



Separated Families Policy

March 2025

Review date: March 2027

As a Values School, we consistently aim to treat everyone with respect, care, consideration and equality, regardless of their background or domestic setting.

We recognise that in cases where children have parents that are separated, there may be extra circumstances that we must consider in order to ensure that these values of respect, care, consideration and equality are consistently delivered to both parents and other associated adults.

The school encourages all parents to work together and with the school, however we understand this is not always possible and will offer support when necessary.

Specifically, these are our procedures when dealing with separated families:

- Most letters/information are communicated electronically by email or text. Separated families can request for both parents to be added to Parentpay to receive letters and our texting system to receive text messages. Requests should be made by email stating the mobile number to receive texts and the relevant email address to set up a Parentpay / website activation letter.
- Where a paper copy is sent it is accompanied by either an electronic copy/electronic generic copy/notification by either email and/or text.
- Individual information specific only to that child is copied (usually sent by email) to separated families individually where this has been requested, this may be prior, the same day or following the paper copy in a timely manner.
- Any information requested by separated families is responded to on a case by case basis.
- If there is joint custody and it is necessary, the school has a record of which parent is collecting on which days and refers to court orders received. We request if a court is in place that a copy is held on the pupils file.
- Yearly reports will be issued to split families upon request. This will be sent by email.
- Parents consultation appointments are encouraged to be joint however can be offered separately depending on personal circumstances.
- Individual other requests are met on a case by case basis. On every occasion, our commitment is to ensure equality to both parents, subject to any guidance or demands from legal documents such as court orders.