

ITEM No ...4.....

REPORT TO: CHILDREN AND FAMILIES SERVICES COMMITTEE – 25 JANUARY 2021

REPORT ON: COST OF THE SCHOOL DAY INITIATIVE UPDATE

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

REPORT NO: 45-2021

1.0 PURPOSE OF REPORT

1.1 This report presents the current position of the Cost of the School Day (COSD) project in schools across Dundee.

2.0 RECOMMENDATIONS

2.1 It is recommended that Committee:

- i. instruct the Executive Director of Children and Families Service to continue to monitor the implementation of the Cost of the School Day Action Plans that form part of School Improvement Plans; and
- ii. instruct the Executive Director of Children and Families Services to bring back another report to a future committee to give an update on how Covid 19 has impacted on the work of the Cost of the School Day Plan.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no additional financial implications.

4.0 BACKGROUND

4.1 Dundee City Council and the Dundee Partnership adopted the revised Fairness Action Plan for Dundee in November 2016 (Article IV of the Minute of the Policy and Resources Committee on 14 November 2016 refers). Building on the recommendations of the Dundee Fairness Commission, one of the priority outcomes related to Closing the Education Gap.

4.2 The Children and Families Service has made a clear and strong commitment to tackling poverty and its impact on the lives and attainment of children and young people in Dundee. Many of these are directly reducing costs for pupils and parents while also improving health & wellbeing, literacy and numeracy. The work of the Scottish Attainment Challenge is the most visible additional investment in better outcomes and this is augmented by the significant contribution made in each school through poverty related activity being funded and implemented through the Pupil Equity Fund to support closing the attainment gap.

4.3 In October 2016, the Scottish Government published its new Fairer Scotland Action Plan. This included a pledge by the Dundee Partnership and Dundee City Council to commission joint work with the Child Poverty Action Group (CPAG) Scotland to facilitate a Cost of the School Day initiative during the 2016/17 year. CPAG worked with pupils, parents and teachers to identify and remove key cost barriers so that all children and young people from low income households can fully engage in their education.

4.4 Over the course of the first year of work the project conducted:

- 62 workshops with 485 primary school pupils
- 22 workshops with 71 secondary school pupils

- 20 focus groups with 205 members of staff in 11 primary schools, 2 secondary schools and 2 nurseries
 - Discussions with 198 parents and carers through focus groups, informal chats during holiday provision, school events and at nursery gates
- 4.5 Pupils took part in two sessions. A case study involving a character from a low-income household called Ross/ Katie provided a way into exploring school costs in a sensitive manner. Children then were invited to identify school costs, where these might create a barrier to participation in school, what was currently being done to support families with costs and what more could be done. 'Ross' now features in a class lesson piloted this year in a Primary school and now available to all schools to use.
- 4.6 Semi- structured discussion guides were used in parent and staff focus groups to explore key issues across the school day. All workshops and sessions were recorded and transcribed. Each school and nursery received an individual report of their findings and were supported to develop an action plan to address identified issues.
- 4.7 Taking account of the work of the project team each school in the city has reviewed the needs of children and young people facing cost barrier to participation in school. This has included work with children and young people, parents and carer and wider partnerships.
- 4.8 In order to enable the project to work in all schools and to put in place practical responses to the challenges identified in the research, the Cost of the School Day project received a further year's funding through Scottish Attainment Challenge funding. This enabled schools to build on the momentum achieved in the first phase of this initiative and follow through on the range of activities already underway through the Pupil Equity Fund. Schools have now worked on a Cost of the School Day Action Plan and have identified a Cost of the School Day lead. Support was offered through Practice Network Meetings and a series of shared practice documents have been produced.
- 4.9 The coordinated city-wide approach to Cost of the School Day in Dundee has meant widespread awareness of the issues. Project evidence influenced local authority policy and in October 2018, responding to the work of the project team, Dundee City Council launched four bold Cost of the School Day statements of intent, proposing that:
- No child or young person in Dundee will start school without a breakfast
 - No child in Dundee will miss out on their Primary 7 residential trip due to cost
 - All schools will develop a Cost of the School Day action plan by the end of session 2018/2019
 - All children and young people in Dundee schools will have access to an affordable school uniform
- 4.10 The Scottish Attainment Challenge funded Cost of the School Day project ended in March 2020. A final Cost of the School Day Guidance (Appendix 1) was completed and shared with all schools. This guidance is intended to give all Dundee schools a clear understanding of what is expected of them in delivering Cost of the School Day and what support is provided by Children and Families Service. A steering group will continue to meet regularly to ensure a focus remains on tackling poverty inequalities associated with school.
- 4.11 By March 2020 all schools had a Cost of the School Day Action Plan. These plans amount to over 200 interventions addressing cost barriers. Examples from school action plans include cheaper uniform suppliers, more inclusive homework policies, greater consistency in lending resources, breakfast provision, free 'ready to learn' packs, non-stigmatising approaches

to fundraising, trip subsidies, improved promotion of financial entitlements and many more. (Appendix 2)

- 4.12 Last session, Children and Families Service, working in partnership with Active Schools made a further commitment to children and their families to remove costs by ensuring that all extra-curricular sport activities in school are delivered free-of-charge before 5 pm from the start of session 2020/2021. At the time of reporting school sport activities have been disrupted due to Covid-19 restrictions but going forward there will be no charge for activities during the school day.
- 4.13 Cost of the School Day and poverty awareness is now included in the Children & Families Service Equalities Briefing which is delivered by Headteachers to all school staff at the start of session. The section specific to Cost of the School Day was prepared by the Cost of The School Day Support Officers, highlighting the extent of child poverty in Dundee and reminding all staff of the importance of reducing the costs associated to school for families. In addition, all school staff are encouraged to complete an e-learning module (<https://elearning.cpag.org.uk/course/view.php?id=34>) which was also developed for Dundee by colleagues at the Child Poverty Action Group.
- 4.14 The Child Poverty Action Group continue to highlight nationally the ongoing work in Dundee schools. A series of short films have been produced featuring the staff and pupils at Morgan Academy and Ardler Primary. More recently, the work at Ardler Primary was the focus of an article produced in The Guardian. The lead Education Officer was asked to present at the Practice Network in June, highlighting what was working well in Dundee schools through lockdown.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

6.0 CONSULTATIONS

- 6.1 The Council Management Team and members of the COSD project steering group have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

- 7.1 None.

Paul Clancy, Executive Director

Fiona Low, Education Officer

January 2021



Cost of the School Day Guidance for Dundee Schools

“Dundee City Council is a Cost of the School Day authority and all Dundee schools are Cost of the School Day schools.

Cost of the School Day aligns with all the work we do to reduce the impact of the poverty-related attainment gap, Getting It Right for Every Child, and ensuring equity and inclusion for all children and young people.

All schools should display publicly that they are a Cost of the School Day school and it should be clear to staff, families/carers and pupils who they should speak to if they have any concerns related to cost barriers to attending school.

Financial barriers to learning have a significant negative impact on a child’s ability to learn and should be addressed as consistently as any other barrier to learning.

The Children and Families Service has made a clear and strong commitment to tackling poverty and its impact on the lives and attainment of children and young people in Dundee, and all schools are encouraged to use this guidance to support the ongoing work to improve outcomes for all.”

Paul Clancy, Executive Director of Children and Families Service, April 2020

1. Introduction

This guidance is intended to give all Dundee schools a clear understanding of what is expected of them in delivering Cost of the School Day and what support is provided by Children and Families Service.

Awareness and empathy

All school staff should be aware of the impact which poverty and financial pressures at home can have on children's wellbeing, attendance, attainment, inclusion, participation and engagement in education. As part of this, staff should be aware of the impact of school costs on family budgets and be mindful of costs when planning and delivering the curriculum.

To support this, Cost of the School Day in service slides should be shown as part of the Child Protection and Equalities presentation on the first day of the new session each August. Schools should also ensure all new staff are shown these slides as part of their induction.

Removing stigma

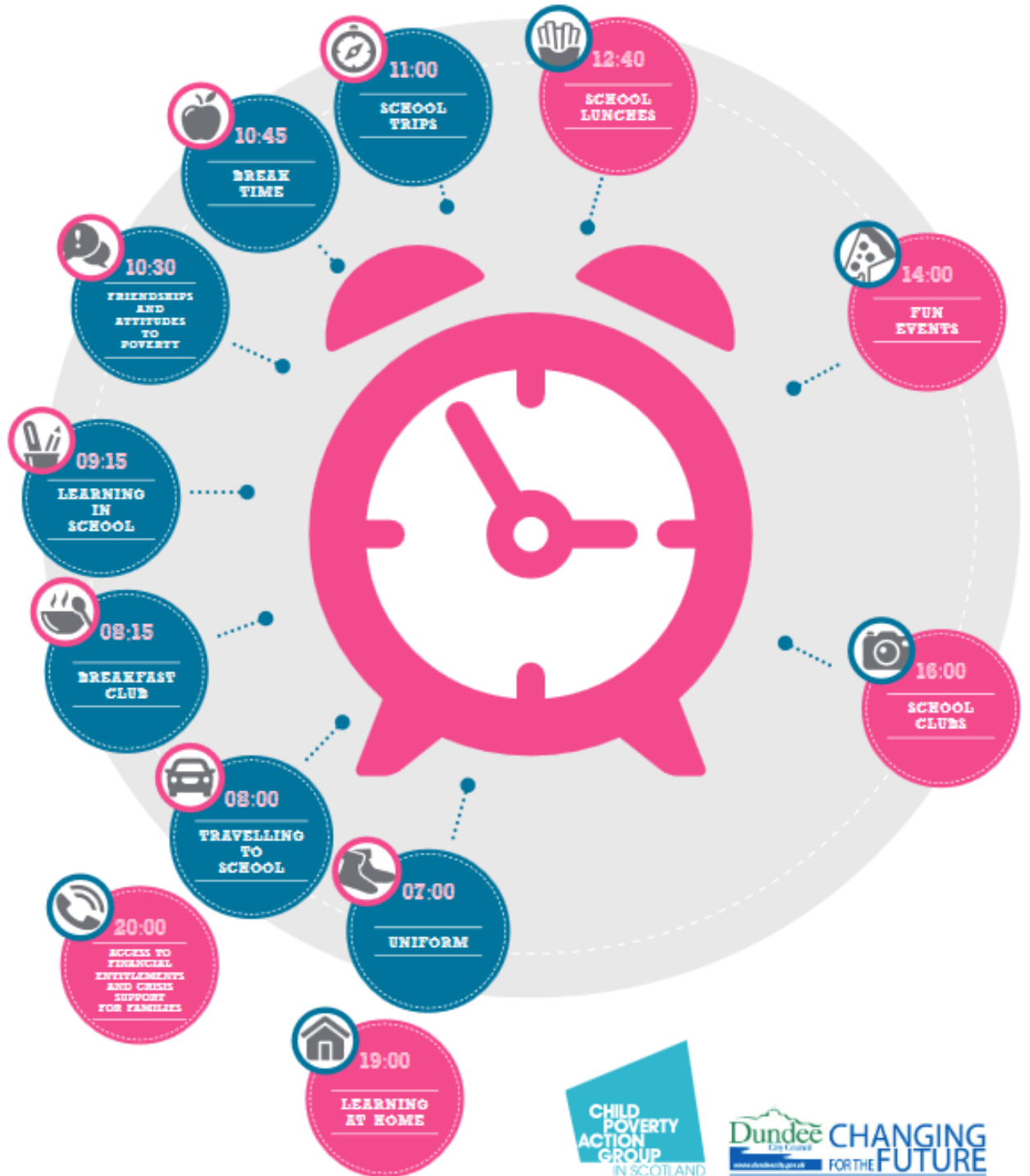
Schools should make support for children and families visible and, where possible, universal. School staff will be aware of vulnerable children and families and should direct them to the support and provision available. However, an increase in in-work poverty means that difficult financial circumstances may be hidden - a universal approach, where appropriate, ensures that no child misses out. Where this is not possible, consideration needs to be given to offering targeted support in a non-stigmatising way.

Cost of the School Day leads and working groups

In the best examples observed in Dundee schools there is a Cost of the School Day working group with the authority to influence school policies and practice.

- Each school should have a CoSD lead
- A member of the schools SMT should be on the working group
- Teacher, CLD worker, pupil and parent involvement in working group is good practice
- The working group should
 - ✓ coordinate the schools COSD action plan
 - ✓ support COSD actions and activities identified within the plan
 - ✓ contribute to the completion of the COSD section in the Annual Audit.

THE COST OF THE SCHOOL DAY DUNDEE



2. Children and Families Service guidance on financial barriers at school

From uniform, travel and trips to resources, fun events and lunch, [Cost of the School Day research with Dundee school staff, children and parents/carers](#) has highlighted a range of potential cost barriers to learning and participation in school.

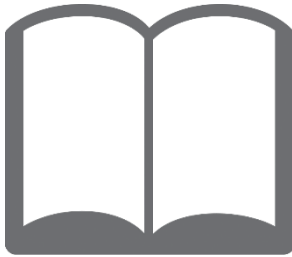
In October 2018, Dundee City Council responded with four statements of intent related to breakfast, trips, uniform and ongoing work in this area. These statements of intent are listed below along with suggestions for implementation

Useful practice examples for each part of the school day drawn from school action plans are included as appendices to this guidance.

Dundee City Council Cost of the School Day statements of intent

1. Action plans – ‘All Dundee schools will develop a Cost of the School Day action plan’

2. Breakfast – ‘No child or young person in Dundee will start school without a breakfast’



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 should be encouraged and supported to apply for these to enable them to access the free places. However, not all children in need of breakfast will attend the breakfast clubs.

- Many schools have universal provision in place and encourage pupils they know may be in need to access these e.g. breakfast boxes, fruit bowls or toast time
- Schools may plan a targeted approach to providing breakfast and this approach should ensure that this does not single out or stigmatise children and young people



4. School trips – ‘No child in Dundee will miss out on their P7 residential trip due to cost’

Schools should consider affordability when planning their P7 residential to make it as accessible to all P7 pupils as possible. This can include considering the best value providers, the timing of the trip and the number of nights away.

- Families should be given at least one year’s notice of approximate costs
- Payment schemes should be run for as long as possible
- Consideration may be given to the use of Pupil Equity Funding to subsidise or fully fund places where this fits with the national and local guidance
- Access external funding to reduce or remove costs – the **Cost of the School Day Funding Sources paper** can help with this.

Addressing other financial barriers throughout the



school day

The statements of intent focus on trips, uniform and breakfast – however, a variety of other financial barriers were identified in the Cost

of the School Day Dundee report and should also be considered in your school action plan.

Travelling to school

Dundee City Council provides free transport for pupils living more than 2 miles from their catchment school. Schools should take individual circumstances into consideration when dealing with late coming and consider whether the cost of transport is a contributing factor. Schools should consider transport for activities where additional transport costs are likely to present a barrier to participation:

- activities out with school hours
- supported study sessions and Easter study clubs

Learning in school

Children and young people should have access to all of the resources they need to learn. School staff should be mindful of individual circumstances if children do not have classroom resources.

- Primary schools provide all classroom resources and should continue this good practice to ensure equity for all learners
- Secondary schools should, wherever practicable and affordable, provide resources and reduce or remove curricular costs

Friendships and attitudes to poverty

Children and young people say that greater awareness, understanding and empathy around poverty and low incomes across the school helps to reduce feelings of difference and stigma. Schools can support this by delivering

- lessons which explore poverty and stigma as part of the Health and Wellbeing curriculum and in PSHE – the **Exploring the 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](#)

- assemblies to explore and challenge poverty stigma

Break time

Some children may not have a snack or play piece and schools may wish to consider, where it is possible

- Universal provision which is open to all pupils, e.g. fruit bowl or snack box
- Support staff encouraging pupils, who they know may be in need, to access these snacks

School trips

Consideration should be given to the purpose of any trip, particularly those which are costly and likely to exclude pupils on low incomes. Schools should also consider the timing and notice given to parents.

- Subsidise or fund trips where possible using PEF where deemed appropriate, or applying for funding from local charities and funding bodies - the **Cost of the School Day Funding Sources paper** can help with this
- Consider local trips and walk or use public transport if possible
- Trips related to the core curriculum, wherever practicable and possible, should not have costs attached
- When planning trips, consider potential hidden costs that could further exclude pupils on low incomes e.g. outdoor clothing, passport, sleeping bag, toiletries.

School lunches

We know that children engage better in their learning when they aren't hungry. For some children, school lunch is the main meal of the day. Schools should

- Regularly encourage and support families to apply for [Free School Meals](#)
- Provide information and support on application process for Free School Meals to all families at the end of P3
- Continue to monitor dining halls to ensure all children have had something to eat
- Support pupils to access breakfast and break provisions.

Fun events

Fun events and activities are an important element of a child's experience of school. Schools should continue to offer these opportunities but should be mindful of the cost implications for families and the risk of excluding children and families if costs are a barrier to participation. Many fun events are linked to fundraising and schools may wish to consider the following successful practice:

- Asking for donations not specific amounts
- Including some free activities at Christmas and Summer fayres
- If dress down days are held they should be limited in number each session with optional donations
- Consider alternative ways to celebrate days like World Book Day, Hallowe'en and Christmas Jumper Day rather than asking families to spend money on costumes or special coloured clothing
- 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](#)

School clubs

It is Dundee City Council policy that no clubs taking place within the city's school buildings before 5pm will have a cost. Schools should ensure that

- There are free activities at lunchtime and after school
- Where possible no special kit required – just PE Kit
- If there is a special kit required (e.g. school football team) that this is provided
- Transport is provided for activities out with the local area

Learning at home

Some children do not have access to all the learning resources they need at home. All class and subject teachers should be mindful of cost barriers when planning homework.

- 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
- In primary schools, if homework grid options include, for example, reading a book or playing a board game, ensure these can be borrowed from the school

Support for families

When families are struggling it is important that they feel able to ask for support. We do not expect schools to be able to offer support for everything but it is important to be aware of what is available in the city and be able to share information with families

- 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
- Referrals to the Scottish Welfare Fund or local foodbanks through School and Family Development Workers
- 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 – you can get copies 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.

Useful practice examples for each part of the school day drawn from school action plans are included as appendices to this guidance.

3. Communication with families

If families are experiencing financial difficulties they can be embarrassed and reluctant to ask for support. Being mindful of families' circumstances is important. If the school makes clear the support available in a non-stigmatising way it can be easier to support families that are struggling.

Talking about and promoting Cost of the School Day actions and activities can help to create a supportive culture where families feel confident to speak up and access available support.

- Make information on Cost of the School Day and financial support widely available, nominating a contact in the school for families to speak to – include this information in handbooks, website, apps and newsletters and in letters requesting payment for trips and activities. Financial circumstances can change quickly so information needs to be distributed regularly
- Provide parents with an annual calendar of costs at the beginning of the year and reissue at the start of each term
- Give a minimum of 6 weeks' notice for class trips requiring payment and 12 months' notice for P7 Residential and Secondary school foreign trips and residential

- Sensitively handle all communications home about overdue payments - all communication should include "if you are experiencing financial difficulties please contact [COSD lead or other appropriate person] to discuss further in confidence."
- 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.
- 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.

4. Involving Parent Councils

Parent Councils are key Cost of the School Day partners. Involving them in your activities can help to get families on board and increased awareness of cost barriers can ensure that Parent Council fundraising activities do not put unnecessary pressure on children and families. Schools and Parent Councils are encouraged to

- Consider making Cost of the School Day a standing item on Parent Council meeting agendas
- Use the Parent Council resource in the [Cost of the School Day Toolkit](#)

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

5. Pupil Equity Funding

PEF builds upon the work of the Scottish Attainment Challenge in supporting schools to close the poverty related attainment gap. National PEF guidance asks: "*Be bold – what can you do to make the breakthrough for children living in poverty?*"

We know that cost barriers have negative impact on children's attendance, attainment, inclusion, participation and engagement in their education. Here are some examples from school action plans of how Dundee schools are currently using PEF to address cost barriers.

Uniform

- "We make use of PEF to purchase gym bags, plimsolls, shorts and t-shirts for the whole school body to ensure they all have the same kit, reducing stigma around brands etc."
- "Uniform is available from Guidance teachers if pupils present at school not wearing uniform – this is funded via PEF."

Trips

- "We give every class £800 (from PEF) to subsidise/cover trips."
- "We subsidise the P7 Residential using PEF to make it £50 per pupil."
- "We use PEF to pay for cost of residential trip for families who are unable to pay."
- "We offset trips which are of high cost through PEF to provide equity for all."
- "We use PEF funding to ensure all classes have equal opportunities to attend educational field trips."

Breakfast

- "We offer a free breakfast club for all pupils – we use PEF for extra staff hours."
- "We use PEF to fund breakfast club provision for working parents who are on very low incomes and struggle financially."

Learning in school

- "Through PEF we provide additional opportunities for children (Guitar/Ukulele)."

- “We are looking at external funding to reduce costs for mandatory S1/2 fees (potentially PEF).”
- “Departments are allocated additional PEF funding to ensure pencils/pens are available in classes.”
- “No pupil is unable to participate in BGE Home Economics or Craft, Design and Technology – additional funding from PEF given to departments to cover those unable to pay.”

Accessing external funding sources

Where possible and practical, schools should access external funding sources to reduce or remove cost barriers. The **Cost of the School Day Funding Sources paper** can help with this

6. Other information and support

Dundee City Council will support schools to review and implement action plans through link Education Officers. Head Teachers will be supported to collaborate when purchasing services to get best value using their collective purchasing power e.g. procurement of citywide residential trips for P7 pupils, bulk purchasing of school clothing or travel costs.

The Dundee City Council lead for Cost of the School Day is Fiona Low, Education Officer. You can contact her directly for advice and information: fiona.low@dundeecity.gov.uk

Cost of the School Day professional learning opportunities will be available throughout the year, delivered by Child Poverty Action Group (CPAG) in Scotland.

A Cost of the School Day Dundee ELearning module is available on the [CPAG in Scotland website](#) alongside the [Cost of the School Day Toolkit](#) and films featuring good practice examples from Dundee schools.

You can contact the Cost of the School Day national team directly for advice and information.

costoftheschoolday@cpagscotland.org.uk

Accompanying Cost of the School Day Dundee resources

All Cost of the School Day Dundee resources accompanying this guidance are available on the Digital Dundee Learning Hub: <http://ddl.ea.dundeecity.sch.uk/dundee-city/cost-of-the-school-day>

- Cost of the School Day Dundee Reports
- In service day slides
- Shared Practice – examples of Cost of the School Day actions from Dundee schools
- Support for Families leaflet
- Cost of the School Day Funding Sources paper
- Exploring the Cost of the School Day lesson plan
- Action plan template.

Suggested further reading

The articles below give a wider context to child poverty in Dundee, Scotland and the UK

For Fairness in Dundee, An Action Plan to Reduce Social Inequalities and Child Poverty in Dundee - Dundee Partnership, June 2019

<https://www.dundeecity.gov.uk/sites/default/files/publications/fairnessrep2019.pdf>

Child Poverty: Scale, trends and distribution in Scotland - NHS Scotland, updated June 2019

<http://www.healthscotland.scot/media/2607/child-poverty-scales-and-trends.pdf>

Report of the Special Rapporteur on extreme poverty and human rights on his visit to the United Kingdom of Great Britain and Northern Ireland – United Nations, April 2019

<https://undocs.org/A/HRC/41/39/Add.1>

This guidance was last updated April 2020

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. These include our Cost of 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.

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	No young person in Harris will start school without Breakfast	Highlighted Many young people do not have breakfast before school.	Breakfast provision is available at the start of the day for young people who need it.	Ensure that breakfast bars and fruit are available for young people to access discreetly Funding/provisions will be sought from local partners and school based charities	On-going	Progress will be measured by the number of young people who access this facility	June 2021	
Uniform	All Prefects need to wear blazers. Lack of participation in PE due to no kit.	This can be a barrier for some young people applying for leadership positions. There is a stigma for young people who do not have school branded kit. Some young people are unable	Blazers can be loaned to Prefects who need them.	Interact club will continue to run a Pre-loved uniform shop (donations only). Non-uniform days will allow families to donate pre-loved uniform. A number of blazers will be purchased	On-going	Increase in number of young people who apply to become Prefects	April 2021	

	Some young people do not have appropriate kit for outdoor PE	to wash kit regularly. Some young people are not appropriately dressed for cold weather outdoor PE	HA kit is available for young people who need it. Kit can be laundered in school. Outdoor kit is provided for targeted young people	by the school for a Prefect loan service. PE dept will continue to monitor young people who don't have kit. Kit is available for those who need it. HA will work with Cosy Bairns to acquire kit for those who need it		Increased participation in PE		
Trips (P7 residential and others)	No trips are planned for this session							
Travelling to school	Many young people have to make use of public transport to travel to and from school	This is the last session that any young people (who don't meet the normal criteria) will have the provision of a free bus pass. It can take over an hour to walk to school from the perimeter of the school catchment area	Enable families to access any supports to offset transport costs Ensure that every young person can travel home safely	Create COSD section on school website with: <ul style="list-style-type: none"> • links to funding sources • bus timetables • breakdown of school costs Continue to work with partner agencies to ensure that transport is provided for those who need it most	By Feb 2021 On-going	More families can access funds to offset COSD Families are aware of transport links to school Transport is provided for those who cannot afford it	June 2021	
Learning in school	Some Senior phase courses	COSD report highlighted this as	Ensure that no young person is	All departments continue to consider	On-going	Increase in young people from	March 2021	

(resources and curriculum costs)	have an associated cost that can prevent some young people from studying them	an issue	prevented from studying a specific course due to financial barriers	the impact of COSD as part of their on-going planning Make use of PEF to offset curricular costs		SIMD 1-3 and/or in receipt of FME on specific courses Reduction in curricular cost implications for families		
Friendships and attitudes to poverty	There is potential for the stigma around poverty to be an issue within friendships and lead to further MHWB issues	This was not highlighted as an issue at Harris Academy in COSD report, however actions will still be put in place to prevent future issues	Remove any potential issues regarding to attitudes to poverty	School values continue to promote equity and respect Inclusion of COSD lessons in PSHE curriculum Use of COSD resources in assemblies Promotion of COSD on Twitter and School Website	On-going	Continue to report very low level of stigma associated with poverty and friendship	June 2021	
Break time	Some young people may not have a snack or drink at interval	Not highlighted specifically as an issue in COSD report but it was highlighted that for those on FSM the daily allowance does not allow for a lunch meal deal and a snack	All young people to be able to have access to food when they are hungry	Continue to work with LA to move from FSM being a monetary amount Seek funding for provision of snacks/fruit at interval Source funding for re-useable water bottles for all new pupils	On-going On-going By June 21	Snacks and water are available for young people, free of charge	June 2021	

School lunches	We need to ensure that all families who need to, have access to FSM and no young person goes without lunch	COSD report indicates that families can find it hard to qualify for FSM Slight stigma attached to eating in school as many young people prefer to go to local shops and those on FSM often go without as a result	Support families to make successful claims for FSM Ensure that all young people on FSM are able to get fed	Sign-posting via COSD section on school website Advertise supports available during Parents' Evenings Raise the profile of 'Snappy Snacks' and encourage young people to pre-order and collect lunch Identify alternative collection point for 'cold' Snappy Snacks that is open for the entirety of lunchtime	Feb 2021 On-going As restrictions allow	Increase of young people in receipt of FSE Young people who chose not to remain in the school building at lunchtime are still able to collect their lunch to eat at a time of their choosing	August 2021 October 2021	
Fun Events	Some events such as non-uniform days can cause additional financial burden on families Some events can put additional emotional strain on young people if they cannot afford to participate	Not highlighted as an issue in COSD report but attendance levels dip on non-uniform days	Ensure that all young people feel comfortable and able to participate in non-uniform events	Continue to make any donation voluntary	On-going	Increase in attendance on non-uniform days	June 2021	

School clubs	Some clubs may have additional costs attached After school clubs are difficult for some young people to attend as they need to get the school bus for direct transport home	Young people who live further from school often do not attend after school clubs or study groups	Ensure that our extra and co-curricular offers are well used by all young people regardless of where they live	Study and homework clubs will continue to be offered within the wider community Liaise with Active schools to establish clubs within local primary school for Harris Academy pupils to access	As restrictions allow Planning to commence December 2020	Increase in attendance at supported study/homework clubs and an associated increase in attainment Increase in attendance at extra-curricular clubs and	June 2021	
Learning at home	Some young people do not have sufficient IT access to ensure they have the best home learning experience	Surveys carried out during and after lockdown highlighted this as an issue	Have a home learning offer that is equitable and accessible to all young people		On-going	All young people have access to sufficient IT to allow them to receive the same Harris@Home experience	August 2021	
Support for families	Families may not be aware of the costs associated with particular events/activities etc Families may not be aware of the funding supports available for them to access	There could be greater transparency for families in relation to the COSD at Harris Academy. Some families are unaware of the funding streams that may be available to them	Support families to be able to plan and budget for the COSD Support families to access funding to meeting their budgeting needs	Create COSD section on school website with: <ul style="list-style-type: none"> • links to funding sources • bus timetables • breakdown of school costs 	By Feb 2021	Greater clarity and transparency in relation to COSD at Harris Academy Families are able to apply for funding to support them to address COSD barriers	August 2021	
Additional areas to consider (please see relevant sections in Cost of the School Day Guidance)								

Communication with families	<p>Families may not have sufficient IT access for effective home-school communication</p> <p>Families may not always be reachable by phone</p>	<p>Feedback demonstrates greater issues in home-school communication amongst families in SIMD1-3 and/or in receipt of FSM</p>	<p>Improve the quality and quantity of home-school communication</p>					
Involving Parent Councils	<p>Representation on the Parent Council may not fully reflect the diversity of the school</p>	<p>A limited number of parents attend Parent Council meetings, whilst attendance has increased via virtual meetings, the Parent Council is not very diverse.</p>	<p>Ensure that the needs and concerns of all of the school community are fully voiced and supported through the Parent Council</p>					

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. These include our Cost of 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.

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 are going to do	START DATE	OUTCOME INDICATORS Information that will show we are making progress	EVALUATION DATE When we will take stock and plan next steps	STAFF LEAD
Breakfast	Some children may be starting the school day hungry having not had breakfast.	<p>Far fewer numbers of families are accessing the breakfast club than previously.</p> <p>Often children who arrive late to school have not had breakfast.</p> <p>Staff have previously raised concerns regarding individual pupils not being ready to learn in the morning due to hunger.</p>	<p>To ensure that no child starts the school day hungry.</p> <p>Decrease in number of concerns from staff regarding children not being ready to learn in the morning due to hunger.</p>	<p>Use INEOS forgotten 40 funds to provide free fruit to be available at front office, DHT and HT offices.</p> <p>Promote Breakfast Club to families who are currently entitled to FSMs.</p> <p>Milk and fruit to be purchased weekly from INEOS 40 fund for break-time but can be accessed for breakfast if required.</p> <p>As part of Protocol if a child arrives late, Office staff to enquire if they have</p>	Sep 2020	<p>Increases awareness of Breakfast Club to families entitled to FSM.</p> <p>Decrease in number of children staff identify as not ready for learning due to hunger.</p>	April 2021	HT DHT SFDW

				<p>had breakfast and issue fruit if required.</p> <p>Children who are often seeking breakfast at school are referred by SLT to SFDW to establish any support families may require.</p>				
Uniform	<p>Branded school uniform can be expensive.</p> <p>Some families struggle to update school uniform when it needs replaced.</p>	<p>Unforms can need replaced regularly due to natural wear and tear and children outgrowing uniform.</p> <p>Families have requested if it is possible for School uniform to feature as part of 'Pop-Up' Shop.</p>	<p>Families to be fully aware of clothing grants available for School Uniform purchases.</p> <p>Decreasing number of children in non-school uniform due to lack of clothing.</p> <p>Decrease in number of staff concerns regarding school uniform in disrepair.</p>	<p>Increased and diversified promotion of school clothing grant. App / Twitter / Newsletters</p> <p>Advertise a school uniform that incorporates items that can be purchased from low cost retailers without the need for school branded items.</p> <p>Contact parents directly who require regular support from SFDW or if any staff raises clothing concerns.</p> <p>Request outgrown</p>	Sep 2020	<p>Increased number of parents accessing school clothing grants</p> <p>Decrease in number of concerns raised by staff regarding children's school uniform appearing in disrepair.</p> <p>Increase in children wearing a form of school uniform that does not require branding rather than non-uniform.</p> <p>High volume of families in need accessing uniform from Pop-Up shop.</p>	April 2021	<p>DHT</p> <p>SFDW</p> <p>SEYP</p>

				<p>uniforms to be handed in for Pop-Up shop. Pop Up shop to be exclusively non-school uniform on one occasion.</p> <p>SFDW to contact targeted families to support Pop-up shop school uniform items.</p> <p>Use PEF to supplement if school recycling scheme does not generate enough clothing.</p> <p>DHT to liaise with Bilingual Service to target families who may need support.</p>		<i>This will be targeted as appropriate also.</i>		
<p>Trips (P7 residential and others)</p> <p><i>Due to COVID guidelines the school will not be partaking in a residential experience in Session</i></p>	To ensure that no child misses out on any school trip due to financial poverty.	<p>Staff have often chosen not to go on school trips due to high costs therefore children miss out on an experience.</p> <p>High cost trips often must be supplemented from school funds</p>	All children to be able to experience a wide variety of high-quality educational trips throughout their time at school which are low cost or no cost to families.	<p>Create a yearly calendar mapping out trips for each cohort in advance to allow sufficient financial planning for both the school and families.</p> <p>Identify a collection of low cost /free educational trips</p>	Sep 2020	<p>Proportionate number of class trips for all cohorts.</p> <p>Increased number of cohort trips that are of no cost to families.</p> <p>High cost trips are subsidized appropriately.</p>	April 2020	DHT

<p>20/21.</p> <p><i>Trips will take place as per COVID guidance.</i></p>	<p>for families that have not paid.</p> <p>Children can on occasions turn up for trips without the required packed lunch and are not entitled to free school meals.</p>	<p>All children who attend a school trip have an appropriate packed lunch</p>	<p>that can be added for each cohort to access.</p> <p>Offset trips which are of high cost through fundraising / Grants / PEF to provide equity for all.</p> <p>Proforma for staff organising a school trip to ensure discussions have taken place regarding costings and lunches with a member of SLT.</p> <p>Staff member organising school trip to ensure all children are aware of school lunch requirements and have liaised with TC Kitchen staff where appropriate.</p> <p>Non-perishable foods to be purchased from PEF to supplement those without packed lunches on a week where a trip is planned.</p>	<p>All children are fully able to engage and participate in all relevant trips in a non-judgemental way</p> <p>No child will miss out on a school trip due to financial poverty.</p>			
--	---	---	---	--	--	--	--

Break time	We want all children to have the choice of being able to have a healthy snack at break times.	Several children come to school with no morning snack or a snack that is very sugary and unhealthy.	We want all children to have access to a healthy snack at morning playtime.	Apply to INEOS 40 fund for 3 years financial support. This money will be used to run a free tuck shop offering fruit and milk every day. If children come to school with an unhealthy snack offer fruit as a substitute.	Nov 2020	Decrease in number of children hungry after playtime. Increase in the number of children eating healthy snacks and a decrease in unhealthy snacks being eaten at break time.	April 2021	HT PEYSA
School lunches	Not all children have an appropriate lunch each day.	We are aware of children not attending school due to lack of finances to provide dinner money or a packed lunch. Some children have arrived with a packed lunch with very little food.	We want all children to have access to a substantial, appropriate lunch every day.	Ensure all families are aware of FSM entitlement. Ensure Bilingual families are fully aware and understand how to access FSM entitlement. May 2021 – Communicate with P3 parents regarding the changes to school meals and how they can access FSM if they are entitled. School to liaise with	Aug 2020	No child is absent due to not having the money to pay for dinners or being able to bring an appropriate lunch. Decrease in number of concerns related to children not having an appropriate lunch. Increase of uptake of FSM for those who are entitled once their child enters P4.	April 2021	DHT SFDW PEYSA

				<p>school kitchen if any child requires a lunch. SLT to follow up any concerns with parents.</p> <p>School kitchen will have items to provide lunch at late notice.</p> <p>Staff working on dinner duty to observe and notify SLT regarding any concerns regarding children's lunch.</p> <p>DHT to liaise with school kitchen about extra dinners school has requested on behalf of a family and if required PEF used to pay for any shortfall.</p> <p>Where a family identify they are struggling financial, SFDW will contact and support as appropriate.</p>				
Learning at home	Not all children took part in	Several children were unable to	We want to ensure all	DHT to identify families in most	Sep 2020	All children will have access to	April 2021	DHT

	<p>online learning during Lockdown. Several families also requested that they preferred home learning packs as this was easier for them to support their child.</p>	<p>take part in online learning during lockdown due to either not having IT devices or internet access. This then required home learning packs to be delivered however it took a great deal of time to establish from some families what support they required.</p>	<p>children have the resources at home to access online learning.</p> <p>We want to establish quickly either during a lockdown or self-isolation period what type of learning most suits a family.</p> <p>We want to ensure that if a child requires a home learning pack it is delivered timely with relevant learning experiences and all appropriate resources that may be required.</p> <p>We want to ensure that all children are aware of how to access all relevant IT programmes that may be used as either blended learning or when isolating.</p>	<p>need of IT devices and bid for these directly from DCC.</p> <p>Digital leader to set up IT Devices to deliver a tutorial to those children who are receiving one. Bilingual Support as required.</p> <p>Digital Leader to create a digital learning survey to establish what access children have to IT Devices. Shortfall to be addressed via DCC Government scheme or using school devices.</p> <p>All classes to ensure children's access to all relevant IT programmes has been activated in term 2. Digital Learning leader to support.</p> <p>When a family inform of self-isolating for a</p>	<p>online learning if required.</p> <p>All children will have the appropriate resources, including digital, that are required to take part in learning at home.</p> <p>All children will receive learning at home that is suited to their learning needs.</p> <p>All children will receive learning at home in the most appropriate form in a timely manner.</p>	<p>Digital Leader</p> <p>SFDW</p>
--	---	---	---	---	--	-----------------------------------

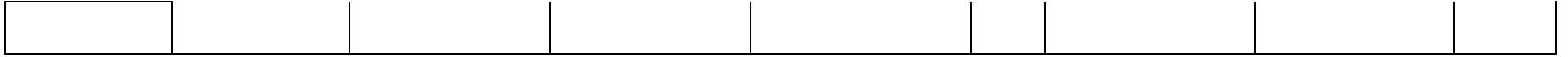
				<p>period SLT arrange a call to be made to establish what learning support the family may require. SLT to arrange the delivery of this.</p> <p>If a lockdown takes place in future, targeted families as per Digital Learning evidence or lack of engagement are contacted quickly to establish support required.</p> <p>WTA to acknowledge time given to staff to create home learning packs as and when needed.</p>				
Support for families	As an attainment challenge school, we are highly aware we are working within a highly deprived area of the city. This means that throughout a session,	<p>Families are regularly in touch with our SFDW requiring support with a variety of concerns.</p> <p>Often our SFDW needs to contact targeted families who may feel reluctant to come</p>	We want to use all our resources to the best of our ability to help support the lives of our families with whatever difficulties they may face.	<p>Winter coats</p> <p>It is planned to run a session (s) in the playground where parent's / carers can obtain a winter coat. There will be children's, ladies and men's winter coats available free of charge from the Pop-Up Shop</p>	Sep 2020	<p>Families are confident to approach SFDW and school when they require support.</p> <p>That there is no judgement attached when families are receiving support.</p>	April 2021	<p>SFDW</p> <p>SEYP</p> <p>DHT</p>

	<p>families require support for a huge variety of issues poverty can bring.</p>	<p>forward asking for support.</p>		<p>stock. It is proposed to run this session in November.</p> <p>Social Security Funding We have advertised and promoted funds available to families through the national campaigns via our school twitter, school app and with posters around the school outdoor premises where parents/carers are allowed for drop off and pick up.</p> <p>Halloween We have worked alongside Dundee United Community Trust to distribute Halloween Goody Bags to targeted children who we have previously supported because of identified barriers such as Young Carers, LAC pupils and those residing in households where there are financial difficulties.</p>	<p>Long term we can see an impact that support is having on families transfer to how well a child achieves in all aspects of school life.</p>		
--	---	------------------------------------	--	---	---	--	--

			<p>Food poverty We have stockpiled a small food larder within school with non-perishable food items and continue to offer food bags to those families in need of these. A flyer advertised this provision to our families, and this was distributed to all primary and nursery children, again this was promoted on our school twitter and school app. SFDW delivers these food bags to families.</p> <p>Ward based SFDW's are preparing Christmas food hampers to be distributed to families leading up to the Christmas holidays. These will be targeted at those families most in need.</p> <p>Dundee Bairns Christmas Hampers</p>			
--	--	--	--	--	--	--

			<p>and vouchers. This is a proposed initiative for the city and we have provided indicative numbers from our school nursery of families we would offer these to.</p> <p>Fare Share Dens Road PS and Nursery will be working in partnership to run a weekly Fare Share Food scheme. Dens Road PS will receive surplus food items from Asda and Tesco's weekly which will then be bagged for distribution. This is to be a universal initiative open to all our families on a first come first served basis and dependent upon the level of donations we receive. and SEYP will run an outdoor session every Wednesday morning 9am where families can collect a food bag once</p>			
--	--	--	--	--	--	--

				they have done drop off. Food items will include bakery produce, fresh fruit and vegetables and will also support lessening food waste within the city.				
Additional areas to consider (please see relevant sections in Cost of the School Day Guidance)								
Communication with families	Not all parents are aware of how we communicate and when we are communicating .	A lot of our Bilingual Families struggle to understand some of the big messages we are trying to communicate.	All families to receive communication in a way that they can understand. All families to be aware of all the different forms of communication we use.	Ensure a variety of methods of communication is used across the school and Nursery. – Twitter / School App / Newsletters / Flyers / Email. Survey parents and pupils as to how they would prefer to receive information. Liaise with Bilingual Service to establish the best method of communication with families with EAL. Regular Promotion of communication methods.	Nov 2020	That all our families are aware of events and information as and when it is communicated. No families inform us they were not aware of specific information which we has previously been communicated.	April 2021	DHT



Cost of the School Day Action Plan 2020-2021- St Joseph's RC Primary School

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. These include our Cost of 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.

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	Aug 2020	Children on task and achieving expected outcomes. Less children complaining of being hungry.	April 2021	

				eat their breakfast together.			
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. SFDW will remain in constant contact with families to ensure they have what they need to attend school adequately dressed. SFDW to assist in the application for clothing grants when necessary. Badged clothing is not essential. PE Kits are also not required to be badged, although this is an option.	Aug 2020	More children turning up in school uniform. Uniform being taken from our Swap Shop.	April 2021

				<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	No issues surrounding this at present.	All learners will arrive at school safely and have a	Dundee City Council provides free transport for	Aug 2020	Attendance figures.	April 2021	

	due to insufficient access to travel.	Continue to reinforce the need for families to contact the school if they need support.	means to do so.	pupils living more than 2 miles from their catchment school. Take individual circumstances into consideration when dealing with late coming and consider whether the cost of transport is a contributing factor.				
Learning in school (resources and curriculum costs)	Learners unable to access curriculum due to lack of resources from home.	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. All learners already given the resources they need from school.	Children and young people should have access to all of the resources they need to learn. School staff should be mindful of individual circumstances if children do not have classroom resources.	Provide all classroom resources and should continue this good practice to ensure equity for all learners.	Aug 2020	No learners unable to access curriculum at home, through discussions with SFDW and check-ins.	April 2021	
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.	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,	Aug 2020	No learners feeling alienated and left out.	April 2021	

			<p>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>				
--	--	--	--	--	--	--	--

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 possible 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> <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.</p>	Aug 2020	Monitor participation in various activities organised.	April 2021	
------------	--	--	--	---	-----------------	--	-------------------	--

				Fundraising ideas from Parent Councils can be found in the Cost of the School Day Toolkit .				
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. Ensure all learners have access to a variety of activities.	April 2021	
Learning at home	Some Young people do not	We are aware of targeted families	No learner is excluded from	All class and subject teachers to	Aug 2020	All learners access home	April 2021	

	<p>have access to all the learning resources they need at home.</p>	<p>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>	<p>participating in learning at home.</p>	<p>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. 		<p>learning.</p>		
Support for families	When families are struggling it	Families communicate with	No families are left to struggle. All	Families should be made aware of:	Aug 2020	Through check-ins – SFDW will	April 2021	

	<p>is important that they feel able to ask for support. All families should be made aware of support available throughout the city.</p>	<p>SFDW. SFDW contact our most vulnerable families regularly to check-in.</p>	<p>families are aware of how to access support.</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. • 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 	<p>remain in contact with most vulnerable families to ensure they have everything they need.</p>		
--	---	---	---	--	--	--	--

				<p>In' leaflets openly available – from Faith in Community Dundee based in Kirkton Community Centre.</p> <ul style="list-style-type: none"> • 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>				
Additional areas to consider (please see relevant sections in Cost of the School Day Guidance)								
Communication with families *Some of this	Some families may be unable to communicate	Some families have informed the school that they have no access to	All learners have a means of communication with school.	Communication through IT: Social Media & Online Classrooms/Seesa	Aug 2020	Communication between home and school is consistent and	April 2021	

<p>information is already included throughout this Action Plan*</p>	<p>with the school through IT. Some families may not be aware of what they are entitled to.</p>	<p>ICT. Some families have disclosed that they are unaware of entitlements.</p>		<p>w. For those who do not have access to a computer, the school have awarded the borrowing of laptops for those most in need. Continue to use diaries for Home: School communication for those who require it. Remain mindful of families' circumstances. SFDW to advise support available when appropriate. 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. Cost of the School Day information and financial support widely available,</p>	<p>meets the needs of different families. School can get in touch with families through appropriate and various means.</p>		
---	--	--	--	--	--	--	--

			<p>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 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</p>			
--	--	--	---	--	--	--

				<p>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</p>	Aug 2020	On Parent Council agendas to ensure constant revisiting / dialogue.	April 2021	

				<p>Councils are encouraged to:</p> <ul style="list-style-type: none">• Consider making Cost of the School Day a standing item on Parent Council meeting agendas• 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>				
--	--	--	--	---	--	--	--	--