



Information Booklet for Parents and Carers 2025-2026

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 academy's systems and procedures. Of course, should you have any questions that are not answered in the information below please contact the academy via telephone (01995 603226) or email info@garstang.fcat.org.uk

Message from Mr Singh

It is with great pleasure that I welcome you to our academy community. Whether you are new to our academy or have been with us for some time, I hope you find this information booklet helpful and informative.

At Garstang Community Academy, we are committed to providing a safe, supportive, and stimulating environment where every child is encouraged to thrive academically, socially, and emotionally. Our dedicated staff work hard to ensure that all students receive a high-quality education, enriched by a wide range of opportunities and experiences.

We believe that strong partnerships between home and the academy are key to a child's success. Your involvement in your child's learning journey makes a significant difference, and we value the important role you play. This booklet outlines key information, routines, and expectations to help you support your child during their time with us.

Please do not hesitate to get in touch with us if you have any questions or concerns. We look forward to working with you and your child, and to celebrating their achievements together.

Term Dates

Autumn Term 2025

Starts: Wednesday 3rd September 2025

Half term: Monday 27th October - Friday 31st October 2025

Ends: Friday 19th December 2025 (academy closes at 1.15pm)

Spring Term 2026

Starts: Monday 5th January 2026

Half Term: Monday 16th February - Friday 20th February 2026

Ends: Friday 27th March 2026

Summer Term 2026

Starts: Monday 13th April 2026

May Day: Monday 4th May 2026

Half Term: Monday 25th May - Friday 29th May 2026

Ends: Friday 17th July 2026 (academy closes at 1.15pm)

Inset Days (academy closed to students)

Monday 1st September 2025

Tuesday 2nd September 2025

Friday 17th October 2025

Monday 1st December 2025

Monday 23rd February 2026

Monday 20th July 2026

Year Leaders

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

Year Group	Year Leader
Year 7	Mr Grindley r.grindley@garstang.fcat.org.uk
Year 8	Mrs Shepherd j.shepherd@garstang.fcat.org.uk
Year 9	Miss Duxbury a.duxbury@garstang.fcat.org.uk
Year 10	Mr McKiernan j.mckiernan@garstang.fcat.org.uk
Year 11	Mr Conway a.conway@garstang.fcat.org.uk

Tutor Groups

Year 7	
Name	Tutor Name
Mrs Hoy	7.1
Miss Elsey	7.2
Mrs Storey	7.3
Mrs Rossiter	7.4
Mrs Davis	7.5
Mrs Ashworth	7.6
Year 8	
Name	Tutor Name
Mrs Langley	8.1
Mr Jackson	8.2
Miss Huntington	8.3
Mr Armer	8.4
Mr Millatt	8.5
Mr Colluney	8.6
Year 9	
Name	Tutor Name
Mrs Haslegrave	9.1
Miss Wild	9.2
Mrs Fielden	9.3
Mr Farquharson	9.4
Mrs Banks	9.5
Mr Careless	9.6
Year 10	
Name	Tutor Name
Mrs Davies	10.1
Mrs Smith	10.2
Mrs Boyce	10.3
Dr Ludley	10.4
Mr Passerini	10.5
Mr Omerod	10.6
Year 11	
Name	Tutor Name
Mrs Brown	11.1
Mrs Rainbow	11.2
Mrs Hockey	11.3
Mrs Howarth	11.4
Mr Clayton	11.5
Mr Grix	11.6

Structure of the Academy Day

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

Uniform Guide

We require our students to wear an academy uniform; this is for a number of reasons. It establishes an academy identity 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 academy uniform with pride. Uniform must be worn correctly by all students when in the academy, when travelling to and from the academy, as well as by any students representing the academy on academy visits, unless otherwise stated.

Academy Suppliers

The official stockists of uniform for Garstang Community Academy are:

The Uniform & Leisurewear Company Ltd (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 academy crest
- Academy jumper (optional)
- Sleeveless academy jumper (optional)
- White long/short sleeved shirt
- GCA Y7-10 tie or Y11 tie as appropriate*
- Student lanyard and badge
- Medium grey straight-leg trousers or GCA pleated tartan knee length skirt, worn 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.

Skirt Length

As part of maintaining a respectful and focused learning environment, all skirts worn with the academy uniform must be of an appropriate length. Skirts must fall just above the knee and fully cover the upper thigh when standing or sitting. This standard applies to all students and is designed to promote consistency and fairness.

Setting clear expectations for skirt length supports a positive and safe educational environment. It encourages a sense of professionalism and appropriateness, helping students prepare for settings where dress codes are the norm. Maintaining modest and respectful attire also fosters an atmosphere of mutual respect among students and staff.

The academy reserves the right to determine whether a skirt meets the length requirement. If there is uncertainty or concern about a student's

attire, the final decision will be made by academy staff. Repeated infringements of the dress code will result in disciplinary action.

Notes on Appearance

Personal Appearance

- Hair should be tidy in appearance and of a natural colour
- Extreme hairstyles, including 0 -1 cuts are not allowed
- 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 false nails)
- False lashes are not allowed
- The only jewellery permitted is a wristwatch. For reasons of safety and security - no other jewellery is permitted, including earrings.

Please note that if students are not supporting the academy's standards, they will not be in circulation.

Standards Card

At Garstang Community Academy students who are not meeting the academy's uniform and appearance standards will not be permitted to circulate in the academy. We ask for the support of parents and carers in ensuring that students arrive each day in full, correct uniform and prepared for learning.

We expect all students to have high standards and maintain these high standards with regards to their equipment and uniform. Every student in the academy 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 the academy).

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

During the academy day, if a student is not adhering to the equipment and uniform expectations (e.g shirt untucked or skirt not the appropriate length), staff will sign their 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 ClassCharts.

Please see the tables below for further information:

Tutor Checks - Standards Card Check Daily	
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 within ClassCharts so all staff are aware of the movement of the student.	
The student will discuss with a member of the Inclusion Team the reason for the signatures. The member of the Inclusion Team will issue a 1 hour afterschool detention.	
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.	

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
The Form Tutor will log an award of 3 points on ClassCharts at the end of each week.	<p>The Form Tutor will log a sanction on ClassCharts which equates to -1 point.</p> <p>Form tutors will sign the Standards Card and loan equipment to</p>	<p>The Form Tutor will log a sanction on ClassCharts which equates to -1 point and a lunchtime detention.</p> <p>Form tutors will sign the Standards Card.</p>	<p>The Form Tutor will loan a piece/pieces 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</p>

	students during the day.	<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 mobile phone or personal belonging.</p> <p>The pencil case will be exchanged at the end of the academy day for the students mobile phone or personal belonging.</p>	procedure for students having partial equipment.
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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 ClassCharts

Skirts that are not an appropriate length	Students who are wearing false eyelashes and /or nails	Students who are wearing jewellery	Students who are wearing trainers	Students who are not wearing a blazer	Students who are not wearing a Tie
The Form Tutor will ask the student to roll the skirt down and will sign the Standards Card.	<p>The Form Tutor will sign the Standards Card and refer the student to the Year Leader.</p> <p>The Year Leader will</p>	The Form Tutor will confiscate the jewellery, place it in an envelope and leave it at reception	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 ask the student to put their blazer on and sign the Standards Card.	The Form Tutor will ask the students to collect a tie from reception in exchange for a mobile phone or

	<p>liaise with the Parent/Carer.</p> <p>If lashes/nails cannot be removed the student will be in isolation at breaks and lunchtimes. Persistent failure to follow uniform standards may result in day placements in isolation.</p> <p>The Year Leader will log the sanction on ClassCharts as a standards infringement, which equates to -1 point</p>	<p>for the Parent/Carer to collect.</p> <p>The Form Tutor will sign the Standards Card.</p> <p>If the jewellery cannot be removed, the student will be in isolation at breaks and lunchtimes. Persistent failure to follow uniform standards may result in day placements in isolation.</p> <p>The Year Leader will log the sanction on ClassCharts as a standards infringement, which equates to -1 point</p>	<p>The Form Tutor will sign the Standards Card.</p> <p>If the student refuses to wear the appropriate footwear, Parents/Carers will be contacted to bring in their academy shoes and the student will be in isolation until they are equipped with the appropriate footwear.</p>	<p>The academy will provide guidance to all students when there are occasions of high temperature s/warm weather.</p>	<p>personal belonging.</p> <p>The tie will be exchanged at the end of the academy 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 academy day members of staff will sign Standards Cards if they observe any uniform infringement such as:

- Untucked shirts
- Inappropriate skirt lengths
- Blazers not being worn (unless the option is offered by the academy)
- Wearing jewellery

Appropriate Footwear

Students are expected to wear a pair of plain black shoes. If students arrive at the academy wearing trainers, 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')

Optional

- GCA contour 1/4 zip sweatshirt
- Black/navy long sleeved skins as appropriate
- Black/navy leggings or skins as appropriate
- Gum shield, as required for Rugby and Hockey lessons
- Football boots, as required for Football and Rugby lessons
- Shin pads, as required for Football and Hockey lessons

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 their PE kit.

If students forget their PE kit, they will be given a signature on their Standards Card.

If students forget part of their PE kit, they will be given a warning the first time and then a signature on their Standards Card.

The PE department may issue a break/lunch or afterschool detention if students continually do not bring their kit, parents will be informed.

If Students have their PE lesson Period 5, they may choose to go home in their PE kit.

Mobile Phones

Mobile phones are not permitted to be used during the academy day. They must be turned off and kept in students' bags.

Please read the mobile phone policy carefully with your child. [Policies | Garstang Community Academy](#)

Mobile phones and accessories such as headphones must not be used or visible during the academy day - i.e. **they must be switched off and in bags/lockers 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 the academy.

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 take their pencil case with their correct equipment out of their academy bag, 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 the academy they will be expected to hand over their mobile phone or personal possession for the day and they will receive an academy equipment pencil case.

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 the academy day, break time, lunchtime and after school.

Please see a list of essential equipment:

- Academy 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 two reports on the progress your child is making.

Year Group	Key Dates
Year 7	Report 1 - 30th January 2026 Report 2 - 1st July 2026
Year 8	Report 1 - 30th January 2026 Report 2 - 1st July 2026
Year 9	Report 1 - 30th January 2026 Report 2 - 1st July 2026
Year 10	Report 1 - 30th January 2026 Report 2 - 13th July 2026
Year 11	Report 1 - 9th January 2026 Report 2 - 25th March 2026

Communication with Parents



Communication between home to the academy is extremely important to us. We recognise that you need to know what is happening in the academy 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 academy information for one or more children. You can view attendance, behaviour and achievements, parent letters, academy calendar, parent communication, homework and more.



MCAS - APP



ClassCharts at Garstang Community Academy

At Garstang Community Academy, we are proud to use **ClassCharts** as a key platform for communication between home and the academy. This system provides parents and carers with a clear, real-time overview of their child's behaviour, rewards, and homework.

ClassCharts supports our commitment to recognising achievement, promoting positive behaviour, and helping students to stay organised and accountable in their learning.

How Class Charts Supports You

Through the **ClassCharts Parent App**, you can:

- **Track your child's positive behaviour and achievements** as they occur, helping you to celebrate their efforts and progress.
- **See the reward points** accumulated throughout the term for consistent engagement, kindness, effort, and contributions to academy life.
- **Monitor any negative behaviours** with context provided, so you're informed and can offer support or guidance where needed.
- **View homework tasks** set by teachers, including deadlines and instructions, to help your child stay on top of their responsibilities.

This insight strengthens the partnership between home and the academy, and ensures you are always up to date with how your child is engaging in lessons and wider academy life.

ClassCharts and Bromcom

While ClassCharts is used for behaviour, rewards, and homework, the **Bromcom app** remains in use alongside it. Bromcom continues to provide access to attendance, assessment, reports, and other academy communications.

Access and Support

All parents and carers receive login details for ClassCharts when their child joins the academy. If you ever need help accessing the app or have questions about how to use it, please use the following link to access further information on our website:

[ClassCharts](#)

Attendance

There is a strong link between attendance and attainment. A student who fails to attend the academy 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 academy 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, issued a detention, and a discussion will be held between the academy, 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 the academy regularly every day in order to make real progress with their learning, develop confidence with their academy work, build positive relationships and develop their independence.

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

Attendance

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

Holiday leave in term time:

The academy 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 experiences in the academy. Please see this guidance with regards to the impact of absence on attendance.

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

Our expectations of our students



- We are fully prepared for the academy 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 academy, equipment and resources ensuring there is a positive, predictable learning environment.



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

Behaviour for Learning 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 the behaviour on ClassCharts for low-level disruption (LLD)

STAGE 3 - Reinforce (-3)

Teacher reinforces expectations
Teacher logs reinforce on ClassCharts 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 ClassCharts. Teacher to contact home and log the call on Bromcom

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

Inclusion Team or teacher logs sanction on ClassCharts
A meeting is held in the academy with parents/carers and logged on Bromcom
Time for reflection in AIR or suspension. Intervention Completed

Behaviour

Dangerous behaviour 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/academy 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 academy social times/unstructured times.
- Not allowing students to attend rewards experiences, end of term/year trips, the Prom, Leavers Assembly or Signing of the Shirts Day.
- Internal Exclusion (AIR - Academy Isolation and Reflection).
- External Exclusion (Behaviour Unit at another school/academy).
- Directing the student to alternative provision/off site direction.
- 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.

Academy 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 in 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 as far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary action. 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 the academy 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 or lockers.
- Smart watches must be disconnected from data.
- They must not be used for any purpose in the academy environment.
- The camera and recording functions must not be used at any time as it may breach privacy rules.
- Headphones/Airpods 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 teachers' expectations
- Positive impact on results and tests
- Representing the academy
- 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 student council representatives. During tutor time, there are discussions on how we can develop the academy and this feedback is forwarded to the SLT termly.

Year 11 Student Leadership Team consists of:

Head Student Grow	Head Student Care	Head Student Achieve	Head Student Together
Deputy Head Student Grow	Deputy Head Student Care	Deputy Head Student Achieve	Deputy Head Student Together

**Senior Student Leaders
Special Project Directors**

Prefects

Bullying

Unfortunately, bullying is something that can occur in any academy/organisation. However, at Garstang Community Academy, what is different is that we are Upstanders. We stand up when we see injustice occurring 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 about 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 report it.

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 and the Sports Hall, via the [online reporting form](#) or via the email address ineedtotalk@garstang.fcat.org.uk .

Parents/Carers must also inform the academy 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 the academy 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 academy immediately. You can also report any concerns via the [online reporting form](#) .

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 the academy to keep everyone safe.

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

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 in 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 below for the contact details of the safeguarding team.

Deputy Headteacher	Mrs Royds l.royds@garstang.fcat.org.uk
Lead Pastoral Manager	Mr Baker l.baker@garstang.fcat.org.uk
Pastoral Manager	Mr Porter D.porter@garstang.fcat.org.uk
Year 7 Year Leader	Mr Grindley r.grindley@garstang.fcat.org.uk
Year 8 Year Leader	Mrs Shepherd j.shepherd@garstang.fcat.org.uk
Year 9 Year Leader	Miss Duxbury a.duxbury@garstang.fcat.org.uk
Year 10 Year Leader	Mr Mckiernan j.mckiernan@garstang.fcat.org.uk
Year 11 Year Leader	Mr Conway a.conway@garstang.fcat.org.uk

Home / Academy 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 have 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 for learning 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 academy 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.
- We fully engage with the ClassCharts and Bromcom MCAS app
- 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 7 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 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 ClassCharts 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 academy bag or locker.
- 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 and from the academy in the Lancaster and Galgate area.

Eligible for transport assistance to and from the academy

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

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

Not eligible for transport assistance to and from the academy

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

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

Garstang Community Academy 46X bus service

Garstang Community Academy currently contracts the 46X service from Lancaster to the academy 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 2025/2026 is £957, payable over 11 months.

Information about this service is available from our finance office:
finance@garstang.fcat.org.uk

Bus Behaviour Expectations

Students using academy chartered or public buses to and from the academy 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 academy's bus behaviour management systems. Poor behaviour should be reported through the academy communication lines.

Key Dates for Your Diary

Year Group	Key Dates
Year 7	Meet the tutor - Thursday 2nd October 2025 Progress Evening - Thursday 5th March 2026
Year 8	Progress Evening - Thursday 26th March 2026
Year 9	Options Evening - Thursday 8th January 2026 Progress Evening - Thursday 12th February 2026
Year 10	Learn to Learn Evening - 16th October 2025 Progress Evening Thursday 16th April 2026 Y10 Mock Exams - 8th - 23rd June 2026
Year 11	Learn to Learn Evening - 16th October 2025 Y11 Mock Exams window - 24th November 2025 - 9th December 2025 Progress Evening - Thursday 15th January 2026 Final GCSE Exams commence on 7th May 2026 Exam Results Day - 20th August 2026

Other Key dates

Open Evening - Thursday 25th September 2025

New Year 7 Intake 2026

6-to-7 Quest Evening - Thursday 12th March 2026

Induction Open Days - Tuesday 23rd and Wednesday 24th June 2026

Year 6 Information Evening - Thursday 25th June 2026