



St Gabriel
the Archangel

Catholic Multi-Academy Trust

Separated Parents Policy

POLICY TO BE REVIEWED EVERY THREE YEARS OR EARLIER DUE TO ANY
LEGISLATIVE CHANGES

FOR ALL ACADEMIES PART OF ST GABRIEL THE ARCHANGEL CATHOLIC
MULTI-ACADEMY TRUST

Approved by Audit and Risk Committee 23rd April 2026

Next Review: April 2029

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1. Introduction and Philosophy

St Gabriel the Archangel Catholic Multi-Academy Trust recognises that children from families whose parents are separated, or are undergoing separation, may go through difficult and sometimes traumatic changes during their time at school. All schools will make every effort to work with parents to promote the welfare of their child and provide information on how the school will support the child's emotional wellbeing. This policy has been created to try to minimise the impact on the child, to provide guidance to separated parents and to set out the steps that will be taken by our schools.

Unless there is a specific court order in place limiting an individual's exercise of Parental Responsibility (PR), the school will ensure that parents are dealt with in an equal manner and in accordance with this guidance. Schools may seek legal guidance themselves if the circumstances impact on the school and will contact the Local Authority if there are safeguarding and wellbeing concerns that arise from parental separation.

There will also be occasions where the school has been advised/instructed by the Local Authority that a parent should not have contact with their child due to significant safeguarding concerns (without a court order in place) and we will follow this guidance to ensure we fulfil our safeguarding responsibilities. The school's principal consideration in making decisions arising from this guidance will be the welfare of the child.

The school will endeavour to help resolve problems that may arise between parents regarding their child's education but will not become involved in conflict between parents. We maintain a **strict position of neutrality**, and we will not act as a mediator or take sides in parental disputes.

This document is intended to set out general policy and guidance of working practice. If a child's circumstances are not covered by the guidance contained in this policy, the school will endeavour to provide specific guidance related to those circumstances but cannot provide legal advice to parents.

2. Parental Responsibility (PR)

Unless we are provided with a legally binding **Court Order** stating otherwise, we assume that both biological parents have equal Parental Responsibility. This means:

- Both parents have a right to receive information about the child.
- Both parents may participate in activities (meetings, performances, etc.).
- Both parents have the right to collect the child.

Requirement: It is the responsibility of the parents to provide the school with any Court Orders or legal documents that limit parental rights.

3. Communication and Information Sharing

To ensure both parents are equally informed, we will:

- **Digital Correspondence:** Aim to send all newsletters, reports, and administrative alerts to both registered email addresses.

- **Consent:** For routine activities (field trips, photos), we accept consent from the parent with whom the child resides that day. For major decisions (eg child's surname), we may require signatures from both parents if PR is shared.
- **Contact Details:** Both parents are responsible for keeping their emergency contact information up to date in our system.

4. Attendance and Pick-Up

- **Schedules:** We request that parents provide a clear, written schedule of who is responsible for pick-up on specific days.
- **Changes:** Any deviation from the established routine must be communicated in writing (email/app) by the parent who was *originally* scheduled to collect the child.
- **Disputes at the Door:** Staff will not get involved in "on-the-spot" pick-up disputes. If a conflict arises on the premises that threatens the child's safety or staff peace, we reserve the right to contact the authorities.

5. Parent-Teacher Meetings & Events

We encourage parents to attend meetings together for the benefit of the child. However, we understand this is not always possible:

- **Separate Meetings:** Can be requested if a joint meeting would be disruptive or if there are Restraining Orders in place.
- **Event Seating:** For performances, we remain neutral regarding seating arrangements.

6. Financial Responsibility

The person(s) who signed the original **admission application** is legally responsible for the payment of fees.

- We will not "split" invoices unless a new, dual-signature contract is signed.
- Arrears will be discussed with the primary account holder.

7. Staff Conduct

Our staff are instructed to:

- Remain polite and professional to both parents.
- Refuse requests to provide "character references" or "witness statements" for use in private legal disputes between parents.

8. Change of Circumstances

Should there be a change in the parental living situation, parents are asked to notify the school using the form at Annex A. To enable the timely update of our

management information system, completed forms are to be returned to the school office as soon as possible.

9. Review of this procedure

We may update this policy from time to time. Any changes will be posted on our website and will be effective from the date of posting.

Version	Approval Date	Action/Notes	Signature of the Chair of Committee/Board
1	23/04/2026	Approved by A&R Committee	<i>P Rushworth</i>

Annex A

Parent Change of Circumstances Form

Section 1: Pupil Details	
Child's full name:	
Date of birth:	
Current academy:	
Year group:	

Section 2: Parent/Carer Completing this form	
Name:	
Relationship to child:	
Contact number:	
Email:	

Section 3: Nature of Change(s) (please select all that apply)	
Change of residential address	☐
Change to court orders	☐
Change to parental responsibility	☐
Change to emergency contacts	☐
Change to collection arrangements	☐
Change to communication preferences	☐
Separation/divorce	☐
Reconciliation	☐
Other (please specify):	

Section 4: Details of the Change(s)

Section 5: Court Orders	
Attached	☐
None	☐

Section 6: Other Parent Details	
Name:	
Relationship to child:	
Contact number:	
Email:	
Parental Responsibility (PR):	Yes ☐ No ☐

Section 7: Declaration & Consent	
I confirm that the information provided is accurate to the best of my knowledge (please tick).	☐
I understand that the Academy will process this information in accordance with the Trust's Data Protection Policy (please tick).	☐
Name (please print):	
Signature:	
Date:	