



## Information for separated parents

We understand that in cases where parents are separated or divorced, issues relating to communication can cause difficulties. If you have parental responsibility for a pupil (as defined under the Children Act 1989) then you have the right to be involved in the decision-making about your daughter's education, provided that there are no relevant court orders in place. This sheet explains how we seek to ensure that you are kept up to date with your daughter's progress through school.

### What you can expect to receive:

We will send both parents (for whom we have contact information) copies of the following documents:

- A data capture form ('GEN 1'). This will be sent annually
- School reports (including attendance information)
- Progress grade sheets termly
- Invitations to parents' evenings
- Information about choices and options evenings, for example on the options available for study at GCSE

In addition, if a parent asks that their daughter is removed from Religious Studies or sex education, both parents would be notified and consulted.

The following information is available on our website:

- The school calendar. This includes:
  - forthcoming events and trips
  - term dates
  - when to expect a written report or progress grade sheets
  - dates of parents' evenings
- Invitations to events such as concerts, careers' evenings, parental seminars

### So what isn't usually sent to both parents?

Some information is usually sent home with your daughter or directed to the parent with whom your daughter resides during the week. This includes:

- Consent forms for day trips
- Notification of illness
- Notification of unexplained absence
- Information about school trips

### Parents' evenings

To arrange appointments for parents' evenings, your daughter will be provided with an appointment sheet, well in advance of the evening, and will book individual five-minute consultation sessions, between 4.30pm and 7.00pm, with each of her subject teachers. With approximately 120 girls, each

of whom needs to arrange an appointment with at least ten teachers, adherence to the pre-arranged schedule is essential for both parents and staff if the evening is to run smoothly. Your daughter will be involved in the parents' evening so that she can hear what is said and contribute to the conversation.

We appreciate that communication between separated parents can be difficult, and have received a number of enquiries about separate consultations in the past, but we do not allow the duplication of appointments for two reasons. The first is the scale of the event; the second is that we believe that it is better for each student to hear one version of the message from each of their teachers.

### **Other sources of information**

We recommend that you visit our website ([www.nottinghamgirlshigh.gdst.net](http://www.nottinghamgirlshigh.gdst.net)), which is updated regularly, for additional news and information about school events and productions.

### **Finally**

We understand that in cases where parents are separated or divorced, issues relating to communication can cause difficulties. However, our concern is the progress and welfare of your daughter whilst at school. We believe that the support of parents plays a vital role if girls are to achieve their full potential and our aim is to act in each girl's best interests at all times.

If you have any concerns or would like to discuss this further, please do not hesitate to contact the school. Similarly, whilst we do our utmost to communicate well, the complexity of family arrangements makes it hard to ensure that we always send all the information needed to both parents; please contact us immediately (0115 941 7663; [enquiries@not.gdst.net](mailto:enquiries@not.gdst.net)) if you have not received information you expect.

**Last policy review:** October 2016

**Next review due:** October 2017