

# Separated Parents Policy



## Lower Halstow and Newington CEP Schools Federation

**‘Respect, Honesty, Kindness, Perseverance’**  
*‘Welcoming, Forgiving, Generous, Flourishing’*

Created: December 2018

Approved	Team	Review
December 2018	SLT	December 2019
February 2019	SLT	Spring 2021
April 2021	SLT	Spring 2025
May 2025	SLT	Spring 2027

At our schools 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. We need 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.
- All diary dates, newsletters and letters are available through the school PING app or on our website at [www.lowerhalstowandnewington.org.uk](http://www.lowerhalstowandnewington.org.uk) General information will be sent to any parents who register with school PING. Parents are responsible for providing a correct email address and/or registering with the service. Occasionally paper letters are sent home with pupils and we expect parents to communicate these messages to each other as and when appropriate.
- We will hold **one** parents' evening appointment per child where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. If parents are unable to do this then we expect both parents to attend the termly drop ins, if necessary at different times during the evening. Unfortunately, the schools are unable to offer separate appointments as we do not have the capacity to support this unless a relevant court order is in place restricting contact between the parents.
- 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. The school office will not inform or chase individual parents for this, beyond the usual notifications.
- Both parents are entitled to receive progress reports and review their child's pupil records. Two copies of progress reports will be provided. One will be sent to the resident parent. The other will be made available from the school office for the non-resident parent or can be e-mailed if requested.
- Both parents or their nominated substitute 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 or nominated person.
- Live-in partners of parents will be regarded as having parental responsibility under education law if the child resides with them regularly e.g. weekends. This allows the school to share operational information with them. For further details of this, please refer to DfE guidelines 'Understanding and dealing with issues relating to parental responsibility' <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>