**Waltham Forest Secondary Transition Programme**

Application form   - Summer 2025

Funded by the Waltham Forest Leaders Pledge, Waltham Forest Secondary Transition Programme offers schools funding to deliver a blend of academic education, enriching activities, and nutritious meals to school-aged children and young people who are experiencing a transition in education from year 6 to year 7 who would benefit from additional learning and support during the summer holidays.

This programme looks to target support for students who have highlighted as requiring additional support to improve their school attendance, attainment and well-being .

This is the application form for schools in the borough who wish to apply for funding to run a transition programme during summer 2025.

Please ensure all sections of the application is completed. Incomplete or applications after the deadline will not be considered.

**Key dates**

|  |  |
| --- | --- |
| Wednesday 7th May 2025 | WF Secondary Summer Schools 2025 Applications go live |
| Friday 6th June 2025 | WF Secondary Summer Schools 2025 funding applications deadline |
| Wednesday 11th June 2025 | WF Secondary Summer Schools 2025 notification of application outcomes |
| Friday 18th July 2025 | Deadline for all WF Secondary Summer School 2025 grant agreements and risk assessment to be returned |
| Monday 28th July 2025 – Friday 22nd August 2025 | WF Secondary Summer Schools 2025 delivery window |

**Section 1**

**About your school**

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| **Question** | **Your answer** | **Additional information** |
| **Schools Name** |  | This is who the grant will be paid to. |
| **Contact name** |  |  |
| **Position** |  |  |
| **Email address** |  |  |
| **Telephone number** |  |  |

**Section 2**

**Logistics of programme**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Information needed** | **Your answer** | | | | **Additional information** |
|  | **What is the name of your transition programme?** |  | | | |  |
|  | **Please provide the main delivery venue address with postcode.** | **Venue**  Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text. | | | | Please list all venues that you plan to deliver across |
|  | **DBS check declaration** | I can confirm all delivery staff will hold a current Disclosure and Barring Service (DBS) check and that I am not aware of any reason they should not work with children and young people. | | | |  |
|  | **How many participants can you accommodate each day?** | Number of places offered per day | Click or tap here to enter text. | | | Places for some participants may be funded by other sources including parents, other funding grants, a scholarship, etc. |
|  | **What will be the age range of children participants that will participate in your summer school?** | Minimum | Choose an item. | | | Click to select from the drop-down list. |
| Maximum | Choose an item. | | |
|  | **Please list the times and duration of each planned session on the relevant days.** | **Date** | **Start time** | **Finish time** | **Duration** (in hrs) | Times and duration should represent the delivery time that summer school participants will be attending, indicating the start and finish times for participants. |
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| **Total number of delivery hours** | | |  |
|  | **How will you promote your scheme and target the recruitment to those identified as invited to attend?** | Click or tap here to enter text. | | | | (No more than 50 words) |
|  | **Describe your Transition programme to participants in no more than 20 words.** | Click or tap here to enter text. | | | |  |

**Section 3 – Secondary Transition Progrmme framework of standards**

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| --- | --- | --- | --- | --- | --- |
|  | **Information needed** | **Your answer** | | | **Additional information** |
| **Learning** | | | | | |
|  | **Please demonstrate how you will provide effective approaches to educational and other activities during your summer school** |  | | |  |
|  | **Outline what learning programme you will undertake during your summer school** |  | | |  |
| **Enriching activities** | | | | | |
|  | **Will you be using any external activity or experience providers?** | Yes  No  If yes, please list the organisation(s) confirmed … | | | Ensure you are familiar with lines of accountability. The council may ask for evidence of activity risk assessments at any time. |
|  | **Will you be taking participants offsite?** | Yes  No  If yes, please provide details … Click or tap here to enter text. | | | The council may ask for evidence of travel and activity risk assessments at any time. |
|  | **Outline the enriching activities you plan to include in your summer school** |  | | | **(No more than 250 words)** |
|  | **Outline how your project will help participants achieve the recommended 60 minutes of daily physical activity.** |  | | | **(No more than 200 words)**  **This should include physical activity sessions that will help achieve the recommended physical activity guidelines. Please include information on how you will support children with SEND** |
| **Food** | | | | | |
|  | **What meals will you be providing as part of your summer school?** | Breakfast  Lunch  Tea/dinner  Snacks | **Will the meal(s) be hot, cold or a combination over the course of the project?** | Hot  Cold  Combination |  |
|  | **Will you be using an external food provider?** | Yes  No  If yes, please detail …   * Name of organisation Click or tap here to enter text. * Food provider’s food hygiene inspection rating (this must be between 3 to 5) Choose an item. | | | Please email [wfholidayactivityprogramme@walthamforest.gov.uk](mailto:wfholidayactivityprogramme@walthamforest.gov.uk) for support in being signposted to potential food providers.  Please note that if you require Waltham Forest Catering to provide meals you will need to check directly with them that they can do this. |
|  | **Please describe your food offer and how you will meet the following food standards** |  | | | What measures are in place to capture and adhere to any dietary requirements, including those associated to allergens?  • What measures do you have in place to keep the food either hot until serving or chilled?  • Provide an example of a meal you will serve with a list of the ingredients, to demonstrate how you will adhere to the School Food Standards.    **(No more than 250 words)** |

**Section 4: Monitoring and Evaluation**

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| **Monitoring and Evaluation** | | | |
|  | **Please outline what tools will be used to collect monitoring data throughout the programme?** |  | Please provide full details on how the programme will be monitored and evaluated. This includes details on how attendance data will be gathered, feedback from CYP and parents/carers for the duration of the programme. |

**Section 5 - Staffing**

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| **Staffing** | | | |
|  | **Please provide details of staffing that will be used during delivery of the programme?** |  |  |

**Section 6 - Budget**

Using the following budget lines, provide a breakdown of your requested programme funding. Funding will be available to provide places for vulnerable children with a maximum grant for of £150 per week per funded place or £250 per day per funded places within special schools and PRUs.

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| --- | --- | --- | --- |
|  | **Budget lines** | **Budget (£)** | **Brief description / breakdown** |
| i. | Staffing | £ - |  |
| ii. | Facilities/venue | £ - |  |
| iii. | Equipment/resources | £ - |  |
| iv. | Transport | £ - |  |
| v. | External providers (excluding food) | £ - |  |
| vi. | Food provision | £ - |  |
| vii. | Marketing and publicity | £ - |  |
| ix. | Other | £ - |  |
| x. | **TOTAL BUDGET** | **£ -** |  |

Please contact [wfholidayactivityprogramme@walthamforest.gov.uk](mailto:wfholidayactivityprogramme@walthamforest.gov.uk) with any questions relating to the application.