

BULLETIN

ST.CHARLES'

PRIMARY

School email:

stcharlesenquiries@renfrewshire.gov.uk

School website: www.st-charles.renfrewshire.sch.uk

August/September 2026

0300 300 0181

Dear Parents,

It has been a pleasure to welcome our pupils back to school following the summer holidays. We would like to offer a special welcome to our new Primary 1 children and their families, as well as to those pupils and parents who have recently become part of our school community in other year groups. We are excited to begin the new school year together and look forward to supporting every child to achieve their full potential through a range of positive and engaging learning experiences.

The children have returned to school looking refreshed, ready to learn and proudly dressed in their school uniforms. Maintaining a high standard of uniform helps promote a sense of belonging and pride in our school community, and we appreciate your continued support in ensuring children attend school in full uniform each day.

We understand that families can occasionally experience difficulties with school uniform costs. If you require any assistance at any point during the year, please contact the school and we will be happy to help. We have a selection of good-quality pre-loved uniform items available for families who may benefit from them.

Apologies in advance for the lengthy first bulletin as I have tried to include as much important information as possible for the parents of our 61 new children & as a reminder for all other parents.

Thank you for your continued support and partnership.

DAILY DROP OFF/COLLECTION ARRANGEMENTS

Drop Off- All children should now be dropped off at the school gate each morning any time between 8.45am-9.00am. Staff are always there to meet & greet at the gate and entrance doors to ensure children access the building safely. Children arriving on scooters or bikes should enter through nursery gates after dismounting. Bikes/scooters must be walked across the playground to ensure the safety of self & others.

Collection- Our aim for the janitor to open gates each day at 2.45pm. I respectfully ask that parents do not open the gates & enter before this time for the safety of our children. Each day P1 & P2 children will be dismissed in the playground at 2.55pm and all other classes will be escorted to the gate by teachers at 3.00pm. All parents are very welcome to enter the playground to collect however parents of P3-7 children could advise their child where to meet them outside the school gate. If, for any reason, a child is not collected at his/her usual meeting place he/she can return to the school gate, and school staff will supervise until collected.

We need to do our best to ease congestion. allow children to identify their parent/carer with greater ease & for staff to ensure they are collected safely.

I would ask that

- The path in front of stairs is kept clear at all times. Please do not stand to wait for your child in this area as older children need to access gate.
- Only one adult should come in to collect (P1 & P2) children at the end of each day from the playground. This eases congestion considerably.

School Bus arrangements- All P1 & P2 children are escorted to the school stop & settled onto the bus at the end of each day by a member of support staff team. All other children are dismissed by the class teacher and walk independently to the bus stop.

Please note- **NO DOGS ARE PERMITTED IN THE SCHOOL PLAYGROUND AT ANY TIME-** If a member of your extended family is collecting your child from school, please advise them of this. Thank you.

CELEBRATING PUPIL ACHIEVEMENTS

At St Charles, we regularly celebrate and share our pupils' successes and achievements. Children's accomplishments are recognised during school assemblies, and their special "WOW" moments are displayed in the main administration corridor for everyone to enjoy and celebrate.

If your child has an achievement, they are particularly proud of, please encourage them to share it with their teacher. Yellow achievement slips are available in all classes for this purpose. The information provided helps ensure that children receive the praise and recognition they deserve for their efforts and accomplishments.

We also operate a House System through which children are regularly awarded points for demonstrating our core school values of kindness, honesty, and determination both in school and at home. This helps to foster a positive culture where good choices, hard work, and personal achievements are recognised and rewarded.

Each month, the Headteacher hosts a special Golden Ticket Tea Party to celebrate children who consistently demonstrate our school values. Pupils from across the school are invited to attend in recognition of upholding one or more of our core values of kindness, honesty, and determination. Children are nominated by adults (class teachers, support staff, dining hall staff, office & janitorial staff). Successful nominees receive a special Golden Ticket invitation delivered through the post, making the experience even more exciting and memorable. The Golden Ticket Tea Party provides an opportunity for children to be recognised and celebrated for their positive attitudes, behaviour, and contributions to school life. It is a wonderful way to motivate and encourage pupils to live out our values every day, both in school and beyond.

Our hope is that every child will have the opportunity to attend the Golden Ticket Tea Party at least once during their time with us.

STAFFING UPDATE

Our Senior Leadership Team remains unchanged and continues to consist of Mrs Grace Hannigan (Headteacher), Mrs Yvonne Kinsella (Depute Head Teacher, P4-P7), and Mrs Pauline Kelly (Depute Head Teacher, P1-P3 and Nursery). We kindly ask that parental queries are directed, in the first instance, to the relevant Depute Head Teacher. Miss Lori Anne Tormey and Miss Katie Leck continue in their roles as Acting Principal Teachers. We are delighted to welcome several new members of staff to our school community this year. Rachel Hutchinson, Anna Williamson, Nicolle Hainey and Gemma Harty have joined us as Class Teachers, while Pauline McKernan has joined our Nursery team as an EELCO. We are thrilled to have them on board and wish them every success in their new roles.

Mrs Jenn Moore was appointed as our Key Worker last session. In this important role, she works closely with children, families and staff to ensure that every child can fully access the opportunities available within our school and achieve their very best in learning, wellbeing and wider school life. Jenn will work with pupils across the school on attendance projects, providing music & creativity sessions, forest & outdoor learning opportunities & sessions in the community with several partners such as library services and community groups.

REPORTING PUPIL ABSENCE

If your child is unable to attend school, please contact the school office by telephone or email at stcharlesenquiries@renfrewshire.gov.uk before 9.30am on the first day of absence. If we do not receive notification, an automated text message will be sent requesting that you contact the school as soon as possible.

Where an absence is known in advance, parents/carers should inform the Headteacher in writing.

If your child needs to leave school early for any reason, please notify the school office in advance so that collection arrangements can be made. For safeguarding reasons, children will only be permitted to leave the school premises when collected by a parent/carer or another authorised adult.

Attendance and Term-Time Holidays

Regular school attendance is essential to children's learning, progress and wellbeing. Under Scottish education law, parents have a responsibility to ensure that their child receives an education by attending school regularly.

We strongly encourage families to avoid booking holidays during term time, as this can have a significant impact on children's learning and achievement. Family holidays taken during term time will normally be recorded as unauthorised absences, except in very exceptional circumstances.

SCHOOL HOLIDAYS

School holiday dates for session 26/27 can be found on Renfrewshire Council Website (www.renfrewshire.gov.uk)

Family holidays should be avoided during term time as this disrupts your child's education and reduces learning time. The head teacher can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with the head teacher before the holiday is booked. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence. The head teacher may also exercise discretion when a parent can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by the head teacher on this basis is regarded as authorised absence. Each year we set a target for school attendance. Last session's target was 93.3% & disappointingly we did not meet this – final attendance recorded was 91.9%. This was a decrease on previous year when whole school attendance was recorded as 92.1%. This was mostly as a result of days lost to family holidays and not to sick days.

Attendance alert letters are issued to parents automatically if pupil attendance falls below 90% no matter the reason for the absence.

We appreciate the support of all parents and carers in helping us achieve high levels of attendance and ensuring every child benefits fully from their education.

HOME LEARNING TASKS

Home learning tasks are shared via the SeeSaw Family App. This will commence week beginning Monday 4th September. A link has been sent to your registered email address, if you do not have access please contact school office. A homework jotter will be provided for all children to record their learning. Jotters should be brought back into school to allow learning to be shared with the teacher. Class teachers will provide more information specific to each class on this platform when issuing tasks.

PARENT PAY & PARENT PORTAL

We are a cashless school, and every child requires a ParentPay account whether they receive a free school meal or not. Parent pay is required at various times throughout the year for trips & events. All new parents to our school will receive information on how to set this up over the next week. Should you need assistance in creating your ParentPay account please speak with school office staff (0300 300 0181) who can help with this. More information can also be found on the Renfrewshire Council's website:

<https://www.renfrewshire.gov.uk/parentpay>

If you have not already done so, please activate your child/children's Parent Pay account. The school office does not routinely handle cash. There may be an occasional school event where cash payments will be accepted but this will be the exception rather than normal practice. Please contact the school office on 0300 300 0181 if you need assistance.

Parents Portal is the system we use to manage your child's information and maintain contact with families throughout the school year by text, email and other communication methods. It is therefore important that the details held on Parents Portal are accurate. **If your address, mobile number, emergency contacts or any other information changes during the year**, please log in to Parents Portal and update your child's details.

COMMUNICATION

Information bulletins are issued at the beginning of each month & also posted on the school website www.st-charles.renfrewshire.sch.uk where you will find more information on many aspects of school life. Information on the website is currently being updated & should be completed by mid-September.

It is crucial that pupil contact details are kept up to date as important information is now routinely sent by text to the **main parent/carer** mobile number you have provided for your child. Often letters and other information are sent via text link. The automated service can only send texts to **one number** so if your child has shared care arrangements across two households it is very important this information is passed on by recipient. Contact details & other information can be updated at any time by logging on to Parent Portal.

HEALTHY CHOICES

All children are encouraged to drink water during the day as they work in class. Parents are asked to provide their child with a water bottle for this purpose. This should be taken home at the end of each day to be cleaned & refilled before being brought back to school the next morning. Water coolers are accessible to children throughout the day to allow for refilling.

If you allow your child to drink fruit juice, this may be taken as part of his/her lunch but may not be consumed during lessons in class.

Please note fizzy drinks are not permitted in school at anytime.

We have children in the school who suffer from Nut allergies, which are very serious & could in fact prove fatal. Parents are asked not to allow their child to bring snacks to school containing nuts e.g., Snickers bars, Kinder Bueno bars & Nutella.

The safety and well-being of all children can only be guaranteed if together we make St Charles' Primary School an ALLERGEN AWARE/NUT FREE ZONE. We are grateful for your support on this matter.

ADMINISTRATION OF MEDICATION

Medication will only be administered by an authorised member of staff on receipt of a completed Parental Permission Form which is available from school office. This form is available from the school office, when required. Please phone the office if you require this form and it will be sent home with your child and can be returned in their school bag. **Medication should only be taken during the school day when it is essential. All essential medications require a pharmacy label clearly marked with the child's name.**

It is advisable that children requiring antibiotics should either remain at home when the illness is acute or, if able to attend school, the dosage arrangements should be worked out to allow the antibiotic to be taken before and after the school day wherever possible. **Antibiotics are not routinely administered by school staff.**

Children with asthma should be encouraged & supported to enable them to administer inhalers themselves. Parents must ensure their child has an inhaler in his/her school bag daily if he/she has asthma. Inhalers should be clearly labelled with the child's name & are required to be retained by the child to enable responsive use. **Asthma inhalers are not routinely administered by school staff.**

Please note- School staff are not permitted to give non-prescribed medication to pupils (e.g., over the counter remedies such as paracetamol etc.)

OUTDOOR LEARNING & PE

During the school day children regularly spend time learning outdoors. Please ensure your child comes to school each day with a jacket suitable for rainy days as this is often required. It is easy to forget this particularly if children are being dropped off & picked up by car as many children are.

The Daily Mile will also continue this session. Children only change footwear for this activity but again a suitable rainproof jacket is necessary as often this activity is undertaken in the rain. School staff would of course exercise the same discretion, as we do at break times if the weather is particularly inclement then the activity would not go ahead.

PE days are posted below. PE takes place indoors & outdoors. Children are required to remove all jewellery before PE lesson. If your child has pierced ears the earrings should be removed before coming to school on allocated day or covered with tape to ensure the safety of your child & others. I would strongly discourage children from wearing false nails/nail extensions to school as these also present a risk to the safety of self & others.

All clothing items should be clearly labelled with your child's name. While school staff do all they can to ensure items are not separated from their owners, personal belongings including clothing are children's own responsibility. Name labels help greatly to re-unite lost items with their rightful owner.

PE Days (26-27)	Rm 1	Rm 2	Rm 4	Rm 5	Rm 6	Rm 7	Rm 8	Rm 9	Rm 10	Rm 11	Rm 12	Rm 13	Rm 14	Rm 15
INDOORS	Wed	Thur	Tue	Mon	Thur	Wed	Tue	Mon	Fri	Fri	Tue	Thur	Tue	Wed
OUTDOORS	Tue	Mon	Wed	Thur	Tue	Fri	Wed	Thur	Wed	Thur	Mon	Mon	Wed	Fri

FREE SCHOOL MEALS

Parents are reminded that ALL children in primaries 1-5 are eligible to receive a FREE midday meal daily. Currently P6 & P7 children must pay for all meals taken.

All children NOT eligible for FREE school meals **must pay in advance** on the day for all meals taken unless an application for free meals has been made to Renfrewshire Council & an award letter has been received. If you have applied but an award letter has not yet been made the cost of meals will required to be met in full. If this applies to your child/family, it may be more cost effective to provide your child with a packed lunch until an award is received.

Parents should pay for lunches through ParentPay. Cash payments cannot be made. Any parent unable to pay for school lunches due to financial difficulties should speak to a member of the management team.

The current school lunch menu is available on www.renfrewshire.gov.uk where you will also find information about allergens if required.

OPEN DOORS

Open Doors events are currently well underway across the school. This is an opportunity to visit your child's classroom & to share with them some of the recent learning which they have been undertaking. It is a very informal session, and if the time or date is unsuitable due to work or other commitments perhaps a grandparent or other relative or friend could come along. It would be wonderful if all children had a significant adult attend.

Doors open each day at 2.15pm and I respectfully ask that parents do not arrive before this time as we have no waiting area if the weather is inclement. All dates have already been issued & remaining dates can be found at the end of this bulletin.

Some dates for your diary

I have issued advance notice of as many future events as possible until Easter holidays to help you plan. **Please note that these dates may be subject to change.**

Date	Event	Target Group
Monday 31 st August	Royal Navy STEM visit in school hall	Primary 7
Monday 7 th September	"Hands Up Scotland" travel survey week	
Tuesday 8 th September	2.15pm P7 Confirmation meeting for parents in school	Primary 7
Wednesday 9 th September	10.15am P7 Mass for Confirmandi at St Mirin Cathedral – followed by "Pilgrims in the Park" event in Barshaw Park	Primary 7
Wednesday 9 th September	6.30pm Parent Hub Meeting in school hall	All Welcome
Thursday 10 th September	2.15pm Room 15 Doors Open Afternoon	Room 15
Sunday 13 th September	1.45-5.00pm Primary School Retreat – St James' PS Paisley – P4-7	Primary 4-7
Tuesday 15 th September	2.15pm Room 11 Doors Open Afternoon	Room 11 Parents
Wednesday 16 th September	"Beat the Street" begins today for all children (more info to follow) ends 28.10.2026	
Wednesday 16 th September	2.15pm Room 13 Doors Open Afternoon	Room 13 Parents
Wednesday 16 th September	6.00-7.00pm P1 Curricular Evening for parents/carers in school hall	Primary 1 Parents
Thursday 17 th September	2.15pm Room 10 Doors Open Afternoon	Room 10 Parents
Monday 21 st September	2.15pm Room 14 Doors Open Afternoon	Room 14 Parents
Tuesday 22 nd September	2.15pm Room 12 Doors Open Afternoon	Room 12 Parents
Thursday 24 th September	2.15pm Room 7 Doors Open Afternoon	Room 7 Parents
Friday 25th September	School and ELCC closed to pupils and staff – local holiday	
Monday 28th September	School and ELCC closed to pupils and staff – local holiday	
Tuesday 29 th September	2.00pm Primary 6 Stage Mass and PFFA enrolment in school hall	Primary 6 Parents
Wednesday 30 th September	2.15pm Room 6 Doors Open Afternoon	Room 6 Parents
Thursday 1 st October	2.15pm Room 8 Doors Open Afternoon	Room 8 Parents
Friday 2 nd October	10.00am First Friday Mass at church – P7 stage	All welcome
Friday 2 nd October	2.15pm Room 5 Doors Open Afternoon	Room 5 Parents
Sunday 4 th October	10.00am Primary 6 Parish Family Mass and PFFA Introduction at church	All welcome
Monday 5 th October	2.15pm Room 2 Doors Open Afternoon	Room 2 Parents
Monday 5 th October	7.00pm Primary 7 Cluster Confirmation preparation meeting for parents and children at St Andrews Academy	Primary 7 Confirmandi
Tuesday 6 th October	2.15pm Room 1 Doors Open Afternoon	Room 1 Parents
Wednesday 7 th October	Toy Sale – Parent Hub – more info to follow	Whole school
Wednesday 7 th October	2.15pm Room 9 Doors Open Afternoon	Room 9 Parents
Wednesday 7 th October	6.30pm Parent Hub meeting in school hall	All welcome
Thursday 8 th October	2.15pm Room 4 Doors Open Afternoon	Room 4 Parents

SAVE THE DATES- more information to follow

FIRST CONFESSION (SACRAMENT OF RECONCILIATION)- Monday 15th March 2027 @6.30pm
FIRST COMMUNION (SACRAMENT OR HOLY EUCHARIST)- Saturday 8th May 2027

Yours sincerely



Grace Hannigan
HEADTEACHER