

Cost of the School Day Action Plan 2020-2021



Resources to support the development of this plan can be found on the Cost of the School Day section of the Dundee Digital Learning Hub.

the School Day Guidance, good practice examples from 2019/20 action plans and the Cost of the School Day Toolkit which contains materials to support consultation with your school community.

These include our Cost of

Areas to consider in this plan are related to our Cost of the School Day statements of intent and to the other common financial barriers identified through research with schools.

COST BARRIERS	CONCERN/ISSUE What we want to address or change	BASELINE INFORMATION What we know about this already	DESIRED OUTCOMES What we want to happen	INTERVENTIONS/ACTIONS What we're going to do	START DATE	OUTCOME INDICATORS Information that will show we're making progress	EVALUATION DATE When we'll take stock and plan next steps	STAFF LEAD
Breakfast	Learners beginning the school day hungry.	We are aware of targeted families who struggle to have breakfast before school due to income.	Learners will begin school, with satisfied stomachs, ready to learn.	Dundee City Council primary breakfast clubs are free to families in receipt of School Clothing Grant in P1-3 or Free School Meals P4-7. Families will be encouraged and supported to apply for these to enable them to access the free places (SFDW). Within school time, we also organise toast to be given for those who need breakfast and do not attend Breakfast Club. The group sit as a community and eat their breakfast together.	Aug 2020	Children on task and achieving expected outcomes. Less children complaining of being hungry.	April 2021	
Uniform	Ensure all young people have access to adequate school uniform, as it can be costly according to CoSD focus group.	Families have raised the costly price of uniform in the CoSD focus group, families are coming to school in inadequate uniform at times.	No learners will be absent from school due to a lack of appropriate uniform and clothing. All families and learners will have access to school uniform.	'Zero Waste West End' - clothing is washed and hung up on rails at the front of the school building. This is shared with our campus school, Victoria Park. This is linked with our Eco Schools programme to remove the stigma associated.	Aug 2020	More children turning up in school uniform. Uniform being taken from our Swap Shop.	April 2021	

				<p>SFDW will remain in constant contact with families to ensure they have what they need to attend school adequately dressed.</p> <p>SFDW to assist in the application for clothing grants when necessary.</p> <p>Badged clothing is not essential. PE Kits are also not required to be badged, although this is an option.</p> <p>Uniform enforcement is flexible and all staff are aware of financial circumstances.</p> <p>Welfare team meet regularly to discuss any families/learners possibly in need of support in accessing new uniform.</p>				
Trips (P7 residential and others)	Learners may miss out on their P7 residential trip or any trip due to family income/ financial circumstances.	Families have raised concerns with being able to afford the price of our residential trip and concerns around their child missing out on developing key skills in the past.	All learners will have the opportunity to access their P7 residential trip.	<p>School will endeavour to subsidise a % of the cost of residential trips for young people so they can financially afford attendance. When appropriate, school will use PEF to pay for residential trips.</p> <p>SFDW will work with families to provide clothing packs for essential clothing items needed for the trip.</p> <p>Options to pay the residential trip in instalments are available for all.</p>	Aug 2020	No learners missing out on trips due to income.	April 2021	

				<p>Families are given at least one year's notice before a planned residential trip takes place.</p> <p>Remain aware of the Cost of the School Day Funding Sources paper for help in learning of charities which may sponsor families in accessing trips.</p> <p>Consider local trips and walk or use public transport if possible.</p> <p>Trips related to the core curriculum, wherever practicable and possible, should not have costs attached.</p> <p>Parent Council will continue to fund buses for trips within the school year when feasible.</p>				
Travelling to school	Learners are unable to attend school due to insufficient access to travel.	No issues surrounding this at present. Continue to reinforce the need for families to contact the school if they need support.	All learners will arrive at school safely and have a means to do so.	<p>Dundee City Council provides free transport for pupils living more than 2 miles from their catchment school.</p> <p>Take individual circumstances into consideration when dealing with late coming and consider whether the cost of transport is a contributing factor.</p>	Aug 2020	Attendance figures.	April 2021	
Learning in school (resources and curriculum costs)	Learners unable to access curriculum due to lack of	We are aware of targeted families who do not have resources	Children and young people should have access to all of the	Provide all classroom resources and should continue this good	Aug 2020	No learners unable to access curriculum at home, through	April 2021	

	resources from home.	to access the curriculum at home and cannot provide these for their child to use at school. All learners already given the resources they need from school.	resources they need to learn. School staff should be mindful of individual circumstances if children do not have classroom resources.	practice to ensure equity for all learners.		discussions with SFDW and check-ins.	
Friendships and attitudes to poverty	Young people are left out, or treated poorly due to living in poverty.	We continually monitor behaviour in school & the way young people treat each other. Incidents, when appropriate, on SEEMIS.	All learners feel included in our school.	<p>In line with our VVA, ensure inclusion is embedded. In line with our Gospel Values. Ensure all children are treated with respect and treated equally, referring to UN Rights of the Child.</p> <p>Continue to reinforce positive attitudes to everyone through our school relationships policy and friendships.</p> <p>Adults will lead by example with their values and principles with regards to inclusion.</p> <p>Class teachers deliver lessons which explore poverty and stigma as part of the Health and Wellbeing curriculum. Cost of the School Day lesson plan is one way to do this and there are other suggested approaches in the Cost of the School Day Toolkit.</p> <p>Assemblies will explore and challenge poverty stigma.</p>	Aug 2020	No learners feeling alienated and left out.	April 2021

Break time	Young people may go hungry at break time.	We are aware of targeted families who struggle to bring snacks to school to eat at break time.	All learners have access to a snack.	<p>Universal provision open to all pupils, e.g. fruit bowl or snack box.</p> <p>Staff encourage pupils, who they know may be in need, to access these snacks.</p> <p>Free items available at Tuck Shop for those who need it.</p>	Aug 2020	Monitor use of fruit bowls.	April 2021	
School lunches	<p>Young people may not have access to a hot meal each day.</p> <p>Those who are entitled to free school meals may not apply, have knowledge of their entitlement or receive their free school meal.</p>	<p>We are aware of targeted families who struggle to provide food/hot meals.</p> <p>Queries by some families have been made regarding access to FSM.</p>	<p>All families have access to FSM if they are eligible.</p> <p>All families are aware of how to apply for FSM.</p>	<p>Provide information and support on application process for Free School Meals to all families at the end of P3. SFDW to support where appropriate.</p> <p>Continue to monitor dining halls/ dining areas to ensure all children have had something to eat</p> <p>Support pupils to access breakfast and break provisions.</p>	As soon as possibly due to COVID restrictions and ongoing from Aug 2020.	Through check-ins - SFDW will remain in contact with most vulnerable families to ensure they are aware of how to apply for FSM and access them.	April 2021	
Fun Events	Some learners may not participate in fun and engaging activities, developing a diverse range of skills throughout the school year.	We are aware of our most vulnerable families who have low income which may affect ability to participate in some activities.	No learners are missing out on 'fun' activities due to income.	<p>When organising fun events:</p> <p>Ask for donations, not specific amounts.</p> <p>Including some free activities at Christmas and Summer fayres.</p> <p>Limit the number of dress down days each session with optional donations.</p>	Aug 2020	Monitor participation in various activities organised.	April 2021	

				<p>Consider alternative ways to celebrate days like World Book Day and Christmas Jumper Day rather than asking families to spend money on costumes or special coloured clothing.</p> <p>Consider fundraising in different ways rather than relying on families paying entrance fees for school events such as pupil shows, fundraising nights, school fayres etc. Fundraising ideas from Parent Councils can be found in the Cost of the School Day Toolkit.</p>				
School clubs	Some learners may not have access to extra-curricular activities.	We are aware of our most vulnerable families who have low income which may affect ability to participate in clubs and extra-curricular activities.	No learners are missing out on extra-curricular activities due to income.	<p>It is Dundee City Council policy that no clubs taking place within the city's school buildings before 5pm will have a cost.</p> <p>School - run free activities at lunchtime and after school.</p> <p>Where possible no special kit required - just PE Kit.</p> <p>If there is a special kit required (e.g. school football team/ netball team) this is provided.</p> <p>Transport is provided for activities out with the local area.</p>	Reconsider when school clubs can run again after COVID 19 restrictions.	Class teachers track participation in extra curricular activities weekly.	April 2021	Ensure all learners have access to a variety of activities.

Learning at home	Some Young people do not have access to all the learning resources they need at home.	<p>We are aware of targeted families who do not have resources to access the curriculum at home and cannot provide these for their child to use at school.</p> <p>Families have contacted the school if they have no access to IT.</p>	No learner is excluded from participating in learning at home.	<p>All class and subject teachers to be mindful of cost barriers when planning homework.</p> <ul style="list-style-type: none"> • If homework requires internet, printer or IT access, ensure there are opportunities to use these resources during or at the end of the school day. • If setting an art and craft exercise, schools should provide the necessary materials to pupils who may not have them at home. • If homework options include, for example, reading a book or playing a board game, ensure these can be borrowed from the school. 	Aug 2020	All learners access home learning.	April 2021	
Support for families	When families are struggling it is important that they feel able to ask for support. All families should be made aware of support available throughout the city.	Families communicate with SFDW. SFDW contact our most vulnerable families regularly to check-in.	No families are left to struggle. All families are aware of how to access support.	<p>Families should be made aware of:</p> <ul style="list-style-type: none"> • Support from the school directly e.g. help with trip costs. • Financial entitlements, e.g. information on Free School Meals, School Clothing Grants and Education Maintenance Allowance. • Where to go for benefits, housing or legal advice. The Cost of the School Day Support for Families leaflet can help with this. 	Aug 2020	Through check-ins - SFDW will remain in contact with most vulnerable families to ensure they have everything they need.	April 2021	

				<ul style="list-style-type: none"> • Other organisations offering support within the local community e.g. One Parent Families Scotland, Cash for Kids, Togs. • 'What Do I Do If...?', 'Dundee Recovery Road Map', and 'Dundee Drop In' leaflets openly available - from Faith in Community Dundee based in Kirkton Community Centre. • Services available within the local community. Contact the Communities Officer for your ward for more information on what services and support are available locally. <p>Referrals to the Scottish Welfare Fund or local foodbanks through SFDW.</p> <ul style="list-style-type: none"> • Food provided at the front of the Campus entrance through 'Fair Trade' scheme available for families. • Feminine hygiene products available at Campus entrance. 				
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Additional areas to consider (please see relevant sections in Cost of the School Day Guidance)

<p>Communication with families</p> <p>*Some of this information is already included throughout this Action Plan*</p>	<p>Some families may be unable to communicate with the school through IT.</p> <p>Some families may not be aware of what they are entitled to.</p>	<p>Some families have informed the school that they have no access to ICT.</p> <p>Some families have disclosed that they are unaware of entitlements.</p>	<p>All learners have a means of communication with school.</p>	<p>Communication through IT: Social Media & Online Classrooms/Seesaw. For those who do not have access to a computer, the school have awarded the borrowing of laptops for those most in need.</p> <p>Continue to use diaries for Home: School communication for those who require it.</p> <p>Remain mindful of families' circumstances. SFDW to advise support available when appropriate.</p> <p>Talk about and promote Cost of the School Day actions and activities to create a supportive culture where families feel confident to speak up and access available support.</p> <p>Cost of the School Day information and financial support widely available, SFDW available for families to speak to - include CoSD information in handbooks, website, apps and newsletters and in letters requesting payment for trips and activities. Distribute this information regularly.</p> <p>Sensitively handle all communications home about overdue payments - all communication should</p>	<p>Aug 2020</p>	<p>Communication between home and school is consistent and meets the needs of different families.</p> <p>School can get in touch with families through appropriate and various means.</p>	<p>April 2021</p>	
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				<p>include "if you are experiencing financial difficulties please contact our school office, SFDW or Mrs Louden to discuss further in confidence."</p> <p>Promote Free School Meals, School Clothing Grants and Educational Maintenance Allowance at set and regular points in the year e.g. enrolment, P1 and S1 induction, start of session, Parents' Evenings, school events and end of P3. The Cost of the School Day Support for Families leaflet can help with this.</p> <p>Understand barriers to making applications for financial support and identify ways to provide support to parents to apply e.g. 1-1 support, computer access, translator etc.</p>				
Involving Parent Councils	Parent Council should be fully involved in implementing CoSD Action Plan.	Parent Council shared opinions and thoughts on previous CoSD action plan.	All partners are involved in identifying CoSD priorities and actioning these.	<p>Parent Councils are key Cost of the School Day partners.</p> <p>Parent Council fundraising activities do not put unnecessary pressure on children and families.</p> <p>Schools and Parent Councils are encouraged to:</p> <ul style="list-style-type: none"> • Consider making Cost of the School Day a 	Aug 2020	On Parent Council agendas to ensure constant revisiting / dialogue.	April 2021	

			<p>standing item on Parent Council meeting agendas</p> <ul style="list-style-type: none">• Use the Parent Council resource in the Cost of the School Day Toolkit <p>Involve the Parent Council in developing the school Cost of the School Day action plan and communicating positively with the wider parent forum about Cost of the School Day changes and activities.</p>			
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