



## PURSTON INFANT SCHOOL

Nunn's Lane, Featherstone

Tel: 01977 704344

[www.purstoninfants.co.uk](http://www.purstoninfants.co.uk)

8<sup>th</sup> March 2019

Dear Parents/Carers

### Separated Parent Policy

At Purston Infant 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 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.

We encourage parents to tell us at an early stage if there is a change in family circumstances. Whenever possible, staff will be informed of the changes so that suitable support can be offered. We will, however, recognise the sensitivity of some situations and maintain the level of confidentiality requested by parents as far as possible.

This policy clarifies what is expected from separated parents and carers, the school and its staff.

- The information provided to the school on enrolment will be presumed to be correct unless written confirmation is received.
- It is the responsibility of parents to inform the school when there is a change of address, contact details or of changes in collection and emergency arrangements.
- All important information, such as diary dates, newsletters and special events, are sent out via Parentmail, posted on the website or sent out as a paper copy with pupils and we expect parents to communicate these messages to each other as and when appropriate.
- We will hold one parent consultation appointment per child where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. Separate appointments can be made if a court order restricts parents attending together.
- We expect parents to liaise and communicate directly with each other in matters such as ordering school photographs or tickets for performances.
- Both parents are entitled to receive progress reports. One copy will be sent to the person with whom the child resides. The school will send out an additional copy to the non-custodial parent if a written request is submitted.
- The school will release children in accordance with arrangements notified to the school. If one parent seeks to remove a child from school in contravention of the notified arrangements and the parent to whom the child would normally be released to has not informed school by letter or telephone call, then the following steps will be taken;
  - The Designated Safeguarding Lead (DSL), Mr Barnett, or Deputy Headteacher, Mrs Gascoyne will meet with the parent and in his or her presence will call the parent to whom the child would normally be released to and explain the request.
  - If the parent agrees then the child will be released and the records will reflect that permission was granted orally.
  - If the parent cannot be reached then the Headteacher or Deputy will make a decision upon all the relevant information that the school holds.
  - The Headteacher or Deputy may have to refuse permission.
  - During any discussion or communication with parents, the child will be supervised by an appropriate member of staff in a separate room.
  - In extreme circumstances if there is a belief of possible abduction of the child or the parent becomes disruptive the police will be notified immediately.

Yours sincerely

Mr P Barnett  
Headteacher

