



Separated Parents Policy

Last reviewed: January 2019

At Markeaton Primary School, 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 co-operate, 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 and newsletters are available on our website at www.markeaton.derby.sch.uk ParentMail e-mails will be sent to both parents. Parents are responsible for providing a correct e-mail address and keeping their ParentMail accounts up to date. 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 individual appointments are necessary please contact the school office.
- 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.

- 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 post copies of progress reports to the non-custodial 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.
- In the event of an application for leave of absence from school being requested, both parents must sign the form. Copies of the authorised/unauthorised reply will be sent to both parents.
- A list is kept by the school office of parents who have made requests for separate information, parents evenings, etc. These parents will not have to make a request every time a parents evening, etc. takes place. It is expected that, if circumstances improve/change, then parents will request to be removed from this list.

Data capture and data sharing

On an annual basis a Pupil Information Update Form will be sent out. These forms contain the basic information, emergency contact information and medical details we have for pupils on our roll. Parents are requested to amend any incorrect information on the form so we can keep our pupil records up to date. This form will be given to parents at parents evening appointments or parents will be asked to collect and sign for documents from the school office. This is to reduce the risk of personal information being lost or a data breach. The contact information for both parents and any listed emergency contacts will be on this form. If one parent does not wish the other parent to know their contact details, a request in writing must be submitted to the school office not to share this information. Once a request has been submitted, alternative arrangements will be made to capture the data required.