Holiday Activities Fund South Tees: 2021

Xplore Christmas

**Guidance**

Introduction

This is now the third HAF programme in 2021, known as Xplore, and we can honestly say that there has been an extremely varied programme of activities being offered over the previous two, thanks to deliverers. We are hoping to build on that to provide an even more exciting and varied programme over the Christmas holidays providing lots of fun! If you have delivered a HAF programme for us before then you will find that very little has changed, though we will be putting much more emphasis on hot, healthy meals so focussing much more on menus and the food supplied. If you are new to the programme hopefully the new simplified information and application form designed will prove helpful, however the original documents are available for background reading. If you have applied before and don’t want to use the new application form please feel free to just update your previous application form to reflect your proposed delivery for Christmas and resubmit. We want to keep this process as easy for people as possible.

Background

The funding for this programme comes from the Department for Education (DfE) and was given to councils to ensure free holiday provision, including a nutritious meal, was available to all school children eligible for free school meal related bewnefits. Over this Christmas we are looking for organisations to help deliver this programme; you don’t need to have delivered in one of the other two programmes. We need to ensure that all of these children are able to access provision for four hours a day for four days over the holidays. Ideally your programme will cover all four but we will also consider programmes that last more or less days so please still put in the application. If in doubt please ring and discuss.

Programme information

This year the Christmas holiday period starts Saturday 18th December and finishes Sunday 2nd January. Any activity you provide must happen during this period.

In regards to cost we generally look at the cost per child and simply divide this by the number of places and hours of delivery when considering your application. It may be for example that one of your days include a trip to the pantomime which will prove expensive as you will still need to provide staffing and food but also ticket price and transport however this can be counterbalanced by putting on less expensive activities on the other three days. It is the holistic cost of your programme that we will be looking at. However it may be that all you want to do is block book the theatre for the afternoon and coordinate the delivery of this to a large number of eligible children and provided you have all bases covered this may be something we consider, especially if it is on a day with no other provision available.

There is a central booking and monitoring system operated by The Junction, that ideally we would like all providers to use. Speak to the Junction re any work around you may need. Please note that you are then in control of the booking, the central system only provides people with information. You have to contact applicants and confirm the booking; you also need to and request the system be closed when the bookings are full.

The Junction will also be promoting the Xplore Christmas programme; but please note those organisations that also did their own promotion previously were the most successful in attracting people onto their programme. You are strongly advised to promote the programme as widely as possible to ensure eligible families are aware of this opportunity.

Provision is being made for delivery of a Christmas gift for each eligible child on the programme so these do not need to be costed into your project.

Programmes need to enable children to:

* + Eat more healthily over the school holidays;
  + Be more active during the school holidays;
  + Take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment;
  + Be safe and not to be socially isolated;
  + Have a greater knowledge of health and nutrition.

Please ensure when completing forms that you also include the contact details for the people who will actually be delivering the activity and the location of that delivery if this is different to the applicant.

**But most importantly this is Christmas and we want the children/YP to have fun!**

**Criteria**

* Delivery organisations can be charities, social enterprises, commercial companies or any other type of organisation.
* Delivery staff must be appropriately qualified/experienced and have the appropriate DBS clearance in place.
* Where legally required Ofsted registration needs to be in place. Please include your registration number on your application.
* Organisations must be in a position to complete the monitoring required which will be managed via the Junction; and send an appropriate representative to the free virtual workshops aimed at supporting your staff to enhance the local offer. Please note as these workshops will be virtual you are able to book as many places on these sessions as you wish in order to help capacity building within your organisation.
* The beneficiaries of the holiday clubs must be children aged 5+ and young people who are eligible for free school meal related benefits and are resident in the Local Authority areas of Redcar and Cleveland, and Middlesbrough.
* Activity must take place during the Christmas school holidays: Saturday 18th December 2021 to Sunday 2nd January 2022.
* Capital expenditure will normally be limited to about 2% of the total value of the application. Expenditure that is on an individual asset worth over £2,500 will be considered to be capital expenditure. Expenditure on a group of assets, that is, assets of a similar nature that are purchased at the same time, which together cost £2,500 or more will be considered capital expenditure. This will be dependent of the fact that the assets are not “used up” during the delivery of the clubs and will have a residual usefulness and/or value following the end of the delivery of the clubs.
* Sessions must be delivered face to face; though contingencies need to be in place for support to children, including food, in case of changes in government guidelines
* You are required to make provision for hot meals to be provided\* at each session that:
  + meet school food standards
  + Comply with regulations on food preparation;
  + Take into account allergies and dietary requirements;
  + Take into account any religious or cultural requirements for food.

Eligible expenditure – if in doubt ask the question!

* Venue hire costs
* Staffing
* Support for children with additional needs in line with their education statement
* Food & refreshments
* Containers for sending leftover food home with participants
* Activity materials
* Day trips, including transport costs
* Management and co-ordination
* Promotional materials – please note must include ‘Xplore Christmas 21’
* Reasonable and directly attributable equipment costs; see note above re capital expenditure
* Insurance
* Entry fees & ticket costs

*\*please note that if you are not in a position to provide this food yourself you can arrange to pay for this to be ‘bought in’ from somewhere else provided it meets the standards outlined.*