St. Charles' Primary School & ELCC
Rowan Street
Paisley
PA2 6RU

Tel: 0300 300 0181

Children's Services

Web site: www.st-charles.renfrewshire.sch.uk
E Mail: stcharlesenquires@renfrewshire.gov.uk
Head Teacher: Grace Hannigan
Director of Children's Services: Janie O'Neill
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October 2026 **Early Learning Childcare Class Newsletter**

Dear Parents/ Carers,

Primary One Registration Session 27-28

Please see below some useful information from Renfrewshire Council if you are registering your child for school starting in August 2027.

Where and When to register your child

Children who reach 5 years of age between 1 March 2027 and 29 February 2028 inclusive should be registered for education in their catchment school as follows:-

You must register your child in only one school, either the denominational or non-denominational school for your area. If you need information on schools for your area please telephone 0300 300 0170 or visit our website www.renfrewshire.gov.uk and search "find it on the map".

Registration will be live online from 2nd – 11th November 2026 on the above website. For those unable to register online we request that you telephone your local catchment school to make an appointment to attend in person during these dates.

Parents/carers must provide satisfactory documentary evidence of the age of their child and that their family reside within the catchment area of the school.

This evidence includes:

1. Child's full Birth Certificate
2. Most recent Council Tax Notice or if not currently resident in the property either a concluded missive or a signed and witnessed tenancy agreement/lease.
3. Child Benefit Statement.
   In the event that a Child Benefit Statement is not available, a Driving Licence or a Bank Statement/utility bill showing transactions over the most recent 3 months and the applicant's address may be accepted.
   Or if appropriate to current circumstances - Court Order / Looked After Child / Foster Carer document(s).
4. Roman Catholic Baptismal Certificate (if applicable)

This list above is not exhaustive, and the Council retains the right to ask for further information when proof of residency is not satisfied. Original documents must be produced upon request.

Class sizes
Parents are asked to note that legislation from the Scottish Government in October 2010 has limited primary one classes to a maximum of 25 pupils in each class.
This reduction in class size may affect the number of spaces available for placing requests. Children living in the catchment area have priority for registering in their catchment school. If you want to discuss this, please call **0300 300 0170.**

Redirecting children to other schools
Occasionally there are more primary one children registered in a school than there are places available. When this happens, we may have to redirect some pupils to another local school. We use a ballot to choose the pupils who are redirected, if this requires to happen, we let parents know as soon as possible.

Placing requests
The council has a duty to let parents choose the school they want to send their children to wherever possible. However, the council have to take various factors into account when they make decisions on placing requests. These factors include:
• the size of the school
• the number of children already registered at the school
• the number of children who already live in the catchment area, and
• other factors.

The council use a list of priorities when considering placing requests. Admissions to Schools and Placing Request Policy sets out these priorities.
If the council grant a placing request for one child, it's important to note that this does not guarantee that future placing requests for younger children in the same family will be successful.
Councils reserve places in schools for children who may move into the catchment area of the school during the school year. Renfrewshire council's policy is to retain one space in each class, at each stage of primary school. Sometimes, it is not possible to retain a space in every class for children moving into the area because the classes are already full with children from the catchment area.
The council do not provide transport for children who make successful placing requests.
Please note that, once you register your child in a catchment school, the only way to move your child to another school (unless you are moving house) is to make a placing request.
Parents don't have a legal right to make placing requests for children who will be under school age when they start primary school. However, if you have a particular school in mind, the council may be able to give your child a place there, but you can't appeal if we can't give your child a place.

Delaying the date when your child starts primary school
If you want to delay the date when your child starts primary school, you must still register your child. If you apply to defer your child's entry to school and your request is approved, we will offer your child's place at the catchment school to another child.
If you agree to delay your child's entry to school, you are giving up your entitlement to a place at the school. If you change your mind, it is likely that a space will not be available as it will have been allocated to another child.
If we grant your request, you will have to register the child again the following year at the catchment school.
Please note we are unable to process a placing request application if you have applied to defer your child's entry to school.
For more information, please contact 0300 300 0170 or visit our website at www.renfrewshire.gov.uk, alternatively you can also download the Scottish governments "Choosing a school", a guide for parents' booklet, at the following address: Choosing a school: a guide for parents, revised November 2016 - gov.scot

Although this information is correct at the time of printing, it is possible that arrangements could change either before the start of or during, the school year in question, or in relation to later school years. This is only general guidance.

Attendance

Please remember.... If your child is going to be absent from our ELCC you should contact the school office before 9.30am or email school enquiries stcharlesenquires@renfrewshire.gov.uk. Renfrewshire Council policy is that if a child is absent without us knowing why then we must contact the family. If we are unable to do so we must inform HQ. It is therefore very important that you inform us if you or your emergency contact change mobile phone numbers. Thank you for your co-operation in this matter.

Administration of Medication during the nursery day

It is accepted that some pupils may need to take medication (or be given it) during the nursery day at some time in their nursery life. Often this need will be for a very short period for some pupils or it may be longer.

Medication should however only be taken to nursery when absolutely essential.

Please note the following points-

- Medication will only be given by staff on completion of a Parental Permission Form (speak to a member of staff)
- Nursery staff will not administer non-prescribed medication to pupils (e.g. over the counter medicine such as, CALPOL, Nurofen etc.)
- **All medications must have a pharmacy label.**

Children requiring antibiotics should either remain at home when the illness is acute or, when attending school, dosage arrangements should be worked out to allow the antibiotic to be taken before and after nursery wherever possible**.**

Children with asthma - Parents must ensure their child brings an inhaler to Nursery. This will be stored in a medical cabinet and will be administered if and when required by staff.

Reporting to Parents

Parents week will take place week beginning the 23rd & 27th November 2026. Staff will contact all families to arrange a suitable time and date.

Dolly Parton Butterfly Themed Hoedown

Thank you to everyone who attended the Dolly Parton celebration. As you are all aware, Dolly Parton was the patron of the Dolly Parton Imagination Library, supplying books to all of our families every month to allow children to develop a love for books, stories and reading. We were delighted to celebrate 100% sign up for that event and the excellent work of Dolly Parton who recently passed away. Special thank you to Nicole Roberston for leading the line dancing.

Halloween

We are delighted to inform you that we will be holding a Halloween Book Bug session on Friday 30th October 2026. Children and families are invited to and can come wearing their Halloween costume or something orange on this occasion. No masks or accessories to be worn.

Christmas Support

Christmas can bring additional costs and place additional pressures on families. If you are concerned about meeting the cost of your family's Christmas this year, please speak to Mrs Kelly/Mrs Hannigan/Mrs Kinsella. We can often help in small ways, through the generous donations we receive from a small number of benefactors at Christmas time, by contributing to the cost of groceries & Christmas dinner, toys, clothing & toiletry gifts.

St Vincent De Paul Society

The Saint Vincent de Paul Society in St Charles Parish continue to offer support for any family who may find themselves unable to purchase food or pay energy bills. If you find yourself needing some assistance at any time throughout the year, please speak to Mrs Kelly or Mrs Hannigan who link in directly with the group, no personal information is ever shared.

Healthy Choices & Lunches

Following the Scottish Government 1140 hrs Expansion scheme, all children who attend our ELCC are entitled to a free school meal each day. The lunch menu varies with a three-week menu of various food choices. It is vitally important that you discuss food choices with your child to ensure the menu is suitable for your child's dietary requirements. Alternatively, please provide your child with a packed lunch from home, this will prevent your child being hungry if they don't eat the food provided. All packed lunches from home should be in a lunch box, with your child's name clearly written and should be taken home and washed daily. We now have several children across the Nursery & 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 anything to Nursery that may contain nuts e.g. Kinder Bueno bars & Nutella.

The safety and well-being of all children can only be guaranteed if together we make St Charles' Primary School & ELCC a NUT FREE ZONE.

Snacks

Snack is provided daily free of charge funded by the Scottish Government. Each child is entitled to **milk/water** and **one piece of fruit only** each day. It is important that your child eats their breakfast prior to them attending ELCC each day as no other snack items will be provided. If your child requires additional food for medical or any other reason it is the responsibility of parent/carers to provide these each day. Please alert staff and provide them with additional information/ snacks for your child.

Voluntary Contributions

To allow your child to access a wide range of learning experiences within our ELCC, a voluntary contribution of £3 per week c 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 the exception rather than normal practice. Please contact the school office on 0300 300 0181 if you need assistance.
an be made via our cashless Parent Pay app.

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Personal belongings & Outdoor Learning

Children are experiencing both indoor & outdoors learning opportunities each day in nursery. We would ask that all children come to Nursery wearing comfortable/suitable clothing, as well as, a change of clothing in the event of an accident. We have a selection of outdoor jackets and waterproofs for children to wear. It is essential that all clothing & footwear have your child's name clearly marked on them so they can be identified. If you have any spare clothing that your child no

longer needs and would like to donate this to the ELCC, this would be greatly appreciated, especially socks and underwear.

Personal Care

All nappies, pull ups', nappy sacks and wet wipes **MUST** be provided by parents and sent in with your child each day. A change of clothing is essential especially children who are following a toilet training programme.

School Photographer

TEMPEST Photography will attend the school on Wednesday 28th October to take individual & family group photographs of children in the school & ELCC. Class group photographs will also be taken at P1 & P7 stages**. Further information will be issued.**

Kind regards

Pauline Kelly
Depute Head Teacher

Date	Event	Target Group
Mon 12th October	**Mid-term Holiday – School and ELCC closed**	All children
Mon 19th October	**In-service Day – School and ELCC closed to pupils**	All children
Tues 20th October	**School and ELCC re-opens**	All children
Wed 28th October	Tempest Individual and Family pictures for School and ELCC	All children
Fri 30th October	Halloween Book Bug session – dress up	All welcome
Mon 2nd – 9th November	Registration to school	All new P1 entrants
Mon 23rd – 27th November	Reporting parent week	Selected appointments