

## Non Custodial Parents Procedure

### RATIONALE

To ensure that the school adopts a fair and consistent approach regarding non custodial parents, their children, and school information pertaining to them.

### GUIDELINES

Non custodial parents have the same legal rights as custodial parents regarding their children, unless;

- there is a legal document such as a restraining order against them
- a court order prohibiting access
- or, if in the professional judgement of the Principal or his/her delegate, the welfare of the child is in question

1. Parents are responsible for informing the school of their living situation, custody and access situations. Any dispute over the rights of separated parents regarding their child's schooling, or access rights and communication, should be resolved by the parents or through the Court system.
2. The school has an obligation to sight appropriate documentation in regards issues of access and custody. Full details of custody arrangements are to be collected at the time of enrolment, or when situations change, and entered into the school's student management system.
3. Parents will be prompted annually via the school newsletter to advise the school of changes to details. Beyond this, the onus is on parents to keep the school fully informed.
4. Teachers and ancillary staff will be informed of custody arrangements where they exist. Staff will ensure Privacy Act requirements are adhered to.
5. Both parents as guardians are entitled to, :
  - receive a copy of the child's reports
  - discuss educational progress with the principal and teacher
  - contribute to major educational decisions
  - participate in the school support group and other school functions

School newsletters and reports will be provided upon request.

The school considers it inappropriate for a non custodial parent to send personal mail / email to the child through the school.

6. Should a non-custodial parent enter the school either to collect or visit the child they will be directed to the Principal or his/her delegate. Access restrictions will be checked. If restrictions exist these will be applied by the Principal or his/her delegate. If no restrictions apply, the non custodial parent has the same rights and follows the same procedures as any parent. If in the professional judgement of the Principal or his/her delegate, there are concerns regarding the visit or access of the non custodial parent, the Principal or his/her delegate may consult with the custodial parent or an appropriate agency.



Robyn Garrett - BOT Chairperson



Craig Price - Principal

Date: 21/9/2014

Review Date : 21/9/2017