

## **Procedure for Communicating and Dealing with Divorced &/or Separated Parents**

### **Broomfield House School**

**July 2017**

This procedure is to ensure that all parents are treated fairly and clearly by our school, especially if they are divorced and/or separated while their children attend Broomfield House School.

The aim of this document is to explain what we do and how we do it so parents have clarity about what to expect from us as a school.

In our school admissions register, we list all parents and their addresses (if different) for each child. We ask parents to keep us up to date with this information if it changes. We also list any relevant custody arrangements if these are operative and in force (and we are aware of them) and the school will always abide and defer to any court judgements about custody and parental responsibility.

It is the head teacher's responsibility to let relevant members of staff know of these arrangements. These staff members are typically, but not limited to, the school office staff and the child or children's class teacher, plus the SLT .

The school aims to communicate with separated and divorced parents in line with their agreed preferences. This may involve keeping our communications to one named parent who passes on relevant information to the other parent if that is what is amicably agreed between the parents. Alternatively, the school offers the following options on request from either parents:

- Separate weekly newsletters e- mailed to both parents
- Separate copies of other letters or school communications sent to both parents
- Separate copies of bills and accounts information
- Separate copies of school reports sent by post to both parents
- Separate report evening appointments for both parents with the class teacher and with the head teacher

In addition, if we need to communicate during the school day with a child's separated or divorced parents, we will try and communicate with both parents at the same time. We will prioritise, however, the parent that normally drops off and picks up the child for our first communication and we will ensure that both parents are contacted by us within the same school day. If a matter is communicated about by e mail, then it would normally be the school's process to e mail the same or a similar communication to both parents simultaneously, unless there is some reason why the head teacher determines this would be inappropriate.

The school cannot guarantee to communicate absolutely simultaneously with both parents on all matters, as this is simply not practical, but it will endeavour to contact both parents within a reasonable time, typically within the school day.

The school asks all parents who are divorced or separated, or who are going through this process, to contact the head teacher having read this procedure and identify the options from the list above of how they would like us to communicate with them as this divorce or separation proceeds.

At all times, the school will aim to meet the reasonable requests made by parents in these circumstances, and it will also always put the emotional and other well being needs of our children as our highest priority.

Norton York

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