



Department
for Education

Grants to fund local coordination of free holiday activities and healthy food for disadvantaged children during 2021

Guidance for local authorities

February 2021

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Change log

Version	Issued date	Page number	Changes made to LA guidance 2021
1.0	February 2021		Final version issued to begin 2021 delivery

Context

1. This document provides information for local authorities delivering the Holiday Activities and Food programme (HAF) in 2021.
2. On 8 November 2020, the Government announced that the Holiday Activities and Food programme, which has provided healthy food and enriching activities to disadvantaged children since 2018, will be expanded across the whole of England in 2021.
3. The programme will cover the Easter, summer and Christmas holidays in 2021, and we will make up to £220m available to local authorities for the programme. It will be available to children in every local authority in England and will build on the success of the local holiday programmes that the Government have been funding since 2018.

Background

4. School holidays can be particular 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 are more likely to experience social isolation.
5. Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people. It also shows they work best when they provide consistent and easily accessible enrichment activities, when they offer more than just breakfast or lunch, and when they involve children (and parents) in food preparation.

Aims & objectives

6. In 2021, we will be providing grant funding to all local authorities across England to coordinate free holiday provision - including healthy food and enriching activities - for children who receive benefits-related free school meals. It will be optional for eligible children to attend this provision if they wish.
7. As was the case in previous years, the focus of the programme will be on children eligible for benefits-related free school meals. Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for free school meals in your area though we would not expect all eligible children to participate.

8. The aim of the programme is to make free places available to children eligible for free school meals for the equivalent of at least four hours a day, four days a week and for six weeks a year. This would cover four weeks in the summer and a week's worth of provision in each of the Easter and Christmas holidays in 2021.
9. Local authorities and their providers will have flexibility about how they deliver this level of provision to best serve the needs of children and families in their area. For example, in the Christmas and Easter holidays, local areas could spread a week's worth of provision across a two-week period. In the summer, you may wish to spread the equivalent number of hours over a longer period. There will also be flexibility in how the programme can be delivered to older children, for example it might be later in the day or through shorter sessions.
10. We also encourage local authorities to make the holiday clubs available to any children not eligible for free school meals, who can pay to attend. This might be through operating bespoke provision, or operating as part of already existing holiday provision in the area, with the likelihood of a mixed arrangement depending on the local supply and demand for provision.

Coordination of HAF programme

11. Local authorities will receive grant funding to deliver the HAF programme in their area. This will cover the provision of the free holiday places and the coordination of the programme locally. Some local authorities may coordinate it themselves, and others may choose to work with another organisation to coordinate the provision on their behalf. We recognise and greatly value the important role that community and voluntary organisations have played in this programme over the last three years, and we encourage all local authorities to work with a wide range of partners in the delivery of this programme.
12. Based on the experiences of our HAF coordinators in previous years, we believe the key elements of the role of coordinating holiday provision should involve:
 - a. mapping the holiday provision in your area to ensure that holiday provision exists and is supporting the areas of greatest need;
 - b. establishing a steering group to support implementation and delivery that should include representatives from a wide range of local bodies, including local police and other uniform services, local public health officials, school leaders, youth services, social services, charities and the voluntary sector:

- c. drawing in wider support to enhance the local programme, for example bringing in funding from other sources such as philanthropists, sponsors, food providers as well as supermarkets and local businesses providing these organisations fit with the values and aspirations of the programme;
- d. developing a local plan for provision in your area, based on what you know about local supply and demand;
- e. ensuring that sufficient, adequate provision is available across your area for children with SEND/additional needs;
- f. awarding funding to holiday club providers in order to ensure there is enough provision to meet demand;
- g. supporting all providers to meet our framework of standards (including safeguarding requirements and meals that meet school food standards) and to improve the quality of their provision;
- h. working with families to reduce dependency by providing nutritional education for children and educating families around purchasing and preparing healthy meals on a sustainable basis;
- i. promoting and advertising provision, including working with local schools and other agencies to encourage the most at need children to attend;
- j. working with other local services or agencies to ensure a joined-up and efficient approach (e.g. signposting, sharing resources); and
- k. building local partnerships and sharing learning and good practice among local partners.

13. It should be noted that some areas will already have well developed models for coordinating holiday provision and as a result we recognise that they may not need to take all of the above steps.

14. What we're trying to achieve through this programme is for children who attend provision:

- a. To eat more healthily over the school holidays;
- b. To be more active during the school holidays;
- c. To take part in engaging and enriching activities which support the development of resilience, character and well being along with their wider education attainment;
- d. To be safe and not to be socially isolated;
- e. To have greater knowledge of health nutrition; and
- f. To be more engaged with school and other local services.

15. We also want to ensure that the children and families who participate in this programme develop their understanding of nutrition and food budgeting as well as being effectively signposted towards other information and support for example health, employment and education.

16. As with our previous programmes, you will have flexibility as to how you deliver this in your area, providing you reach the aims and objectives set out above.

Funding

17. We know that there are administrative costs associated with the setting up and running the HAF programme and ensuring you have sufficient staff. As set out in the grant determination letter, we expect that LAs will not spend more than 10% of the total funding allocated on the costs associated with running the programme.

18. The remaining 90% should be used to fund places for FSM eligible children and this 90% can be used flexibly.

19. Funding can be used to support a comprehensive, inclusive and accessible offer (e.g. setting up new provision where needed, paying for additional staff to expand existing provision or to meet additional needs etc.)

20. Funding can also be used to support quality improvement, for example, money to bring in activity providers such as sports coaches or money to establish partnerships with catering organisations.

Capital Expenditure

21. Funding can also be used to purchase equipment for the programme, for example, to improve the catering or sports equipment at an individual club. However, only where this expenditure meets our criteria for classification as capital expenditure, the amount you spend on this should be limited to 2% of your overall programme expenditure.

22. Capital expenditure is classed as:

- a. Individual assets worth over £2,500
- b. Grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall
- c. Bulked assets, for example a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall.

23. Any equipment that does not meet the above criteria, will not be classed as capital expenditure and will not therefore be subject to the 2% cap mentioned above in paragraph 21.

Payments and reporting

24. In order to derive maximum learning from the funded activity, and in order to best meet the Department's policy objectives for this funding, LAs will be responsible for gathering management information from the providers and clubs they fund about the children and families they are supporting. Following each holiday period (Easter, Summer and Christmas) we will ask for LAs to report on their activity over the holiday period.

25. The requirements for LAs are set out in the grant determination letter which we will use to monitor performance at a high level. LAs will have the autonomy to set other performance indicators to measure their own performance (or that of partners).

26. Payments will be made by Department for Education at the following milestones:

- a. In March 2021 (the 2020-21 allocation listed in Annex A), upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021;
- b. In June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter 2021 along with a delivery plan for Summer 2021;
- c. In November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
- d. In February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure/statement of grant usage.

27. The above reports will be provided in accordance with guidance and templates issued by the Department, and will include data on the children and families attending clubs in each local authority area.

28. Local Authorities will be required to work with the Department and with any support organisation appointed to work on behalf of the Department in relation to the monitoring and delivery of the Programme.

29. All of the data and information collected by the clubs and providers should all be collected in strict adherence to GDPR.
30. An evaluation will be undertaken this year to evaluate the impact the programme has had and will focus on delivery across the summer. This will be undertaken by a national provider and will be subject to a tendering process. We expect all LAs to cooperate with the evaluation of the HAF programme.

Support for LAs

31. The DfE HAF LA Implementation team will support LAs in delivering the HAF programme, focusing initially on the Easter holidays. Each LA will have access to a named contact who they will be able to contact with queries and requests for support. As part of the package of support, group meetings, regular communications and the sharing of resources and best practice will be promoted and facilitated.
32. We are also procuring a national support contract which will be in place from April 2021. The Department launched an invitation to tender (ITT) on 7th January 2021 for a support contractor to provide support, advisory and performance monitoring services to assist local authorities with ensuring holiday provision for school-age children. Once in place, the support contractor will work closely with the Department and local authorities across England to provide practical planning and delivery advice from Spring 2021 onwards.
33. We encourage LAs to work closely with neighbouring LAs and to establish clear cross border working protocols to ensure that adequate provision and support is offered to children from surrounding LAs.

Eligibility

FSM eligible children

34. As with previous years, the primary focus of the programme will be on school-aged children eligible for benefits related Free School Meals, and LAs must ensure that the offer of free holiday club provision is available for all children eligible for free school meals in their Local Authority area. This does not mean they are all required to attend as the provision is voluntary.
35. The free holiday club places must be targeted at children who are eligible for and receiving benefits-related free school meals.

Other children and families with need

36. If you can demonstrate that:

- i. you are offering the programme comprehensively across the full geographical area; and
- ii. fully meeting demand from free school meal eligible children in the area:

Then you can seek approval from the Department to use up to 15% of your programme funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as vulnerable or in need of this provision. For example, this may include children assessed as being in need, looked-after children, children with an EHC plan (education, health and care), children assessed as otherwise vulnerable, or children living in areas of high deprivation.

Community and Voluntary organisations

37. We recognise and greatly value the important role that community and voluntary organisations have played in this programme over the last 3 years. We encourage all local authorities to work with a wide range of partners in the delivery of this programme.

38. Some local authorities may coordinate the programme themselves, and others may choose to work with another organisation to coordinate the provision on their behalf.

39. Where LAs work with community and voluntary organisations whether as a coordinator or as a delivery partner, we expect this to be done on a cost recovery basis so that these organisations are fully funded for the work they undertake.

Standards for holiday provision

40. We have developed a framework of standards over the past few years that are designed to provide a benchmark of what we expect from those delivering the HAF programme.

41. One of the key elements of the role of a HAF programme coordinator will be to improve the quality of provision across the local area and to ensure that providers are supported to meet the high-level standards.

42. We acknowledge that it may be difficult for some providers to meet all of these standards from the outset. We are keen to build capacity and capability in the system and we are keen that local authorities support providers during the period leading up to the holidays in order that they will meet the standards. In support of

this, local coordinators will be able to award funding to providers that don't meet the standards at the start of the grant period as long as they put a specific plan in place to ensure that the standards are met before the start of the holidays.

43. We expect all providers who are funded through the HAF programme to meet our framework of standards. The standards that we expect for 2021 providers are:

- a. **Food:** clubs must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet [school food standards](#). Our expectation is that the majority of food served by providers will be hot, however, we acknowledge that there will be occasions when this is not possible and that a cold alternative should be used. All food provided as part of the programme must comply with regulations on food preparation and take into account allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.
- b. **Enriching activities:** clubs must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include: physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc. Authorities should consider how they can support providers to deliver a rich and varied mix of fun and enriching activities which are age-appropriate.
- c. **Physical activities:** clubs must provide activities which meet the Physical Activity Guidelines on a daily basis.
- d. **Nutritional education:** clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.
- e. **Food education for families and carers:** clubs must include at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food.
- f. **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit

the children who attend their provision and their families. This could include sessions, information provided by:

- i. Citizen's Advice
 - ii. School Nurses, dentists or other healthcare practitioners
 - iii. Family Support Services or Children's Services
 - iv. Housing Support Officers
 - v. Jobcentre Plus
 - vi. Organisations providing financial education
- g. **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to:
- i. Safeguarding
 - ii. Health and Safety
 - iii. Insurance
 - iv. Accessibility and inclusiveness
 - v. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children

Ofsted registration

44. Holidays clubs **may** need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here [Registration exemptions - Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/registration-exemptions-childminders-and-childcare-providers-register-with-ofsted).

45. Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings. Further information is available via this link: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Impact of COVID-19

46. The Department acknowledges that delivery of the programme at Easter could potentially be impacted by COVID-19. In some cases, face-to-face delivery of holiday clubs may not be possible in the Authority's area and remote delivery of the programme may, in some circumstances, be more viable.

47. If the Authority cannot hold face-to-face holiday clubs as a result of COVID-19, the Authority may operate flexibly to ensure that eligible children still receive the type of support detailed in paragraph 14 and 15. For example, this may involve children receiving food parcels that provide healthy meals, activity packs along with access to online support if they are unable to congregate in holiday clubs due to COVID-19. Our LA implementation team will work with LAs to keep them up to date on the impact of changes as the programme progresses.



Department for Education

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8 February 2021

SECTION 31 GRANT DETERMINATION FOR THE HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2021: No 31/5325.

This Determination is made between:

- (1) The **Secretary of State for Education** and
- (2) The upper tier **local authorities** listed in Annex A.

The Secretary of State determines, as set out in Annex A, the authorities to which grant is to be paid and the amount of grant to be paid.

Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex B.

The Senior Responsible Owner for this grant, Helen Waite, will require your nominated responsible officer to confirm at the end of each financial year that the funding has been properly expended.

Purpose of the Grant

The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas school holidays in 2021. This will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals.

The core aims and objectives of the programme are outlined in Annex B.

Before making this determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of the Treasury.

For all enquiries about the Holiday Activities and Food Programme, please contact HAF.Programme@education.gov.uk

Signed by authority of the Secretary of State for Education

Helen Waite
For and on behalf of Department for Education
School Food and Flexible Childcare Division
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Annex A: Maximum allocations for local authorities

	Local authority name	2020/21 FY	2021/22 FY	Total maximum allocation
201	City of London	£500	£4,500	£5,000
202	Camden	£84,810	£758,510	£843,320
203	Greenwich	£115,340	£1,031,600	£1,146,940
204	Hackney	£142,640	£1,275,740	£1,418,380
205	Hammersmith and Fulham	£57,030	£510,050	£567,080
206	Islington	£101,960	£911,930	£1,013,890
207	Kensington and Chelsea	£42,280	£378,170	£420,450
208	Lambeth	£134,430	£1,202,340	£1,336,770
209	Lewisham	£104,040	£930,500	£1,034,540
210	Southwark	£154,870	£1,385,160	£1,540,030
211	Tower Hamlets	£181,530	£1,623,600	£1,805,130
212	Wandsworth	£84,320	£754,180	£838,500
213	Westminster	£71,310	£637,810	£709,120
301	Barking and Dagenham	£113,290	£1,013,250	£1,126,540
302	Barnet	£117,000	£1,046,420	£1,163,420
303	Bexley	£80,650	£721,360	£802,010
304	Brent	£84,960	£759,880	£844,840
305	Bromley	£81,330	£727,400	£808,730
306	Croydon	£180,640	£1,615,620	£1,796,260
307	Ealing	£128,620	£1,150,370	£1,278,990
308	Enfield	£150,190	£1,343,330	£1,493,520
309	Haringey	£97,300	£870,210	£967,510
310	Harrow	£61,970	£554,270	£616,240
311	Havering	£81,510	£728,990	£810,500
312	Hillingdon	£104,060	£930,730	£1,034,790
313	Hounslow	£100,860	£902,120	£1,002,980
314	Kingston upon Thames	£35,200	£314,800	£350,000
315	Merton	£68,650	£613,990	£682,640
316	Newham	£192,920	£1,725,490	£1,918,410
317	Redbridge	£89,990	£804,900	£894,890
318	Richmond upon Thames	£36,990	£330,870	£367,860
319	Sutton	£66,850	£597,920	£664,770
320	Waltham Forest	£104,660	£936,090	£1,040,750
330	Birmingham	£823,010	£7,360,950	£8,183,960
331	Coventry	£150,700	£1,347,890	£1,498,590
332	Dudley	£127,800	£1,143,070	£1,270,870
333	Sandwell	£194,340	£1,738,140	£1,932,480
334	Solihull	£99,760	£892,210	£991,970
335	Walsall	£180,940	£1,618,350	£1,799,290
336	Wolverhampton	£188,140	£1,682,750	£1,870,890

340	Knowsley	£96,370	£861,890	£958,260
341	Liverpool	£263,230	£2,354,300	£2,617,530
342	St. Helens	£73,500	£657,420	£730,920
343	Sefton	£99,790	£892,550	£992,340
344	Wirral	£148,270	£1,326,120	£1,474,390
350	Bolton	£149,620	£1,338,200	£1,487,820
351	Bury	£73,450	£656,960	£730,410
352	Manchester	£384,880	£3,442,320	£3,827,200
353	Oldham	£136,290	£1,218,980	£1,355,270
354	Rochdale	£117,160	£1,047,900	£1,165,060
355	Salford	£132,240	£1,182,730	£1,314,970
356	Stockport	£87,370	£781,420	£868,790
357	Tameside	£116,860	£1,045,170	£1,162,030
358	Trafford	£66,370	£593,590	£659,960
359	Wigan	£132,290	£1,183,190	£1,315,480
370	Barnsley	£108,360	£969,140	£1,077,500
371	Doncaster	£138,740	£1,240,860	£1,379,600
372	Rotherham	£120,740	£1,079,930	£1,200,670
373	Sheffield	£267,960	£2,396,590	£2,664,550
380	Bradford	£288,290	£2,578,490	£2,866,780
381	Calderdale	£93,130	£832,940	£926,070
382	Kirklees	£191,840	£1,715,800	£1,907,640
383	Leeds	£355,240	£3,177,210	£3,532,450
384	Wakefield	£128,280	£1,147,290	£1,275,570
390	Gateshead	£85,440	£764,210	£849,650
391	Newcastle upon Tyne	£171,030	£1,529,680	£1,700,710
392	North Tyneside	£79,300	£709,280	£788,580
393	South Tyneside	£75,860	£678,500	£754,360
394	Sunderland	£137,290	£1,227,870	£1,365,160
420	Isles Of Scilly	£500	£4,500	£5,000
800	Bath and North East Somerset	£48,390	£432,770	£481,160
801	Bristol City of	£185,930	£1,662,920	£1,848,850
802	North Somerset	£50,800	£454,310	£505,110
803	South Gloucestershire	£58,330	£521,670	£580,000
805	Hartlepool	£63,000	£563,500	£626,500
806	Middlesbrough	£105,340	£942,130	£1,047,470
807	Redcar and Cleveland	£69,990	£625,960	£695,950
808	Stockton-on-Tees	£91,500	£818,350	£909,850
810	Kingston upon Hull City of	£147,730	£1,321,330	£1,469,060
811	East Riding of Yorkshire	£91,650	£819,720	£911,370
812	North East Lincolnshire	£77,810	£695,940	£773,750
813	North Lincolnshire	£69,890	£625,050	£694,940
815	North Yorkshire	£132,680	£1,186,720	£1,319,400
816	York	£38,550	£344,780	£383,330
821	Luton	£106,660	£953,980	£1,060,640
822	Bedford	£57,690	£515,970	£573,660
823	Central Bedfordshire	£58,490	£523,150	£581,640

825	Buckinghamshire	£109,260	£977,240	£1,086,500
826	Milton Keynes	£100,600	£899,730	£1,000,330
830	Derbyshire	£281,580	£2,518,430	£2,800,010
831	Derby	£133,640	£1,195,270	£1,328,910
838	Dorset	£99,480	£889,700	£989,180
839	Bournemouth, Christchurch and Poole Council	£102,760	£919,110	£1,021,870
840	Durham	£239,730	£2,144,130	£2,383,860
841	Darlington	£49,090	£439,040	£488,130
845	East Sussex	£165,790	£1,482,840	£1,648,630
846	Brighton and Hove	£78,560	£702,670	£781,230
850	Hampshire	£333,870	£2,986,070	£3,319,940
851	Portsmouth	£95,840	£857,220	£953,060
852	Southampton	£120,630	£1,078,900	£1,199,530
855	Leicestershire	£147,940	£1,323,150	£1,471,090
856	Leicester	£159,920	£1,430,290	£1,590,210
857	Rutland	£6,410	£57,330	£63,740
860	Staffordshire	£224,390	£2,006,900	£2,231,290
861	Stoke-on-Trent	£148,700	£1,329,990	£1,478,690
865	Wiltshire	£106,890	£956,040	£1,062,930
866	Swindon	£77,030	£688,990	£766,020
867	Bracknell Forest	£21,840	£195,360	£217,200
868	Windsor and Maidenhead	£26,790	£239,580	£266,370
869	West Berkshire	£34,550	£308,990	£343,540
870	Reading	£50,390	£450,660	£501,050
871	Slough	£59,100	£528,620	£587,720
872	Wokingham	£26,750	£239,240	£265,990
873	Cambridgeshire	£183,930	£1,645,020	£1,828,950
874	Peterborough	£107,360	£960,250	£1,067,610
876	Halton	£82,390	£736,860	£819,250
877	Warrington	£72,570	£649,100	£721,670
878	Devon	£180,380	£1,613,340	£1,793,720
879	Plymouth	£104,880	£938,030	£1,042,910
880	Torbay	£56,330	£503,780	£560,110
881	Essex	£404,270	£3,615,790	£4,020,060
882	Southend-on-Sea	£68,900	£616,270	£685,170
883	Thurrock	£66,980	£599,060	£666,040
884	Herefordshire	£40,680	£363,810	£404,490
885	Worcestershire	£161,770	£1,446,820	£1,608,590
886	Kent	£530,560	£4,745,300	£5,275,860
887	Medway	£112,140	£1,002,990	£1,115,130
888	Lancashire	£423,670	£3,789,260	£4,212,930
889	Blackburn with Darwen	£73,980	£661,630	£735,610
890	Blackpool	£89,230	£798,060	£887,290
891	Nottinghamshire	£259,860	£2,324,210	£2,584,070
892	Nottingham	£181,060	£1,619,380	£1,800,440
893	Shropshire	£68,660	£614,110	£682,770
894	Telford and Wrekin	£84,630	£756,920	£841,550

895	Cheshire East	£88,630	£792,710	£881,340
896	Cheshire West and Chester	£105,150	£940,420	£1,045,570
908	Cornwall	£163,220	£1,459,810	£1,623,030
909	Cumbria	£127,220	£1,137,830	£1,265,050
916	Gloucestershire	£155,560	£1,391,310	£1,546,870
919	Hertfordshire	£280,230	£2,506,340	£2,786,570
921	Isle of Wight	£41,000	£366,660	£407,660
925	Lincolnshire	£253,930	£2,271,100	£2,525,030
926	Norfolk	£267,080	£2,388,720	£2,655,800
928	Northamptonshire	£205,930	£1,841,860	£2,047,790
929	Northumberland	£103,580	£926,400	£1,029,980
931	Oxfordshire	£142,260	£1,272,320	£1,414,580
933	Somerset	£151,230	£1,352,560	£1,503,790
935	Suffolk	£221,030	£1,976,920	£2,197,950
936	Surrey	£213,400	£1,908,650	£2,122,050
937	Warwickshire	£167,090	£1,494,460	£1,661,550
938	West Sussex	£166,190	£1,486,370	£1,652,560
	National support partner			Up to c£2,000,000
	Contingency fund for local delivery			Up to c£19,000,000
Total		£20,000,000	£178,878,660	£219,878,660

ANNEX B

1. In this Annex:

“the Programme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to meet the aims and objectives outlined in paragraphs 4-10;

“the Department” means the Department for Education;

“the Authority” means any local authority listed in Annex A;

“the Secretary of State” means the Secretary of State for Education;

2. The grant is only paid to the Authority to support eligible expenditure (see paragraphs 4 to 10 below).
3. The Authority must have regard to any guidance issued by the Department, including the guidance available on gov.uk: [Holiday Activities and Food Programme](#)

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting on behalf of the Authority, under the Programme.
5. The purpose of the grant is for local authorities to make free places at holiday clubs available in the Easter, summer and Christmas holidays 2021 to children in their local authority who receive benefits-related free school meals.
6. The holiday club places will be available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covers four weeks in the summer, plus a week’s worth of provision in each of the Easter and Christmas holidays. Local authorities have flexibility about how they spend this grant and deliver this provision to best serve the needs of the children and families in their areas. Further information for local authorities is available on gov.uk: [Holiday Activities and Food Programme](#)
7. The clubs should meet our programme standards (as set out in our published guidance) will meet the following core aims and objectives:
- **Healthy meals:** holiday clubs must provide at least one healthy meal a day and must meet the [School Food Standards](#) throughout the day.
 - **Enriching activities:** holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and knowledge. Clubs must also

provide physical activities which meet the [Physical Activity Guidelines](#) on a daily basis.

- **Nutritional education:** holiday clubs must improve children’s knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food.
 - **Signposting and referrals:** clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.
 - **Policies and procedures:** clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
8. The free holiday club places must be targeted at children who are eligible for and receiving benefits-related free school meals. If the local authority can demonstrate that a) it is offering the programme comprehensively across its full geographical area and b) fully meeting demand from free school meal eligible children in its area, then the local authority can seek written approval from the Department to use up to 15% of its funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who are considered by the local authority as in need of this provision. For example, this may include children assessed as being in need, looked-after children, children with an education, health and care plan (EHC), children assessed as otherwise vulnerable, or children living in areas of high deprivation.
9. The Authority can spend up to 10% of its funding on its administration costs for the local coordination of the Programme. At least 90% of the funding must be spent on the provision of free holiday club places for eligible children.
10. The Authority must indicate that the programme is funded by the Department for Education in any publicity or press materials.

Payment and reporting arrangements

11. Payments will be made by Department for Education at the following milestones:
- In March 2021 (the 2020-21 allocation listed in Annex A), upon satisfactory receipt of a delivery plan from the Authority by 19 February 2021 setting out the intended scale and reach of their programme for Easter 2021;
 - In June 2021 (up to 50% of the 2021-22 allocation), upon satisfactory receipt of a report by 14 May 2021 detailing the delivery of their programme at Easter

2021 along with a delivery plan for Summer 2021;

- In November 2021 (up to 30% of the 2021-22 allocation), upon satisfactory receipt of a report by 15 October detailing the delivery of the programme at Summer 2021 along with a delivery plan for Christmas 2021;
- In February 2022 (up to 20% of the 2021-22 allocation), upon satisfactory receipt of a report by 29 January detailing the delivery of the programme at Christmas 2021 along with final report for the whole 2021 programme and a certificate of expenditure.

12. The above reports will be provided in accordance with guidance issued by the Department and will include data on children attending clubs in each local authority area.
13. The Authority will work with the Department and with any support organisation appointed to work on behalf of the Department in relation to the monitoring and delivery of the Programme.
14. The payments will take account of expenditure already made or committed, along with proposed future activity, as indicated in the reports mentioned in para 9. If the Authority has not spent and does not plan to spend its maximum allocation, the Department will reduce the overall payment to the Authority to reflect the actual expenditure. The overall annual payment will not exceed the maximum allocation listed for each Authority in Annex A.
15. If at any time the Authority becomes aware that the allocation for each period no longer reflects the pattern of actual eligible expenditure, the Authority must inform the Department as soon as possible. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.
16. The Recipient will not overspend on the Programme, over and above their maximum funding allocation, without the prior written approval of the Department. Unauthorised overspends will not be reimbursed by the Department. Any identified overpayment of funds will be returned to the Department for Education as soon as identified.
17. The Authority's nominated responsible officer must confirm at the end of each financial year that the funding has been properly expended.
18. The Authority must maintain a sound system of internal financial controls. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial

irregularity” includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records

19. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.
20. The Authority and any person acting on behalf of the Authority must allow:
 - a) the Comptroller and Auditor General or appointed representatives, or b) the Secretary of State or appointed representatives, free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant payable under this Determination, or to the purposes for which grant was used, subject to the provisions in paragraph 22.
21. The documents, data and information referred to in paragraphs 19 to 23 are such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of ‘spot checking’ administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.
22. Paragraphs 19 to 21 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.
23. The Authority must have a system of internal financial controls to safeguard against fraud and theft (which shall be developed and maintained in accordance with generally accepted accounting practices having regard to the amount of funding and the size of the authority) and shall require that internal/external auditors report on the adequacy or otherwise of that system. All case of fraud or theft (whether proven or suspected) relating to the funded activities must be referred to the Department.

Recovery of Grant

24. If the Authority fails to comply with any of these conditions, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in

paragraph 25 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

25. The events referred to in paragraph 24 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,
- b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,
- c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,
- d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Period in accordance with the definitions and conditions in this Determination, or
- e) the Authority fails to provide the delivery plans, reports or certificate of expenditure specified in this Grant Determination and its Annexes.

Impact of COVID-19

26. The Department acknowledges that delivery of the programme at Easter could potentially be impacted by COVID-19. In some cases, face-to-face delivery of holiday clubs may not be possible in the Authority's area and remote delivery of the programme may, in some circumstances, be more viable.

27. If the Authority cannot hold face-to-face holiday clubs as a result of COVID-19, the Authority may operate flexibly to ensure that eligible children still receive the type of support detailed in paragraph 7. For example, this may involve children receiving healthy meals and/or activity packs at home if they are unable to congregate in holiday clubs due to COVID-19.

28. In the event of disruption to the planned programme:

- a. Should the services be impacted regionally or locally, due to direct order from the Government or the Department, and be unable to be delivered, the Authority will be able to use its funding through this programme to meet any reasonable accrued and unrecoverable costs. The Authority shall make all reasonable endeavours to recover any costs where provision cannot go ahead as planned. The Authority shall return any recoverable costs to the Department where these have not been spent on provision in accordance with this programme.
- b. Should the services be impacted regionally or locally, due to direct order from the Government or the Department, the Supplier shall proceed with the provision of services to the extent possible, but shall make all reasonable endeavours to cancel services where delivery is not possible, and shall only be eligible to receive a portion of the grant available to them in line with the services delivered. The Authority shall return any recoverable costs to the Department where these have not been spent on provision in accordance with this programme.
- c. Should the Supplier, acting unilaterally, (i.e. not acting under instruction from the Government or Department) choose to reduce the scale of their provision (in whole or in part) due to the impact of Coronavirus, the Supplier shall only be eligible to claim a portion of the grant available to them in line with the services delivered.