard at all times, meeting all dates set for handing-in class and home learning.
- Regularly look at Bromcom to undertake home learning and targets and ensure there is no graffiti in books
- Behave responsibly both at the Academy and when travelling to and from the Academy.
- Help to keep the Academy a clean, safe and pleasant place to learn in.
- Treat everyone in the Academy with respect and support my peers to learn.
- Take an active part in the Academy life including clubs, teams and trips
- Never bring anything dangerous or illegal into the Academy.
- Conduct myself in a self-disciplined way, always showing good manners, and honesty and never undermine the safety or happiness of others.
- Give letters and information from the Academy to my family and return the replies promptly.
- Use *all* of the Academy facilities, including ICT, in a responsible, respectful and considerate manner.
- Obey the Academy expectations in and out of the classroom.
- Attend the compulsory Home Learning Club if my progress is unsatisfactory.
- Cooperate with and attend all interventions if needed
- Keep my mobile phone switched off and in my school bag.
- Follow instructions, work hard and be kind.

## Buses

School Bus services are managed centrally through Lancashire County Council with the exception of the Garstang Community Academy 46X service for students who are not entitled to free travel to/from school in the Lancaster and Galgate area.

### **Eligible for transport assistance to/from school**

Information about eligibility for free travel and arrangements for claiming assistance can be found on Lancashire County Council's web page below

<http://www.lancashire.gov.uk/children-education-families/schools/school-transport/free-travel-to-and-from-school/>

### **Not eligible for transport assistance to/from school**

Information on how to buy discounted season tickets for both dedicated school buses and normal service buses for students who are not eligible for assistance with transport costs can be found on Lancashire County Council's web page below

<http://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets/>

# Buses

## **Garstang Community Academy 46X bus service**

Garstang Community Academy currently contracts the 46X service from Lancaster to school to reduce the travel costs for students living in Lancaster and Galgate. This service is provided as a dedicated school bus for Garstang Community Academy students only.

The cost of this service 2024/2025 is £924 payable over 11 months

Information about this service is available from our finance office:  
[finance@garstang.fcat.org.uk](mailto:finance@garstang.fcat.org.uk)

## **Bus Behaviour Expectation**

Students using school chartered or public buses to and from school are expected to be polite, courteous, respectful and behave safely on services, and that students at all times follow the instructions of the driver and/or Bus Monitors. Any student who does not follow this code will be referred through school bus behaviour management systems. Poor behaviour should be reported through the school communication lines.

## Key dates for your diary

Year Group	Key Dates
Year 7	Meet the tutor - Wednesday 3rd October Progress Evening - Thursday 24th April
Year 8	Progress Evening - Thursday 27th February
Year 9	Progress Evening - Thursday 7th November Options Evening - Thursday 13th February
Year 10	Learn to Learn Evening - 10th October Progress Evening - Thursday 27th March Y10 Mock Exams - 16th - 27th June
Year 11	Learn to Learn Evening - 10th October Y11 Mock Exams window 1 - 4th-14th November Progress Evening - Thursday 9th January Y11 Mock Exams window 2 - 24th February - 7th March Final GCSE Exams commence on 12th May

## **Other Key dates**

Open Evening - Thursday 19th September

## **New Year 7 Intake 2025**

6to7 Quest Evening - Thursday 13th March

Induction Open Days - Tuesday 24th and Wednesday 25th June

Year 6 Information Evening - Thursday 26th June