



# Willenhall Community Primary School

## Separated Parents Policy

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### 1. Purpose

This policy clarifies what is expected from separated parents and carers, the school and its staff and will apply unless the school is made aware of any Court Orders in place and has copy of the documentation as confirmation.

### 2. Rationale

At Willenhall Community Primary School we have a legal duty to work in partnership with families and to involve all those with parental responsibility 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. The child is our main priority and we hope parents will make every effort to recognise this and support us and their child.

### 3. Responsibilities of parents

- Parents and partners may need to check on who has official parental responsibility and provide evidence of this. We will ask for sight of a child's birth certificate on joining the school to confirm parental responsibility.
- It is the responsibility of parents to inform the school when there is a change in the family's circumstances. The school needs to be kept up to date with contact details, arrangements for collecting children and emergencies.
- 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.
- We expect parents to liaise and communicate directly with each other in matters such as the ordering of school photographs; tickets for performances and other instances.
- We will accept only one request for an appointment at parents' evenings. We expect parents to communicate with each other regarding these arrangements. It is only realistic for teachers to discuss the child once per parents' evening. We hope parents can make amicable arrangements to accommodate this. This will be reviewed only in exceptional circumstances.
- The parent with whom the child resides (the main carer) is responsible for making all payments to the school for dinners, educational visits and residential visits. The school will not pursue the non-resident parent for

payments, the main carer is expected to collect any money from the non-resident parent.

#### **4. Responsibilities of the school**

- The school will send routine school information, general letters and newsletters to the parent with whom the child resides. In the case of shared access, this will be sent to the parent with whom the child resides for the majority of the time.
- All diary dates, newsletters, and general letters are also available on our website at [www.willenhallprimary.org](http://www.willenhallprimary.org) and will be emailed to both parents. Parents are responsible for providing a correct email address.
- 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 the progress reports to the non-resident parent if a written 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.
- The school will always reserve the right to refuse entry or enter into communication with parents who are abusive and use inappropriate language or aggressive behaviour towards any member of staff.