SAFEGUARDING

Term: Autumn | Issue: 1 | Date: 18th September 2026

MESSAGE FROM MRS LAWRENCE

Dear Parents and Carers,

Welcome to the first safeguarding bulletin of the academic year.

Safeguarding is at the heart of everything we do at Biggin Hill Primary School. Keeping children safe is a shared responsibility, and we are grateful for the continued support of our families in following our school procedures.

Thank you for supporting our new drop-off and collection arrangements. The systems are now well established and have been very successful. Children are entering school calmly, settling quickly and being dismissed safely at the end of the day. Please continue to wait in the designated area for your child's class and follow the directions of staff. These arrangements help us to ensure that every child leaves the school site safely with an authorised adult.

Keep Collection Passwords Private!
Collection passwords are an important part of our safeguarding procedures. Please keep your child's password private and only share it with adults who are authorised to collect them. When providing a password at collection time, please whisper it discreetly to the class teacher rather than saying it aloud where other adults or children may hear it. Please do not allow children to share or call out their own collection password. If you need to change your password or update the list of adults authorised to collect your child, please contact the school office.

Speaking to Members of Staff
Although our arrival and collection arrangements have changed, teachers and other members of staff remain accessible to families.
Messages can be passed to the member of staff welcoming children at the gate each morning. At the end of the school day, staff are also present and ready to speak with parents and carers where needed.
For longer or more confidential conversations, or if you would like to arrange an appointment with your child's teacher, please continue to contact the school office. This allows us to arrange a suitable time when staff can give the conversation their full attention.

Working Together
Safeguarding works best when school and families communicate openly and promptly. If something has happened at home that may affect your child's wellbeing, behaviour or ability to learn, please let us know. Even a brief message can help staff to provide the right support.
Thank you for continuing to work with us to keep every child at Biggin Hill Primary School safe, happy and well supported.

Have a wonderful weekend,

Mrs Lawrence
Headteacher and Safeguarding Lead

Stars of the Week

Panda - Primrose M
Giraffe - Penelope M
Meerkat – Ava C
Gorilla – Jude P
Flamingo - Maddison A
Hippo - Logan W-B
Tiger - Charlotte C
Turtle - Bella A
Rhino - River B
Lion - Noah W-E
Leopard – Amelia A
Polar Bear – Lexie S
Capybara - Cooper L-T
Orangutan – Isobel R
Aspire – Whole Class

Congratulations!

Weekly Whole School Attendance 94%

Weekly Class Attendance

Excellent attendance 'gold' 98-100%

Flamingo - 98.9%
Lion - 98.6%

Good attendance 'green' 96-97.9%

No classes

Well Done!

House Points

Holmes
Rowling
Hawking
Attenborough

Important Reminder!

The Designated Safeguarding Leads at Biggin Hill Primary School are:

Kate Lawrence – Headteacher and Designated Safeguarding Lead
Sean Peart - Deputy Headteacher and Safeguarding Lead
Helen Lucas - Assistant Headteacher and Deputy Safeuarding Lead
Kath Sargeant - Family Worker and Deputy Saefguarding Lead

If you have a safeguarding concern about a child, you can contact the school's dedicated safeguarding email address:
bhpsdsl@iniciotrust.org

This inbox should be used to share safeguarding concerns rather than general school enquiries. If a concern is urgent during the school day, please telephone the school office directly.

DIARY DATES
Keep a note!

Monday 28 September – Harvest Food Bank Collection begins

Monday 5 October – Open Day – (Pre-booked tours 27/28 Cohort)

Friday 9 October – YoungMinds #HelloYellow – children may wear yellow with their school uniform

Monday 19 October – Friday 30 October- Half-term holiday

Monday 2 November – Phonics Workshop

Friday 6 November – Open Day – (Pre-booked tours 27/28 Cohort)

Monday 9 November, 6.00pm – Autumn Community Gallery Exhibition 3.30 - 4.30

Friday 13 November – Individual and sibling school photographs

Friday 13 November – Children in Need

Help your children online...

Updated national safeguarding guidance for schools places an increased emphasis on children's safety online, including the risks associated with group chats, cyberbullying and images that have been created or altered using artificial intelligence. We encourage parents and carers to speak regularly with children about what they are viewing, creating and sharing online. Children should understand that an image may not always be genuine and that creating, altering or sharing an embarrassing or inappropriate image of another person can cause significant harm. Please remind children never to share personal information, passwords or images that make them feel uncomfortable. They should leave and report worrying group chats and tell a trusted adult if something online has upset, frightened or confused them. If your child tells you about an online concern involving another pupil, please save any relevant evidence without forwarding the content and contact the school. We will listen, take the concern seriously and provide appropriate support.

MAKATON
Sign of the Week



To Dance

Mrs O'Mahoney, SENCo

LANGUAGE OF THE MONTH
Italian

Hello: Ciao

Goodbye: Arrivederci

Thank you: Grazie

Weekly Lunch Menus

We will continue sending out weekly menus each Friday afternoon as we feel this is working well for families and keeps this fresh in your inbox!

HAVE A FANTASTIC WEEKEND
https://www.bigginhillprimary.com/