



Separated Parents and Carers Procedure – January 2021

This procedure follows the guidelines given by the Local Authority and the Department for Education and is as follows:

All communication from the school is sent by our electronic platform – SchoolComms – as this provides our families with an efficient, fast and reliable messaging service. The type of documents that will be sent via this method are the Very Important Publication (VIP) and generic form or year group letters and information. Copies of these are also available to download on the school's website. All parents and carers should ensure that we are provided with an up to date email address to ensure that they receive these important documents.

If we are sending individual letters to students, however, these are sent home with the student or, where confidential, via post or email to the student's main residential address.

Regarding Parent Consultation Evenings, only one appointment can be given per student and parents and carers are expected to make arrangements to co-operate with each other over this allocated time, ie both parents and carers use the same allocation and see the teacher together, or mutually agree who will meet the teacher and make separate arrangements for the feedback of information. Due to time constraints and the number of other parents that a member of staff would be expected to meet with, we are unable to arrange to see parents and carers separately.

Where communication between separated parents and careers has broken down we will, in accordance with our statutory responsibility, send an additional copy of the student's progress reports via email.

All trips are now paid for via ParentPay. Parental permission is required as part of the financial transaction, as well as consent for urgent medical treatment. ParentPay records use the main email address linked to the student. Additional email addresses can be added onto the account and these can be activated with separate usernames and passwords. If this is required, please email finance@beths.bexley.sch.uk for further information. Parents and carers are expected to make arrangements to co-operate with each other in relation to payments made via this system. Our system does not allow part-payments, so we are unfortunately unable to create personalised payment plans between parents and carers.

For parents and carers wishing to read more about understanding and dealing with the issues related to parental responsibility, please see the following link: <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>