*Name of Head Teacher*

*Address of School*

Date

Dear *(Teacher Name),*

We are informing you through written documentation of the arrangements we are making for our children *(list children’s names)* following our separation/divorce/dissolution. We very much hope you will be able to assist us in making these arrangements work.

*(Children’s Names)* will live with *(the parent and the living arrangements including home addresses if there are multiples).*

*(Children’s Names)* will be collected by:

* *(Name of Person)* on *(state the proper days of the week)*
* *(Name of any additional person)* on *(their days of collection)*

*(Put in any flexibility in the arrangement that exists for other adults, grandparents, etc.)*

We also agree that *(name of children)* will *(insert relevant data regarding personal, religion, health, sex, and relationship education the school should be aware of)*.

Please ensure that the information about *(children’s names)* progress and school or nursery events are sent to (state all parties who should have the information).

The emergency contact is *(name, work, home, and mobile numbers)*

For additional information please note the following individuals have parental responsibility *(all names).*

*(Sign here)*

*(all names should be included, both spouses)*