



BIGGIN HILL
PRIMARY SCHOOL
*Part of the Charles Darwin
Academy Trust*

BHPS SAFEGUARDING

BULLETIN

2021/22 #1

A MESSAGE FROM OUR DESIGNATED SAFEGUARDING LEAD

Dear Parents and Carers,

For families who are new to Biggin Hill Primary school, we provide a safeguarding bulletin each month. We often cover topics such as online safety, road safety, anti-bullying and have also previously provided a reminder of our safeguarding procedures within school. Our previous bulletins can be viewed on our website at:

<https://www.bigginhillprimary.com/parent-portal/safeguarding-bulletin>. We have also recently updated our Safeguarding Guide which is available to view on our website - hard copies are also available from our main reception desk.

We hope our children feel that they have settled back into school well and our families that are new to BHPS are enjoying being part of our school community. If you do have any concerns, please let your child's class teacher know or, if anything is of a more sensitive nature, please contact either myself, Mrs Lawrence or Mrs Sargeant.

This month our bulletin focusses on attendance. As a school we are expected to maintain a minimum whole school attendance of 96% - this is critical for the educational success of children in our care.

I have also shared the link to our Attendance and Punctuality Policy <https://www.bigginhillprimary.com/docs/Attendance-and-Punctuality-Policy-2021-2022.pdf> which can be viewed on our website. The DfE statutory guidance around attendance is also attached - this will provide you with an idea of the sort of statutory obligations that we as a school must all follow with respect to attendance matters. <https://www.gov.uk/government/publications/school-attendance>

Finally, I would also like to advise that Mrs Sargeant will be leading on mental health across the whole school as well as continuing her brilliant liaison work with our families. Mrs Sargeant will also continue to be our deputy safeguarding lead along with Mrs Lawrence. Mrs Sargeant will be instrumental in leading on and promoting good wellbeing across the entire school for all our children, families and staff.

We are very much looking forward to a safe academic year ahead.

My very best wishes,

Hannah Freeman

Headteacher and Designated Safeguarding Lead

SAFEGUARDING LEADS

Hannah Freeman

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Designated Safeguarding
Lead*
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Kate Lawrence

*Deputy
Headteacher and Deputy
Safeguarding Lead*
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Kathryn Sargeant

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**If you are concerned
about the safety or
wellbeing of any child
please contact one of us
immediately.**



School hours:

01959 575846

In the event of full school closure - a school mobile number will be provided.

Our most current Safeguarding Policy and addendum during COVID-19 can be viewed on our website: <https://www.bigginhillprimary.com/>

Our Safeguarding Guide is available in our main reception area and can also be found on our website: <https://www.bigginhillprimary.com/> in both screen reading and tri-fold printing format.

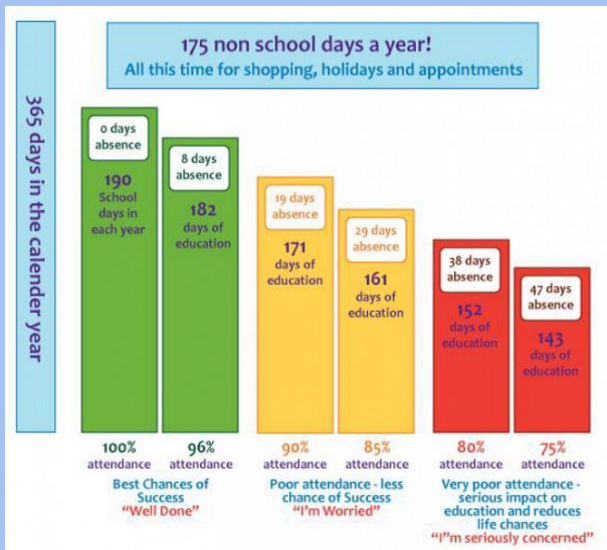
Safeguarding is our #1 priority every day.

ATTENDANCE MATTERS

Attendance each day!

We do fully understand that from time to time children may need a day off school due to illness, however, we would ask for all families to aim for 96-100% attendance for their child. From the bar graph below, you can see that being in school each day really does provide the best chance for success.

Each school day is important - the curriculum is often fast-paced and missed learning can hinder their overall development.

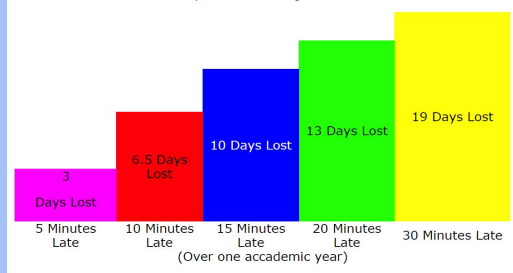


Being at school on time!

Being at school on time each day is very important - it enables children to enter the classroom with their peers, have the same morning input as everyone else in their class and, most importantly, access the same fairness of learning as everyone else.

Early morning work is provided from 8.40am every day, this is an opportunity for children to practice basic skills. In addition to this, teaching staff go through a visual timetable of the school day just after the register has been closed. All our registers close at **9.00am** and arriving after school after this time is classed as LATE. Not only does this affect attendance, it also does not allow for children to feel organised and prepared for what to expect throughout the school day. Being on time and ready to learn, helps children to feel settled and happy in school.

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



What can you do to help?

- Keep appointments such as dental and medical, where possible, outside of school hours. If this is unavoidable, please try to organise for after the register has been taken in the morning or at the end of the school day. Please try to avoid appointments in the middle of the day.
- If your child is unwell and you are not sure what to do, ring our friendly office staff and they will do their very best to advise. Please note, they are not medical professionals, however are up to speed with the latest government advice regarding COVID-19 and periods of absence required for other mild illnesses.
- If you are having problems with morning routines at home and feel you need some support, please do contact k.sargeant@bigginhillps.com and we will work with you to work out the best way forward
- Absence must be reported each day by 9am via the school office.

We are a fully inclusive school and as part of our statutory obligations, we meet with our Educational Welfare Officer (EWO) on a weekly basis with the aim of improving whole school attendance and to tackle persistent absenteeism. Sometimes we are required to refer cases to the EWO in line with our statutory and legal obligations. We understand that children and families sometimes need support and we have lots of good ideas and strategies to support our families - no problem is too big or too small - we are happy to help.

You will find our Safeguarding Leads in orange lanyards.
We are all at the gate in the morning and at least one of us is at the end of the school day.



Here at BHPS we firmly believe that children need to feel safe and happy in order to be able to learn and for that reason safeguarding is right at the top of our priority list. We have robust procedures for keeping children safe while they are in our care. <https://www.bigginhillprimary.com/safeguarding>