

*“Promoting a culture of excellence that supports and challenges every child to achieve their potential.”*

**Mr Alan Vannan  
Headteacher  
Allanbank Gardens  
Lauder**

**TD2 6AD**

**Telephone: 01578 722346**

**Office email: [justine.archenhold@scotborders.gov.uk](mailto:justine.archenhold@scotborders.gov.uk)**

**Website: [www.lauder.scotborders.sch.uk](http://www.lauder.scotborders.sch.uk)**

**30/01/18**

### **The Cost of the School Day**

We are committed to ensuring that every child at Lauder Primary School has equal access to all opportunities available to them, regardless of financial position.

As a school we looked at reducing the cost of the school day and ensure that all our children have access to resources and activities which cost money. More than 1 in 5 children across Scotland are officially recognised as living in poverty. In addition, 7 out of 10 children living in relative poverty are in working households.

It is important that every family is aware of the support that our school can provide and therefore this leaflet provides details of some of the support available. I am delighted to say that the Parent Council have been very supportive and have provided some financial support to allow us to access an ‘Inclusion Fund,’ a small amount of money to support some of the proposals mentioned below.

In addition, our school receives Pupil Equity Funding (PEF) to help close the poverty-related attainment gap. Our PEF allocation is based on the number of pupils claiming free meals and clothing grants, £1200 per pupil – please make sure you claim the benefits available to you as this will ensure the school receives the correct amount of PEF and enable us to provide additional support to benefit individual pupils. A link to the form is: [https://www.scotborders.gov.uk/info/20040/clothing\\_meals\\_and\\_transport/480/free\\_school\\_meals\\_and\\_help\\_with\\_schoolwear](https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/480/free_school_meals_and_help_with_schoolwear)

Please contact the school if you feel there are other ways we can support families at Lauder Primary School – we are keen to hear your ideas.

## **School Clothing**

- We will provide a paper version of Scottish Borders Council Clothing Grant application forms at enrolment and for any new pupils.
- We will send an electronic link to Clothing Grant application forms in one of our first Newsletters along with the offer of sending paper forms home.  
Office staff will offer to help anyone who may need assistance completing the forms.
- We will positively promote the wearing of the school uniform to create a school identity. In addition this helps prevent ‘competition’ among pupils for the latest designer clothing/footwear.
- The only school branded item we will ask pupils to wear is the school sweatshirt/cardigan/jumper which can be purchased with our logo from Border Embroideries. Although other branded uniform items are also available from this supplier we have a flexible approach so parents can look at a range of suppliers.
- We have created a Pre Loved Shop which is located discreetly in the janitor’s office. Parents are welcome to pop in at any time to have a browse and can leave a donation if they so wish.
- We will add PE kit, including gym shoes, to our Pre Loved Shop range.
- Parents will be asked at the end of the year if they have any items that they would like to donate to the Pre Loved Shop. In addition any items in lost property for longer than 3 months will also be laundered and added to the stock.
- If a child regularly comes to school without uniform we can provide uniform items and PE kit.

## **Food & Snacks**

- We will provide an electronic and/or paper version of Scottish Borders Council Free School Meals. Office staff will offer to help anyone who may need assistance completing the form.
- We will keep a stock of cereal bars and biscuits in the school office for any child who complains of feeling hungry or may not have a snack.
- If a child’s parents have not booked a lunch on ParentPay and they do not have a packed lunch we will always provide a school lunch.
- If a child regularly does not have lunch booked and paid for we will contact the family to discuss and cover the costs of lunch for an agreed period.
- We will provide cups and/or bottles for water for those children who may not be able to bring one from home.
- We are aware that it can be difficult for parents to meet the cost of nursery snack. If this is the case, please speak in confidence to one of the nursery staff who can support you with this.

## **In The Classroom**

- We will provide stationery in the classroom with the essentials that pupils can use at any time.

## **Out of School Learning**

- All staff must bear in mind when setting out of school tasks/homework that not all children will have access to computer, tablet or the internet.
- All staff must bear in mind when setting out of school tasks that not all children will have access to resources such as arts and crafts, folders etc. Staff should ensure that all children are given or offered the resources they need to complete a task.
- Any after school clubs which are organised and run by us will be free for all pupils other than the occasional transport contribution.

## **Charity, Special Events and Fundraising**

- We will keep ‘dress down’ days to a minimum and consider carefully the theme to ensure no additional cost to parents. These days will always be donation only and no one will be excluded from taking part if they do not have a donation.
- Any ‘bake sales’ will be spread out across the year to avoid asking for money too often.
- Our library volunteers will provide a lending library two lunchtimes a week and in addition will arrange book swap days to promote easy access to new titles.
- Children will be discouraged from bringing in electronic devices for topic, show and tell etc. as they may lead to competition and stigmatisation.
- We will not have ‘electronic’ days as they may lead to competition and stigmatisation

### **School, Trips & Activities**

- Where a trip or activity (apart from P7 residential) does have a cost attached we will ask parents for a 'donation' towards the cost. Any shortfall will be met by the school or from the deprivation pot.
- We will always give parents as much notice as we can of activities and trips to allow time to save and pay.
- We will use ParentPay to pay for trips or events over £1.00 whenever possible to ensure privacy.
- We will ask the Parent Council for financial support in some instances e.g. swimming.
- For the P7 residential we give the parents 18 months to pay in instalments to help spread the cost. In addition we will look at any requests for financial help and use the Doughty Trust and local charities to support families.
- We will always negotiate with families who may be facing financial difficulties a payment plan which can go on beyond the date of the activity/event.
- We will not operate a first come, with payment, first serve policy for any trip or event.
- We will not read out names of children who have not paid. If necessary the office staff will communicate directly with parents.