



## **Policy on information sharing for parents who have separated**

(In this policy, a parent may represent a person who is a guardian in loco parentis.)

### **Context**

We live in a period where more and more of our parents have separated and establishing a clear procedure about information sharing is of benefit, especially in complex cases and when they frequently involve outside agencies and legal advice.

### **Objective**

- Ensure that every parent is informed about their child's progress and development.
- Ensure that the parent who is in day-to-day charge of a child receives the required information about the school's day-to-day arrangements.

### **Guidelines**

1. It is parents' responsibility to notify the school that they have separated and that they wish to receive a personal copy of correspondence.
2. The school will mail or make arrangements for a child to transport the following correspondence to both parents:
  - Termly circulars and other letters that provide information about the school's activities
  - The child's Annual Report
  - County/National Publications for parents
  - Information from the Governing Body, e.g. Annual Report, Elections
  - Information from the Parents and Friends' Association
  - Information about Open Evening appointments
  - Details of specific meetings organized by the school to discuss the pupil, e.g. SEN Reviews.
3. The school will send the following information to the parent who has day-to-day care of the child:
  - Information on PE lessons day, homework arrangements, records of paired reading.
  - Sudden changes to the school's usual timetable, e.g. early closure due to severe weather.
  - Information on specific activities that require a parent's consent, financial contribution or specific clothing, e.g. class trip, swimming/cycling lessons.
  - Information on dinner/milk money outstanding and payment for instrumental lessons, etc.
  - Information on medical appointments or with other professionals.
  - Request for a discussion about a specific incident.

### **Authorizing Permission**

The school asks a parent to authorize permission for various purposes, including:

- signing a home-school agreement
- permission to take a photograph
- Internet access
- permission to attend a trip/swimming or tennis lesson
- permission to visit the school doctor/nurse
- permission to participate in a specific activity.

In every situation, the school assumes that obtaining one parent's consent meets the requirement.

A consent form is usually sent to the parent with whom the pupil resides during the school week.

### **An Emergency, e.g. injury/illness**

- In the first instance, the parent with whom the pupil resides from day-to-day is contacted. If a reply is received, the other parent is not contacted.
- If the parent with whom the pupil resides from day-to-day cannot be contacted, the other parent is contacted or a person nominated as a contact person on the SIMS form.

### **Parents' Rights**

- If the school has received the name of two parents on the initial SIMS form, then the parents are deemed to have equal rights until the school receives a legal document stating otherwise. Any of the two parents therefore will be entitled to collect the child from the school at any time. The school does not take any step to prevent the child from leaving the school grounds unless there is real concern about the child's safety and in such instances, the Child Protection Policy/Guidelines will be followed, contacting the police if required.

### **Children's Work**

- At various times, children take work home. It is important that parents realize that arguing over possession of such material creates problems for the pupil, e.g. a Christmas card, where it is impractical for the child to make more than one.
- At the end of the day, it is considered to be the child's work, and therefore, the child should choose where the work goes. The school is ready to make a photocopy of a very select sample of a pupil's work. If the situation cannot be resolved, the school will decide and possibly retain the work.

### **Conclusion**

- In the majority of cases, there is a reasonable understanding between parents on the above-mentioned matters, but when a dispute arises, it is important that the school staff's time and energy are not used up to resolve parents' problems and conflicts.

Ultimately, the parent has to accept that the Head Teacher's decision on any matter is binding.

Adopted: Spring Term 2018

Reviewed: Spring Term 2026

Signed on behalf of the Chair of Governors: Alaw Ceris

Date: 29/1/24