



Barr Beacon School  
www.barrbeaconschool.co.uk

Our Ref: KH/WS/Year 7 Admission

25/04/2023

Dear Parent / Carer

### Essential Information Forms- Year 7 Urgent

I write with regard to **three essential forms** that you were required to complete before your child started with us at Barr Beacon School in September 2022. Currently, you have not completed all three of the forms which can be found on the school website at the following link;  
[www.barrbeaconschool.co.uk/Induction](http://www.barrbeaconschool.co.uk/Induction).

I wrote to you on the 4<sup>th</sup> October 2022, requesting that this was completed by 7<sup>th</sup> October 2022. Unfortunately, our records show that this has still not been completed for every pupil on roll. **This information must be completed as a matter of urgency** or we may have to refer the matter on as a safeguarding concern. Schools are legally required to hold this information and at least **two** emergency contacts for each child.

Please ensure that your contact details are entered accurately so we can contact you in case of emergency. If your contact details change, please contact the you child's House Office to update us.

If you have any questions, please email [postbox@barrbeaconschool.co.uk](mailto:postbox@barrbeaconschool.co.uk). I thank you for your support in this most important safeguarding matter.

Yours Sincerely

Mrs K Hibbs  
Headteacher



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