Coventry HAF

Holiday Activities
and **Food Programme**

School Teacher Guide

Welcome to HAF

Understand the programme and help families access opportunities that keep more children active, connected and engaged during the school holidays.





Scan here to find out more or visit **coventry.gov.uk/haf**

coventryhaf **haf_coventry** e: **haf@coventry.gov.uk**

Coventry City Council

Funded by
UK Government

COVENTRY HAF
Holiday Activities & Food

child friendly COV

BEST START IN LIFE

Why HAF matters

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

HAF is a national programme funded by the Department for Education, providing eligible children and young people with FREE activities and experiences during the Christmas, Easter and summer school holidays.



What do children get?

- **Free nutritious meal at every HAF club that meets school food standards.**
- **Free physical activities including dance, games, sports and swimming.**
- **Free enriching activities, including arts, cooking, crafts, STEM, trips and young leader's accredited courses.**

Why it matters

- **Supports good physical and mental health and reduces holiday hunger.**
- **Helping children to meet the recommended 60 minutes of daily activity.**
- **Supports children into trying new activities, learning and increasing confidence.**

How you can help

Schools have trusted relationships with children and families. Your support of HAF can boost participation, helping children return to school happier, healthier and ready to learn. Many eligible families simply don't know the programme exists or realise that they qualify.

Who is eligible?

Children and young people need to be school-aged children (reception to year 11 inclusive) and meet one or more of the following criteria:

- In receipt of benefits-related **targeted** free school meals (FSM)
- Assessed (through a Children and Families assessment, undertaken by Children's Services) as a "child in need"
- On a child protection plan
- A child in care
- A young carer
- Assessed (through an early help assessment) to be in financial hardship
- Part of the Ukrainian Family Scheme or the Home for Ukraine programme
- Receiving Free School Meals through having No Recourse to Public Funds

Young people in Years 12 - 13 are eligible if they are in receipt of benefits-related free school meals (FSM) and either have an EHCP or are receiving SEN support at their place of education.



Are children who receive Free School Meals eligible for HAF?

Not always. HAF is linked to **targeted** Free School Meals. This is for some families who get Universal Credit and earn £7,400 a year or less. Children who qualify can get a free HAF place. Children who are eligible under **targeted** Free School Meals will remain eligible for HAF for the full school year.

What does Expanded Free School Meals mean?

If a child receives Free School Meals because their household receives Universal Credit but the household income is above the **targeted** Free School Meals threshold, which is £7,400 per year per household, they may not be eligible for a funded HAF place.

HAF remains linked to targeted Free School Meals and is not expanding in line with wider Free School Meals changes.

Some children who previously attended HAF may no longer be eligible after summer 2026 as transitional protections end.

Children with No Recourse to Public Funds (NRPF)

Children from families with No Recourse to Public Funds (NRPF) may also be eligible to access HAF provision. If you know a child who may be eligible under NRPF arrangements, please encourage the family to contact the HAF team or refer them to the HAF website for more information.

What we need your school to do

We recommend appointing a **HAF School Champion** to help and support eligible families and children access the HAF programme.

This person could be in a role already such as:

- DSL
- Family Support Worker
- Pastoral Lead
- Attendance Lead
- Inclusion Lead
- School Business Manager

Responsibilities of the HAF Champion:

- Receive HAF updates from the Coventry team
- Share information with staff
- Coordinate promotion within the school
- Ensure resources are displayed
- Be the key contact for the HAF team

Activity checklist	Complete
Staff briefed	
Posters/banners displayed	
Parent communications sent	
Website updated	
Social media shared	

If your HAF Champion has any questions or needs support, they can email the HAF team on **haf@coventry.gov.uk**

How to help a parent/carer book

1. A parent/carer does not need a HAF Code to access the HAF booking system. Simply go to **eequ.org/coventryhaf** to start booking.
2. When they are prompted to enter their child's details, please ensure they use their child's legal name and ensure their date of birth is correct.
3. Use the digital guide below to support parents and carers through the booking process. **coventry.gov.uk/hafbookingguide**
4. Parents/carers can also call **Coventry City Council Customer Service Team** on **08085 834 333** or **visit local Family Hubs** and **libraries** for in-person booking assistance.

School promotion toolkit for you to use

Newsletter template text

Coventry's Holiday Activities and Food (HAF) programme offers eligible children and young people free activities, new experiences and a nutritious meal during the Easter, Summer and Christmas school holidays.

Families can explore available clubs and book places at **eequ.org/coventryhaf**

Please speak to the school if you need help or would like to find out whether your child may be eligible.

Parent mail template text

(suitable for text messages)

Free HAF holiday clubs are back!
Eligible children can enjoy fun activities and a healthy meal.
Book at **eequ.org/coventryhaf**
or ask the school for help.

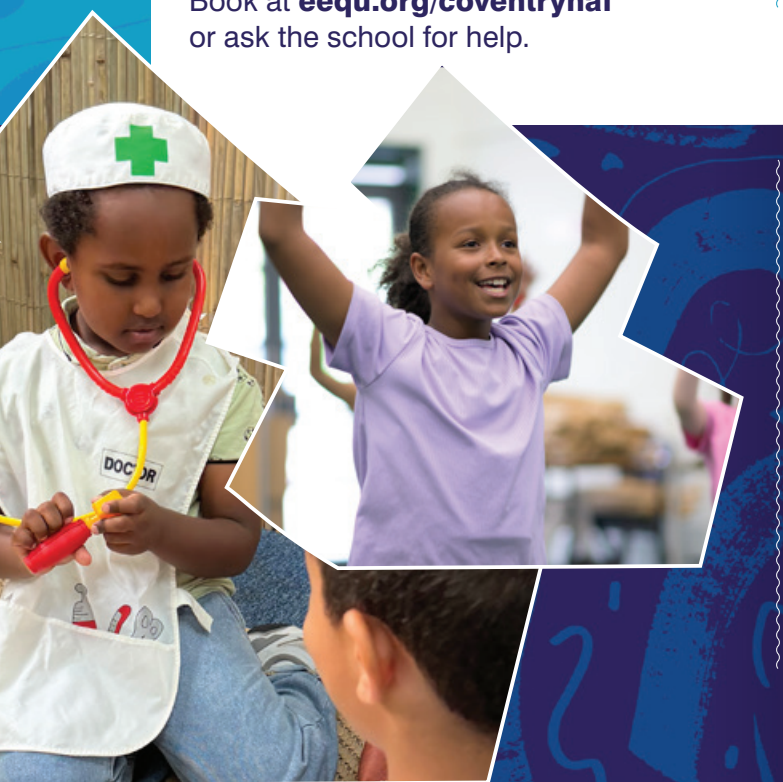
Apply to be a HAF provider

- **Do you offer wraparound childcare?**
- **Do you offer paid club spaces during Easter, summer or winter holidays?**
- **Do you have staff and venue space available during holiday time?**

If so, you may be interested in applying to become a HAF provider.
Please email **haf@coventry.gov.uk**.

Alternatively, if you hire out your school as a venue, we may be able to match you to a trusted provider who is looking for space to run a HAF club.

You can also link up with some nearby schools (potentially with a larger hall space or kitchen) to run a shared HAF club, sharing staff resources and providing a HAF option for children from multiple schools.



Referrals

School teachers can make referrals for children who are not automatically eligible for HAF, but who may benefit from the programme. This may include children who are vulnerable, at risk of social isolation, experiencing wellbeing challenges, or whose families are facing difficult financial circumstances.

If you feel a child would benefit from a HAF place, please email us at **haf@coventry.gov.uk** and we can share the short referral form.