



# Separated Parents & Carers Policy

This policy was adopted:	September 2025
This policy will be reviewed again:	September 2026
Governor Committee Responsibility:	School Improvement Committee
Statutory policy?	No
Source:	Governing Body
Purpose of policy	To promote the best interests of the child, working in partnership with all parents and carers unless otherwise directed by a court order.



## SEPARATED PARENTS POLICY

### **Introduction**

Research and experience have shown that it can be a very difficult time for all those involved when parents and carers separate and that these personal family problems can have an impact on the schools attended by the children.

This policy is an attempt to minimise any impact and to clarify to all parties what is expected from separated parents and carers and what can be expected from the school and its staff.

At The Russell School, **our sole wish is to promote the best interests of the child**, working in partnership with all parents and carers unless otherwise directed by a court order.

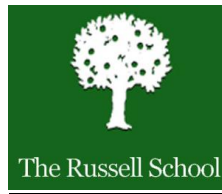
### **Definition of Parent**

The definition of a parent for school purposes is much wider than for any other situation. The Education Act 1996 defines a parent as:

- All natural parents, including those that are not married;
- Any person who has parental responsibility but is not a natural parent eg. a legally appointed guardian or the Local Authority as named in the care order;
- Any person who has care of a child i.e.. a person with whom the child resides and who looks after the child irrespective of the relationship.

Parents and carers as defined above are entitled to share in the decisions that are made about their child and to be treated equally by schools. These entitlements include:

- Appeal against admission decisions;
- Ofsted & school based questionnaires;
- Participate in any exclusion procedure;
- Attend parent and carer meetings/school events;
- Have access to school records and receive copies of school reports, newsletters, invitations to school events, school photographs relating to their child and information about school trips.



### **Parental Responsibility**

The information provided to the school when the child was enrolled detailing parents and carers with parental responsibility for the child will be presumed to be correct unless a court order or original birth certificate proving otherwise is provided to the school. Similarly, the information provided on the address(es) where the child resides will be presumed to be correct unless a court order proving otherwise is provided to the school.

Upon receipt of any court order restricting access to a parent or carer, the school retains the right to consult the Local Authority before taking immediate action. The school is only obliged to comply with an order if it is properly notified and has received a copy for its files, and only to the extent that it relates to the school. The school also has no responsibility for enforcing any court order. If the school is not informed of the existence of such an order, neither parent or carer will have rights superior to the other.

Parents and carers are encouraged to resolve contact issues without involving the school directly. The interests of the child will always be paramount when deciding whether to accommodate a request from an estranged parent or carer.

Change in parent or carer responsibility:

- It is the responsibility of the parents/carers to inform school when there is a change in family circumstances. The school needs to be kept up to date with all contact details and arrangements for collecting children.
- We encourage parents/carers to tell us at an early stage if there is a change in family circumstances. Whenever possible, staff will be informed of such 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/carers as far as possible.
- Newsletters and general school updates can be sent to all parents / carers via email. These updates will contain all the main events within school, including productions, sports' days, parents' and carers evenings, class trips etc. Occasionally, letters are sent to individual classes. These are paper copies only and not sent via parent's mail. We would expect parents / carers to communicate these messages to each other as and when appropriate.
- We expect that parents / carers should liaise and communicate directly with each other in matters such as the ordering of school photographs; tickets for



performances and other instances. The school will not deal individually with these requests in view of the significantly increased workload they represent.

- The parents / carers should ensure that school is aware of pick up and drop off arrangements or scheduling that may impact their child and their school life.

### **School reports**

Any parent/carer has the right to receive school reports and review pupil records of their children. School reports are sent home with each child with the expectation that the report will be shared with both parents/carers.

The school will send copies of the school report to a parent / carer with whom the child does not reside only if that parent submits a written request.

Disagreements between parents must be resolved between the parents/carers and cannot be resolved by the school or local authority. In the event that the parents/carers are unable to agree with one another on decisions regarding their child's education, including but not limited to placement, participation in extracurricular activities, and consent to evaluation and services, the school will arrange a meeting with all parents/carers (preferably together or separately if required) to attempt to assist the parents/carers to resolve the situation and if it cannot be resolved may refer the matter to the relevant department of the Local Authority.

The school will release children to parents/carers in accordance with arrangements notified to the school. If one parent/carer seeks to remove the child from school in contravention of the notified arrangements, and the parent/carer to whom the child would normally be released has not consented the following steps will be followed:

- The Head Teacher or designated assistant will meet with the parent /carer seeking to remove the child and in his/her presence, telephone the parent /carer to whom the child would normally be released and explain the request.
- If the parent/carer to whom the child would normally be released agrees, the child may be released and the records will reflect that permission was granted orally.
- If the parent/carer to whom the child would normally be released to cannot be reached, the Head Teacher or staff member dealing with the issue may make a decision based upon all relevant information available to him/her.



- The Head Teacher or staff member may have to refuse permission if consent cannot be obtained.
- During any discussion or communication with parents, the child will be supervised by an appropriate member of school staff in a separate room.
- In extreme circumstances, if there is a belief that a possible abduction of the child may occur or if the parent is disruptive, the police should be notified immediately.

All parents /carers can have equal access to all school information via the school communicator app or alternatively request in writing additional copies of communications which are not available on the school website or app (all parents/carers are recommended to regularly use the school's communicator app or website - the website contains backdated newsletters and has a range of information and links).

We will maintain our open-door policy with all parents/carers, and the class teacher and/or Head Teacher will be available by appointment to discuss any issues. Email [info@russell.richmond.sch.uk](mailto:info@russell.richmond.sch.uk) to arrange.