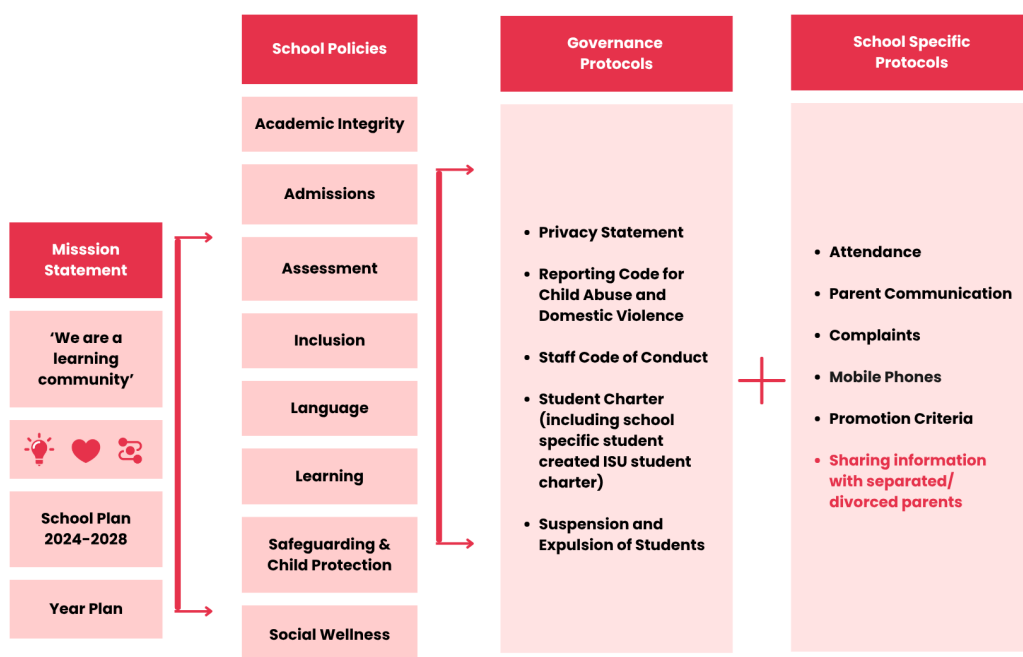


Protocol sharing information with separated/divorced parents

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1. Purpose

We believe that each child deserves to have their parents and teachers working closely together for their education. Parental involvement and communication between school and parents are therefore crucial aspects of our pedagogical climate and vision. This protocol provides rules and guidelines for leadership, staff and parents regarding the provision of information to divorced or separated parents.

2. ISU remains neutral

Information about their child's progress at school is important for all parents. In the case of separated/divorced parents, ISU will remain neutral and provide information to both parents. This means that ISU does not take sides in parental conflicts and will not involve itself in disputes between parents. ISU is not required to collaborate on or modify access arrangements. The school and school board are not parties to a court ruling. The access arrangement binds both parents, and it is their responsibility to ensure that agreed arrangements are followed.

3. Parents are responsible to inform the school

If there has been a separation or divorce, it is important that parents immediately notify the school. Any changes in the home situation during their child's time at ISU should be shared with the school as soon as possible by emailing:

- primary.admin@isutrecht.nl for primary students and/or
- secondary.admin@isutrecht.nl for secondary students.

4. Review Cycle

All protocols are updated (where appropriate at the end of each academic year. A formal protocol review follow the formal policy review which takes place every 4 years as part of the 4-year strategic School Plan cycle.

5. Parental authority

The key factor in sharing information is whether a parent has parental authority. Separated/divorced parents are expected to inform each other about their child's progress and development. However, in some cases, the relationship between parents becomes too strained, frustrating effective mutual communication. This is when the rules and guidelines in this protocol come into play.

These rules and guidelines are based on:

- Burgerlijk Wetboek (Dutch Civil Code)
- Wet op het Primair Onderwijs (Primary Education Act)
- Wet op het Voortgezet Onderwijs (Secondary Education Act)
- Wet op de expertisecentra (Expertise Centre Act)
- Advice from the [Landelijke Klachtencommissie Onderwijs](#) (National Complaints Committee for Education)
- Advice from the platform [Ouders & Onderwijs](#)

6. When both parents have parental authority

Separated parents and divorced parents with parental authority remain jointly responsible for raising their child. Both parents receive the same information from the school.

- ISU has an active duty to provide information. It must give both verbal and written information to both parents in the same way.
- ISU may expect a parent to use the typically offered information opportunities to stay informed about the child's development. These could include information evenings, parent meetings, periodic discussions with mentors and subject teachers, school app or platforms such as SeeSaw and/or Magister. If a parent does not make use of these, ISU is not obliged to proactively inform the parent about the student's progress and well-being.

6.1. When one of the parents has parental authority

A parent without parental authority has no say in decisions regarding the child but does have the right to receive information. The parents with parental authority must keep the parent without parental authority informed about important matters concerning the child such as school reports and information about additional (learning or emotional) support. ISU is required to provide information if the parent without parental authority requests it. While this parent does not have access to the child's full records, they are entitled to significant information, such as academic performance. By granting access to the leerlingvolgsysteem (student information system), the school fulfils its duty to inform. In exceptional cases, the school may refuse to share information with parents:

- if it goes against the child's best interests This requires compelling reasons, such as a court order restricting the right to information or if sharing the information is deemed not in the best interest of the student. The school must notify the parent of the reason in writing.
- if doing so would compromise its neutrality. ISU does not take sides in parental conflicts and will not involve itself in disputes between parents.

6.2. Stepparent or new partner

A stepparent or new partner does not have parental authority. This means they cannot receive information from the school without the consent of (the/both) parent(s) with parental authority.

6.3. Legal guardian

A legal guardian has the same responsibilities and powers as a parent with parental authority. A legal guardian is appointed by the court. In such cases, the guardian becomes the primary point of contact for the school. If the parents are still part of their child's life their consent is not required. They are however entitled to receive general information. A legal guardian does not always have to be a person; a court can also appoint a certified institution as a legal guardian.

6.4. Family guardian

If a Child Protection Order (ondertoezichtstelling) is issued and a family guardian (gezinsvoogd) is appointed, the school has a legal obligation to provide information to the family guardian. In addition to the family guardian, the school will also send information to the parent(s) who retain(s) parental authority.

The school will be notified in writing about the family guardian's appointment and will receive the family guardian's name and contact details in writing. Any changes in the family guardian's assignment will also be communicated to the school in writing. Once the Child Protection Order is terminated, the family guardian's personal details and contact information will be removed from all school management systems.

If the student (aged 16 or older) and/or the parents are involved, they must be informed about any information shared. Before providing this information, the family guardian must make an effort to obtain consent from the student (aged 16 or older) and/or the parents, as required by law.

7. GDPR

In addition to these points above, schools also need to adhere to the General Data Protection Rules (GDPR). These state that schools can only share personal information when:

- There's a legal basis
- It is necessary to fulfil a contract
- There's a legitimate interest
- Consent has been obtained

This means that ISU is not required to provide a parent with information about conversations that the other parent has had with the school or about the content of emails, requests or meetings. The school must consider the privacy of all involved. ISU will not provide such information without the consent of the other parent.

Please note that for students aged 16 and over, the school needs the student's permission to share information.

8. (Re-)Enrolment & students leaving ISU

When (re-)enrolling your child at ISU or leaving the school, only one signature from a parent with parental authority is required. Choosing a school, or changing schools is a significant decision for a child, so parents are expected to agree on this decision together. Schools are not required to obtain approval or signatures from both parents. However, if we are aware that the other parent objects to (re-)enrolment or leaving ISU, we will not convert the application into a (re-)enrolment, nor accept the leaving form without the matter being resolved by the parents first.

9. Parent Teacher Meetings

Appointments for Oral Progress Meetings are made per child.

- If one of the parents does not wish to have a joint parent-teacher meeting, ISU can offer the possibility of separate meetings with each parent.
- ISU cannot rely on a divorce settlement to determine whether partners of separated parents may attend parent-teacher meetings, as the settlement is not directed at the school.
- If both parents with parental authority agree, a stepparent may attend school meetings, but the school can exclude them if their presence disrupts the meeting.

10. Conclusion

ISU strongly believes it is in the best interest of our students to have a good relationship with their parents. Parental involvement and communication between school and parents are therefore crucial aspects of our pedagogical climate and vision.

10.1. More information

If you are interested in the legal advice on sharing information with divorced/separated parents, please take a look at the [special webpage from the Stichting Onderwijsgeschieden](#) sharing information with divorced/separated parents (in Dutch and English). More information and advice for separated/divorced parent with school aged children can be found on [the website of Ouders & Onderwijs](#) (this website is only available in Dutch).

11. Complaints

For more information, please view our [Complaints Procedure](#).