

## Waltham Forest Holiday Activity and Food Programme

### School Grant Application – Easter 2023

#### 1. Introduction

Funded by the Department for Education (DfE), HAF offers enriching activities and nutritious meals to school aged children and young people, from reception to year 11 (inclusive), who are eligible for benefits-related free school meals (FSM). DfE guidance can be found [here](#).

School holidays are recognised as a pressure point for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap, with children from disadvantaged families:

- less likely to access organised out-of-school activities
- more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health
- more likely to experience social isolation

The purpose of HAF is for children and young people who attend provision to:

- receiving healthy and nutritious meals
- maintain a healthy level of physical activity
- being happy, having fun and meeting new friends
- developing a greater understanding of food, nutrition and other health-related issues
- taking part in fun and engaging activities that support their development
- feeling safe and secure
- getting access to the right support services
- returning to school feeling engaged and ready to learn

#### 2. School Based DfE Holiday Activity and Food Programme Grants 2023

##### Programme Outline

Waltham Forest will use DfE Holiday Activity and Food programme grants to focus on supporting schools, develop sustainable delivery models for enriching activity programmes and childcare provision for children aged 5-16 years old. They are open to all maintained and academy schools within Waltham Forest, including special schools and PRUs.

Schools can apply to offer places in existing holiday provision or set-up specific provision during the holidays, but provision must meet the HAF standards framework. The funded places must be free to eligible participants, though wider provision can seek paying families.

Schools are able to apply within a partnership with other schools to deliver sessions. In this case one school would need to act as the lead school.

#### 3. Minimum operating standards

All applications received place must meet the HAF aims and framework standards, with applications expected to demonstrate how they will meet the minimum operating standards presented in this section below.

### **3.1. Target audience and eligibility**

Eligibility for a HAF funded place is reserved for school aged children and young people, aged four-to-16-years-old, who receive benefits-related free school meals (FSM).

- The school will check a child's eligibility for benefits-related FSM when parents apply for a place with them. Children and young people not eligible for FSM can also be invited to attend provision, where the cost can be covered by their parents or other sources of funding.
- In addition to places being offered to children who are in receipt of benefit related FSM, 15% of the daily places can be offered to vulnerable children who do not receive benefit related FSM. These children can be identified and invited by the school to attend.
- Providers do not need to accommodate the complete age range of four-to-16-years-old. HAF activities must be age appropriate.
- Schools should aim to provide a minimum of 60 places per day.
- Places can be prioritised to children attending the host school, however if schools have small numbers who wish to attend, we would encourage to deliver in partnership with other schools to meet the needs of the local area.

### **3.2. Delivery dates, duration, and attendance**

#### **3.2.1. Dates and times of delivery**

Provision over Easter will cover weekdays between Monday 3<sup>rd</sup> April to Friday 14<sup>th</sup> April 2023 excluding bank holidays in England.

Sessions times are determined by school but must be run for a minimum of 4 hours a day for 4 days a week. Provision is expected to be at an appropriate time of day for participants.

#### **3.2.2. Duration of sessions**

Expectations on length of sessions over Easter 2023:

Four-to-16-year-olds should be offered a minimum of four hours and no more than six hours per day. Over the Easter this must be for a minimum of four days per week but can be for fewer weeks if your programme does not run for the whole Easter.

#### **3.2.3. Attendance**

Eligible four-to-16-year-olds' access to programmes should attend four sessions a week for one week and limited to one week where schools are offering multiple weeks. This is to ensure that as many eligible children can access the free places as possible.

Schools will be responsible to ensure that all children who have booked and do not attend are contacted to see if the space will be taken up for the rest of the week. The school will need to ensure

any spaces made available are offered to eligible children. It is recommended that systems are put in place to hold a reserve list to help optimise capacity and support available.

### **3.3. National HAF programme framework of standards**

#### **3.3.1. Food**

At least one meal a day (breakfast, lunch or tea/dinner), with all food provided (including snacks) meeting [school food standards](#). The expectation is that most of the food served by providers will be hot, however, the council acknowledge that there will be occasions when this is not possible and that a cold alternative should be used. All food provided as part of the programme must comply with regulations on food preparation and consider allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.

To ensure that all children received a high quality and stigma free experience, if a provider is open to both HAF-funded and non-HAF-funded places, it is vital that all of the children attending are provided with an identical food offer and that HAF funded children are treated equally.

If the school uses Waltham Forest School Catering Service to provide food within the school, they will need to be contacted to ensure a food offer can be made during the school holidays before an application is made.

#### **3.3.2. Enriching Activities**

Fun and enriching activities that provide children and young people with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities including sports; creative activities such as putting on a play, junk modelling, drumming workshops; experiences such as a nature walk, visiting a city farm etc: or free play, for example, fun and freedom to relax and enjoy themselves.

#### **3.3.3. Physical activities**

All provision should ensure there is a minimum of one hour of physical activity within a session. This is to meet the [physical activity guidelines](#), that recommend children and young people engage in moderate-to-vigorous intensity physical activity for an average of at least 60 minutes per day across the week. HAF provision should aim to minimise the amount of time spent being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity.

#### **3.3.4. Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours**

Provision is expected to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities and could include:

- Getting children involved in food preparation and cooking
- Growing fruit and vegetables
- Taste tests

- Discussing food and healthy eating during mealtimes
- Including food and nutrition in other activities

### **3.3.5. Signposting and referrals and supporting families**

Schools must provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. Other services and support could include:

- Citizens Advice
- School nurses, dentists, or other healthcare practitioners
- Family support services or children services
- Housing support officers
- Jobcentre Plus
- Organisations providing financial education
- Early years and childcare, including help to pay for childcare

There are many ways in which schools can meet this element of the programme, for example, through trained and knowledgeable staff engaging with families during drop-off and pick up times.

### **3.3.6. Policies and procedures**

Schools must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness.

## **4. Funding available**

The council's aim is to reach as many benefits-related FSM eligible children as possible over Easter 2023. The funding needs to be stretched to enable this. In accordance with DfE guidance applications are welcomed from organisations which can draw upon other sources of funding to support HAF activities.

Funding will be available to provide places with a maximum grant for of £25 per day per funded place or £50 per day per funded places within special schools and PRUs.

Within the application a breakdown of the budget is required, providing a simple explanation of how you came to costs. The funding you request should cover your costs. The funds can be used to pay for the costs of:

- Hiring and running venues;
- Wages;
- Providing food;
- Activity materials;

- Hiring people to deliver activities;
- Day trips;
- Management and co-ordination;
- Promotional materials and efforts;
- Reasonable and directly attributable equipment costs;
- Insurance;
- Other directly attributable expenditure.

The selection process will consider the cost per child's place per day of the proposed provision. The value for money of the provision will be assessed and considered in the selection process.

Funding cannot be spent on food vouchers.

## 5. Marketing & Promotion

- All marketing material must be joint branded with Waltham Forest Holiday Activity Programme Logo and School Logo (if used)
- If schools post on social media such events as: promoting their offer and booking process, good news stories, promote any associated campaign items and share programme outcomes #HAF2023 should be used as well as tagging London Borough of Waltham Forest.

## 6. Quality assurance

In addition to schools own quality assurance procedures, it is expected that they will engage in council lead development and feedback workshops. The council will also undertake monitoring reviews, where providers are expected to share key learnings to support the continued development of the HAF programme and support for low-income families both locally and nationally.

## 7. Monitoring and Evaluation

Schools will be required to meet agreed performance indicators which will include:

- Attendance data, including school child attends, child's home postcode
- Where possible, case studies and photographs of activities.

Monitoring and Evaluation of this agreement will be a critical element of commissioning of this service. **At least one spot check will occur to enable us to assess the effectiveness of this service.**

Monitoring and evaluation will help us to judge whether schools are achieving their aims and objectives and making a difference

Monitoring will be based on the following:

- **INPUTS – staff, specialist skills and expertise, venues, resources**
- **OUTPUTS – enrichment activities, services, food offered**
- **OUTCOMES – service users – evidence of progress, improved health outcomes.**

- **IMPACT – wider impact for families and community**

**London Borough of Waltham Forest may hold back payment in respect of any part of the service specification that providers have either failed to provide or provided inadequately.**

### **8. Application and programme process timing**

Thursday 2 <sup>nd</sup> February 2023	HAF Easter 2023 Applications go live
Friday 24 <sup>th</sup> February 2023	HAF Easter 2023 funding applications deadline
Monday 6 <sup>th</sup> March 2023	HAF Easter 2023 notification of application outcomes
Monday 3 <sup>rd</sup> April – Friday 14 <sup>th</sup> April 2023	HAF Easter 2023 delivery window- various provisions available throughout Easter

### **9. Completing your application**

If you would like to apply for HAF funding for activities and food over the Summer and Christmas holidays, please complete **application form by Friday 24<sup>th</sup> February 2023 and return to [wfholidayactivityprogramme@walthamforest.gov.uk](mailto:wfholidayactivityprogramme@walthamforest.gov.uk)**

**Any applications received after this date will not be accepted.**