**Kent Holiday Activities and Food (HAF) Programme Kent**

**Helping Families to Flourish**

**Application Form Stage 1 for 2024 Programmes**

**Please use the Stage 1 checklist to support you in fully completing every section of this form. This will ensure that your application is processed more quickly. Please note that information for each site is required.**

1. **Contact Details:**

Name of company/organisation/charity/setting/school

………………………………………………………………………………………………

Name of the link person that the HAFP Team can contact

………………………………………………………………………………………………

Telephone number for the link person that the HAFP Team can use to contact them

……………………………………………………………………………………………….

Link person email address

………………………………………………………………………………………………

Contact name that can be given to families

……………………………………………………………………………………………….

Contact number that can be given to families

……………………………………………………………………………………………….

Email address for families to use

………………………………………………………………………………………………

Website information (if applicable)

……………………………………………………………………………………………….

Any other information that you would like to share with us, for example, any specialisms that you plan to use, such as Forest School, Special Educational Needs and Disabilities (SEND), nutritionists, art specialists or others

……………………………………………………………………………………………….

……………………………………………………………………………………………….

**Schools and SEND**

Which local school(s) do you currently have links with and do you plan to support with HAF Programme places?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **District** | **School** | **Primary** | **Secondary** | **Special** **School**  |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **Details of Venue(s) to Be Used to Deliver Your HAF Programme:**

**Site 1**

Full address …………………………………………………………………………………………………

…………………………………………………………………………………………………

Postcode …………………………….

Ofsted registration number (if applicable) ……………………………………………

Type of venue, for example, primary/secondary school, village hall, community centre, football ground

…………………………………………………………………………………………………..

Number of places for children aged 4 - 11 years ……………………….

Number of places for young people aged 11 - 16 years ……………….

Number of places for young people with SEND aged 16 - 18 years ……………

Number of fee-paying places available ……………………………

Total number of places available, including to fee-paying parents …………….

Named Designated Safeguarding Lead for this site ……………………………………

Named first aider for this site ……………………………………………………………..

**Programme Details for this Site**

Details about how this HAF Programme will be shared with eligible families, schools and other HAF Programme partners as appropriate. In order to provide eligible families with as much information as possible prior to booking, please provide a short description of your programme which gives us information about the type of setting and incorporates the types of activities which will be provided:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

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Please state the dates that you plan to provide the HAF Programme at this site over **Easter:**

Week commencing Tuesday 2 April …………………………………………………..

Week commencing Monday 8 April ………………………………………………...

(Please note that Friday 29 March and Monday 1 April are bank holidays for the Easter weekend).

What time(s) will your programme run?

…………………………………………………………………………………………………..

Please state the dates that you plan to run your **four-week** programme at this site in the **summer holidays**:

Week commencing 29 July ………………………………………….

Week commencing 5 August …………………………………………..

Week commencing 12 August …………………………………………

Week commencing 19 August …………………………………………

Week commencing Tuesday 27 August …………………………………………

(Please be aware that the last day of the summer term for Kent schools is Tuesday 23 July and the first day of the autumn term is Monday 2 September. This may vary from school to school. Monday 26 August is a bank holiday).

What time(s) will your programme run?

…………………………………………………………………………………………………..

Please state the dates that you plan to run your programme at this site at **Christmas:**

…………………………………………………………………………………………………..

What time(s) will your programme run?

…………………………………………………………………………………………………..

(Please note that the end of term for Kent schools is Friday 20thDecember 2024 and the return date is 6th January 2025. This may vary from school to school).

**Site 2**

Full address……………………………………………………………………………………

…………………………………………………………………………………………………

Postcode …………………………….

Ofsted registration number (if applicable) ……………………………………………

Type of venue, for example, primary/secondary school, village hall, community centre, football ground

…………………………………………………………………………………………………..

Number of places for children aged 4 - 11 years ……………………….

Number of places for young people aged 11 - 16 years ……………….

Number of places for young people with SEND aged 16 - 18 years ……………

Number of fee-paying places available ……………………………

Total number of places available, including to fee-paying parents …………….

Named Designated Safeguarding Lead for this site ………………………………

Named first aider for this site …………………………………………………………

**Programme Details for this Site:**

Details about how this HAF Programme will be shared with eligible families, schools and other HAF Programme partners as appropriate. In order to provide eligible families with as much information as possible prior to booking, please provide a short description of your programme which gives us information about the type of setting and incorporates the types of activities which will be provided:

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Please state the dates that you plan to provide the HAF Programme at this site over **Easter:**

Week commencing Tuesday 2 April …………………………………………………..

Week commencing Monday 8 April ………………………………………………...

(Please note that Friday 29 March and Monday 1 April are bank holidays for the Easter weekend).

What time(s) will your programme run?

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Please state the dates that you plan to run your **four-week** programme at this site in the **summer holidays**:

Week commencing 29 July ………………………………………….

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Week commencing 19 August …………………………………………

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What time(s) will your programme run?

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Please state the dates that you plan to run your programme at this site at **Christmas:**

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What time(s) will your programme run?

…………………………………………………………………………………………………..

(Please note that the end of term for Kent schools is Friday 20thDecember 2024 and the return date is 6th January 2025. This may vary from school to school).

**Site 3:**

Full address …………………………………………………………………………………………………

…………………………………………………………………………………………………

Postcode …………………………….

Ofsted registration number (if applicable) ……………………………………………

Type of venue, for example, primary/secondary school, village hall, community centre, football ground

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Number of places for children aged 4 - 11 years ……………………….

Number of places for young people aged 11 - 16 years ……………….

Number of places for young people with SEND aged 16 - 18 years ……………

Number of fee-paying places available ……………………………

Total number of places available, including to fee-paying parents …………….

Named Designated Safeguarding Lead for this site ………………………………

Named first aider for this site …………………………………………………………

**Programme Details about this Site:**

Details about how this HAF Programme will be shared with eligible families, schools and other HAF Programme partners as appropriate. In order to provide eligible families with as much information as possible prior to booking, please provide a short description of your programme which gives us information about the type of setting and incorporates the types of activities which will be provided:

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Please state the dates that you plan to provide the HAF Programme at this site over **Easter:**

Week commencing Tuesday 2 April …………………………………………………..

Week commencing Monday 8 April ………………………………………………...

(Please note that Friday 29 March and Monday 1 April are bank holidays for the Easter weekend).

What time(s) will your programme run?

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Please state the dates that you plan to run your **four-week** programme at this site in the **summer holidays**:

Week commencing 29 July ………………………………………….

Week commencing 5 August …………………………………………..

Week commencing 12 August …………………………………………

Week commencing 19 August …………………………………………

Week commencing Tuesday 27 August …………………………………………

(Please be aware that the last day of the summer term for Kent schools is Tuesday 23 July and the first day of the autumn term is Monday 2 September. This may vary from school to school. Monday 26 August is a bank holiday).

What time(s) will your programme run?

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Please state the dates that you plan to run your programme at this site at **Christmas:**

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What time(s) will your programme run?

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(Please note that the end of term for Kent schools is Friday 20thDecember 2024 and the return date is 6th January 2025. This may vary from school to school).

There are several elements to providing the full HAF Programme offer. The expectation is that all programme partners will be able to offer the full programme. The provision that you agree to offer will be monitored by the HAF Programme Team.

**There is an expectation that all providers have a commitment to safeguarding the children in their care and will take appropriate steps to ensure this commitment is met. This includes ensuring that:**

* **all those who are working or volunteering for the programme are suitable to do so and have the appropriate level of DBS check in place**
* **the programme has a child protection policy which all staff and volunteers know and understand**
* **all staff and volunteers understand their responsibilities in relation to raising issues of concern (including making referrals to other agencies as appropriate) and their expected behaviour as part of the programme.**

The information we collect on this form will be used solely for the purpose of administering and evaluating the Holiday Activities and Food Programme and will not be used for any other purpose.

Thank you for completing this form. Please return it as soon as possible, and at the latest by **Friday 12 January 2024,** to KentHAF@theeducationpeople.org so that funding can be allocated accordingly.

**If you are successful in your Stage 1 application, then you will be invited to complete Stage 2, to ensure that we have all the details that we require and complete the application process.**

I confirm that the information in the Stage 1 application is correct to the best of my knowledge and give my permission for the HAF Programme Team to process my application.

**Signed**: ……………………………………………………………………………………….

**Print name**: …………………………………………………………………………………

**Date**: …………………………………………………….