

West Exmoor Federation



Separated Parent Policy

April 2025

West Exmoor Federation Separated Parent Policy

Across our federation 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 federation 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 child 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 Class DoJo and, in most cases, via the federation website. Parents are responsible for providing a correct email address and registering with Class DoJo. Occasionally paper letters are sent home with pupils and we expect parents to communicate these messages to each other as and when appropriate.
- Consent for trips, health examinations, etc, is only required from one parent. This will usually be the parent with whom the child normally resides.
- If necessary, we will hold two parents' evening appointment per child to enable separated parents to attend separately. However, we would encourage parents to attend together in order to promote positive and cooperative family involvement.
- 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 Annual School Reports. Two copies of the Annual School Report will be provided. One will be sent to the resident parent. The other will be posted to the non-resident parent.
- 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>