

# CRANMORE INFANT SCHOOL



## Separated Parents Policy

**March 2021**

**Approved by:** Governing Body

**Date:** March 2021

**Last reviewed on:** N/A

**Next review due  
by:** March 2023

# **Cranmore Infant School**

## **Separated Parents Policy**

This policy aims to minimise any impact, clarify to all parties what is expected from separated parents and what can be expected from the school. The child is our main priority and we hope parents will make every effort to recognise this and support us and their child. We recognise that whilst some parents may be separated, both have a right to be informed of, and involved in, their child's education.

This guidance will apply unless the school is made aware of any Court Orders in place and has a copy of the documentation as confirmation.

### Parental Responsibility

- The school must be informed when there is a change in family circumstances. We need to be kept up-to-date with contact details, arrangements for collecting children and emergencies.
- We expect parents to liaise and communicate directly with each other in matters such as ordering of school photographs, tickets for performances, any behaviour incidences and other instances.
- Both parents need to register on Parent Pay and will need to contact the school office if dual communication is required.
- Disagreements between parents must be resolved between the parents and cannot be resolved by the school. This includes resolving potential conflicts about a change in surname, which would need to be legally formalised and a record of any changes presented to the school.

### School Responsibility

- Give access to formal documentation, such as reports, to both parents if a written request is submitted;
- Send Parent Pay notifications to both parents, as long as both parents have registered.
- Send routine school information, such as school trips, to the parent with whom the child lives. In the case of shared access, this will be sent to the parent with whom the child lives for the majority of the time.
- Only accept one request for an appointment at Parents'/Carers' meetings and IEP meetings unless there are exceptional circumstances. It is only realistic for teachers to discuss the child once per Parents' Evening. We hope parents can make amicable arrangements to accommodate this.
- Inform parents of their child's progress and any issues which may arise with their learning. However, the school will always have the right to refuse entry or enter into any communication with parents who are abusive and use inappropriate language or aggressive behaviour towards any member of staff.
- Both parents are legally entitled to collect their child from school unless a Court Order is provided that states otherwise. In all cases, the school will be mindful of its safeguarding responsibilities and may use its discretion not to send a child home with a particular parent.
- The Headteacher will use their discretion on the decision to allow a child to leave the premises during the school day with a non-resident parent and may contact the resident parent to ensure both parents are in agreement.