

Christchurch Rudolf Steiner School

College Principal Group

Management

NAG 6 ADMINISTRATION

.12 Procedure on ENSURING SPLIT FAMILIES RECEIVE DUPLICATES OF HOME / SCHOOL COMMUNICATIONS

1. The school acknowledges the right of all parents to receive information and updates regarding their children. Circumstances where this is not applicable (eg. court rulings) must be shown to the office and a copy kept on file. In circumstances without official documentation, any such action to be confirmed in writing from both parents.
2. The parent /class teacher/sponsor must ensure the office knows the circumstances where children live in two homes or if living arrangements change and vice versa. Parents must notify the school office of any change of caregiver or address. In the case of a change of address not notified, the school will use all reasonable means to locate the parent.

Correspondence notices & reports:

- a) Class information, letters & invites: One copy sent by email, (where there is no email address the teacher will give a copy to the office to post to the parent). Another copy given to the office by the teacher to post to the other parent. Teacher to inform office who to post to.
- b) Camp & outing permission slips etc – one copy only given to the child to be taken home to whichever parent the child will be with that night.
- c) Any requests for leave from school to the College Principal Group will be responded to in writing and copied to the other parent except for situations regarding a & b above.
- d) Reports – two copies are made, all reports will be posted. One copy posted directly to each parent. International students have one copy sent to their host family and one copy sent to their parents overseas.
- e) Any letters from the school relating to a child's welfare, progress, attendance or other concerns will be posted to the primary caregiver and a copy sent to the other parent. International students have one copy sent to their host family and one copy sent to their parents overseas.
- f) A letter sent annually to non - primary caregiver requesting desire for ongoing correspondence on student.

Financial responsibilities:

- a) The enrolling parent or parents listed at the time of enrolment are responsible for payment of all expenses owing. If this arrangement changes after enrolment, the school must be notified in writing and clearly notified by the person taking over payments. If there is any default in the arrangement the original enrolling parent is ultimately responsible for any outstanding debt.
- b) The school will only send one invoice for each child. Any arrangements for split payments must be made between the parents. The school will not post apportioned payments to separate parents. International students have one copy sent to their host family and one copy sent to their parents overseas.

Review: May 2015

Responsibility for review: Management

Responsibility for administering this procedure: Management

Signed: 

Review date: May 2019