Cranbourne South PRIMARY SCHOOL

Respectful Responsible Resilient Safe

PARENT DISPUTES POLICY

Purpose

The purpose of this policy is to explain to the Cranbourne South Primary School community how our school will approach disputes that may arise between parents in relation to decisions about a student's education.

Scope

Cranbourne South Primary School acknowledges and welcomes all family structures and parenting arrangements, including single parents, step-parents, same-sex parents, co-parents and informal carers. We also recognise that parents and carers play an invaluable role in a child's learning and wellbeing by being actively involved in school life.

While acknowledging that a range of people may be involved in providing care for students at our school, this policy only relates to disputes between a student's parents or persons with parental responsibility under a court order.

Policy

Informal carers

- Cranbourne South Primary School understands that there may be families in our school community where students are being cared for by a relative or other adult, rather than their parents.
- In these circumstances, in order to allow these carers to work with Cranbourne South Primary School and make decisions about the student's education, we may ask carers to complete an Informal Carer Statutory Declaration Form. This is a written statement that sets out the care arrangements for the child.
- Generally, an informal carer who has provided the school with a completed Informal Carer Statutory Declaration may make school-based decisions for the student and may access school information ordinarily provided to a parent.

Decision-making and parental responsibility

- Parental responsibility is defined as all of the duties, powers, responsibilities and authority, which, by law, parents have in relation to their children. Each parent of a child under 18 years of age has parental responsibility for his or her child unless this responsibility is varied by a court order or parenting plan.
- When a decision relates to a major long-term issue for a student, Cranbourne South Primary School will generally seek to approach both parents, or those who have parental responsibility, in relation to that decision (where those parents are known to and are in contact with the school).

- For day-to-day decisions, Cranbourne South Primary School will generally approach the person with whom the student is living with or residing with on that day.
- Parents can find more guidance on how the school will manage decision making for students in the Department's policy on 'Decision Making Responsibilities for Students'.

Family Law Act Orders and Care Arrangements

Parents are responsible for providing Cranbourne South Primary Schoolwith up-to-date information and documentation relating to:

- Family Law Act Orders
- parenting plans
- informal arrangements that are in place in respect of students our school

It is not the responsibility of school staff to monitor or to enforce Family Law Act Orders (or other parenting or care arrangements) for students.

Intervention Orders

- Cranbourne South Primary School understands that some families may have Family Violence Intervention Orders in place.
- Parents are responsible for providing Cranbourne South Primary School with up to date information and documentation relating to Intervention Orders and should contact office personnel cranbourne.south.ps@education.vic.gov.au or phone 97822999 to discuss how staff can best support students in these circumstances.
- Should your Intervention Order be changed or varied, it is important that you inform office personnel and provide any updated documentation.
- Department policy states that breaches of Intervention Orders should be reported to Victoria Police.

Enrolment and transfer

If parents who have equal shared parental responsibility disagree on the decision to enrol a student, Cranbourne South Primary School

- defer admission and request that parents resolve their dispute and reach an agreement, or
- if failure to enrol the child or young person is likely to have an adverse effect on their education and wellbeing, Cranbourne South Primary School may conditionally enrol the student and encourage the parents to resolve their dispute and reach agreement.

Collection

Cranbourne South Primary School understands that Family Law Act Orders or parenting plans will often include arrangements about which parent is to spend time with the children, and when.

Generally, providing that both parents have shared parental responsibility, parents can collect their children from school. Whilst Cranbourne South Primary School encourages parents to abide by Family Law Act Orders, school staff are not responsible for enforcing them.

If a dispute between parents over the collection of a student happens at Cranbourne South Primary School, generally, we will:

- encourage the parents to resolve their dispute away from school
- encourage to parents to ensure the child's attendance at school is not compromised as a result of the dispute over collection
- where appropriate, move the student to a safe place away from the dispute
- ask the disputing parties to leave the school grounds if the dispute is causing disruption or concern to the child or any other members of the school community
- if the dispute cannot be resolved, Cranbourne South Primary School may contact Victoria Police and/or Child Protection.

Visits during school hours

- We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.
- If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers contact the school office to make the request to speak to or see their child during school hours.
- We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.
- All parents or carers who visit our school during school hours, other than during usual school pick up and drop off times, are required to sign in as a visitor at the school office.

Requests for information

- Parents are generally entitled to information ordinarily provided to parents, including school reports and newsletters.
- Parents seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:
Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002

Cranbourne South
PRIMARY SCHOOL

03 9637 3134
foi@education.vic.gov.au

Managing disputes

Whenever faced with a dispute between persons who are responsible for decision-making in relation to a child, staff at Cranbourne South Primary School will seek to:

- avoid becoming involved
- avoid attempting to determine the dispute
- act neutrally and not adopt sides
- act in the best interests of the student involved
- act in the best interests of the school community

Cranbourne South Primary School encourages parents and carers to seek the assistance of the Family Relationship Centre or obtain independent legal advice if they are unable to reach an agreement about important decisions.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in iNewsletters and Compass
- Included in staff induction processes
- Included in staff handbook
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

Help for non-English speakers

If you need help to understand the information in this policy please contact CSPS office personnel and/or Principal.

Review Cycle and Evaluation

This policy will be reviewed as part of DET's recommended review cycle.

Mandatory Consultation

Consultation Group	**Date Consulted**
School Council Policy Sub Committee	September 2025

Staff	Staff Meetings, Staff Inductions and Staff Booklet
Parents	Regularly via Newsletter/Compass
Student leadership groups	NA

Due for Review

September 2028

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 10th September 2025.

Signed: Signed:

Principal School Council President