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**Holiday Activities & Food Programme (HAF) - Frequently Asked Questions –**

**schools & other partners**

This FAQ document give information for schools and other partners about HAF. For details about the national HAF programme, please see: [DfE HAF guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme). For more details of the Coventry HAF programme please see: [Coventry HAF](https://www.coventry.gov.uk/haf) or google “Coventry HAF.” Please email the Coventry HAF team at hafprogramme@coventry.gov.uk if you have any other questions or comments about HAF.

**What is the Holiday Activities and Food (HAF) Programme?**

HAF aims to give Coventry children and young people opportunities to have great activities and experiences, for free, in the school holidays. It is particularly aimed at children and young people who may not normally have these opportunities. Go to: [What is HAF?](https://www.coventry.gov.uk/holiday-activities-food/coventry-holiday-activities-food-programme/2) to watch videos to find out more.

**What is the role of schools and other partners in HAF?**

Schools and other partners have a significant role to play in Coventry HAF as they can have a strong relationship with pupils and families, providing an opportunity to encourage children and young people to take up the HAF offer.

**Who is eligible for HAF activities and experiences?**

Children and young people need to be school age children (reception to year 11 inclusive) and meet one or more of the following criteria: assessed to be eligible for benefits-related free school meals (FSM), “children in need”, child on a child protection plan, looked after, assessed (through an early help assessment) to be in financial hardship or be part of the Ukrainian Family Scheme. (Please go to: [eligibility for benefits-related FSM](https://www.coventry.gov.uk/benefits-1/free-school-meals), to find out about applications and eligibility for benefits-related FSM).

**What are the components of HAF activities and experiences?**

Every HAF-funded activity should include the following: positive activities (enriching and physical), nutritional meals/food (normally hot), nutritional education for pupils and their families and signposting/information for families to wider services and support.

**How many hours of activities can eligible children and young people have?**

Eligible children can access 16 hours of free HAF-funded provision in the Easter school holidays, 64 hours of provision in the school Summer holidays and 16 hours of provision in the Christmas school holidays. These hours are converted into credits. More information can be found here for [how to book - credits](https://www.coventry.gov.uk/holiday-activities-food/coventry-holiday-activities-food-programme/1).

**How can schools and other partners promote HAF activities with children and young people?**

The starting point for the promotion of HAF by schools to pupils is for each school to have a staff member as a designated School HAF Co-ordinator (SHC). The School HAF Co-ordinator is the key link between the school and the Council HAF team and champions HAF to the rest of the staff team and to pupils and their families. The SHC should be fully up to speed on the aims of HAF and HAF approach and processes.

Leading up to HAF delivery, the starting point is for the SHC to have **awareness of the programme.** This includes:

* Awareness of the overall HAF webpages, see: <https://www.coventry.gov.uk/haf>
* Awareness of how activities are booked. See: [How to book your Summer Fun activities](https://www.coventry.gov.uk/holiday-activities-food/coventry-holiday-activities-food-programme/1)
* Awareness of which activities are available, particularly considering the ages of pupils and where activities are located. See: [View and search activities](https://www.coventry.gov.uk/homepage/1749/coventry-holiday-activities-and-food-programme-listings)

In addition to this, **best practice for schools** includes the following:

* Including a link to the HAF webpages on your school website
* Emailing HAF information directly to parents/carers. This can be found at: [Information for schools](https://www.coventry.gov.uk/downloads/download/7121/information-for-schools) and includes: the summer fun 2022 brochure and letters to parents/carers (in English and also translated into Arabic, Kurdish, Polish, Romanian and Urdu).
* Publicising HAF through maximising HAF marketing assets and school comms (school newsletters, school websites, social media, texts/app)
* Individual conversations with every eligible child/family about the offer and how to book (and conversations throughout the year, not just leading up to HAF delivery)
* Facilitating providers delivering nearby to showcase activities. This can be through sample sessions, family drop-in sessions, summer fetes etc. (In addition, good practice is for providers to be pro-active in building and developing relationships with schools).
* Giving pupils time at school to search on computers for HAF activities themselves.
* Supporting parents/carers with bookings or signposting them to Family Hubs, libraries and Council helpline
* Encouraging parents/carers to get themselves “booking-ready” throughout the year by getting their Coventry City Council My Account set up, adding eligible children to the HAF booking system and being aware of their unique HAF code.

**How does each school find out which pupils are eligible for HAF?**

Coventry City Council holds the details of all children eligible for HAF, including their school. The names of all eligible children are sent by Kevin Coughlan (Coventry City Council data team) to schools via the secure data-locker, in line with the data-sharing agreement between schools and the LA. This includes their HAF code and whether or not the parent/carer has created a HAF bookings account for their child.

**How do parents/carers book their child(ren) onto HAF activities and experiences?**

For more detailed information, go to [How to book your Summer Fun activities](https://www.coventry.gov.uk/holiday-activities-food/coventry-holiday-activities-food-programme/1). In summary, the following are the key steps for parents/carers:

* Making sure they have a Coventry City Council My Account set up
* Adding their child(ren) to the booking system
* Having their HAF code ready
* Deciding what to book
* Booking their child(ren) onto the activities

When you’ve done this, parents/carers receive a confirmation email. They should contact the provider if their child(ren) has any additional needs, requirements. When it’s time for activity, just turn up.

**What if parents/carers don’t have access to the internet or need help with their booking?**

If parents/carers need help with their bookings, there are the following options:

* School staff (or practitioners from organisations) can book eligible children onto HAF activities, with the consent of the parent/carer – see [How children can be booked onto HAF activities](https://www.coventry.gov.uk/downloads/file/38037/how-schools-can-book-children-onto-haf-activities)
* By calling: 08085 834 333 and a member of our Customer Contact Team will be able to help.
* Visiting one of our local Family Hubs or libraries for face-to-face help. For more information around opening and location please call 0800 887 0545 or visit [www.coventry.gov.uk/familyhubs](http://www.coventry.gov.uk/familyhubs) or [www.coventry.gov.uk/libraries-1](http://www.coventry.gov.uk/libraries-1)

**What is a HAF code and what do parents/carers do if they don’t have a HAF code (or have lost it)?**

A HAF code is a code that is uniquely allocated to each eligible child. Parents/carers of eligible children will have received this code at the top of the HAF letter sent to your home address. This is a code that stays the same - from Christmas 2021 onwards until a child ceases to be eligible (e.g. because they have finished year 11). If parents/carers can’t find their code, they can get it through one of the following ways:

* Call 08085 834 333 and a member of our Customer Contact Team will be able to help;
* Complete the [retrieve my HAF code](https://myaccount.coventry.gov.uk/service/Coventry_HAF___Retrieve_HAF_code) form and your code will be sent within 3 working days; or
* Visit one of our local Family Hubs or libraries. For more information around opening and location please call 0800 887 0545 or visit [www.coventry.gov.uk/familyhubs](http://www.coventry.gov.uk/familyhubs) or [www.coventry.gov.uk/libraries-1](http://www.coventry.gov.uk/libraries-1)

**Are all the activities and experiences inclusive for all eligible children?**

One of the selection criteria for providers is that there are inclusive. If children have additional needs or requirements, providers can be contacted directly for a conversation so they can discuss their needs. There are also some activities that are aimed more specifically at children with additional needs.

**How many children, young people and families benefit from HAF in Coventry?**

Over 2,000 different children and young people will take-up HAF activities in Coventry (in Summer 2022). This is through approximately 130 different activities, clubs and experiences delivered through over 50 different providers.

**How is HAF funded?**

All local authority areas received funding in 2021 to pay for holiday provision in the Easter, Summer and Christmas school holidays and Coventry delivered this through a partnership approach. In December 2021, the government extended its funding for Easter, Summer and Christmas holidays activities through to March 2025. Funding for the national programme is approximately £200m/year and Coventry’s allocation is £1.5m per year. For more details about the national programme, please see: [DfE HAF guidance](https://www.gov.uk/government/publications/holiday-activities-and-food-programme).

**How do children and families find out about HAF? What marketing and communications are done?**

Marketing, engagement and communications is done in a wide range of ways, including:

* Letters (translated into preferred language) and brochures sent to all eligible households
* Electronic copies of letters and booklets to every school
* Comprehensive information on HAF webpages
* HAF promo-video [HAF summer fun promotional video](https://youtu.be/GVGTVlRIiUQ)
* Briefing to professionals working with families
* Summer radio/media campaign
* HAF social media channels (Instagram - [Follow our instragram page](https://www.instagram.com/hafcoventry/?hl=en), Facebook - [Follow our facebook page](https://m.facebook.com/pg/coventryhaf/posts/?ref=page_internal&mt_nav=0)) and social media adverts
* All marketing assets sent to providers (including high quality HAF logos)
* Additional print-run of booklets available for clubs on request