



Policy for Communicating with Parents of Split Families January 2017

This policy has been created to ensure there is clarity over the communication of a child's progress with parents in the event of a family split. It involves all members of staff in the school communicating relevant information to the Head Teacher so that this can be noted on file and agreements over information-sharing can be sought.

1. When a family split has been advised to any member of staff, that person should communicate it to the Head Teacher to be noted in the child's PPR.
2. When the information has been confirmed and the circumstances surrounding the split are understood (this may not happen quickly as sensitivity is required here), the class teacher or Head Teacher (to be agreed as appropriate) will discuss information – sharing with the main carer.
3. Parents may not be on good terms with each other and therefore, it may be difficult to establish what input the other parent will have. This question needs to be asked directly: "How do we communicate (child's name)'s progress with their mum / dad?" If we are given an address, this should be noted on file. If we are not given the information, then this too should be noted on file.
4. If the other parent subsequently requests information from the school, providing there is no barrier to this information being shared, an agreement can be reached on what will be sent home and what can feasibly be extracted from the school website, ie, newsletters.
5. There will be a sheet available to add into each child's file in the event that this happens, so that the information can be recorded and dated.

Policy created by	Sinéad Lindsay January 2017
Review date	January 2019