



Department  
for Education



Barnardo's

# **Leicestershire's Holiday Activities and Food programme**

## **Frequently asked questions**

### ***1. What is the Holiday Activities and Food Programme 2019?***

The programme (which we'll call HAF from here on in) is a pilot programme. It began in 2018 and has been expanded in 2019. It is funded by the Department for Education (DfE) and is intended to test effective approaches to the co-ordination and provision of holiday activity and food programmes; the aim is to make sure that children, particularly those on free school meals, are helped to be happy and healthy during the long summer break.

### ***2. Who is co-ordinating HAF in Leicestershire?***

Barnardo's is acting as the co-ordinator for Leicestershire, but it is very much a team effort. Barnardo's was appointed Innovation Partner for Leicestershire County Council in 2018 and as such submitted the proposal to DfE to secure the funding. However, Barnardo's will be co-ordinating and not providing holiday clubs. Leicestershire County Council, LeicesterShire & Rutland Sports and Voluntary Action LeicesterShire all have substantial roles too, of which more below. However, the vast majority of the funding is to provide grants to local organisations that run, or want to run, holiday clubs.

### ***3. How much funding is available to apply for?***

A total of £500,000 is available for Standard places within holiday clubs, and a further £147,000 for Additional Needs places. Further funding will be released for capacity-building workshops, evaluation and less than 10% will be retained as management costs.

### ***4. What is the difference between a Standard place and an Additional Needs place?***

The majority of places are standard places, and these were based upon calculations of cost per day from six Leicestershire holiday programmes running in 2018. The Additional Needs places were costed in the same way. A Standard place is based upon 4 hours' provision per day and is funded at £11.78, including funding for a meal. An Additional Needs place is funded at £45.70 per day, including a meal.

As they suggest Additional Needs place are there to support children whose needs necessitate substantial additional support. Most typically these will be children with SEND needs that require extra adult help and/or specialist equipment, but we have also used two other examples in the Introduction to Holiday Activities and Food notes – young people who are Looked After

Children, and those experiencing substantial rural isolation. All these categories hold a special interest for DfE.

If you think that you may be working with children who have additional needs outside these categories, please contact one of organisations offering HAF advice to see if you could apply for one of these places.

### **5. What kind of provision is HAF looking for?**

In particular DfE want to use the HAF programme to extend the range and availability of what is available to those on free school meals, and especially those with additional needs.

They therefore want to pilot provision working towards offering each child 4 hours per day, 4 days per week over 4 weeks – “4:4:4 provision”.

During the time children are in the provision they’re likely to:

- Engage in physical exercise
- Eat a nutritious meal
- Play games
- Take part in arts, craft, musical activities
- Potentially, involve parents in what is going on

We’re really interested in what you want to offer.

If you think that you may be working with children who have additional needs outside these categories, please contact one of organisations offering HAF advice to see if you could apply for one of these places.

### **6. What is 4:4:4 provision and do I have to offer it?**

This means 4 hours per day, 4 days per week and 4 weeks during the summer holidays 2019. This is what DfE wants all holiday clubs to work towards offering all children.

However the key phrases here are “work towards” and “children”.

Firstly, whilst we would like you to work towards offering 4:4:4 provision, everybody is aware that many clubs just work a day or two a week. Whilst the funding would be granted to organisations that show a pathway to extending their provision we wouldn’t expect every applicant to offer 4:4:4 from day one.

Secondly, the aim is to make 4:4:4 provision available to children – but that doesn't all need to be from the same holiday club. Two (or more) clubs could co-ordinate so that children in their locality can access one club for two days per week, and the other for a further two days.

*Example 1: Sunshiners offers 3 hours of provision on each of Tuesday, Wednesday and Thursday during the summer holidays. In their application, they commit to offering a fourth hour on these days from day one, and trial a further day's provision during weeks 3 and 4 of the holidays.*

*Example 2: Charnwood Sports Club offers two days of holiday club, all day on Monday and Fridays. Locally, St. Columba's offers a further two days on Tuesday and Thursday. They indicate in their applications that they will work together so that children are able to offer 4:4:4 provision if they want to.*

It may be that you intend to work longer than 4:4:4, for example you may wish to offer provision across all six weeks of the school holiday. It may be possible, depending on demand, for us to fund more than 4:4:4 provision in this case. However, we cannot guarantee to do so until we have processed all applications and assessed coverage across Leicestershire.

### **7. Who is the provision aimed at?**

The provision is aimed firmly at children on free school meals, who statistics show are most disadvantaged by lack of food and activity during the summer break.

This doesn't mean that your provision can't also help children outside this group, but we are aiming funding at FSM cohorts.

If you'd like to learn more about this cohort in your part of Leicestershire then you can use this information on the website.

### **8. What types of provision are eligible or ineligible?**

Basically, if you're offering holiday provision for children based in Leicestershire, you are eligible to apply for HAF funding. The only exception is where a commercial provider who already has an offer applies for funding, and we would need to understand how any conflict of interest could be avoided. A note – HAF funding is only available on the basis it is used for non-profit making provision.

### **9. What do the notes mean about "minimum standards"?**

Part of the funding available is there to help create the capacity for holiday clubs to offer provision that meets national minimum standards.

These are explained in more depth in the Introduction to HAF, but basically programmes will be helped to offer activities that meet national Physical Activity guidelines, food that meets School Food Standards, and a set of policies and procedures that are good practice and match regulators' standards.

### ***10. Help – I can't manage that by myself, can I?***

As we said part of the funding is there to help providers to work towards or meet these standards. This will be through four Improvement Workshops that are compulsory if you're granted funding. Each workshop is around two hours and they will be held a number of times in locations around Leicestershire. Reasonable travel costs will be reimbursed to get you there.

The line-up for each workshop is still being finalised but we expect them to be:

**Introduction to HAF** – how the programme works, claiming funding, monitoring and evaluation – Barnardo's.

**School Food Standards** – what the standards are and how you can meet them – Leicestershire County Council Traded Services, Fairshare, Food Futures.

**Physical Activity Guidelines** – what the guidelines say, ways to meet them and example activities – LeicesterShire & Rutland Sports

**Effective Policies and Procedures** – what you need to have in place to meet legal and regulatory standards – Voluntary Action LeicesterShire

### ***11. How can I apply for HAF funding?***

Working with our local partners we have devised a short application form which should enable you to (relatively) quickly make an application for funding.

Page 1 of the application asked for your organisational details, whilst Page 2 is related to your programme and asks about:

- Reputational information
- Past experience/performance on similar projects, if any
- Key personnel

- What your programme is, and how many places you want to offer

If you're wondering why the question numbers are non-sequential, this is because we have pared the form down to the bare minimum and removed questions which aren't essential. Successful organisations will have to provide some additional information, but we've tried to make the initial application as easy as possible.

### **12. How much money can I apply for?**

This isn't an easy question to answer – it depends on what your offer is. However, there are two worked examples below.

*Example 1: Sunshiners offer 50 places to children per day, and have committed to expanding their provision towards 4:4:4 as per the (6) above. Their attendees all come from the local Primary school and none of them has additional needs. They apply for 20 places on the basis of 4 hours per day, 4 weeks, and because they are expanding into a fourth day, 4 days per week. This application totals £9,424.*

*Example 2: Charnwood Sports Club offer a Sports-Able course to 8 young people at a time who have physical disabilities. As described in (6) above they offer two days of provision, whilst directing the same young people to St. Columba's to meet the 4:4:4 standard. Charnwood apply for 8 Additional Needs places, on the basis of 4 hours per day, 2 days per week, over four weeks. This totals £2,924.80.*

There is no lower or upper limit for applications – however, during the application process we will assess whether the spread of provision is fair across Leicestershire and if there are any issues, very large applications in areas of high concentration may be reduced.

### **13. What happens after applications are made?**

Applications are due by 31<sup>st</sup> May 2019.

After all applications have been submitted, we will hold a number of panels the following week at which applications will be assessed. We will be looking for reasons to progress with applications where we can. The panels will be made up of partners already mentioned and other impartial nominees. They will be looking for evidence in the application that children will genuinely benefit, and standards will rise, if the approval is made.

We will let people know as soon as possible on week commencing 6<sup>th</sup> June if they are successful. Successful organisations will be required to:

- Identify where and when they will attend each of the four Improvement workshops from a list of venues and times
- Provide some further information about their organisation. This will be used to finalise the Grant Agreement for HAF, which we expect to be in place by 30<sup>th</sup> June.

#### ***14. What monitoring data will be required?***

DfE would like some standard monitoring data which we will be able to specify in greater detail through the grant agreement. This would be standard in nature (i.e. age, address, school attended plus some supplementary information). We would expect this to be submitted for each child on 31<sup>st</sup> July, and then again by 31<sup>st</sup> August.

#### ***15. How can I claim the funding in my successful application?***

We will combine the Monitoring and Claim form to minimise administration. This means that, once you have submitted the form, we will process your payment. If you require funding up front for anything, then please discuss this with us once your application is successful – we will try to facilitate this where practicable.

#### ***16. Are there any other forms of monitoring taking place?***

DfE and Barnardo's will be making a visit to each programme during the summer, to learn more about the pilot programme and to make some standard quality checks. Successful organisations will learn more about this at the first Improvement Workshops.

#### ***17. Where can I get more advice and support with my application?***

You can find more help at any one of these places:

Nathalie Chavrimootoo  
Grants Co-ordinator  
Barnardo's  
Email: [Nathalie.chavrimootoo@barnardos.org.uk](mailto:Nathalie.chavrimootoo@barnardos.org.uk)

Mala Razak  
Children and Families Partnership Manager  
Leicestershire County Council  
Email: [mala.razak@leics.gov.uk](mailto:mala.razak@leics.gov.uk)  
0116 3058055, 07904 547924

Noel Singh  
Funding Manager  
Communities, Policy & Resilience, Leicestershire County Council  
Email: [noel.singh@leics.gov.uk](mailto:noel.singh@leics.gov.uk)

(0116) 3057020

Voluntary Action LeicesterShire  
Helpline: 0116 2575050  
Direct Line: 0116 2575032  
Website: [www.valonline.org.uk](http://www.valonline.org.uk)

Jo Spokes/Annette Kendrick  
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For advice on provision of meals to School Food Standards  
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