

# Stoke-on-Trent HAF (Holiday Activities and Food) Programme Factsheet



## Introduction

On 27 October 2021, the Department for Education (DfE) announced a further 3-year extension of its national Holiday Activities and Food (HAF) programme for reception aged children to year 11 age children inclusive, who are eligible for benefits related free school meals (FSM). Local programmes must include hot food, physical activities, and enrichment activities. The programme will run during key school holidays Spring, Summer, and Winter.

## Stoke-on-Trent HAF

Stoke-on-Trent City Council (SOTCC) has commissioned The Hubb Foundation (THF) to undertake the co-ordination and management of the programme for Easter delivery 2026\*.

School holidays can be pressure points 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; and more likely to experience social isolation. We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment.

**\*Subject to formal confirmation of funding.**

## HAF- Outcomes

The holiday projects we wish to coordinate will help achieve the following outcomes for reception aged children to year 11 aged children (4\*–16-year-olds) \*must attend school to be eligible)

1. To eat more healthily over the school holidays.
2. To be more active during the school holidays
3. To take part in engaging and enriching activities which support the development of resilience, character, and wellbeing along with their wider educational attainment; to be safe and not to be socially isolated.
4. To have greater knowledge of health and nutrition and to be more engaged with school and other local services.

## What is the HAF Programme?

Holiday Activities and Food (HAF) is a Department for Education (DfE) funded programme.

It provides physical and enrichment activities and healthy food to children aged 5 to 16 years **(including 4-year-old children enrolled in reception at Stoke-on-Trent schools) who are eligible for benefits related free school meals (FSM).**

The proposed 2026 programme the Spring/Easter school holidays. Delivery dates between **Monday 30<sup>th</sup> March – Sunday 12<sup>th</sup> April.**

## Aims of the HAF programme

There are many benefits for children who attend the HAF programme. We want to encourage all HAF providers to ensure a high-quality experience that will result in children:

- receiving healthy and nutritious meals
- maintaining 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 and well-being
- feeling safe and secure
- getting access to the right support services
- returning to school feeling engaged and ready to learn

Families can also benefit, when HAF providers include their needs in planning and delivering their programme. This could be through providing opportunities to get involved in sessions, for example cookery classes, ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities.

## Who is the programme for?

This holiday provision is for **school aged children from reception to year 11 (inclusive) who receive benefits-related free school meals. Who attend a Stoke-on-Trent School and/or reside in Stoke-on-Trent.**

Benefits-related free school meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits, and have a claim verified by their school or local authority. 85% of the overall attendance must be eligible for FSMs

[Further information on eligibility for free school meals is available.](#)

### **Universal infant free school meals**

All children in reception, year 1 and year 2 in England's state-funded schools receive a free meal under the Department for Education (DfE) universal infant free school meal (UIFSM) policy.

**Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related FSM to be able to access a place on the HAF programme.**

### **Other children and families**

Additional funding can cover provision of free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who the local authority believe could benefit from HAF provision.

This may include, for example:

- children assessed by the local authority as being in need, at risk or vulnerable
- young carers
- looked-after children or previously looked after children
- children with an EHC (education, health and care) plan
- children who have low attendance rates at school or who are at risk of exclusion
- children living in areas of high deprivation or from low-income households who are not in receipt of free school meals
- children in transition phases between nursery and primary school or primary and secondary school

(The above eligibility is subject to change, in consultation with the Department of Education.)

This list is not exhaustive, and it is open to the local authority to decide which children should benefit from up to **15% flexible funding of total session attendance** element of their HAF funding.

### Who can deliver?

Programmes can be led by a range of organisations from across the public, private and community and voluntary sectors. **To become a pre-approved provider, partners must be able to meet minimum operating standards, sign up and adhere to a service partner agreement to ensure they can meet the objectives of the programme.**

### What needs to be delivered?

**The DfE has outlined a Framework of standards for the HAF programme.**

The Hubb Foundation will ensure standards are met across the programme and session delivery; we will support local providers who wish to offer the programme but do not meet all the delivery standards. Enabling a varied approach of delivery and funding models to ensure partnerships, support and training is given to these providers.

#### **Essential Delivery Standards**

- **Length of session**- The DfE's expectation is that, in HAF funded holiday weeks, provider should endeavour to offer all eligible children the equivalent of at least 4 hours a day, 4 days a week though we recognise that this is not always practical or possible. We will endeavour to work with providers who want the flexibility to offer longer or shorter sessions, and this is something we encourage, particularly when considering the needs of older children and children with special educational needs and disabilities (SEND) or additional needs. We will work with providers to consider opportunities to offer paid for places alongside HAF funded places and ensure the HAF programme, where possible, supports the provision of childcare during the holidays (**see performance method in funding section**)
- Each session must include at least one hot meal, where practically possible, which adhere to school meal standards. <http://www.schoolfoodplan.com/actions/school-food-standards/>

### What needs to be delivered?

Standard	Overview	Detail
Physical	Min 1hr Physical activity – sports, games, etc.	Providers are required to facilitate physical activities daily that meet the Physical Activity Guidelines, set out by the United Kingdom's Chief Medical Officers' Report for a minimum of an hour.

		<p>Holiday clubs must provide activities that meet the <a href="https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report">https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report</a> physical activity guidelines on a daily basis. In line with those guidelines, we expect:</p> <p>*All children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day</p> <p>*Children and young people participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength</p> <p>*Children and young people 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</p> <p>*Meeting the physical activity requirement does not have to be in the form of a structured activity session, but might include active travel, free play and sports.</p>
<p><b>Enrichment</b></p>	<p>Enrichment and wellbeing activities - yoga, arts &amp; craft, STEM etc</p>	<p>Providers are required to facilitate fun and enriching activities that provide children and young people (and in some instances their families) to:</p> <ul style="list-style-type: none"> <li>- Develop new skills or knowledge.</li> <li>- Consolidate existing skills and knowledge.</li> <li>- Try out new experiences which could include creative activities, for example, putting on a play, junk modelling or drumming workshops or experiences.</li> <li>-</li> </ul> <p>We expect all HAF providers to provide a balanced programme. For providers whose primary focus is set around a specific activity or sport, we expect them to ensure that children attending their provision benefit from a holistic and varied experience.</p> <p>The Hubb Foundation will commission enrichment providers who can be deployed into HAF sessions in addition to led providers own activity delivery.</p> <p>- ,</p>
<p><b>Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours</b></p>	<p>making lunch, tasting new foods, planting veg, understanding food labels, baking, shopping to make a meal etc</p>	<p>We expect providers 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. This could include:</p> <p>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 Offering positive learning and development through HAF activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:</p> <p>economic social personal safety exploitation criminality</p>
<p><b>Signposting</b></p>	<p>Provide advice, guidance, and referrals</p>	<p>Providers are required to provide information, advice, guidance, signposting or referrals to other agencies, services, organisations, or networks of support which benefit the children (and their families) who are attending the Providers activities. This could include:</p> <ul style="list-style-type: none"> <li>- Citizen’s Advice</li> <li>- Child Health and Wellbeing Services, School Nurses, Dentists or Other Healthcare Practitioners</li> </ul>

		<ul style="list-style-type: none"> <li>- Family Support Services and/or Children’s Social Care, Housing Support Officers</li> <li>- Jobcentre Plus</li> <li>- Organisations providing financial education, information, advice and Guidance</li> </ul>
<p><b>Food</b></p>	<p>Provided by food partners</p>	<p>Providers can view the School Food Standards on the Government's website. <a href="https://www.gov.uk/government/publications/standards-for-school-food-in-england">https://www.gov.uk/government/publications/standards-for-school-food-in-england</a></p> <p>Food standards including hygiene and food standards qualifications and allergy information etc is the sole responsibility of the provider. Allergy awareness and cultural options should always be available, this is the responsibility of the provider.</p> <p>From October 2021, Providers need to be aware of and adhere to the new the requirements of the UK Food Labelling reform known as Natasha’s Law.</p> <p><b>Food provision</b></p> <p>All providers must provide at least 1 meal a day (breakfast, lunch or an evening meal and all food provided at HAF clubs (including snacks) must meet school food standards.</p> <p>For some children, the opportunity to enjoy a hot meal at a HAF club is important and our aspiration is that providers should, where possible, try to offer hot meals to children attending HAF clubs. However, we acknowledge that this is not always possible and that alternatives to hot meals can sometimes be more suitable.</p> <p>To ensure that all children receive 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.</p> <p>If children on non-HAF-funded places are given the option to bring a packed lunch, then we expect the local authority and the provider to work together to ensure that children attending through HAF have the same choice. This could be fulfilled through the provider and the local authority making arrangements to provide packed lunches for HAF children. All packed lunches must meet the school food standards.</p> <p>Alternatively, for providers who provide meals on-site, they could consider making the same healthy food available to all children, but with an additional charge for those non-HAF funded places.</p> <p>All food provided as part of the HAF programme must:</p> <ul style="list-style-type: none"> <li>comply with regulations on food preparation</li> <li>take into account allergies and dietary requirements (see the allergy guidance for schools)</li> <li>take into account any religious or cultural requirements for food</li> </ul> <p>There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.</p> <p>While there can be benefits to using a central food service to provide meals to HAF clubs, we expect local authorities to carefully consider whether using a central food service is the right approach for providing high quality, attractive and tailored meals for those attending the HAF programme.</p> <p>Providing food on site can provide an opportunity to engage children and families in food preparation and nutrition. Providers have reported that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food.</p> <p>We recommend that local authorities carefully consider the provision of the food element of the HAF programme in making sure that providers and children are involved in the planning and preparation of food. Such a developmental approach can be key to effecting long term change in engagement with food and nutrition.</p> <p>There are also environmental factors to consider when planning the food provision. Local authorities should consider whether clubs preparing food on their own premises would produce less food and packaging waste and result in fewer food miles than off-site, centralised provision.</p> <p>Food providers</p>

		<p>Local authorities should ensure that the providers they work with are, where applicable, registered as a food business. This provides reassurance to all of those involved that food safety standards are being met.</p> <p>A food business is defined as anyone doing the following with food:</p> <ul style="list-style-type: none"> <li>preparing</li> <li>cooking</li> <li>storing</li> <li>handling</li> <li>distributing</li> <li>supplying</li> <li>selling</li> </ul> <p>We expect that this will apply to the vast majority of HAF providers. Further information is available on food business registration.</p> <p>Local authorities are responsible for enforcing food hygiene laws and can inspect any registered food business at any point in the food production and distribution process. We recommend that HAF coordinators within each local authority are in regular contact with their food safety inspectors to ensure that HAF providers are fully compliant.</p> <p>Food information regulations: Natasha's Law</p> <p>From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).</p> <p>Providers should read the guidance on the Food Standards Agency website and ensure that all food provision for the HAF programme meets these requirements.</p>
<p><b>Policies, Procedures and Guidance</b></p>		<p>Providers are required to evidence, demonstrate and explain their Safeguarding Practices. Providers must have relevant and appropriate Policies, Procedures and Guidance in place in relation to:</p> <ul style="list-style-type: none"> <li>• Safeguarding Children</li> <li>• Safer Recruitment</li> <li>• Health, Safety and Wellbeing</li> <li>• Liability Insurance</li> <li>• Equality and Diversity policies (DEI) to underpin the providers approach to accessibility and inclusion.</li> </ul>
<p><b>Safeguarding</b></p>		<p>Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF club to be a safe and happy place for children, and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.</p> <p>Local authorities are statutorily responsible for safeguarding in relation to children in need, under statute 17 of the Children Act 1989, and looked after children under statute 20 of the Children Act 1989.</p> <p>The local authority work closely with their local safeguarding children partnership to:</p> <ul style="list-style-type: none"> <li>• make them aware of the HAF programme and what it can offer</li> <li>• ensure that they can support the programme to put safeguarding arrangements in place</li> </ul> <p>As set out in <a href="#">working together to safeguard children</a>, safeguarding is defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> <li>• protecting children from maltreatment</li> <li>• preventing impairment of children's mental and physical health or development</li> <li>• ensuring that children grow up in circumstances consistent with the provision of safe and effective care</li> <li>• taking action if you identify children to be at risk of harm</li> </ul> <p>Local authorities should ensure that their local safeguarding partners understand the holiday, activities and food programme and those working</p>

		on the delivery of the programme are familiar with the <a href="#">working together to safeguard children</a> guidance.
<b>Monitoring</b>		<p>Quality Assurance and monitoring of the activities and providers will be completed on an informal basis by both the Hubb Foundation Team and Council commissioning Team and may include:</p> <ul style="list-style-type: none"> <li>Self-assessment</li> <li>Peer assessment</li> <li>Quality assurance visits</li> <li>Feedback from children, parents/carers (via online surveys or questionnaires)</li> <li>Case Studies</li> <li>Information to the Steering Group</li> </ul>
<b>Evaluation &amp; Data</b>		<p>Led Providers will be required to submit pre-agreed data- attendance records, case studies, participants feedback &amp; any other evaluation information outlined within partner agreement to The Hubb Foundation.</p> <p>The Hubb Foundation will manage the Quality Assurance of providers.</p> <p>Other Key deliverables are set out in The Hubb Foundation's partner handbook.</p>

**More information about the framework of standards to provide a benchmark of what we expect from those delivering the holiday, activities, and food programme can be found [Holiday activities and food programme - GOV.UK](#)**

## How can HAF be delivered?

### Co-Ordination/Delivery Model options

In Stoke-on-Trent, we have found that there is no one single solution that works for everyone. Just as there is a need for unique local delivery providers, each community has its own needs and the best approach for the community it serves.

We welcome expression from providers to deliver **Full** provision where all DfE's framework of standards of delivery can be provided by school or delivery provider.

Or **Partial** (can provide some elements of standards) provision -**The Hubb Foundation** will coordinate through **Partnership** (working alongside other organisations) to provide elements to compliment and to fulfil delivery standards at each session. (Shown in Joint approach model detailed below)

### Potential Delivery Models

School/community venue led.	Provider led	Joint approach
School/Community staff deliver all activities.	Providers lead sessions from school or community facilities.	School/Community host the activities.
Food is produced on site at the school/community venue.	Food provided by provider or external catering company.	School/venue staff and local activity providers deliver session activities between them jointly.
Sessions are promoted and booking made by the venue through own system or utilising coordinate sport platform.	Sessions are promoted and bookings taken through provider system or coordinate sport platform.	Food externally provided or produced onsite by venue or provider.  Promotion done through both the school/community and delivery partner

We have found the Joint-delivery Model as the most impactful, with venue staff & external activity providers offering a variety of activity to meet the needs of young people. & meals being supplied through a third-party catering partner.

We welcome expression to provide sessions which can be classed as either **closed** (school offering places for their pupils only to access) or **Open** (i.e., community groups/schools identifying signposting and inviting Children & Young People from local community to attend).

## How does the funding work?

Like the delivery model approach, we recognise a flexible approach is required to work with partners to achieve the required delivery. That not one single solution works for all.

A pre-agreed hourly rate (approx. £25 per hour) is in place between provider and The Hubb Foundation. Ratio is agreed proportional and appropriately agreed, based on the number of places available in your provision. Staff ratio can be made up of both venue &/or core provider. Funding can also cover venue hire, materials, and equipment costs. This works effectively with Joint Delivery approach.

The Hubb Foundation will work closely with partners when coordinating this approach to ensure size of programme is proportionate to previous delivery performance, engagement and need of proposed programmes.

In circumstances where providers are proposing to deliver all (full programme) or most of the delivery standards themselves, or proposal to offer paid places on their own programme, funding can be awarded via a pre-agreed per head cost (amount determined in proportion to the level of delivery). This model is paid on performance, linked to number of eligible places booked and then the actual attendance at the service session(s).

## Compliance/Deliverables

Along with evidence of required policies and procedures, partners will be sent a copy of our Partner Agreement prior to the provision to read and sign. This includes a data processing agreement, our SLA, payment terms, etc. Within this agreement, there is also information relating to minimum standards on health & safety, food provision, safeguarding, policies, etc.

There are several deliverables (such as booking forms, marketing steps, and attendance records) which must be completed for each event. Further details of this will be provided in our 'Partner Handbook'.

### **Key Points:**

1. **Eligibility:** the provision is aimed at free school meal eligible (income related or universal) children, this cohorts needs to make up 85% of the attendance. However, there is addition opportunity available to support children deemed as disadvantaged/vulnerable/at risk (historically we have used our partnerships with schools who have pre-existing relationships with these families to help us target them by stealth)
2. **Activity Providers:** The Hubb Foundation will link you with wider enrichment providers and activity instructors ranging from adventurous activities, art, physical activities and music etc.
3. **Food:** The Hubb Foundation will coordinate the provision of Food as required
4. **Evaluation Data:** After each holiday period, specific data returns will need to be returned by the lead provider, to ensure reporting to the local authority allowing them to report back to the funding body the department for education: what the cost of the programme has been. how many children participated in your programme during the last holiday period including, but not restricted to: the overall number of unique children who participated in the programme the overall number of unique children in receipt of FSM who participated in your programme the number and proportion of children who are in the: primary school age range secondary school age range any children outside of those age ranges who attended the programme. (more detail can be found in the Data Processing Agreement within partner agreement)

## How to get involved in Winter HAF 2025 Programme

During the Easter school holidays, Stoke-on-Trent City Council (SOTCC), and The Hubb Foundation (THF) will once again join forces to deliver healthy food alongside physical and enrichment activities. Stoke-on-Trent's Holiday Activity Programme. **It supports reception aged children to year 11 age children inclusive, who are eligible for benefits related free school meals during the school holidays.**

We are activity inviting expression of interest from partners to work with us to offer the Easter HAF 2026 programme. **We are seeking to fund a maximum of 4 sessions (including trips) per venue**

### **Trips/Events.**

We welcome expressions of interest from potential HAF partners to create events during the Winter programme, in place or in addition to sessions. We also welcome partners to show interest in offering/facilitating trips during their programmes over Winter HAF 2025. With partners expected to demonstrate how they will ensure trips are used to engage young people and work with The Hubb Foundation to source cost effective and appropriate locations.

### **For community-based programmes**

To express your interest please contact [Kevin.Hawkins@thehubbfoundation.org.uk](mailto:Kevin.Hawkins@thehubbfoundation.org.uk) to request an EOI form. Once completed, please return the form to Kevin.

For any questions regarding the EOI please contact The Hubb Foundation's Community Relationship Manager

**Kevin Hawkins**

[Kevin.Hawkins@thehubbfoundation.org.uk](mailto:Kevin.Hawkins@thehubbfoundation.org.uk)

**07879 152749**

### **For schools**

If you are a school seeking to lead or facilitate a HAF programme, please contact our School Relationship Manager to discuss.

**Tana Owen**

[Tana.Owen@thehubbfoundation.org.uk](mailto:Tana.Owen@thehubbfoundation.org.uk)

**07921 452005**

## **Additional Contact details**

Data & Compliance

Nausheen Latif

[Nausheen.Latif@thehubbfoundation.org.uk](mailto:Nausheen.Latif@thehubbfoundation.org.uk)

**07921 451998**

Holiday activities and food programme enquires

[info@thehubbfoundation.org.uk](mailto:info@thehubbfoundation.org.uk)

**01782 656050**

## **Enrichment Providers**

We are also seeking expression of interests from providers **only** (to be placed as activity within sessions) to support our HAF programme, ideal for providers who can provide enrichment activity, but who don't wish to lead their own programme.

To be considered as a HAF enrichment provider please complete the following link:

[EASTER HAF 26 - Expression of Interest Form for Activity Providers](#)

## **Please note**

Deadline for submitting All expression of interests is by **Sunday 8<sup>th</sup> February**

**If you are a new provider, you must be able to meet minimum operating standards in relation to the provision you are interest in providing and complete onboarding steps, adhering to a partner agreement before you they can be considered as a HAF delivery partner.**

## Further Key Dates for HAF Applicants

Once you have expressed, all applications will be reviewed and assessed to ensure they meet the HAF delivery standards.

EOI applications will be reviewed and assessed on several criteria-

*Compliance Checks,*

*Previous delivery experience,*

*Quality of programme & activities,*

*Number of places,*

*Food provision,*

*Delivery Location/s*

*& Value for Money*

**Expression reviews and Funding allocation decisions to be made between 9<sup>th</sup> – 20<sup>th</sup> February**

The Hubb Foundation will be in touch to confirm with provider or review programme delivery further.

Coordination meeting between The Hubb Foundation and potential HAF providers to finalise programmes, will take place between **February 9<sup>th</sup> – March 6<sup>th</sup>**.

**New Providers** must be able to meet minimum operating standards and complete onboarding steps, adhering to a partner agreement before you they can be considered as a HAF delivery partner.

**Programme to go live on Eequ booking website – TBC**

[Stoke-on-Trent HAF With The Hubb Foundation · Eequ](#)

## HAF Booking system – Eequ

From Easter 2025, the HAF programme in Stoke-on-Trent, uses an external booking management and marketing system, called Eequ. All lead HAF providers will be provided with a free account to use for HAF programming. It is mandatory for the system to be used to manage attendance and bookings. More detail

will be given to successful providers during their onboarding. Below is a brief overview of the system and how it works for HAF providers -

[Eequ · HAF Solution for Providers](#)

## Assessing Expression of Interests

The Hubb Foundations will assess application based on several criteria-

Assessment Criteria	Notes
<b>Compliance checks</b>	<p>Has the organisation passed due diligence checks?            Due diligence checks seek to verify information about the organisation and identify any possible 'risks' that may result in it being deemed unsuitable to receive funding. We complete a range of checks including via the Charity Commission, Companies House, and other professional bodies such as Ofsted. We review accounts, check that the bank account of the organisation and visit websites/social media etc. We also want to ensure that the organisation operates safely and expect that supporting documents including the Safeguarding policy meet current best practice, key legislation and local context and reporting procedures.            Does the organisation hold appropriate public and employee liability insurance cover?            Does the organisation have Risk Management and Health &amp; Safety policies?            Does the organisation have Equality and Diversity policies (DEI) in place?  <b>Organisations that do not meet minimum operating standards and due diligence or cannot make changes to meet the standards, will not be considered for funding</b></p>
<b>Previous delivery experience</b>	<p>Does the organisation have experience of delivering similar youth programmes successfully and does this include previous delivery experience in Stoke-on-Trent? We will prioritise organisations that are based in Stoke-on-Trent or that can demonstrate relevant previous delivery experience in the city. We will only consider organisations that have no previous Stoke-on-Trent delivery experience if we identify unmet needs.            b) If the organisation has previously received HAF funding, did their programme perform well and have they met reporting requirements proportionate to their role in delivery?            At the end of each programme, we analyse attendance data to understand performance.            This includes reviewing the number of bookings and attendances against the number of places that were offered per venue and calculating actual cost per head. We also check that the Eequ booking system has been utilised according to requirements.            We utilise Quality Assurance reports and feedback to understand the quality of delivery. We review the standard of monitoring/attendance reports including whether the report was submitted on time and if it included quotes, case studies, photos/films to help demonstrate impact.            We also review final budgets and whether any underspend was returned e.g. If bookings were low, were food orders reduced accordingly?  <b>Please note that poor performance, poor quality delivery, failure to meet deadlines or delivery guidance and the submission of poor-quality monitoring and evaluation can result in the refusal to provide future funding</b></p>

<p><b>Programme and activities</b></p>	<p>Does the application clearly demonstrate that delivery will meet the required HAF standards of the programme? Is the proposed programme of a high-quality and is it an exciting offer? Session duration must be a minimum of 4 hours and provide:</p> <ol style="list-style-type: none"> <li>1) A minimum of 1 hour of physical activity</li> <li>2) A minimum of 1 hour of enrichment activity</li> <li>3) A hot meal (where provider is proposing to deliver this themselves)</li> <li>4) Activities to increase awareness of healthy eating, healthy lifestyles, and positive behaviours.</li> </ol> <p>Can a sample daily timetable be shared? so that we can ensure that all the delivery elements are included for at least the minimum duration requirement.</p>
<p><b>Number of places</b></p>	<p>Is the number of places that the organisation wants to offer in a programme to appropriate? Is the reach of places realistic to expected engagement?</p> <p><b>Each venue can deliver for up to a maximum of 4 days.</b></p> <p>The maximum number of days that an organisation can deliver at one venue, per age group, is 4.</p> <p>If organisations think they might have capacity to offer additional places, on top of what they have applied to deliver, then please indicate if your organisations would like to be contacted if we are seeking additional places.</p> <p>We will consider whether there is demonstrated need for the number of places proposed, based on FSM registrations in the area. (see appendix 1)</p> <p>We consider previous performance (bookings/attendances/quality) for those providers that have delivered as part of the programme previously and expect that the number of places proposed per venue reflect this. Particularly where funding is agreed per session (staffing - hourly rate, ratio proportionate to capacity, venue hire), we seek assurances that resources is maximised &amp; programmes demonstrate value for money.</p> <p>We encourage new providers to apply to deliver a pilot programme in the first instance and this should reflect the size of their organisation and previous delivery experience</p>
<p><b>Food provision</b></p>	<p>Where providers are seeking to provide this themselves, does the application meet the food requirements of the programme?</p> <p>Can providers provide children with a hot, healthy meal at a minimum of School Food Standards.</p> <p>Is the provider a registered food business?</p> <p>providers are encouraged to provide a hot meal but, depending on the needs of the children and duration of the session, we are open to considering a healthy cold meal option.</p> <p>We review who will provide the food, menu examples to ensure healthy options are being provided and whether the cost per head is this appropriate. Some providers also choose to provide healthy snacks.</p>
<p><b>Delivery locations</b></p>	<p>Can the organisations name all your proposed venues at the point of application? Are the proposed delivery venues located in areas of high FSM need and will these venues enable us to provide a variety of HAF sessions in Stoke-on-Trent?</p> <p>Does the organisation have connection with the proposed location? Can they evidence key relationships with FSM children in delivery location/s?</p> <p>We will complete a mapping exercise to review venue locations and inform decision making. We expect applicants to propose delivery venues in areas of high FSM need – the most successful.</p> <p>sessions are those that families can easily access by walking to. <b>Please see appendix 1 for FSM numbers per city ward</b></p>

<b>Value for Money</b>	<p>Regardless of whether organisation is seeking to offer partial or full delivery, does the proposed programme demonstrate value for money? Please be aware your application will be rejected if your costs are not deemed to demonstrate value. A price per head must be clearly stated and the budget must be detailed and accurate so that we understand how the price per head was calculated and how the funding will be spent. We also take into consideration whether the provider has offered to deliver for longer than the minimum 4 hours required per day and whether they are subsidising sessions through match funding or other means so that we understand the true cost of delivery.</p> <p><b>Staffing Ratios</b></p> <p>All provision must be delivered with staffing levels that ensure the safety, welfare and effective supervision of children and young people always. Staffing ratios will be assessed and agreed as part of programme approval using a risk-based approach, taking account of the age range, numbers, SEND or additional needs, nature of activities, venue/environment and staff experience. Where statutory ratios apply, these must be met as a minimum. Providers may request higher staffing levels where these are clearly evidenced, proportionate to identified risk or need, and demonstrate value for money. The commissioning team will review staffing proposals to ensure they support safe delivery while representing an appropriate and efficient use of public funds. Approved staffing levels must be maintained throughout delivery.</p>
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## Appendix 1

Free School Meal Data approximately based on May 2023 census Data & school locations.

Ward ↑	Sum of FSM Children
<b>Abbey Hulton</b>	365
<b>Baddeley, Milton and Norton</b>	898
<b>Bentilee, Ubbertley and Townsend</b>	1228
<b>Birches Head and Northwood</b>	377
<b>Boothen</b>	215
<b>Bradeley and Chell Heath</b>	328
<b>Burslem</b>	824
<b>Burslem Park</b>	661
<b>Dresden and Florence</b>	320
<b>Bucknall and Eaton Park</b>	173
<b>Etruria and Hanley</b>	580
<b>Fenton East</b>	335
<b>Fenton West and Mount Pleasant</b>	379
<b>Ford Green and Smallthorne</b>	286
<b>Goldenhill and Sandyford</b>	462
<b>Great Chell and Packmoor</b>	1122

<b>Hanford, Trentham and Newstead</b>	367
<b>Basford and Hartshill</b>	64
<b>Lightwood North and Normacot</b>	73
<b>Little Chell and Stanfield</b>	367
<b>Meir North</b>	609
<b>Meir South</b>	924
<b>Moorcroft and Sneyd Green</b>	704
<b>Sandford Hill</b>	337
<b>Tunstall</b>	190
<b>Blurton</b>	773
<b>Hanley Park, Joiner's Square and Shelton</b>	791
<b>Hartshill Park and Stoke</b>	36
<b>Hollybush</b>	489
<b>Meir Hay North, Parkhall and Weston Coyney</b>	175
<b>Penkhull and Springfields</b>	545
<b>Trent Vale and Oak Hill</b>	290