

# **Whitwick St John the Baptist CE Primary School**

## **Working with Separated Parents Policy**

**Agreed by Staff: September 2018**  
**Agreed by Governors: September 2018**

Signed (Chair): \_\_\_\_\_ Date: \_\_\_\_\_

Whitwick St John the Baptist CE Primary School recognise that while some parents may be divorced or separated, both have a right to be informed of, and involved in, their child's educational progress.

Evidence shows that after separation children do best when those around them cooperate, provide stability and avoid conflict. We understand that this can be difficult and parents can become estranged. Our aim is to work with all parties to promote positive family involvement. This policy clarifies what is expected from separated parents and carers, the school and its staff.

### **Family Contact Details**

It is the responsibility of parents to inform the school when there is a change in the family's circumstances. We need to be kept up to date with contact details, arrangements for collecting children and emergencies.

Information provided to school when the pupil was enrolled, detailing whether both parents have parental responsibility will be presumed to be correct unless a court order or original birth certificate proving otherwise is provided to the school.

### **Distribution of Information**

All diary dates, letters and newsletters are available on the school virtual learning environment site. Texts and emails will be sent to both parents if requested. Parents are responsible for providing a correct email address and mobile phone number. Paper letters are also sent home with pupils and we expect parents to communicate these messages to each other as and when appropriate.

### **Parent's Evenings and Reports**

Parent's evenings are held twice a year in October and March. We will hold one parent's evening appointment per child where both parents are welcome. Individual appointments can be requested and arranged where possible.

Both parents are entitled to receive a copy of their child's report. Reports will be sent to the parent with whom the child resides with the expectation that he/she will share the report with the other parent. The non-custodial parent may request a copy of the report directly from the school.

### **Payments of School trips, Residential and Dinner Money**

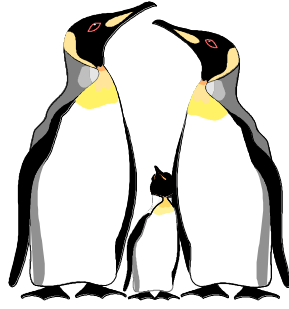
The primary carer will have the responsibility for making ALL payments to school for dinners, educational visits and residential. It is expected that the primary carer then arranges to collect any monies from the other parent. The school WILL NOT get involved in chasing money from the non-custodial parent. If payments are not received then the debt recovery process will be initiated and the primary carer will be liable to make any outstanding payments.

We expect parents to liaise and communicate directly with each other in matters such as ordering school photographs, tickets for performances and other instances.

### **Legal Issues**

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 if it is felt there was a child protection issue.

Separated parents are requested to complete the "working with separated parents" proforma indicating ways in which they would like to be kept informed.



**Working with Separated Parents**  
**Proforma**

Whitwick St John the Baptist CE Primary School is committed to working with families and understands the importance of continuing the relationship between school and parents who do not live with their child.

Please complete the form below and return to the school office indicating how you would like to be kept informed about your child's education.

Name of Parent: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please circle the best way to send information to you:

Via Primary Carer      Via your Child      Email      Text      Post

Please tick the information you would like to receive:

- Parent evening information
- Copies of child's report
- Information of any tickets sales for performances

You will be expected to log on the school's VLE to obtain copies of general letters, details of trips & residentials, newsletters and diary dates.