APPENDIX 1

SOUTH LANARKSHIRE COUNCIL COST OF THE SCHOOL DAY GUIDANCE FOR SCHOOLS AND EARLY YEARS ESTABLISHMENTS



Cost of the School Day Guidance for Schools in South Lanarkshire

As Executive Director of Education, I am delighted to endorse this piece of work, which I believe is both crucial and ground-breaking.

When I started as a teacher back in 1992, I was given a job in Easterhouse, an area of high socio-economic deprivation. Coming from a middle-class background and having trained in Edinburgh, this was an eye-opener for me. I witnessed for the first time the direct effects that poverty can have on children, their families and their life chances. With subsequent teaching posts in Castlemilk and finally as a Head Teacher in Glasgow's East End, I made a commitment that one day I would be able to have a wider influence around policy that helped our children to help overcome disadvantage. Our work on "Cost of the School Day" has been a focus for several years and is now culminating in this guidance document for schools. The document has been informed by those individual schools who, again and again, go "above and beyond" to ensure that school never becomes a barrier to achievement or experience in terms of cost. It has been exceptionally well led by our dedicated "Cost of the School Day" officer who has provided high-quality training and advice to dozens of schools across South Lanarkshire Council.

The ask, I think, is simple. It requires schools, teachers, and the centre to make decisions that involve a financial ask through the lens of genuine empathy. It asks us to put ourselves in the shoes of families who may be struggling to make ends meet and to ensure that no decision we make can directly or inadvertently increase disadvantage. I thank all schools, and the Cost of the School Day working party, who have led the way and am delighted this document showcases some of our best practise.

I commend this piece of work to you.

Carole McKenzie

Executive Director of Education Resources

February 2023



Introduction

Article 28 of the UNCRC states that children and young people have the right to education no matter who they are: regardless of race, gender or disability; if they're in detention, or if they're a refugee. It states that Primary education should be free and compulsory.

While 'education' may be free, school is so much more than acquiring knowledge. The Curriculum for Excellence makes clear that to develop the whole child and enable them to become Confident Individuals, Successful Learners, Effective Contributors and Responsible Citizens schools need to offer a wide range of experiences and opportunities.

We acknowledge that the reality is there can be many aspects of the school day which *do* cost families, even in Primary. In South Lanarkshire Council our vision is that *all* children and young people will receive the same opportunities in their educational journey regardless of their social-economic background.

Sharing the Vision

Every school and Early Years setting has a clear focus on Cost of the School Day and should have a designated Lead for this work. Pupil Equity Funding within schools is used to support Cost of the School Day (CoSD) initiatives as appropriate. In addition, as part of schools' Pupil Equity Funding a portion of the funding is subject to a Participatory Budgeting process. This allows pupils, families, and staff to vote on how funds should be spent within their school. Schools should consider Cost of the School Day initiatives to support families during the Participatory Budgeting process each year.

Within their own individual structures, schools/EY settings will decide where responsibility for Cost of the School Day best fits with other initiatives. The Lead will take responsibility for aspects such as:

- Coordinating the school CoSD timetable
- Supporting staff with CoSD ideas and approaches
- Contributing to the completion of an annual audit of costs
- Ensuring information is shared with all families while also targeting families as required
- Auditing of the cost of the school uniform in relation to the Clothing Grant allowance

By June 2024 South Lanarkshire Schools and standalone Early Years Establishments will have a Cost of the School Day Policy which will be:

- Regularly reviewed
- Recognised within the Equity section of School Improvement Plans
- Written in consultation with all stakeholders.



 Shared annually with staff during the first in-service day and available to families through the usual communication methods

Understanding and Compassion

All staff working in South Lanarkshire schools and Early Years Establishments should have an awareness of the issues surrounding poverty and the need to reduce or remove costs related to all aspects of the school day. Training on this subject is available through the Curriculum Quality Improvement Service (CQIS) and from August 2024, Cost of the School Day will be a standing item on the Annual Checklist for Head Teachers, ensuring that all staff receive a briefing at the start of each school year.

We expect all staff to show empathy and compassion to any child or young person who is struggling with attendance, attainment, participation and/or engagement in education caused by or exacerbated by poverty. Poverty can be a barrier to learning for many children and young people, and therefore should be seen and dealt with in a similar way to any specific learning difficulty where there are clear interventions put in place to mitigate the impact of that difficulty.

Since one of the Priority Groups in reducing Child Poverty are families with a child under one and another relates to young mothers (mothers under the age of 25), it is particularly important for our nursery classes and Early Years Settings to be Poverty Aware and reduce costs to families as much as they can.

Support for All

Many families will hide the fact they are living in poverty. Advice on financial support should be available for *all* families and clearly communicated. Families should not have to search for information. It should be noted that schools are not responsible for helping families with every aspect of their life but can facilitate in signposting them to the most appropriate help available.

Large families (3+ children) will receive financial assistance for any whole school event (e.g. panto) without having to ask and schools will offer subsidies for twins/triplets.

As a core principle, consideration will also be given to avoiding the stigma of parents having to ask for help and/or having to provide evidence of their financial circumstances. **See Appendix 1** for ideas/best practice.

Involving Parent Councils and Parents Management Groups/Committees

It is vital to keep Parent Councils and Parent Management Groups in the Early Years setting, involved in Cost of the School Day to help share information with other parents and to help them understand the need for fundraising through different



methods. It is also important to hear from parents about any ongoing or developing community issues which may have an impact on the CoSD.

'Cost of the School Day' should be kept as a regular item on the Agenda of these meetings.

<u>A Parent Toolkit from the Child Poverty Action Group</u> is a useful resource for Parent Councils and a presentation is available to schools on the South Lanarkshire Council Equity Hub.

School Uniform

School uniform is the biggest expense for families outside of school trips. While we recognise that there is no legal requirement to wear a uniform, it can and often does add to the creation of a positive school ethos and sense of belonging. It brings with it a sense of pride and ownership amongst the vast majority of children and young people. A positive ethos is made up of so much more than clothing, however, and schools must recognise that an overly strict and prescriptive uniform can place undue financial pressure and stress on families. It is therefore vital that schools adopt a flexible and inclusive policy regarding uniform and are understanding and compassionate in support of any child or young person who may, for whatever reason, come to school without wearing a uniform.

Any school policy on uniform must be written in consultation with parents, carers, the Parent Council and children and young people. Policies should always be underpinned by the values of inclusion, equity and sustainability. They should also be cognisant of the <u>United Nations Convention on the Rights of the Child</u> (UNCRC) and in particular Article 2 (Non-discrimination), Article 12 (Right to express views), Article 13 (Freedom of expression) and Article 28 (Right to education).

Schools should avoid having compulsory badged or branded items of uniform as these are more expensive. It is important that if a school does include a badged option, these items are available in more than one outlet unless there has been a tendering process and a written contract is in place. Any tendering process must be repeated at least every 5 years. Any savings from a particular supplier must be passed back to the family and schools will not enter into any 'cashback' agreement with a uniform supplier.

Similarly, schools should resist pressure which may come from outside the school to introduce new, more expensive items of uniform such as kilts just because they look more attractive than the plainer alternative. This could very quickly ensure a 'two teir' uniform where families who can afford it can have a 'better' uniform while those who can't immediately look different and their poverty will be visible for all.



South Lanarkshire PROPOSALS:

Getting Dressed

WE PROPOSE: All South Lanarkshire schools will promote the use of affordable, inclusive and flexible uniforms for children and young people

Best Practice:

- o In order to promote a sense of belonging and pride in their school, all children and young people will be encouraged to wear an affordable school uniform.
- Schools will ensure the cost of their uniform does not exceed the funding from the Clothing Grant (£130 in Primary, £150 in Secondary as per 2023).
- Schools will have 'pre-loved/recycled' uniforms available for all and these will be promoted regularly throughout the year.
- Schools will promote non-badged or 'branded' items in the same way they do badged uniforms i.e. on the school website and induction leaflets. They will avoid words such as 'acceptable'.
- Where badged items are an optional choice, schools and EY settings will consider offering a sew-on or iron-on on badge which would be more affordable and could be re-used.
- Rural schools will be particularly aware that families may be unable to shop locally so uniforms should be available online at a reasonable cost.
- Children or young people who join a school mid-year will be automatically offered a pre-loved uniform if available in their size. This is particularly important for Care Experienced children and young people to avoid any discrimination and to help them feel they belong in their new school.
- Schools will limit the number of shoes a child/young person requires.
- o Schools will not insist on a bespoke PE kit unless this is supplied.
- Schools and EY settings will offer support to complete the Clothing Grant application if required for cross-boundary pupils.
- Children and young people will be supported should they attend school in clothing other than the expected school uniform.
- Young children in EY settings will be able to wear their own clothes.
- Blazers and other 'branded' items of uniform will only be promoted as an optional item and will not be compulsory. This message will be clearly communicated with parents and carers.
- Schools will not use braiding or different styles or colours of clothes to differentiate between stages or responsibilities in school.
- Where schools want to differentiate between pupils for whatever reason, they will use low-cost options such as badges or lanyards.

Travelling

 WE PROPOSE: South Lanarkshire Schools will encourage and support young people to apply for their Under 22 free bus pass.

Best Practice:

 Schools will consider and mitigate the potential financial impact on all families when offering extra-curricular activities including Supported Study.



- Where possible, Easter Study Schools will be delivered online to allow all to attend or offer a hybrid model if it is thought young people need a quieter place to study than at home e.g in a department in school.
- EY settings will support parents to apply for their Under 22 free bus pass should this be suitable for them.

Learning

WE PROPOSE: No child or young person will need to pay for any aspect of their core curriculum/education

Best Practice:

- o Secondary schools will have no curricular charges for timetabled classes.
- Stationery will be readily available in all primary classes and Early Years play rooms for children to access without requiring to ask.
- In Secondary schools, stationery stations will be available for young people to take equipment as and when they require it
- If extra resources are required for learning at home schools will either provide or allow the work to be completed in school.
- Information and Communication Technology (ICT) resources will be utilised where possible to support learning at home. Schools should check that all children and young people have access to resources as required.
- See Appendix 2 for Departmental Guidance on where financial supports are available.

Friendships

WE PROPOSE: All South Lanarkshire schools will take part in the annual Challenge Poverty Week to raise awareness among our children and young people

Best Practice:

- Poverty Awareness will be taught as part of PSE in secondary schools.
- Poverty related bullying will be treated as seriously as any other form of bullying and logged appropriately.
- All Early Years Establishments and Primary schools will discourage additional stigma through the limiting of 'non-uniform' days or days with a particular focus where families may feel a pressure to buy new clothing (e.g. Wear pyjama day & World Book Day)
- All secondary schools will discourage additional stigma through the limiting of 'non-uniform' days.
- Parent Councils and Parent Management Groups in the Early Years setting will be reminded of the Cost of the School Day through inclusion as a standing item on Agendas.
- o School Excursions advice (below) should be followed.



School Excursions

WE PROPOSE: Cost will never prevent any South Lanarkshire pupil attending an Educational Excursion held during the school day.

Best Practice for Day Excursions:

- No excursion during the school day which is considered to be important for the education of a particular class or year group should have any charge.
- All pupils will be offered a school packed lunch to take on school excursions these can be pre-ordered and packed for pupils leaving for a trip (P1 – P5 free and P6/P7 and secondary FSM eligible pupils)
- Schools will consider potential 'hidden' costs to trips such as specialist clothing, casual clothing, passports, and spending money
- During Educational Excursions school uniform will be worn and visits to gift shops will be avoided unless there is a very good reason.
- Schools will walk where local trips are within 1 mile of the school, being mindful of safe routes.
- See Appendix 3 for suggestions of grants.
- See Appendix 4 for suggestions of cost-effective trips for all pupils.

Best Practice for Residential Excursions

- Schools should not organise a school trip unless there is a way to provide it for free for any pupil who would not be able to pay and subsidies should be available for all families who need one.
- In partnership with parents, schools will develop communication methods which families find acceptable so they feel there is no stigma and which will allow them to request financial help e.g. Google Form.
- Organisers will 'shop around' the list of SLC approved providers (including transport companies) instead of automatically going back to the same place/provider.
- For residential trips, there must be enough notice for families to 'pay up' no more than £20 a month. If a trip costs more than this the school will fund the difference.
- Schools will consider potential 'hidden' costs to trips such as specialist clothing, casual clothing, sleeping bags, passports, toiletries and spending money
- Schools will always consider alternatives to an overseas/out of Scotland trip e.g. skiing in Scotland instead of elsewhere in Europe, theatre in Edinburgh rather than London.
- Schools will explore external funding whenever possible before they ask families for money.
- See Appendix 3 for suggestions of grants

Eating

WE PROPOSE: All children and young people within South Lanarkshire schools will be encouraged to maintain healthy eating habits in line with the Schools Act (Health Promotion and Nutrition) (Scotland) Act 2020.



Best Practice:

- No child will start lessons hungry.
- Any vulnerable pupil who arrives late for breakfast can access fruit from the kitchen.
- All young people will be able to access the dining room before the school day in Secondary Schools.
- School meals for all children and young people will be promoted and those eligible will be encouraged to take up their free-school-meal entitlement. See Appendix 5 for flow chart to encourage FSM uptake.
- All children and young people will be actively encouraged to eat their school lunch and be able to access surplus fruit from the dining hall if required.
- Following lunchtime service, any surplus fruit will be collected, washed by catering staff and redistributed via the school office.
- o In primary schools, all children will be offered any surplus menu items during the lunchtime period (including vegetables and salad) to be eaten in the dining room.
- In secondary schools young people will be able to access the "Still Fresh" (surplus cold food) initiative.
- Schools will offer support to complete the Free Meal Entitlement application if required for cross-boundary pupils.
- Schools will be encouraged to develop a school food policy, where one does not already exist. This will allow the school to further develop and embed healthy choices and informed decisions by learners around food and health and promote healthy snacks being brought in from home.

Fun Events

WE PROPOSE: All South Lanarkshire schools/Early Year Establishments will complete a Cost of the School Day calendar at the start of each year to ensure fun events are spread evenly through the year and include cost-free events

Best Practice:

- o There will always be free activities at a Christmas or Summer Fayre.
- Schools taking part in Christmas Jumper days or Halloween Discos will have swap shops/recycling racks of clothing prior to the event to allow families free access to enable full participation from the young person.
- Charity and/or fun events will be planned in advance, and communicated timeously with families, and children will be able to take part without spending or donating money.
- Learning and teaching around supporting charities will be taught without asking the children/young people for money.
- CoSD calendars will be shared between EY settings, primary and secondary schools to ensure families are able to budget for events and trips.
- o No 'fun event' in school should cost a family more than £5.
- Office staff will be supported to provide communications for Parent Pay to avoid any stigmatising or pressurising inferences.
- Money will not be collected from individuals, instead 'chuck it in the bucket' type collections / anonymous donations will be encouraged.



Best practice for Prom

- Primary Schools will not have a Prom or similar event but rather focus on a social event e.g ceilidh or games night.
- Secondary Schools will 'cost' their Prom to ensure they are aware of the overall total cost for families.
- Schools will encourage the use of 'pre-loved' dresses, suits and accessories as a more sustainable and cost-effective way of dressing.
- Schools will encourage staff and students to use their talents to help young people prepare for Prom e.g staff helping with make-up, nails and hair.
- Prom should be organised with enough time for young people to pay up for tickets.
- Rather than a professional photographer, schools should ask for a volunteer from parents or staff to take photographs which can be sent digitally.
- Schools will encourage pupils to minimise transport costs, for example travelling together by coach.
- Schools will consider having the prom take place in the school instead of a more expensive venue.

School Clubs

WE PROPOSE: every child or young person will be able to take part in at least one free extracurricular club each school year.

Best Practice:

- o If children/young people are transported to school there will be some lunchtime clubs to ensure these pupils can still take part in extra-curricular activities.
- o If school staff take the clubs/activities these will be provided to pupils for free.
- Schools should only consider charging pupils if they need to pay for a coach that cannot fund through other means.
- Children and young people will not be charged more than £1 for an extracurricular activity.
- If a special kit is required (e.g. school football strip), then this will be provided as required for loan or free of charge.
- For lunchtime clubs all pupils participating should have access to a school lunch/packed lunch from the dining room,

Learning At Home

WE PROPOSE: no learning at home activity will have financial implications for families

Best Practice:

- Schools will provide children and young people with any and all resources they need to complete homework.
- o If pupil work needs to be printed then staff will ensure this can be done in school.
- There will be an area in the school where pupils can complete their homework for an hour before or after school. This could support families with costs associated



- with electricity or Wi-Fi etc. if this is a barrier for them. This may not be possible in all schools as it will require suitable adult supervision but may be possible on designated days.
- Any pupil not submitting homework will have a supportive conversation to find out what support can be provided to help them complete homework.

Attitudes to Poverty

WE PROPOSE: All South Lanarkshire Schools and Early Years Establishments will have a Cost of the School Day Policy which will be:

- Regularly reviewed
- Recognised within the Equity section of establishment Improvement Plans
- Written in consultation with all stakeholders
- Shared annually with staff during the first in-service day and available to families through usual communication methods
- See Appendix 6 for a CoSD Audit Tool to help on writing the Policy.
- See Appendix 7 for an Exemplar of a CoSD Policy.
- See Appendix 8 for an Exemplar of a Parent Friendly CoSD Policy.
- See Appendix 9 for some examples of good practice for more please see the Equity Hub

By removing as many cost barriers to engagement and participation as we can, we hope to succeed in our mission to not only close the poverty-related attainment gap but provide the best possible experience for all children and young people in South Lanarkshire.



Appendix 1 - Communication with Parents/Families

RELATIONSHIPS – without good relationships you are not going to be able to engage with your families. Make sure SLT are visible before and after school to potentially allow for informal contact with families – if you appear accessible to families then they will be more likely to engage.

Make sure any letter/communication that goes out asking for money also includes information about how a family can receive support if they require it and what they can do if they simply can't afford what is being asked.

Keep a universal approach – if you only target families who are entitled to free school meals or live in particular postcodes, other families who are struggling may not feel that they can reach out. Children and young people will take help offered if it is offered to everyone. For example, snack tables/boxes available for all.

Use non-stigmatising language e.g. 'We are all struggling right now but we don't need to struggle alone. There are a range of supports available to our school community so please take any help needed.'

Make sure any support is visible and constantly communicated. Use your social media presence, posters, texts and phone calls. The more this is seen as normal, the more people will take the help when it is offered.

Constant vigilance – if you have a box for snacks or stationery equipment, ask staff to keep an eye on who does use it, they may notice a child or young person who is suddenly accepting help who hasn't needed it before. If their name is then passed on to the Equity lead in the school, a supportive phone call could be made to that family to check if they need other support.

Parent Pay – ensure a member of SLT or Equity Team have seen any message on Parent Pay regarding a trip or activity prior to distribution.

Find ways for parents to ask for help without having to come in to school as some will find this too difficult. Some schools have found success by using Google Forms. With any form, please be aware that parents don't need to be asked lots of questions – their name/contact details and support required should be enough.

Ask your families what they think would be the best way to communicate.



Appendix 2 - Departmental Guidance

The removal of core curriculum charges includes class based activities within the eight core curriculum areas in the broad general education in primary and secondary school. This includes activities associated with preparation for SQA qualifications in the senior phase.

This includes (but is not limited to):

Home Economics

All ingredients and materials required.

Example of costs in 2022/23

S1 - £36 pp

S2 - £36 pp

S3 - £45 pp

National Hospitality - £40.50

National Cake Craft - £56.25

Technical Education

All materials required for design, manufacture and technology subjects.

Example of Costs in 2022/23:

S1 - £2.13

S2 - £2.55

S3 Practical Woodwork – 17.22

S3 Design and Manufacture - £9.28

National Practical Woodwork - £65.28

National Design and Manufacture - £20.40

Short courses - £12.82

Art and Design

All art materials, for example for sketchbooks, specialist art materials and the costs of returning folio work from SQA.

S1 - £1

S2 - £2

S3 - £1.67

AH Art - £5

Folio Return - £3.91

Masterclass - £1

Curricular equipment

The purchase of musical instruments where this is required for a class-based learning experience in primary schools.

Scientific calculators for secondary school pupils.

Example cost in 2022/23 - £7.99 per person

Provision of specialist equipment to support classroom learning during themed weeks (e.g. STEM week).

Curricular Trips

Theatre trips associated with SQA drama performances.

H and AH Drama - £30 per pupil or £695 for membership of Digital Theatre Plus Geography trips associated with SQA qualifications.



The following are outwith the scope of this policy:
After school clubs, including associated transport.
School trips that do not fall into the definition above.
School uniforms and PE kit, covered under a separate manifesto.
Access to devices, which is covered under a separate manifesto.
Optional instrumental music tuition, which is covered under a separate manifesto.



Appendix 3 - Suggestions of grants/funding

Visit www.southlanarkshire.gov.uk/find-funding — this site works with SCVO Funding Scotland and allows you to filter your search parameters. Note that this mostly for community grants so your bids must have a community element. Use the filter to search for grants available to non-charities unless you have charitable status.

The Loaningdale School Company – provides grants for schools in Clydesdale. Go to www.loaningdale.org.uk - R Stewart checking with Loaningdales

Windfarm Community Fund – one of its aims is to relieve or prevent poverty, advance education and other social purposes beneficial to a community. Search for 'SSE Clyde Wind Farm Fund'

Awards For All from the National Lottery

SportsScotland have grants for equipment schools can use – normally your Active School Coordinator will be happy to apply for you.

Supermarket community funds – most big supermarkets have grants for their local area. Aldi, Tesco, Morrisons, Sainsburys all do. Contact your local store direct. Many have 'community champions' who will work with local schools directly.

Warburtons – donate bread and other supplies

Greggs – breakfast club (Primary Schools)

Borders Biscuits - Lanark only

SSE Energy – over £10,000

Ford Britain Trust

JHP Transport

Aberlour Fund – support for families for Christmas

Rotary Club

Development Trusts

Community Councils

Please note that when accepting food donations consideration must be given to Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020. This is not necessary if the food is being donated for a Food Bank.

Nutritional Guidance for 0-5 (Setting The Table)

14 nutritional standards for Primary Schools

14 nutritional standards for Secondary Schools



Appendix 4 - Cost Effective School Trips

Register with GreatBritishSchoolTrip.com and search for venues in Scotland. This site is sponsored by Hyundai and offers a bursary for many Scottish venues. Check to see if your visit is there and then apply for their bursary.

Historic Environment Scotland offer Free Learning Visits. There is a form to apply for a visit on their website. You can also apply for a School Visits Travel Subsidy – priority is given to schools in an area of deprivation. They offer 75% back on the cost of your bus.

Museums are generally free if you are leading the group yourself and don't require Museum guides. Please make sure you book though to allow the museum notice of a large group. A 'supported' self led booking will have a small charge (e.g £25 per class) but may provide useful resources.

Summerlee Museum of Scottish Industrial Life is free (although you need to prebook when in a large group). They often have special events on so keep an eye on their website.

David Livingston Centre – subsidised travel

Glasgow Science Centre – subsidised travel

Dog's Trust – School visit and talk (free)

Police and Fire – School visit and talk (free)

Local Community Groups, e.g. church, Healthy Valleys,

Local Secondary Schools

Rock up and Ride Project – Scottish Cycling (free bikes)

Helpful hints:

Wherever you go – please tell families ahead of time that you won't be visiting the shop. This will save the family additional cost, save the leader a lot of anxiety on the day and ensure the young people remember the trip for the right reasons – not for the cool pencil they bought there.

Make sure children/young people know to wear their school uniform. This means they are easier to identify and families don't feel they need to buy new clothes. Teachers should set the example by dressing as they would for a school day.



Appendix 5 - maximising FME uptake

1

 Ask your Cook In Charge for a list of all your young people who are entitled to free lunches but are not making use of their entitlement.

7

 Arrange individual interviews with all young people on the list who are not regularly taking their full entitlement.

3

• Discuss with young people what they can use their entitlement for e.g snacks, drinks, food to take home etc. (i.e not just for lunch).

4

 Follow interview up with a letter/ e-mail or phone call home

5

 Monitor uptake over the next few weeks/months and then...

6

• Repeat process in 6 months time.



Appendix 6 CoSD Audit

Use the questions below to RAG where your school is in these aspects of CoSD. This should inform your School Policy and your Improvement Planning.

| AWARENESS AND EMPATHY | | | | | |
|---|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you know how much money families were | | | | | |
| asked for last year? | | | | | |
| Do you ensure annual training/updates are | | | | | |
| given to all staff? | | | | | |
| Do you have a designated CoSD Lead in the | | | | | |
| school? | | | | | |
| Do you have a CoSD group which includes | | | | | |
| parents and pupils? | | | | | |
| Do you complete annual Action Plans, | | | | | |
| monitor spending, complete annual | | | | | |
| calendars? | | | | | |
| Do you challenge staff if you hear comments | | | | | |
| which are insensitive? | | | | | |



| SUPPORT FOR FAMILIES | | | | | |
|--|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you have an effective way to signpost | | | | | |
| families to financial help? | | | | | |
| Do you ensure any support is universal | | | | | |
| (because not everyone who is struggling is a | | | | | |
| family you know about)? | | | | | |
| Do you use any other agencies/support | | | | | |
| groups for your families? | | | | | |
| Are you confident that all messaging is | | | | | |
| consistent with your ethos (see | | | | | |
| 'Communication') | | | | | |
| | | | | | |

| COMMUNICATION WITH FAMILIES | | | | | |
|---|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you ensure that any offer of support is | | | | | |
| delivered to all families or do you only target | | | | | |
| the families you think you know need help? | | | | | |
| Are you mindful of the fact that CoSD does | | | | | |
| not only affect families targeted for PEF | | | | | |
| support? | | | | | |
| Are you, as school leader, aware of the | | | | | |
| messaging which goes out in all | | | | | |
| channels? For example – messages on | | | | | |
| Parent Pay? | | | | | |



Fundraising

Many schools think that they are no longer allowed to fund raise. This is not the case. What is important, however, is to consider the *ways in which* you fundraise. It is important that you are not asking for money from the very families you are trying to help. In this section please consider what you want your school policy to be on fundraising:

| FUNDRAISING | | | | | |
|---|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you have a fundraising committee/group? | | | | | |
| Does your group make use of | | | | | |
| www.southlanarkshire.gov.uk/find-funding to | | | | | |
| actively and regularly look for grants? | | | | | |
| Do you share information on grants in your | | | | | |
| learning community? | | | | | |
| Do you take part in community events to | | | | | |
| fundraise such as bag packing, singing in the | | | | | |
| local shopping centre etc? | | | | | |
| Do you avoid fundraising with pupil work e.g | | | | | |
| Christmas Cards? This can put a real | | | | | |
| emotional toll on families. | | | | | |
| Do you feel you could reduce the amount of | | | | | |
| charity donations you ask for? | | | | | |
| | | | | | |



| UNIFORM | | | | | |
|--|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you encourage non-badged items or do | | | | | |
| you use words like 'acceptable'. | | | | | |
| Does your website reflect your statements on | | | | | |
| Uniform i.e do unbadged items have the same | | | | | |
| prominence? | | | | | |
| Do you audit your entire uniform against the | | | | | |
| clothing grant (£130 per year for primary | | | | | |
| pupils and £150 for secondary)? | | | | | |
| Do you have a uniform bank? | | | | | |
| Is your uniform bank well used? If not why | | | | | |
| not? | | | | | |



| RESIDENTIAL TRIPS | | | | | | |
|--|---|---|---|--------|--|--|
| Question | R | Α | G | Action | | |
| Do you currently 'shop around' before | | | | | | |
| choosing a particular provider? | | | | | | |
| Have you given thought to how you will pay | | | | | | |
| for a child/young person who cannot pay? | | | | | | |
| Do you check what 'kit' a child/young person | | | | | | |
| will need before you book? | | | | | | |
| Do you give discounts for large families? | | | | | | |
| Do you work in Learning Communities to | | | | | | |
| share equipment e.g sleeping bags, | | | | | | |
| waterproofs? | | | | | | |
| Do you consider different modes of transport | | | | | | |
| e.g public transport? | | | | | | |
| Do you contact the parents of pupils who say | | | | | | |
| they don't want to go to ensure that money | | | | | | |
| isn't a factor? | | | | | | |
| Have you considered going for less days as a | | | | | | |
| way to reduce costs while still having a | | | | | | |
| residential experience? | | | | | | |



School Lunches

We all work better when we aren't hungry and our body is fuelled. South Lanarkshire Council have an automated system for families to get free school meals meaning that it is only cross-boundary children and young people who would need to actually apply for this.

Families who are not entitled to free school meals may still struggle to feed their children so it is important that this is recognised and systems are in place to support the children and young people who may be going hungry. How does your school do this?

| SCHOOL LUNCHES | | | | | |
|--|---|---|---|--------|--|
| Question | R | Α | G | Action | |
| Do you monitor the packed lunch area to | | | | | |
| ensure the children actually have food? | | | | | |
| Do you work with your Cook in Charge share | | | | | |
| 'left overs' from the school canteen? | | | | | |
| Do you know what your uptake of Free School | | | | | |
| Meals is? | | | | | |
| Do you encourage children and young people | | | | | |
| to take up their entitlement for free lunch? | | | | | |



Fun Events

Fun is important! Fun should also be free wherever possible and not all fun events need to have additional expense. Consider the fun events you have in school – can you describe how you keep costs low (or non-existent)?

Non-Uniform days are particularly stressful for families on low incomes and it is important to consider carefully your policy around these days. The stress doesn't just come from paying £1 to wear their own clothes, it's the pressure to wear the *right* clothes.

| FUN EVENTS | | | | | | |
|--|---|---|---|--------|--|--|
| Question | R | Α | G | Action | | |
| Do you encourage recycling of Christmas | | | | | | |
| Jumpers and Hallowe'en costumes? | | | | | | |
| Do you have activities that don't cost money | | | | | | |
| at Christmas or Summer Fayres? | | | | | | |
| Can you avoid having 'pay at the door' to | | | | | | |
| allow families to experience the event without | | | | | | |
| having to pay to be there? | | | | | | |
| Prom Questions | | | | | | |
| Do you know how much your Prom costs | | | | | | |
| each pupil? | | | | | | |
| Have you encouraged your PTA or Parent | | | | | | |
| Council to reduce the cost of Prom? | | | | | | |
| Have you tried to use the talents within your | | | | | | |
| school community to reduce costs of hair, | | | | | | |
| make-up, photography etc for the Prom? | | | | | | |
| Do you have second-hand clothes available | | | | | | |
| for Prom (suits as well as dresses)? | | | | | | |
| So you have any other innovative ways to | | | | | | |
| reduce the costs associated with Prom? | | | | | | |



Appendix 7 – Exemplar of CoSD Policy

Any-School Primary Cost of the School/Nursery Day Policy

Rationale

The impact that poverty makes on a child/young person's education is well documented. Living in poverty is hard and can affect all aspects of a child or young person's wellbeing, achievement, and attainment. While our school cannot change the financial situation anyone finds themselves in, we can ensure that what happens in our school doesn't negatively affect the pockets of our families.

<u>Aims</u>

In Any-School Primary we aim to ensure that all of our pupils have the same opportunities and expectations in life. Money should pay no part in how any of our children/young people achieve and experience their education. We aim to pay close attention to the Cost of the School Day. We will be clear with our parents and carers about any possible financial cost which may come up in the course of the school year and ensure that anyone who cannot afford a particular cost e.g for a residential trip, will have our full support in ensuring their child can still take part, regardless of cost. No child/young person will miss out on any aspect of their school life because of a lack of money.

Awareness and Empathy

At Any-School Primary we ensure all our staff are Poverty Aware. All staff will take part in training on this subject either in person through the CQIS and/or online through the NHS Child Poverty Learning Hub. All staff will receive an annual update on Cost of the School Day each August from August 2024.

Any-School Primary keeps track of all money requested and ensure that no parent or child is made to feel embarrassment or shame if they cannot afford to contribute to any event. This will never exclude them from participating. We will aim to reduce the amount of the school day each year.

At the start of each year our school will issue a Cost of the School Year plan to our parents so that they can see immediately when there will be events which may have a cost. This will allow families to budget if they are able, or to contact the school if they require assistance.

Families will never need to prove their financial circumstances before help is given. Our staff always keep at the front of their minds that we are here to help the children in our care.



If any parent/carer requires help in paying for anything in school they can contact any member of the Management Team or Mr. Bank who is our Cost of the School Day Lead.

Support for Families

Any-School Primary website has details of agencies who may be able to help families struggling with finances e.g <u>Money Matters</u>. We also signpost using the resource <u>Money Is</u> Not The Only Problem.

Any parent who needs support to pay for any trip or extra curricular experience should contact Mr. Bank who will deal with them with complete confidentiality and compassion.

While our school is not responsible for all aspects of a families life, we will try to help out when we can. If anyone is struggling we would always encourage them to speak to us so that we can try and point them in the right direction for the most appropriate help. If you family is under stress this will be affecting how your child is managing at school so it is important that we can work together.

Communication with Families

We try very hard to be non-stigmatising in all our communications and do not presume that we know all the families who may be in need of help. We would encourage anyone to contact us in person, through email or telephone if they need help or advice on any matter.

We try and ensure that all messages are appropriate whether on our website, app, Parent Pay or email. If anyone finds any of our messaging offensive, they should contact us immediately. We would never deliberately upset any member of our school community.

Fundraising

Our Cost of the School Day/Participatory Budget Group, led by Mr. Banks works with our PTA to ensure that we do not have too many events that cost our families money. For school discos or fun events where there may be a cost, this will be collected in a 'chuck it in the bucket' manner so that any child who may not have enough money is not shamed by having to say they can't pay.

We will only have one non-uniform day in any school year as we recognise this can be difficult for some children or young people who may feel under pressure to wear 'trendy' clothes. Again, any money collected will not be done by targeting individuals.

We do not fundraise by selling your child's work as we recognise the pressure this can place on parents.



We will try and access grants from charities and commercial organisations rather asking parents for funds. If any parent works for an organisation who offers grants we are grateful when they let us know and we welcome any parent who is willing to help complete bids.

The Cost of the School Day

Uniform

Our school uniform consists of black trousers or skirts and a red sweatshirt/jumper with a white shirt or polo shirt. We do not have a separate gym kit but note that football strips/colours are not acceptable in any South Lanarkshire school.

We have good quality second-hand uniforms available and would encourage all families to make use of these to ensure we are recycling as much as possible. If any child has grown out of their uniform while it is still in good condition, we would be very grateful for the donation.

Travelling to school

Some of our children are brought to school by bus. Because of this we try to ensure that some extra-curricular clubs take place at lunchtime.

Breakfast Club

Our Breakfast Club takes place in the school dinner hall and is open from 8.30am until 9am and is free for all.

Learning at School

While we recognise that some children are given pencil cases as gifts and enjoy bringing them to class, our children are not encouraged to bring their own stationery to school as everything is provided and all the children are therefore the same.

Friendships and attitudes to poverty

We take part in Challenge Poverty Week each year. This gives us the opportunity to talk about poverty and the impact it can have on families. We are aware of the fact that poverty can form a basis of bullying and our staff are vigilant to this and treat all bullying in the same manner as outlined in our Anti Bullying Policy.

Break time

During break we have a Snack Shack available where any child who has forgotten to bring a snack with them can help themselves to a piece of fruit.



School trips

Any trip that takes place during the school day and is linked to the curriculum will not have any charge.

We may occasionally ask for a donation to help with the cost of transport for a whole school trip e.g to the Pantomime but this will be done through Parent Pay and no child will miss out because a donation has not been given.

For the senior Residential trip we will always give enough notice to ensure that parents/carers can 'pay up' small amounts of money each month. For families where this would be difficult, we will find another way for the child to go on the trip. No child will miss out on the Residential Experience because of money.

We are aware that there can be 'hidden costs' to trips and work hard to avoid these wherever possible.

Trips during the school day will normally involve children wearing their school uniform and there should not be a visit to any shop.

For residential trips we will have a second hand 'swap shop' in the months leading up to the trip to ensure that clothing is not a barrier to participation.

At Any-School Primary School we will always 'shop around' before booking any school trip to ensure we get good value for money.

School Lunches

We all work better when we aren't hungry and our body is fuelled. South Lanarkshire Council have an automated system for families to get free school meals meaning that it is only children and young people who live in another Authority who would need to actually apply for this.

We are aware, however, that there are still families struggling who may not qualify for free school meals and we encourage families to speak to us if they are struggling to provide a lunch. We will never see a child go hungry.

As with all South Lanarkshire primary schools, our Cook in Charge shares any food that has not been used. Any left over fruit will be used either at lunchtime or collected by the school to use for snacks.



Fun Events

At Any-School Primary we believe fun should be free wherever possible and not all fun events need to have additional expense. We want to make sure our children don't miss out on fun things so we still take part in special events. Each year we will take part in World Book Day but this will not involve dressing up since fancy clothes have nothing to do with reading. We will celebrate the joy of books by having fun reading activities instead.

Each year we will have a Halloween Disco but during the week before Halloween we will encourage our families to hand in old costumes that no longer fit and allow our children to swap for a different costume. We are also supported by our local supermarket who often donate Halloween stock.

For Christmas Jumper Day we do not take part in the charity fundraising but we do have fun in our seasonal jumpers. Again, we will have a 'swap shop' to allow parents to recycle jumpers that no longer fit.

School Clubs

None of our after-school or lunch time clubs cost.

Learning at Home

We will never give homework that requires our families to use additional resources. We use Google Classroom most days and for families who do not have a computer/laptop, one can be borrowed from the school. If any family has difficulty due to lack of Internet access, they can come to the school between 3pm and 4pm to use the school computers, as long as a parent is there to supervise. We also run a Homework Club at lunch time on a Thursday for any child who needs to use the school computers to complete homework.

Conclusion

We believe all of our children should have the same experiences at school and are determined to make this a reality. Money will never be the reason a child does not achieve or experience all the benefits of their time at Any-School Primary. Partnership between home and school and the relationships we build together are vital for everyone and we believe that when we have open and honest communication everyone succeeds.

Appendix 8

Guidance

LANARKSHIRE COUNCIL

COST OF THE SCHOOL DAY POLICY



Reducing Cost of the School Day and tackling Child Poverty is a top priority within South Lanarkshire Council. The importance of this is highlighted in the Education Resources plan and Local Child Poverty Action Plan. Across Scotland almost 1 in 4 children and young people are living in poverty, most of whom are in a family with at least one working parent. We understand that living in poverty is hard and can affect all aspects of a child or young person's wellbeing, achievement, and attainment. While our school cannot change the financial situation anyone finds themselves in, we can ensure that what happens in our school doesn't negatively affect the pockets of our families.

Our school

In Any-School we want all of our pupils to have the same opportunities and expectations in life. Money should pay no part in how any of our children/young people achieve and experience their education. We pay close attention to the Cost of the School Day. We will be clear with our parents and carers about any possible financial cost which may come up and ensure that anyone who cannot afford a particular cost e.g for a residential trip, will have our full support in ensuring their child can still take part, regardless of cost. No child/young person will miss out on any aspect of their school life because of a lack of money.

Awareness and Empathy

At Any-School we ensure all our staff are Poverty Aware. All staff take part in training on this subject either in person through the CQIS and/or online through the NHS Child Poverty Learning Hub. All staff will receive an annual update on Cost of the School Day each August from August 2024.

Any-School keeps track of all money requested and ensure that no parent or child is made to feel embarrassment or shame if they cannot afford to contribute to any event. This will never exclude them from participating. We will aim to reduce the amount of the school day each year.

At the start of each year our school will issue a Cost of the School Year plan to our parents so that they can see immediately when there will be events which may have a cost. This will allow families to budget if they are able, or to contact the school if they require assistance.

Families will never need to prove their financial circumstances before help is given. Our staff always keep at the front of their minds that we are here to help the children in our care.

If any parent/carer requires help in paying for anything in school they can contact any member of the Management Team or Mr. Bank who is our Cost of the School Day Lead.

Support for Families

Any-School website has details of agencies who may be able to help families struggling with finances e.g Money Matters. We also signpost using the resource Money Is Not The Only Problem.

Any parent who needs support to pay for any trip or extra curricular experience should contact Mr. Bank who will deal with them with complete confidentiality and compassion.

If anyone is struggling we would always encourage them to speak to us so that we can try and point them in the right direction for the most appropriate help. If your family is under stress this will be affecting how your child is managing at school so it is important that we can work together.

Fundraising

Our Cost of the School Day/Participatory Budget Group, led by Mr. Banks works with our PTA to ensure that we do not have too many events that cost our families money. For school discos or fun events where there may be a cost, this will be collected in a 'chuck it in the bucket' manner so that any child who may not have enough money is not shamed by having to say they can't pay. We will *never* collect money from individual pupils.

We will only have one non-uniform day in any school year as we recognise this can be difficult for some children or young people who may feel under pressure to wear 'trendy' clothes. Again, any money collected will not be done by targeting individuals.

We do not fundraise by selling your child's work as we recognise the pressure this can place on parents.

We will try to access grants from charities and commercial organisations rather asking parents for funds. If any parent works for an organisation who offers grants we are grateful when they let us know and we welcome any parent who is willing to help complete bids.





Uniform

Our school uniform consists of black trousers or skirts and a red sweatshirt/jumper with a white shirt or polo shirt. We do not have a separate gym kit but note that football strips/colours are not acceptable in any South Lanarkshire school.

We have good quality second-hand uniforms available and would encourage all families to make use of these to ensure we are recycling as much as possible. If any child has grown out of their uniform while it is still in good condition, we would be very grateful for the donation.



Travelling

The majority of our children travel to school by car because of this we try to have some extra curricular clubs at lunchtime,

We actively encourage walking, cycling or 'parking and striding' to school in order to minimise congestion. This also promotes healthy living.

Children and families are encouraged to apply for the Under 22 free bus travel -

https://www.southlanarkshire.gov.uk/nec/



Learning

Children at our school do not need to pay for any core learning activity. Stationery is provided and young people do not need to bring their own equipment. Children have access to all required resources and equipment when at school..



Friendships

As a nurturing school, all of our children are included and our 'Vision, Values and Aims' promotes a very positive message where we all must work together to ensure everyone feels happy, healthy and nurtured within our school.

We ensure that any pupil experiencing poverty-related bullying has a way of reporting this in confidence. Pupils will be encouraged to share any concerns during our daily nurture and Health and Wellbeing activities. We teach young people about poverty related issues as part of our HWB programme. We take part in Challenge Poverty Week each year to help share the message.



School Trips

that takes place during the school day and is linked to the curriculum will not have any charge.

We may occasionally ask for a donation to help with the cost of transport for a whole school trip e.g to the Pantomime but this will be done through Parent Pay and *no* child will miss out because a donation has not been given.

For the senior Residential trip we will always give enough notice to ensure that parents/carers can 'pay up' small amounts of money each month. For families where this would be difficult, we will find another way for the child to go on the trip. No child will miss out on the Residential Experience because of money.

We are aware that there can be 'hidden costs' to trips and work hard to avoid these wherever possible.

Trips during the school day will normally involve children wearing their school uniform and there should not be a visit to any shop.

For residential trips we will have a second hand 'swap shop' in the months leading up to the trip to ensure that clothing is not a barrier to participation.

At Any-School we will always 'shop around' before booking any school trip to ensure we get good value for money.



Eating

We all work better when we aren't hungry, and our body is fuelled. South Lanarkshire Council have an automated system for families to get free school meals meaning that it is only children and young people who live in another Authority who would need to actually apply for this.

We are aware, however, that there are still families struggling who may not qualify for free school meals and we encourage families to speak to us if they are struggling to provide a lunch. We will never see a child go hungry.

As with all South Lanarkshire primary schools, our Cook in Charge shares any food that has not been used. Any left over fruit will be used either at lunchtime or collected by the school to use for snacks.



Learning at Home

We will never give homework that requires our families to spend money. We use Google Classroom most days and for families who do not have a computer/laptop, one can be borrowed from the school. If any family has difficulty due to lack of Internet access, they can come to the school between 3pm and 4pm to use the school computers, as long as a parent is there to supervise. We also run a Homework Club at lunch time on a Thursday for any child who needs to use the school computers to complete homework.



Fun Events

At Any-School we believe fun should be free wherever possible and not all fun events need to have additional expense. We want to make sure our children don't miss out on fun things so we still take part in special events. Each year we will take part in World Book Day but this will not involve dressing up since fancy clothes have nothing to do with reading. We will celebrate the joy of books by having fun reading activities instead.

Each year we will have a Halloween Disco but during the week before Halloween we will encourage our families to hand in old costumes that no longer fit and allow our children to swap for a different costume. We are also supported by our local supermarket who often donate Halloween stock.

For Christmas Jumper Day we do not take part in the charity fundraising but we do have fun in our seasonal jumpers. Again, we will have a 'swap shop' to allow parents to recycle jumpers that no longer fit.



UNIFORM

A 'Rake and Take' hut is at the front door alongside a rail of second hand clothes which include casual clothes as well as school uniform. School doesn't demand

badged uniforms.

LEARNING

Every classroom has a Stationery
Station where a child can get pencils,
rubbers etc. as well as water bottles,
jotters and snacks.
Neilsland also has a Lending Library
for Digital Resources as well as various
ways for children to access free
reading books.

RESIDENTIAL TRIP

For Residential Trips, Neilsland go once every 2 years with P6 and P7 and are very careful to ensure that no child misses out because they can't afford it. The school finance the bus through PEF and some families are subsidised while others are paid for completely.

NEILSLAND PRIMARY COST OF THE SCHOOL DAY

EATING

Left over food in the dinner hall is given out after everyone has eaten. Children with packed lunches are encouraged to try the food – this helps children try new food and helps children with FME see what they are missing

COOKING ON A BUDGET

In partnership with their YFCL worker, the school ran a Family Learning Initiative which was about Cooking on a Budget. This was a parent and child workshop and was very well attended. They intend to run another one later in the year.

DRESS DOWN

The school has a very limited number of 'dress down' days but also provides bundles of casual clothes to pupils who previously were absent during these days so they don't feel different.



CHARITY

Charity Events are limited and often don't actually raise money (but do raise awareness). When there is a cost, it is done through 'chuck it in a bucket' rather than demanding and collecting a set amount.

FUN FOR ALL

While School Fayres are important for the school to raise funds, they always ensure there are various activities that children and families can take part in which cost no money at all. There is never an entrance fee and even seeing Santa is a free event where the parents can take their own photographs.

LEARNING AT HOME

The school has an I.T/Digital
Lending Library that parents are
are aware of and make use of as
required. Homework is put on a
Google Classroom but children
can complete online or on paper.
Children can borrow anything
they want to do at home – books,
chromebooks, jigsaws...

NEILSLAND PRIMARY COST OF THE SCHOOL DAY

EXTRA HELP

Neilsland open up their shower for anyone who needs it. Toiletries and towels are provided. This has helped many families who are struggling to pay for hot water.

GOING THE EXTRA MILE

After receiving a donation from an anonymous donor before Christmas, the school posted Asda Vouchers to particular homes and marked it 'from Santa'. They also applied for Hardship Grants from Cash 4 Kids and were able to support several families with supermarket gift cards based on £40 per child.

KNOWING FAMILIES

Parents are kept in touch with what is on offer through casual chats at the school gate and phonecalls home. The SLT are very aware that some of the families in most need of help are those who are in work but miss the threshold for FME and may be in a private rent in a house outwith SIMD 1 or 2.



UNIFORM

Clothes rail as you come in to school. Branded as 'reuse, recycle'. HT and school refer to it as 'the shop' and since then it has become more popular.

COMMUNICATION

At Christmas the children were brought down to see the items which included party clothes and shoes. They were then encouraged to tell their parents about 'the shop' and tell them what they wanted. Parents came straight into the school and the shop was cleared out. Success!

PARENT COUNCIL

the Head Teascher has given the Parent Council a presentation on Cost of the School Day and has taken their views on issues surrounding CoSD.

LEARNING

Children are provided with pencils, rubbers and ruler at the start of the year for use in the classroom. Every child is also given a Homework Pack which consists of ruler, pencil, sharpener, coloured pencils and jotters.

RESIDENTIAL

The school uses PEF to ensure all P7 pupils can go on their residential without having to pay. The HT is aware that the provider asks for equipment the children may not have so will supply it where needed. The trips have been cut from 5 days to 3 to make it less expensive for the school but still a valuable experience for the children.

COSD at OUR LADY AND ST. ANNE'S

FOOD BANK

The school operates a successful Food Bank with the support of Morrisons who donate boxes of produce every fortnight. Staff collect the food from the supermarket after being told they could no longer deliver.

New parents are told about the Food Bank when they join the school and it is regularly advertised through usual channels.

5 A DAY

Fruit is used at the end of service every day – either by the children in the hall or by taking it into the playground for children to eat.

Snacks are available in class 'Take What You Need' boxes or from the office/HT

LEARNING AT HOME

Homework packs are provided for every child at the start of the year.

No teacher asks for big craft models for homework after being told that they would need to provide the materials if they wanted families to do this



FUNDRAISING

At Underbank there are two fundraising committees with different roles. While the PFA raise funds internally, the Parent Council raise funds externally through grants, local businesses etc.

MORE FUNDRAISING!

They also have a 'Keep Underbank Active Fund' (KUA) which parents can contribute to at any time via ParentPay.

ECO FRIENDLY

Underbank promote an Eco culture within school, to encourage families to reuse, reduce and recycle and so families do 'pass on' uniform, Forest School clothing, footwear and school items etc, to other families or by donating directly to the school.

GREAT IDEA!

To access the school uniform bank they have a confidential email address through which parents communicate their needs. This has proven extremely successful thanks to an amazing parent helper.

COSD AT UNDERBANK PRIMARY

COMMUNITY INVOLVEMENT

Within the community, voluntary contributions can be made at the Christmas, Spring and Summer Celebrations at the local church. One is for school funds, while the others are for nominated charities.

FUN FUN FUN

At Christmas and Halloween time, they have costumes/festive wear available for all to access. World Book Day activities keep the focus on books and reading, without requiring children to have a costume.

SENSIBLE MESSAGING

At Underbank they make it clear that it is not necessary for pupils to have a blazer as often pupils get little wear from this in our Scottish climate. Any type of jacket is welcomed whether it is school branded or not.

EATING TOGETHER

Pupils all sit together in the dining hall and packed lunch children do not have a separate space. Staff encourage both school lunch and packed lunch pupils to eat well to refuel.



Cost of the School' Day at Carluke <u>High</u>

Uniform

Freshly laundered preloved uniforms are available in the school foyer – including non-uniform items (winter coats etc). Carluke are moving to using <u>Uniformerly</u> through an App that parents can use.

Carluke uses Group Call and their school app to regularly remind families there are uniforms available.

Community support is strong with some parents handing in brand new shirts/ties etc. to help others.

School had vouchers donated and used these to buy a stock of new leggings and tights. Also used for buying emergency supplies for pupils who need them e.g shoes.

Every 1st year is gifted a top for P.E as part of their Welcome Pack.

Blazers are available as part of the uniform but not compulsory. Some families put braiding on for senior pupils but, again, this is not asked for by the school and not enforced. Carluke High School pride themselves on how they help their families and students. Here is just some of their work on Cost of the School Day.

Learning Resources

The school has a list of FME pupils as well as FLP (Families living in poverty). They ensure these pupils are catered for and have everything they need.

Staff are aware that if a pupil needs anything they will be given it without making them feel any sense of stigma/shame.

School has a stock of stationary items in DHT room and with Pupil Support – much donated from local supermarkets.

Young people will either ask their teacher or drop in to DHT room to get equipment they need.

Across the school the message is clear - there should be £0 cost to the school day.

Eating at Carluke

Cook in Charge gave the SMT a print out of all the young people entitled to FME. They then spoke to each person individually and spoke to them about the money they are entitled to and strongly encouraged them to use it – even if just for drinks/snacks. Strong message that this is THEIR money. Following this approach there was a huge uptake. This process will be repeated this term. All 1st years are given a water bottle as part of their Welcome Pack.

On school trips young people with FME have been given Gregg's vouchers when they are available to ensure they don't look different.

Carluke have just started a free Breakfast Club through donations from local supermarkets. This will be targeted and universal.

Friendships

Challenge Poverty Week is done every year and is part of annual calendar There are Equity Ambassadors as part of the Senior Leadership Programme.

Fairness and equity are taught explicitly through the PSE curriculum.



Cost of the School Day at Carluke High continued...

Participatory Budget

Participatory Budgeting was a great success – the young people were very open and honest about their lived experience and this changed the direction of a lot of thinking of staff. This is launched each year with an assembly.

Prom!

Prom – all pupils should be able to attend prom and money is not a barrier. The school has a stock of dresses and suits and these are available for the young people to borrow or keep. They also provide a full 'prom package' where the girls can get their hair, makeup and nails done. Last year this benefited 3 boys and 4 girls. The teachers will also wear the dresses at Prom to show how good they are and that there should be no stigma attached to borrowing them.

Winter Clothing

Winter Clothing is also done really well and the young people get to choose what jackets they want – staff are struck by the fact they don't look at trendy labels – they very much want warmth and comfort.

Learning at Home

During the Covid lockdowns, chromebooks were provided and others have been provided since.

Carluke are part of the Virtual Schools for non-attending young people and devices are provided.

Through Participatory Budgeting ICT was identified as something that should be available for all who need it who have FME or have an identified. Additional Support Need. A whole suite of chromebooks were purchased.

If a pupil needs access to printing this will be provided.

Fundraising/Fun Events

Carluke do not fundraise for their own funds. They do raise for St. Andrew's Hospice and the local food bank but this is limited. The school have cut down on the number of non-uniform days as they are aware of the pressure this puts on families who are living in poverty.

For trips staff have to go through the DHT who will check with whole school calendar before allowing any trips to be booked. Staff also have to identify the FME and FLP young people and how they will be supported to attend.

Clubs

All clubs are free.
For football, strips are provided and buses to events are free although this is becoming more difficult.

The young people who are bussed to school are provided transport for after school activities and for Supported Study on a Friday they are also given a lunch





UNIFORM



This work is merged with the Sustainability Group so they are focusing on saving the planet, not saving the pennies.

The school used the Unpaid Workforce to launder and sort uniforms and everything is held centrally and recorded on a spreadsheet to ensure they know exactly what is there if anyone asks.

LEARNING RESOURCES

S1 Welcome Pack includes a scientific calculator, pen, pencil, water bottle - all held in a drawstring bag which can then hold their PE kit. It also includes a CoSD leaflet which shares important information and ask for suggestions of anything more the school can do to support this agenda.

FUNDRAISING



Young people worked on a CoSD calendar using information from the previous year. They also changed practice e.g making sure people don't have to pay for fun events if they can't or if they have a sibling who has paid.

Trinity have reduced non-uniform days and don't have collection buckets in classes.

SUPPORTED STUDY THAT TRULY SUPPORTS

Stationery packs are given to targeted pupils in S4 Supported Study. These young people go to a cooking club straight after school to ensure they have something hot to eat – they get to take home any leftovers. Then they go to their English or Maths classes ready to learn.



READY TO LEARN?



Trinity no longer equate 'having the right equipment' with being 'ready to learn'. They award Merits for attitude to learning rather than having a pencil.

LISTENING TO THE PUPIL VOICE

Trinity High really listen to what their young people have to say and because of this the young people feel empowered to make real changes which makes life better for everyone in the school. 'Cost of the School' day is more than a label here - it's a way of life.