GOVERNING BODY MAY 2016
Mr Bench (Chair)
Councillor Mike Bird
Mr Hoey
Dr Park (Parent)
Mrs Phillips (Parent)
Mrs Price (Parent)
Mr Smith (Parent)
Mr Wainwright (Parent)
Mr Lowbridge
Dame Maureen Brennan

CONTACT THE SCHOOL
Phone 0121 366 6600
E-mail: postbox@barrbeaconschool.co.uk
Web www.barrbeaconschool.co.uk
Twitter @barrbeaconsch
WELCOME TO BARR BEACON SCHOOL

Dear Parent/Carer

I am extremely proud to lead Barr Beacon and am delighted to welcome you to our school.

My staff work tirelessly to ensure that every child achieves. The teaching and support staff are led by an amazing group of governors and senior staff.

In 2014, Ofsted described the school as outstanding in all areas. “The behaviour of students around the school and in lessons is outstanding. Students have excellent, respectful relationships with adults and with one another. They are keen to learn and appreciate the opportunities that teachers and other adults give them. Their excellent attitudes to their work contributes significantly to the outstanding progress they make.”

We know that you have chosen Barr Beacon for your child because you support our values. We look forward to working with you for the next seven years while your child is a pupil at Barr Beacon.

Yours faithfully

Dame Maureen Brennan
Executive Headteacher
SAFEGUARDING

The school works closely with many professional bodies, including Children’s Services, CAMHS (Child and Adolescent Mental Health Services), the Police and the Local Health Authority, in protecting the health, safety and welfare of pupils.

The school has a responsibility under the Children Act 1989 to seek advice from these agencies if there is a concern for the well-being of a child within the school.

If the school has any concerns regarding ANY pupil with reference to safeguarding, we always make a referral to Children’s Services.

In order to safeguard pupils, Barr Beacon is a NO MOBILE PHONE SITE for Years 7-11.

CONTACT BETWEEN HOME AND SCHOOL

Our school must be seen as part of a wider community which includes parents, friends and neighbours, upon whose cooperation we depend.

We feel that home-school contact is important if pupils are to obtain full benefit from their education.

If you wish to contact the school on any matter please write to, or phone, the Head of House concerned. An appointment is advisable in case he or she is teaching or otherwise engaged. It is important for security reasons that parents do not enter the school without prior arrangements. **All visitors should report immediately to Reception at the main entrance.**

If you wish to see the Headteacher about a most serious matter please write or telephone and make an appointment for a mutually convenient time. Relatively routine matters should always be referred to the Head of House in the first instance. Conversely, if serious problems present themselves at school, the Head of House or a senior member of staff will ask to see you. If this happens, the problem is serious and we ask for your full support in the interests of your child.

The school Newsletter and school letters are published electronically on our website to keep you informed about all school matters.

Please ensure that we have your most up to date contact details in school to enable us to communicate and update you via our text message service.
SCHOOL ORGANISATION: PASTORAL STRUCTURE

The school is organised on a form basis within a House structure. There are four Houses: Bredon, Clent, Malvern and Wrekin. On entering the school, a pupil is placed in a form group in one of these Houses and usually remains in that House for the rest of his/her school career.

Form Tutors also teach their form Personal and Social Health Education during a timetable period. This period provides a time for the Form Tutor to help his/her pupils to tie together the various strands of their present experiences and relate them to their future lives.

The programme includes an induction course for Year 7 pupils, some aspects of Health Education, Personal Relationships, e-safety, Vocational Guidance, Citizenship, Careers, Current Affairs, Finance and Study Techniques. It is the Form Tutor to whom the pupil should go to in the first instance if there is any difficulty.

Each House is the responsibility of a Head of House who coordinates the work of the House and deals with the more serious problems of its members. When parents have a specific concern regarding their child the normal procedure is to contact the Head of House. Parents should always contact the school to make an appointment and, for security reasons, should not come on site without prior notice. It is also the Head of House who has regular contact with outside agencies such as the Education Welfare Service. Each House also has the additional support of an Assistant Head of House, whose primary focus is the monitoring of pupil attendance and punctuality.

Houses meet for assembly after registration in the morning. There is an extensive range of House competitions which encourage House identity and there is a system of commendations to reward good effort and attainment.
LANGUAGE FOCUS

We currently teach German, French and Spanish and we offer a GCSE qualification in other languages that our pupils may speak as their home tongue.

More than 350 of our pupils enjoyed visits abroad this year and this number is set to be even higher in the future. During activities week more than 80 pupils went on residential trips to Rhineland Germany and Paris, France. We also have events and language themed programmes for activities in school and run lots of extra curricular language clubs.

We believe having a qualification in a language sets our pupils apart when they come to apply for university, employment or apprenticeships.
PROGRESS EVENINGS

Parents are expected to attend all Progress Evenings which are held for each year group. Details will be sent out in advance and these meetings are seen as a vital part of the communication process between home and school. Other information evenings are also held for parents and details are published separately for these events on our school website.

At Progress Evenings you will have the opportunity to meet your child’s teachers. If for any reason you are unable to attend your child’s Progress Evening, please inform the school. However, research has shown that children of parents who attend Progress Meetings benefit greatly and we would urge you to support your child in this way.

Dates and times for Progress Evenings are published on the school’s website.
HOME SCHOOL AGREEMENT

SCHOOL
We aim to provide a happy and safe environment in which all the children and staff are encouraged to develop to their full potential. To aid this we will:

- Provide a broad, balanced and well taught curriculum to meet the needs of your child.
- Encourage your child to be polite, kind and considerate to others at all times.
- Set, mark and monitor appropriate homework based on our Homework Policy.
- Keep you informed about your child’s progress and any concerns that affect your child’s work, behaviour or welfare.
- Provide a termly progress report on your child.
- Be welcoming to parents and offer you opportunities to become involved in school life.
- Let you know about school activities through regular communications via our website and twitter account.
- Use rewards and sanctions in order to maintain a caring and supportive environment.

PARENTS / CARERS
As part of the partnership with the school I/we will:

- Ensure that my child wears correct uniform and brings the required equipment for school.
- Ensure that my child attends school regularly and on time.
- Inform the school of any reasons for absence.
- Not take holidays during term time.
- See that my child completes any homework that is set on time and sign their pupil planner every week.
- Inform the school about any concerns or problems that might affect my child’s work or behaviour.
- Attend Progress Evening and any other meetings to discuss my child’s progress and welfare.
- Encourage my child to follow the school’s Reward Scheme and Code of Behaviour and support its policies.

CHILD
I agree to help my parents and the school. I will:

- Attend regularly and on time.
- Wear uniform correctly and bring equipment and a school bag.
- Follow the school’s Reward Scheme and Code of Behaviour
- Complete homework that is set for me and hand it in on time.
- Be sensitive to others in and around school.
- Complete work to the best of my ability.
CURRICULUM

Pupils will experience a well balanced and varied curriculum whilst at Barr Beacon School. Curriculum guides are available on the website for Key Stage 3. These provide parents/carers with an outline of curriculum content as well as full curriculum information for each year group. Please read these in conjunction with your child’s reports.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Pupils experience a vast range of ICT throughout their school life. There are eight purpose built fully equipped ICT suites and our iCentre. Software is constantly updated and is of industry standard. The school has invested in multimedia hardware and software to give pupils greater opportunities for animation and video projects. We use independent learning software systems to improve and track numeracy and literacy. After school facilities include Homework Clubs and multimedia projects.

RELIGIOUS EDUCATION

Religious Education is a compulsory element of the curriculum for all pupils in Years 7 to 11.

The school holds non-denominational assemblies and provides non-denominational Religious Education for pupils of statutory school age. If you, as a parent, have an objection on religious grounds to your child attending assemblies or religious education lessons, you have a right to withdraw your child from those activities. If you wish to do this you should write to the Headteacher who will make the necessary arrangements for withdrawal.
EXTRA CURRICULAR ACTIVITIES

The staff organise a wide range of activities after school. Parents/carers are asked to encourage their children to join these activities, from which a great deal can be obtained. Some of the activities available are listed below.

<table>
<thead>
<tr>
<th>Art Enhancement</th>
<th>Badminton</th>
<th>Lego Club</th>
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</thead>
<tbody>
<tr>
<td>Book Club</td>
<td>Chess Club</td>
<td>Photography Club</td>
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<tr>
<td>Cine Club</td>
<td>Dance</td>
<td>School Musical</td>
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<tr>
<td>Drama</td>
<td>Film Club</td>
<td>Cricket</td>
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<tr>
<td>Japanese Club</td>
<td>Homework Club</td>
<td>Eco Club</td>
</tr>
<tr>
<td>Netball</td>
<td>Orchestra</td>
<td>Duke of Edinburgh</td>
</tr>
<tr>
<td>Science Club</td>
<td>Public Speaking</td>
<td>Clear Minds</td>
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<tr>
<td>Swimming</td>
<td>Rugby</td>
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<tr>
<td>Vocal Groups</td>
<td>Sumbuddies</td>
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</table>

There is a termly extra curricular flyer available for all pupils. This is also published on the school’s website.

In addition, there are many day trips, field study courses and international visits throughout the year.

SPORTS

The school benefits from excellent sporting facilities including a Leisure Centre, 25m swimming pool and superb games fields. A wide range of activities are offered through the curriculum to enhance the fitness, health and well-being of every pupil. In Key Stage 3, pupils study from the areas of games, athletics and health related fitness.

We aim to develop self-respect, confidence and sporting competence in every individual. This gives them the skills to participate in exercise and activities out of school and in later life. The tolerance and application of other abilities is promoted through our carefully considered programme, which includes elements of Citizenship and Inclusion.

Each pupil is encouraged to develop their physical skills further through our wide-ranging Extra-Curricular Programme and House Competition Programme from rugby to tennis, orienteering to badminton. This gives opportunities for both team players and those who wish to participate for social reasons. We do encourage competition within sport.

At Barr Beacon School it is considered to be an honour if your child is selected to play for a school team or to represent the school in an individual event.
HOMEWORK

All pupils are required to do homework and it is expected that parents will ensure that it is done:

**Years 7 & 8** - at least 20 mins per subject  
**Year 9** - at least 30 mins per subject  
**Years 10 & 11** - at least 45 mins per subject (although research for controlled assessment/examination study is likely to require more time)

A homework timetable is given to each pupil at the start of the school year, or when he or she joins the school, as well as a pupil planner which parents/carers are asked to sign each week. Pupil planners are monitored on a regular basis by Form Tutors, Heads of House, Assistant Heads of House and Leadership.

EXAMINATIONS OFFERED

Year 10 signals the start of GCSE and BTEC in preparation for final examinations in Year 11.

During Year 11, information is provided about the wide range of post-16 courses available in the 6th Form.

Examination timetables will be made available on the school website as soon as they are available.

PROGRESS FILE

The Progress File has been designed to support pupils in Years 7 to 11; it helps in the process of setting targets and achieving success in academic skills, personal life and future careers. The Progress File will develop into a folder of evidence, which could be asked for at interviews for employment or college placements.

The final Progress File will be presented to pupils in Year 11. Additions can be made to the document if the pupil goes on to further/higher education or training, or as is applicable to the majority of Year 11 pupils, remains at school for their Sixth Form studies.
CAREERS AND INFORMATION, ADVICE AND GUIDANCE

The aim of Careers Education at Barr Beacon is to help young people develop the knowledge, confidence and skills that they need to make well-informed choices and plans that will enable them to progress smoothly into further learning and work, now and in the future.

Careers education is delivered within programmes of PSHE. It is also embedded within the wider curriculum and is closely connected to the delivery of work-related learning at Key Stage 4/5.

Currently, pupils in Year 12 undertake quality work experience placements. The Careers Education Information and Guidance (CEIAG) programme is supplemented by the support of an independent careers advisor. Pupils also have the opportunity to apply to become a ‘Careers Champion’.

For further information on careers, contact the National Career Service - 0800 100 900 and look at the Careers section on the school website.

LEARNING SUPPORT

Provision is made for those pupils with learning difficulties or additional needs by the Learning Support Team. This may take the form of extraction from some lessons for additional help in literacy and numeracy. At other times, specialist staff will support teachers in the classroom or provide materials to supplement the teacher’s work. Where special needs of a registered disability are identified, every effort is made to make special provision for pupils within the resources available. Wheelchair access is currently only available on the ground floor, except in the 6th Form block and Creative Arts block where lifts are available.

STUDY ADVICE

Pupils will receive advice on how to study and prepare for examinations effectively via the PSHE programme and specially organised revision technique sessions.
**THE SCHOOL DAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.45am</td>
<td>Entry for Pupils</td>
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<tr>
<td>8.50am</td>
<td>Morning Registration and/or Assembly</td>
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<tr>
<td>9.10am</td>
<td>Lesson 1</td>
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<tr>
<td>10.10am</td>
<td>Lesson 2</td>
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<tr>
<td>11.10am</td>
<td>Break</td>
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<tr>
<td>11.30am</td>
<td>Lesson 3</td>
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<tr>
<td>12.30pm</td>
<td>Lesson 4 for Years 7, 10 &amp; 11</td>
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<tr>
<td></td>
<td>Lunch for Years 8, 9 &amp; 13</td>
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<tr>
<td>1.00pm</td>
<td>Lesson 4 for Years 8, 10 &amp; 11</td>
</tr>
<tr>
<td></td>
<td>Lunch for Year 7</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Lesson 4 for Years 7, 8 &amp; 9</td>
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<tr>
<td></td>
<td>Lunch for Years 10, 11 &amp; 12</td>
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<tr>
<td>2.00pm</td>
<td>Lesson 5 and afternoon registration</td>
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<tr>
<td>3.00pm</td>
<td>End of School</td>
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<tr>
<td>3.10pm</td>
<td>Teacher/Tutor time (if required)</td>
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<td></td>
<td>Catch up/re-do sessions (if required)</td>
</tr>
</tbody>
</table>

During the school’s continuous day, pupils are not permitted to leave the school grounds.

Food and drink may only be consumed in the Bistro and School Hall. Water is permitted in all classrooms except science. We are a ‘Drink to Think’ school. Your child will be advised of this by their teacher. Energy drinks are not allowed in school.

Pupils may bring a packed lunch if desired. Free school meals are served to children whose parents qualify. If you think your child may be eligible for free school meals contact our Finance Department who will provide application forms, or visit our school website.
ABSENCE AND LATENESS

If a child is absent, parents should contact the school before 9.30am on each day of absence. However, only the school can authorise non-attendance. All pupils should be waiting outside their form rooms by 8.45am each morning for registration. If pupils arrive after 8.50am they will be issued with a break time detention on the same day. If pupils arrive after 9:30am they will be marked in the register as an authorised absence.

DETentions

Children who misbehave in school or fail to produce acceptable classwork or homework may be dealt with in a number of ways, one of which is detention.

If the detention is for more than 10 minutes you will normally be given 24 hours notice of the school’s intention to detain your child. Please check your child’s planner regularly to see if a detention has been issued. It is the pupil’s responsibility to show his/her planner to parents/carers if a detention has been issued.

CATCH-UP AND REDO

Pupils may be expected to stay behind after school for various reasons. In addition to detentions, which are only ever used as a sanction, pupils can be told to stay for a catch-up or a redo. These are never used as a punishment but are intended to help all pupils make progress. A catch up is issued if pupils have gaps in their learning, either due to absence or because they did not completely understand something beforehand. A redo is issued if pupils produce work which is not of the required standard and they need to have another attempt. We passionately believe that moving on to something else before pupils have secured their understanding of what has come before is setting them up to fail; redo and catch up help us to ensure that all pupils achieve.

HOLIDAYS

Any requests for absence from school must be made eight weeks in advance using an absence request form available from Reception. Parents/carers are asked not to take holidays during term time and, if taken, the school will not authorise the absence. You will also make yourself liable for a fixed penalty, where each parent will have to pay £60 for each child removed from school. This will need to be paid within 21 days and if it is not paid within this time, the charge will rise to £120 per parent for each child and must be paid within 28 days in order to avoid prosecution.
JEWELLERY / MAKEUP

One plain gold or silver stud earring in each ear lobe is permissible - no other jewellery is permitted.

No makeup may be worn by pupils in Years 7, 8 and 9. Pupils in Years 10 and 11 may wear discreet makeup. Hair colour and high fashion / cult hairstyles are not permitted. Shaved heads (grade 2 or shorter) and shaved eyebrows are not permitted. Any cult and other extreme of fashion, hairstyle or body marking/ piercing is banned. False nails are not permitted in school.

Parents will be required to collect any confiscated items. If they are not collected within four weeks they will be disposed of by the school.

UNIFORM

- Black Blazer (with school badge)
- Black trousers or black skirt of a suitable length (not ‘skinny’ trousers or lycra material)
- White polyester/cotton shirt (worn with school tie) with a top button. To be worn tucked into waistband of skirt or trousers
- House tie to be worn with 6 stripes visible
- Black socks or black tights (no patterns)
- Smart black school shoes, sensible and lightweight. Training shoes, canvas shoes and fashion boots not acceptable
- Plain colour outer coat (no leather or denim)
- Black ‘V’ neck sweater (optional) - no cardigans

The House tie and blazer badge, design by Clive Marks, are available from Clive Marks, Uniform Plus or through the school shop.

6th Form wear business suits.

Note: we do not have expensive designer variations on any standard uniform, for any year group.

THE HEADTEACHER’S DECISION WILL BE FINAL IN ALL MATTERS RELATING TO UNIFORM, JEWELLERY AND HAIRSTYLES
**PE KIT**

**Boys**
- White short sleeve polo shirt with collar (with school badge)*
- **Rugby top** (available from our uniform suppliers)
- Plain black football socks
- Football boots
- Plain black shorts (with school badge)*
- White ankle socks (not trainer socks)
- Trainers (not high tops or pumps)
- **Plain black sweatshirt** (with school badge)*
- **Plain black tracksuit bottoms***
- Plain black swimming trunks/shorts
- Shin pads
- Gum shield

**Girls**
- White short sleeve polo shirt with collar (with school badge)*
- **Rugby top** (available from our uniform suppliers)
- Plain black football socks
- Football boots
- Plain black shorts (with school badge)*
- White ankle socks (not trainer socks)
- Trainers (not high tops or pumps)
- **Plain black sweatshirt** (with school badge)*
- **Plain black tracksuit bottoms***
- Plain black swimming costume
- Swimming hat in House colour
- Hair bobble (if required)
- Shin pads
- Gum shield

*It is expected that all of these items of PE kit will have the pupil’s initial and surname stitched onto the garment. Uniform Plus and Clive Marks know our requirements and will advise you accordingly.

Items in *italics* are optional.

**Pupils MUST bring PE kit to all PE lessons. If pupils fail to bring kit they will be expected to wear school kit.**
DANCE KIT

KS3 Girls and Boys
- Plain black t-shirt
- Plain black tracksuit bottoms or jogging bottoms

KS4 Girls
- Plain black leggings
- Black leotard
- Plain black t-shirt (Barr Beacon logo optional)

KS4 Boys
- Plain black jogging bottoms
- Plain black t-shirt / vest

PROTECTIVE CLOTHING

Art
- An apron or an old shirt

Design Technology
- All protective clothing is provided by the school.

EQUIPMENT

Pupils should bring the following equipment to school every day:

- A suitably sized waterproof bag for transporting books, homework, PE kit etc (handbags are not permitted)
- Pens, pencils, ruler and eraser, in a pencil case
- Calculator (Casio 85GT)
- Dictionary
- Glue stick
- French, German, Italian or Spanish dictionary if needed
- Coloured pencils - small pack
- Reading book
PROHIBITED ITEMS

Pupils must not bring any illegal substances, tobacco, cigarettes, e-cigarettes, vapour pens, matches or lighters to school. Any found will be confiscated and will be destroyed. The matter will be treated as a serious breach of school rules. Parents will be contacted in these circumstances. Any pupils bringing illegal drugs or items on site will be excluded permanently and the Police will be informed.

BARR BEACON SCHOOL WILL NOT TOLERATE ANY DANGEROUS ITEMS BROUGHT ONTO THE SCHOOL SITE

PLEASE ENSURE THAT YOUR CHILD DOES NOT BRING CHEWING GUM INTO SCHOOL. They have a distressing habit of leaving it in odd places and it then attaches itself to the clothing of others. It is extremely difficult to remove from hair, clothing and floors!

MOBILE PHONES AND OTHER MOBILE DEVICES ARE BANNED FOR YEARS 7-11

BEHAVIOUR POLICY

PUPILS WILL:
- SHOW RESPECT TO ALL OTHERS
- CARE FOR OUR SCHOOL ENVIRONMENT
- WORK HARD TO KEEP OUR SCHOOL SAFE AND SECURE FOR ALL
- WORK, TAKE PART AND ALWAYS GIVE ONE HUNDRED PERCENT
- AIM TO KEEP BARR BEACON SCHOOL A HAPPY SCHOOL
PERSONAL PROPERTY AND MONEY

Pupils take responsibility for their own personal property and should never bring expensive items into school.

As pupils must carry books around the school and between the school and home, it would be appreciated if parents would ensure that a suitable school bag is provided. Books represent a very significant element of the school’s expenditure and it is essential that they are properly looked after. Pupils are expected to pay for a new book where one is lost or defaced.

**The school cannot accept responsibility for valuables. Mobile phones, MP3 players, iPods, computer games, electronic mobile devices such as kindles and other expensive items MUST NOT be brought into school.**

Parents are requested not to send large sums of money into school with pupils. If money is to be brought in to pay for school trips etc, it should be handed in at the start of the day to the Finance Office in a sealed envelope marked with the child’s name and form (as instructed on the corresponding letter).

ROAD SAFETY AND CAR PARKING

Pupils must cross the main road at the crossing. Parents are asked **not** to park near the school gates or on the school site as this makes it dangerous for pupils crossing the roads.

SCHOOL GATES

In order to safeguard pupils, staff and visitors, all external gates will be locked during the school day. This is with the exception of the main school reception gates. The gates will be locked at 8.45am and re-opened for pupils exiting school at 3.00pm. At 3.15pm the pedestrian gate near the pelican crossing and the field gates will be locked for the evening; pupils leaving school after this time will need to use the main school reception gates.
ACCIDENTS AND ILLNESS AT SCHOOL

The school has qualified first aiders to deal with on site emergencies. Where there is a more serious accident and it is necessary for a pupil to be transported to hospital, parents/carers are contacted as soon as possible.

Where both parents are absent from home, the mother, father or carer is contacted at their place of employment. If a child is unwell, the parents/carers will be expected to collect their child.

It is vital that the school has up-to-date information to enable us to contact you in cases of accident or illness. AN ESSENTIAL INFORMATION AND MEDICAL FORM IS ISSUED TO PARENTS, ON WHICH YOU SHOULD INDICATE CLEARLY THE TELEPHONE NUMBERS BY WHICH QUICK CONTACT CAN BE MADE, AND ANY OTHER EMERGENCY CONTACT DETAILS. ANY CHANGES TO THIS INFORMATION MUST BE MADE ON AN ESSENTIAL INFORMATION AMENDMENT FORM AND GIVEN TO THE HEAD OF HOUSE AS A MATTER OF URGENCY. Whilst accidents and serious illnesses that occur in school will be dealt with by school staff, incidents that happen out of school hours or at the weekend should be dealt with by parents.

ADMINISTRATION OF PRESCRIBED DRUGS AND PAIN KILLERS

Where medication has been prescribed by a doctor, Barr Beacon School will encourage parents/carers to ask prescribers that, where possible, the medication could be taken outside of school hours, e.g. medicines that are taken three times a day could be taken before school, after school and at bedtime.

All requests made by parents or guardians for the school to administer medicines must be made in writing using the medication form available from the school website. This form should include detailed instructions to staff in order to avoid under/over administering.
WISEPAY

Barr Beacon uses a web payment provider for the payment of all trips, visits, peripatetic lessons, dinner money for our cashless catering system and any other services the school offers.

We no longer accept cheques.

CASHLESS CATERING

Barr Beacon School’s catering service is now a biometric cashless system. This means pupils are no longer required to carry dinner money with them because money can be loaded onto pupils’ accounts via our WisePay online system. However, money can also be put onto their account via cash machines in the school hall and Bistro. When they purchase any lunch or break time snacks, their fingerprint will be scanned and payment taken from their school account. Parents must ensure there is money available in their child’s account as there is no overdraft facility.

There is no other method of payment if you wish your child to purchase food in school. You can give consent for your child’s fingerprint to be taken by signing on the relevant part of the Essential Information Form completed when your child starts at Barr Beacon School and no fingerprint will be taken without parental consent.