



Weald of Kent Grammar School

Separated Parents and Carers Procedure – January 2020

Our procedure follows the guidance given by the Local Education Authority and the Department for Education and is as follows:

All school communication is sent electronically via InTouch as this provides our families with an efficient and reliable communication service. This includes the weekly Parent and Carers Bulletin and generic year, form or teaching group letters. Copies of these are also available to download from the school website. If you have not provided an email address for electronic communication via InTouch, please do so as soon as possible.

Individual letters, however, are sent out via the student or, where confidential, via email or post to the student's main residential address.

Only one parent consultation time can be given per student and parents and carers are expected to make arrangements to co-operate with each other over this allocated time, i.e. both parents and carers use the same allocation and see the teacher together or mutually agree who will meet the teacher, and the arrangements for feedback of information. Levels of resourcing do not permit teachers to see estranged parents and carers separately.

Where communication between estranged parents and carers has broken down we will, in accordance with our statutory responsibility, send an additional copy of the students' full year report via email.

All trips are now paid for via ParentPay. Parental permission is required as part of the financial transaction, as well as consent to an anaesthetic or other urgent medical treatment. ParentPay records uses the main email address linked to the student. Additional email addresses can be set up on the account and these can be activated with separate usernames and passwords. If this is required please contact our Finance Department (financequeries@wealdgs.org) for more 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 unable to create personalised payment plans between parents and carers.