

Hartley Primary Academy

Separated Parents Policy

Document Title	Separated Parents Policy
Version number	1.0
Policy Status	
Date of Issue	01 September 2018
Date to be revised	July 2019
Owner	Sarah Goosani

Revision Log (last 5 changes)

Date	Version No	Brief detail of change

Separated Parents

In families where a pupil's parents are separated, we recognise that this can be a difficult situation and our main aim is not to put any additional stress on the child concerned and that both parents are treated equally as far as possible. The pupil is our main priority and we hope parents will make every effort to recognise this and support us and their child.

We therefore request that parents respect the following. This policy will apply unless there are court orders in place stating otherwise, (and we will need to see copies of such orders), or the whereabouts of one parent is unknown. Parents and partners may need to check on who has legal parental responsibility and provide the school with this information.

The school will always encourage parents to engage with their child's education.

Hartley Primary Academy will:

- Send formal documentation, such as reports, to both parents if we have up to date, accurate, home address and email information;
- Send routine school information, such as school trips, to the parent with whom the child lives. In the case of shared access, both parents will receive this information via email. It is the responsibility of parents to ensure the school has been made aware of this requirement and provide up to date contact details;
- In the event of school trips, consent is sought from the parent the child lives with. If there is joint custody and we are made aware of the requirement, the school will seek consent from both parents;
- Need to be informed as to the people we may call in the event of an accident or emergency, these will be called in the sequence given to us;
- Need to be informed as to who is able to give messages to the school regarding the child's welfare such as a change in travel arrangements or collection for medical appointments – this may include other family members or partners of a parent;
- Offer one appointment at Parents' Evenings and will offer a further appointment if requested on another date. We hope parents can make amicable arrangements to accommodate this;
- Ensure any additional meetings held in school about a specific child will include both parents subject to any court orders in place;
- Ensure any requests to change the child's school or identity has authorisation from both parents where this is legally required.

Hartley Primary Academy will not:

- Facilitate contact arrangements for a separated parent. If a parent wishes for such arrangements they must do so with the other parent or obtain a 'contact order' through a solicitor;
- Allow a pupil to be collected during the school day by any parents or guardian without prior arrangement;
- Be able to prevent a child from being collected from school by a guardian with parental responsibility if the child is happy to go;
- Accept and pass on messages, gifts or cards for a student on behalf of a parent;
- Act as a line of communication between parents who are in conflict regarding their child's education.

We hope this makes the situation clear for parents; it is in line with our Safeguarding Policy where we have a duty of care to all our pupils.

This guidance will be reviewed in July 2019.