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# SEPARATED PARENTS POLICY

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Approved by	Local Governing Committee
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## 1. Introduction

At Little Heaton CE Primary School, we recognise that some families experience separation. We are committed to working in partnership with all parents and carers to ensure the best outcomes for our pupils. Our approach is rooted in our DREAM values (Determination, Respect, Empathy, Aspiration, Morals) and our safeguarding duties. We will treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility.

## 2. Definition of 'Parent'

The definition of a parent, as outlined in the Education Act 1996, includes:

- All natural (biological) parents, whether married or not
- Any person with parental responsibility
- Any person who has care of a child or young person

## 3. Parental Responsibility

Parents/carers must inform the school office of all individuals with parental responsibility and provide copies of any relevant court orders. Court orders will be stored securely and documented by SLT on CPOMs. Information will be shared with staff on a need-to-know basis only.

## 4. Court Orders

Court orders relating to contact, collection, or parental responsibility must be provided to the school. SLT will ensure these are uploaded to CPOMs and shared with relevant staff as appropriate. We will follow the requirements of any court order in full.

## 5. Disputes and Disagreements

The school will not act as mediator between parents. Any disputes regarding arrangements must be resolved directly between the parents or through legal channels.

## 6. Changes in Family Circumstances

Parents must inform SLT immediately of any changes in family circumstances that may affect the child's welfare or school arrangements. SLT will share relevant information with staff on a need-to-know basis to safeguard the child.

## 7. Release of Children

If a parent with parental responsibility arrives to collect a child unexpectedly, and there is no court order preventing this, the school will release the child. If there are safeguarding concerns or a court order in place, the child will not be released and the Headteacher or SLT will contact the other parent immediately.

## 8. Communication with Parents

Both parents can request copies of school reports by contacting the school office ([office@littleheaton-primary.org](mailto:office@littleheaton-primary.org)). Where requested, reports will be sent to both parents. Both parents will be offered access to School Spider and Class Dojo for updates, and it is the parent's responsibility to join these platforms.

## 9. Parents' Evenings and Reports

The school holds two parents' evenings each academic year. Separate appointments will not be routinely offered, but parents can discuss any concerns with the Headteacher.

## 10. Change of Name

The school will only change a child's name on official records with written consent from all those with parental responsibility or with a court order.

## 11. Access to Information

Parents with parental responsibility are entitled to access information about their child's education. Little Heaton CE Primary uses School Spider, email, and Class Dojo to communicate with parents.