



Separated Parents Policy

Approved by the Governing Body Spring 2026

Purpose

This policy outlines how the school communicates and works with parents or carers who are separated, divorced, or no longer living together. The school's primary concern is the welfare and educational progress of the child. It aims to act fairly, transparently, and in accordance with legal responsibilities, while remaining neutral in parental disputes.

Principles

The school recognises that both parents usually retain parental responsibility unless a court order states otherwise. Both parents will be treated equally and without discrimination, unless legal documentation dictates otherwise. The school will remain neutral in conflicts between parents and will not mediate disputes. The school will always prioritise the welfare and education of the child.

Parental Responsibility

The school assumes that both parents have parental responsibility unless official documentation indicates differently. Parents are responsible for informing the school of any court orders, restrictions, or changes to parental responsibility. The school will retain copies of any relevant legal documents in the pupil's file to ensure compliance.

Communication

The school will provide information about a child's education to all parents with parental responsibility. This may include reports, letters, emails, invitations to parents' evenings, and information about school events. This is normally done through the school app facility. The school app is available to all parents in all families at Larkfields to facilitate access to this information. Parents must provide up-to-date contact details. The school is not responsible for forwarding communications between parents and will not duplicate information unless it is legally required to do so, or if at the Headteacher's absolute discretion they believe it is in the best interests of the child to do so.

Meetings

The school will not arrange or duplicate meetings for separated parents, unless there is a court order, restraining order, or other legal requirement that specifies separate arrangements, or if at the Headteacher's absolute discretion they believe it is in the best interests of the child to do so. In such cases, the school will comply with the terms of any order to ensure the child's welfare and safety. The school will make reasonable efforts to facilitate the attendance of both parents at meetings when requested to do so.

Collection and Contact Arrangements

The school will follow the collection arrangements provided by parents, unless restricted by a court order. Any changes to these arrangements must be communicated clearly and promptly by the parents. Where court orders exist, the school will adhere strictly to their terms.

Access to Records

Parents with parental responsibility may request access to their child's educational records in accordance with data protection legislation. Such requests should be made in writing to the school office.

School Neutrality

The school will not take sides in parental disputes, share information about one parent with another beyond educational matters, or enforce informal agreements between parents. Its role is educational, not legal or mediatory.

Review

This policy will be reviewed every 3 years, or in response to changes in legislation or guidance, to ensure it continues to serve the best interests of the children and the school community.