THE COST OF THE SCHOOL DAY

STEP THREE

WHAT DID YOU FIND OUT? IDENTIFY ACTIONS

Step Two was about involving everyone in thinking about cost barriers. Step Three is about working through what you've been told to decide:

- What were the main issues?

- What possible solutions came up?

- To tackle the cost barriers you've found, what can you do?

To support your work in Step Three, this section of the toolkit includes:

- **A template action plan in Word and exportable Google Sheet formats**.

THE COST OF THE SCHOOL DAY

TEMPLATE ACTION PLAN

You've found out about cost barriers in your school community and now it's time to take action.

An action plan can help you plan and implement responses to the Cost of the School Day issues identified by your school community. It has space to set out barriers identified, exactly what you know about them, what you want to change and the outcomes you want to achieve, the interventions you will test, data to collect along the way and the measures you will use to understand progress towards outcomes. It also specifies start dates, when you will stop to assess progress and who is taking the lead on each part of the plan.

This is an action plan template and can easily be adapted according to your needs, what you've found out and what you have decided to prioritise. It can sit separately to help you and your working group monitor progress but, ideally, all of these actions will be reflected in and included within the School Improvement Plan.

Download the template action plan in Word here

Download the template action plan in Google Sheets here – you can then export it to Excel to complete it.

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Here are some examples of how the action plan can be completed:

Issue identified	Baseline information	Desired outcomes	Interventions	Start date / Outputs	Evaluation date / Outcome indicators	Leads
Example 1: Action - Promoting clothing grant to boost uptake						
School clothing grant not going to all eligible families. Pressure on low family incomes when buying uniform.	40% of parents surveyed say not aware of grant Staff estimate gap between likely eligibility and current uptake 45% parents say uniform 'difficult to afford' Office staff report few requests for information or support with grants	Increased parental awareness and uptake Greater affordability Improved support for parents applying for grants	Promotion - monthly reminders to all families via text and newsletters, page on school website, signs around school and at office Application info to all families Regular reminders to all at school events	**August 2023** # forms distributed (monthly) # users on relevant website page (termly) # parents requesting info and support (monthly) # grant applications (annual)	**August 2024** Increased # grants taken up Increased % of parents reporting awareness of the grant (repeat survey needs to be planned) Reduced % of parents report uniform as 'difficult to afford' (repeat survey) Increased # requests for information and support across the year	DHT and Parent Council Cost of the School Day working group
Example 2: Action – Encouraging attendance at school clubs						
Children from low income families not attending after school clubs and missing out on wider achievement opportunities	Almost no pupils from SIMD 1 and 2 attending clubs Consultation with pupils and parents/carers has found key barriers are cost of clubs and equipment	Increased participation in after school clubs for identified pupils	Subsidise cost of existing clubs for identified pupils 3 new free clubs starting run by staff and parent volunteers No charge for equipment - supply available to all Pupils and their parents/carers told directly about clubs and supported to attend	**August 2023** # identified children attending existing clubs weekly # identified children attending new clubs Uptake of equipment supply	**February 2024** Increased participation in after school clubs for identified pupils Pupils report no cost barriers to participating in after school clubs	Principal Teacher Wider Achievement