

COST OF THE SCHOOL DAY

A 'HOW TO' GUIDE

STEP ONE DO THE GROUNDWORK

Through [awareness raising](#) and [training](#), make sure that your **staff team is aware of poverty, its impact, and links to wider policy.**

Form a **Cost of the School Day Working Group** to lead, implement and monitor the work. This can involve staff, families and pupils. This group can help to **raise awareness throughout the school community and get people involved.**

STEP TWO INVOLVE YOUR SCHOOL COMMUNITY

If you include pupils, families and all staff you are more likely to identify the right issues and bring people along with you on your Cost of the School Day journey. The [Cost of the School Day Toolkit](#) can help with this.

- [Audit costs](#) across the school year to understand what families are being asked for and when.
- [Ask pupils](#) about cost barriers across the school day and the solutions to overcoming them.
- [Ask parents and carers](#) about cost pressures. Parent Councils are perfect partners to support this.
- [Ask school staff](#) about costs, their impact and how they can be overcome.

STEP THREE WHAT DID YOU FIND OUT? IDENTIFY ACTIONS

What were the main issues? What possible solutions came up? What should you focus on now to ensure poverty sensitive policies and practices? To tackle the cost barriers you've found, what can you do?

- Develop an [action plan](#).
- Consider how you are going to measure effectiveness. What will a successful outcome look like?

STEP FOUR PUT COST OF THE SCHOOL DAY ACTIONS IN PLACE

- Reviewing uniform policy, increasing free meal uptake, financial calendars, resource provision, breakfast clubs, inclusive fundraising - **schools across Scotland are working hard to reduce financial pressures** and include all children and young people. [You can see some great examples here.](#)
- This is a good time to reinforce earlier awareness raising, **reminding your school community about the positive changes you are trying to achieve together and why.** Effective communication means that Cost of the School Day actions are more likely to be understood, well received and successful.

STEP FIVE REGULARLY REVISIT YOUR ACTION PLAN

Cost of the School Day is an ongoing process, not a one off event, and should be embedded in school improvement planning.

- Ensure that your working group meets at agreed points to review progress towards outcomes in.
- Things change, and new challenges arise for families. **Keep communicating** with your school community and **seeking their views, experiences and solutions.**

CONTACT US

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THE SCHOOL DAY

CHILD
POVERTY
ACTION
GROUP
IN SCOTLAND