

Policy:	Parental Contact Policy Jan 2026	
Status:	Non- statutory	
Review Date: Next review:	4 yearly– Jan 2030	

Aims

Through this policy we aim to ensure the health, safety and happiness of our children and the rights of all parents.

1. Parents should ensure that school always has up to date information regarding a child's home contacts. This enables us to contact a parent immediately in the event of an emergency.
2. Children are only allowed out of school if a parent makes a previous arrangement and comes to collect them. All parents must report to the school office when they arrive in order to collect a child.
3. A child will only be released into the care of a third party if this has been previously arranged.
4. Only the head/deputy headteacher, or the duly appointed deputy, has the authority to authorise that the parent of a sick child be contacted.
5. All parents should make sure the school has up to date information on whether a child walks to school accompanied or alone.
6. At St Botolph's we acknowledge the importance of a person's wellbeing where the definition is 'the state of being comfortable, healthy and happy'.

Within this policy we acknowledge its potential impact on an individual's mental wellbeing. As a school we are committed to providing an environment that is supportive to the emotional health wellbeing of both children and staff.

Split Families

A parent should always be referred to the headteacher if they seek reassurance regarding the estranged partner's access to the child. The headteacher would explain the following:

- If a parent has been legally denied parental access, the custodial parent should show the headteacher the Court Order.
- Whichever parent brings a child to school in the morning will have that child returned to their care at 3:20p.m, unless that parent advises us otherwise.
- It is important that the headteacher has up to date information on relationship breakdown or a mended relationship. This is in the child's best interests and ensures a child's safety and happiness.
- The school will supply independent advice to a Court Welfare Officer, if asked.
- A school has a duty to report in writing about a child's educational achievement to each child's parents. Neither parent can override that duty to report. The school can only discharge this responsibility if it has a current address for both parents. The absent parent would normally be

asked to give the classteacher an email address or a supply of stamped addressed envelopes so that all school correspondence can reach them without delay.

- Classteachers are happy to arrange individual parent evening appointments for separated parents. However it is better if parents can attend a joint appointment.
- If a parent changes a child's name, the child would be known by the new name; registers can also show the 'known as' name but the child's legal name must still remain on the school electronic SIMS system.
- Each parent is entitled to stand for election as a school governor and neither can exclude the other.