



**COUGHTON CE PRIMARY
SCHOOL**

Separated Parents Policy

Adopted: November 2017

Review: November 2019

At Coughton C of E Primary School we 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.

- It is the responsibility of parents to inform the school when there is a change in the family's circumstances. Contact details, arrangements for collecting children and emergencies should be kept up to date.
- The 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.
- All diary dates and newsletters are available on our website. Email communication will be sent to the resident parent. Parents are responsible for providing a correct email address. Paper letters (regarding the day to day business of the school) are sent home with pupils and we expect parents to communicate these messages to each other should this be appropriate.
- We will hold one parent's evening appointment per child where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. Where this is not appropriate, the school will do its utmost to accommodate separate appointments. Unfortunately the school is unable to offer individual appointments as the school does not have the capacity to support this.
- We expect parents to liaise and communicate directly with each other regarding day to day matters (e.g. bumped head letters, feedback from teachers regarding the child's day) and other instances such as the ordering of school photographs and tickets for performances.
- Both parents are entitled to receive progress reports and review their child's pupil records. Progress 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 school will email copies of progress reports to the non-resident parent if a request is submitted.
- 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.
- Leave of Absence (holiday) requests must be made by the 'resident' parent even if the resident parent is not taking the child(ren). Both sets of parents may be liable for a fixed penalty notice. For more information please see the School's Attendance Policy.