

Dear Colleagues,

Please could you share the following information with parents and highlight that this fully funded provision is for those children and young people that are eligible for benefits-related free school meals.

The **Holiday activities and Food (HAF) programme** is running again during the Easter holidays for children and young people in South Glos.

Dates are generally between Monday 7 April 2025 and Thursday 17 April 2025 but will vary by provider. Each child can receive up to **4 days support over the Easter holidays**.

The HAF programme is for **children and young people aged 5 to 16 who receive benefits-related free school meals**. Before booking funded HAF places, you need to have successfully applied for free school meals at www.southglos.gov.uk/freeschoolmeals

Children receiving universal free school meals, automatically offered in Reception, Year 1 and Year 2 without needing to apply, do not qualify for funded HAF places unless they have completed a successful application.

Please follow these steps:

- Visit www.southglos.gov.uk/HAF for full information on the HAF programme and further support available to families.
- Click on **'book a space for your child now'** – this will take you directly to our booking platform with full listings of all the available activities and clubs.
- You will need to **register your child on this system** unless they have previously attended a HAF programme– in which case you will already have an account, so you will simply need to book the dates.
- The system will run an eligibility check to ensure that your child is registered on our benefits-related free school meals list. The list is kept up to date on a weekly basis, so it's best to build in time to apply for benefits-related free school meals ahead of booking HAF places.
- The booking system is mobile friendly so should be accessible to most families.

If you do not have online access, you will need to contact the HAF club provider directly to book places for you.

Information for schools only:

Should you wish to request a fully funded place for a child at your school that is **not eligible for benefits-related free school meals**, but you deem as needing this support over the holiday period:

- you will need to contact us as we are only able to accept direct referrals from professionals for these discretionary places (parents will no longer be able to self-refer).
- Please email HAF@southglos.gov.uk with the child's full name and date of birth and we will ensure that their booking is accepted if there is capacity.
- Please also share the above booking information with the parent as they will still need to book places.

- Please stress with the parent that these places will be allocated on a first come, first served basis and once we have reached capacity, we will have to close any non-eligible bookings.

We trust that you will use your discretion if signposting any non-eligible families to the programme. Please remember that this is only a very small proportion of the funding so must be used sparingly. If in any doubt about eligibility, please contact Nicky Wake nicky.wake@southglos.gov.uk for clarification.

Please note, if families have any queries that can't go directly to providers, please direct them to use the HAF@southglos.gov.uk mailbox.

Thank you in advance for your help in this matter.

Kind regards,

Nicky Wake and Debbie Gibbs

Nicky Wake

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