

KH/TM/ParentCommunication

6th October 2026

Dear Parents / Carers,

Communication to School



Barr Beacon School
www.barrbeaconschool.co.uk

I write to remind you that the most effective and manageable way for you to share information about your child is via the school's email system using postbox@barrbeaconschool.co.uk. This will allow us to direct your message to the appropriate person so that we can respond in a timely manner.

Please remember that our Heads of House are teachers as well as Pastoral Leaders. Our intention is to acknowledge your communication and to contact you in return within **48 hours**. It may be the House PA, the Assistant Head of House or the Head of House that contacts you.

For all communication via postbox, please **include your child's name and form group** to allow us to direct your communication effectively. If your concern is a safeguarding matter, please ensure that you indicate this in your message.

We will continue to post all letters via WEDUC and our school website. You can access a summary of your child's praise points via ClassCharts.

If your contact details or, that of your child's additional emergency contacts that we hold on our system change, please let us know as soon as possible so that we have the most up to date information in case of an emergency.

Thank you for your continued support.

Yours sincerely,

Mrs K Hibbs
Headteacher



Barr Beacon School
Old Hall Lane
Aldridge, Walsall
West Midlands
WS9 0RF



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