



Slough Holiday Activities and Food Programme

(HAF)

Commissioning Framework 2026





Contents:

- **Introduction**
- **Key information**
- **Purpose of the HAF Programme**
- **Grant Objectives**
- **Enrichment and Activity Examples**
- **Number of Children/Young People Eligible for FSM (by Ward & localities)**
- **Funding Agreement and Payment**
- **What We Will Fund**
- **How to Apply**
- **Provider Requirements**
- **Booking System and Cancellations**
- **Branding and Publicity**
- **Data Protection and Confidentiality**
- **Quality Assurance**
- **Record Retention**
- **Inclusion, Accessibility and SEND**
- **Catering and Food Provision**
- **Delivery Review and Future Funding**
- **Support with Your Application**
- **Frequently Asked Questions (FAQs)**



1. Introduction

Slough Borough Council invites expressions of interest for the Holiday Activities And Food (HAF) Programme 2026. This programme, funded by the Department for Education (DfE), supports children and young people who receive benefits related Free School Meals (FSM) to access free, healthy and enriching activities during the school holidays.

DfE recognises that some vulnerable families may not be eligible for benefits related FSM. Local authorities may, at their discretion, allocate a limited proportion of HAF funding to support these families. Following a review of the HAF grant and the significantly high levels of free school meal eligibility Slough's HAF Team has allocated 2% of the funding to support families who fall outside the benefits-related FSM criteria. Professionals may refer families via the Microsoft Teams referral form, link will be shared with successful applicants.

Please ensure you have read the HAF discretionary fund referral guidance before submitting a referral.

We recognise that school holidays can be a challenging time for many families. The HAF programme helps children and young people remain active, eat well, make friends and enjoy new experiences in welcoming, safe environments. HAF 2026 is an exciting opportunity for schools, community organisations, charities, and local groups to work together to deliver high quality, inclusive holiday provision that celebrates creativity, wellbeing and community connection in Slough.



Key Dates Summary Box

Key Activity	Indicative Date / Period
Expression of Interest opens	29 th January 2026
Expression of Interest closes	11 th February 2026
Notification of funding outcomes	13 th February 2026
Notification of Discretionary fund outcome	20 th March 2026
Easter booking system publishing deadline	20th February 2026
Easter Go Live date	25 th February 2026
Summer booking system publishing deadline	26 th May 2026
Summer Go Live date	03 rd June 2026
Winter booking system publishing deadline	26 th October 2026
Winter Go Live date	04 th November 2026
Contact for support	HAFProviders@slough.gov.uk
Submission platform	Microsoft Teams Expression of Interest Form Expression of Interest Form HAF Programme 2026 - Annual Delivery – Fill in form

2. Key Information

- **Programme periods:** Easter, Summer and Winter 2026
- **Eligible participants:** Children and young people aged 5 to 16 years who receive benefits related FSM
- **Application window:** Opens 29th January 2026 - Closes 11th February 2026 (5 pm)
- **Future opportunities:** Further rounds for the Summer and Winter holiday - periods may open later in 2026 subject to demand
- **How to apply:** Applications must be submitted online through the Microsoft Teams Expression of Interest (EOI) [form](#).



Delivery requirements:

-  Easter 2026 – deliver 4 hours per day for 4 days
-  Summer 2026 – deliver 4 hours per day for 16 days
-  Winter 2026 – deliver 4 hours per day for 4 days

While providers may offer programmes longer than four hours, HAF grant funding cannot be applied beyond the four-hour limit. Providers must ensure during each day of delivery there is at least one hour of physical activity.

Programme Delivery Calendar

Programme Period	Indicative Delivery Window	Minimum Provision Requirement
Easter Programme	30/3/2026 - 10/4/2026 (not including bank holidays)	4 days, minimum 4 hours per day
Summer Programme	21/07/2026 - 28/08/2026	16 days, minimum 4 hours per day
Winter Programme	17/12/2026 - 31/12/2026 (not including bank holidays)	4 days, minimum 4 hours per day

Eligible Providers

Schools, community or voluntary groups (including charities and youth clubs) and private, voluntary and independent (PVI) providers including childminders who offer care for children over the age of 5 years.

The provision site **must** be within the borough of Slough. Applications for venues outside Slough will not be approved.

For any queries or additional support please email **HAFProviders@slough.gov.uk**.

3. Purpose of the HAF Programme

The HAF Programme ensures that children and young people can access safe, nutritious and enriching activities during the school holidays. It aims to help participants:

-  Eat healthily and understand nutrition
-  Stay active and enjoy physical activity
-  Make friends and build confidence



- Try new experiences and learn new skills
- Feel included and supported in their community

This programme supports Slough Borough Council's commitment to improving health, equality and opportunity for every child and family.

4. Grant Objectives

Funded projects must show how they will:

- Provide healthy meals that meet School Food Standards.
- Deliver physical and creative activities that promote wellbeing.
- Offer safe and inclusive spaces for play and learning.
- Support children and families to learn about nutrition.
- Strengthen links with local services and community support.

5. Enrichment and Activity Examples

Programmes should enable children to: develop skills, gain confidence, try new experiences and have fun.

Examples include:

- Physical activities such as football, swimming, cycling, dance or cricket
- Creative activities such as drama, arts and craft, music and design
- Outdoor learning including nature walks or team games
- Free play where children can relax and socialise



6. Number of Children/Young People Eligible for FSM (by Ward)

Locality Ward Number	Ward	Number of eligible FSM Children	Percentage of total number of FSM Children
1	Upton Lea	392	4.96%
1	Wexham Court	332	4.20%
1	Slough Central	279	3.53%
1	Elliman	310	3.92%
		1313	16.60%
2	Colnbrook & Poyle	358	4.53%
2	Langley Foxborough	397	5.02%
2	Langley Marish	339	4.29%
2	Langley Meads	200	2.53%
2	Langley St Mary's	225	2.85%
		1519	19.21%
3	Herschel Park	483	6.11%
3	Upton	186	2.35%
3	Chalvey	453	5.73%
		1122	14.19%
4	Cippenham Manor	520	6.58%
4	Cippenham Green	282	3.57%
4	Cippenham Village	331	4.19%
		1133	14.33%
5	Haymill	201	2.54%
5	Britwell	617	7.80%
5	Northborough & Lynch Hill Valley	440	5.56%
		1258	15.91%
6	Baylis & Salt Hill	389	4.92%
6	Farnham	562	7.11%
6	Manor Park & Stoke	612	7.74%
		1563	19.76%

Based on the data set out in the table above, the figures below outline the number of places to be commissioned for each locality group. The actual attendance at HAF programmes in 2025 has been used to support the place calculations.



Additional demand figures have been calculated in line with the DfE expectation of a 20% take-up rate of all children eligible for free school meals.

Locality Group Number	Wards	Number of places required per delivery period				Total Number of places required for the year		
		Easter		Summer				
		Primary	Secondary	Primary	Secondary			
1	Upton Lea Wexham Court Slough Central Elliman	283	95	1320	445	283	95	2521
2	Colnbrook & Poyle Langley Foxborough Langley Marish Langley Meads Langley St Mary's	263	122	1227	568	263	122	2565
3	Herschel Park Upton Chalvey	351	100	1635	466	351	100	3003
4	Cippenham Manor Cippenham Green Cippenham Village	352	102	1642	478	352	102	3028
5	Haymill Britwell Northborough & Lynch Hill Valley	300	74	1397	347	300	74	2492
6	Baylis & Salt Hill Farnham Manor Park & Stoke	318	105	1481	490	318	105	2817
		1867	598	8702	2794	1867	598	16426

Providers are expected to review the locality information carefully and consider the required number of places prior to applying. If you are unsure which locality area your provision comes under, please contact the Slough HAF Team.



Demand

Where demand exceeds the commissioned number of places there will be an opportunity for providers to increase their offer, but this will be done at the discretion of the Slough HAF Team. If an increase in commissioned places is required, the HAF Team will discuss this with individual providers and agree the arrangement in writing. This will be monitored closely via the booking system and ongoing provider engagement.

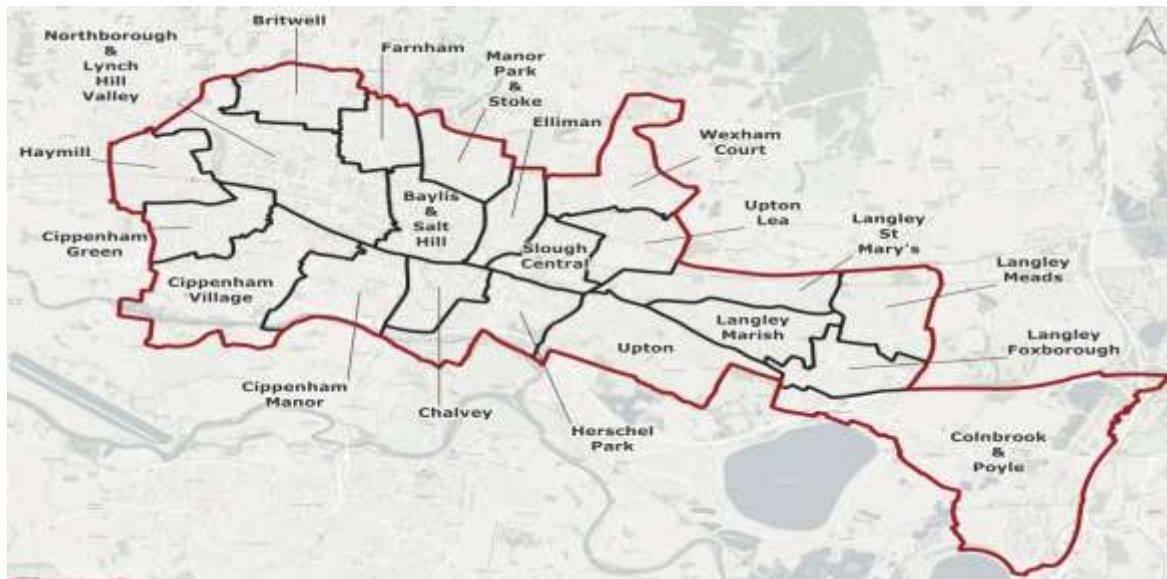
Providers are encouraged to give due consideration to previous attendance when applying for the number of places they will offer. We highly encourage you to apply for a lower number taking into consideration non-attendance, as we can review this number and increase it where required.

The table below details the maximum number of additional places the local authority can fund within the grant allocation from the DfE.

Locality Group Number	Maximum number of additional places								Total Number of places required for the year	
	Wards	Easter		Summer		Winter				
		Primary	Secondary	Primary	Secondary	Primary	Secondary			
1	Upton Lea Wexham Court Slough Central Elliman	136	45	635	214	136	46		1212	
2	Colnbrook & Poyle Langley Foxborough Langley Marish Langley Meads Langley St Mary's	143	67	671	311	143	67		1402	
3	Herschel Park Upton Chalvey	121	34	564	161	121	34		1035	
4	Cippenham Manor Cippenham Green Cippenham Village	122	35	567	165	122	35		1046	
5	Haymill Britwell Northborough & Lynch Hill Valley	139	35	651	162	139	35		1161	
6	Baylis & Salt Hill Farnham Manor Park & Stoke	162	54	758	251	163	54		1442	
		823	270	3846	1264	824	271		7298	



Locality Ward Map



7. Funding Agreement and Payment

Providers can apply for annual funding covering Easter, Summer and Winter 2026. Each successful applicant will receive a Grant Agreement confirming the total annual amount awarded.

Flat Rate Funding Model

The HAF programme is now operating a flat rate model of £20.00 per place per day excluding the cost of food. Due to the increasing number of eligible children and rising demand, the funding process has been reviewed in line with the grant allocation received for the Borough of Slough. Operating a flat rate model also allows us to ensure fairness and transparency. This decision supports better use of public funds and to help maximise reach and impact.

Providers will receive an allowance of £4.20 per meal. Further details can be found in section 17.

Trips

The Slough HAF team recognise that trips may be offered as a form of enrichment within the HAF provision. However, all trips must be funded within the awarded grant allocation, and no additional funding will be provided. We would encourage providers to seek alternative funding to support their HAF programme, should their programme



offer exceed the amount allocated. Providers who are awarded an annual funding amount can decide how to split their funds across the different holiday periods.

Payment Schedule

Funding is paid termly: 70% in advance of each holiday period and 30% after delivery once attendance and reports are verified. This approach ensures providers have the resources needed to deliver effectively, with final payment balancing actual attendance and activity levels.

Please find example below:

Number of commissioned places per day	100	Number of bookings made	1500
Number of days running	16	Number of ATTENDED places	1450
Total commissioned places	1600	Total percentage attended places	90.63%
Cost per place	£20.00	Additional funding percentage	20.63%
Cost per meal	£4.20	Additional funding total	£7,987.94
Total per place	£24.20	A further payment to be made of £7,987.94- the difference between 90.63% and 70%	
Total cost of programme	£38,720.00		
70% deposit	£27,104.00	Total funding	£35,091.94

This example shows the payment where attendance is higher than 70% but lower than 100%

All changes to delivery must remain within the agreed funding.

No increase in the grant will be made after approval, and providers must seek written agreement before increasing funded places.

70% payments are released only when the Grant Agreement is signed payments are released only when the Grant Agreement is signed, documentation is verified, and sessions are uploaded to the booking system.

8. What We Will Fund

Funding can be used for:

- Reasonable Staff and sessional salaries
- Reasonable Food and catering costs meeting School Food Standards
- Reasonable equipment and material costs
- Reasonable venue hires and utilities connected to delivery
- Insurance and DBS check



- Volunteer expenses and transport support

Capital Funding

HAF funding may be used for limited capital expenditure where this is necessary to support programme delivery, such as the purchase of equipment. Capital spend must comply with DfE requirements.

[Holiday activities and food programme 2026 to 2027 - GOV.UK](#)

Any expenditure meeting the DfE definition of capital must be clearly identified and approved in advance by the Slough HAF team.

Not funded:

Property purchases or building works.

All costs must offer good value for money and support programme objectives.

9. How to Apply

Applications must be made online via the Microsoft Teams Expression of Interest Form, link below:

[Expression of Interest Form HAF Programme 2026 - Annual Delivery – Fill in form](#)



Key Dates

- EOI Opens 29th January 2026
- EOI Closes 11th February 2026 at 5 pm

Late applications cannot be considered. All applicants will be notified by email of the



outcome. Further funding rounds will open later in the year for additional periods subject to demand.

There is no appeals process. Please contact Slough HAF team early for support or advice.

10. Provider Requirements

Providers must have the following in place before funding is released:

- Public Liability Insurance
- Employers Liability Insurance
- Attendance Policy
- Safeguarding Policy (including safer recruitment of staff and volunteers)
- Site Security Policy covering access and supervision
- Lockdown policy
- Complaints policy
- Whistleblowing Policy
- Missing child policy
- Inclusion, Accessibility, Equality and SEND Policy
- Health and Safety Policy
- Food Hygiene Certificate (Level 2 or above)
- Food Safety Rating (if applicable)
- Sample Menu (where food is provided)
- Risk Assessment and Transition Plans for children with SEND

Policies for providers to consider are late collection and behaviour policy.

All successful applicants will be required to submit copies of this documentation prior to the commencement of their programme.

Annual compliance checks may take place to ensure policies and standards remain Current.

As part of the requirements for successful HAF applicants, the Local Authority has commissioned training opportunities with organisations such as Families First to support providers in developing inclusive, safe, and sustainable provision for children and young people with SEND. Participation in this training is **mandatory** for all HAF providers and is intended to support effective business planning and inclusive practice.

This training offer has been expanded from the wraparound childcare sector to include HAF providers. The programme includes free, sector-specific training focused on inclusive practice, safeguarding, and business planning, delivered online



to maximise accessibility. Successful applicants will receive further information on the training programme, including details on how to book onto the required courses

11. Booking System and Cancellations

Holiday Activities / E-Vouchers

All bookings must be made through the Holiday Activities / E-Vouchers system which connects to local school databases and automatically sends vouchers to eligible families.

New providers will have accounts created and receive training before delivery starts. Providers are responsible for the maintaining and updating of their profile.

All bookings are managed within this system; Providers are also expected to record attendance via this system.

We will not accept any bookings made or recorded outside of the booking system (Holiday Activities).

Easter booking system publishing deadline	20th February 2026
Easter Go Live date	25 th February 2026
Summer booking system publishing deadline	26 th May 2026
Summer Go Live date	03 rd June 2026
Winter booking system publishing deadline	26 th October 2026
Winter Go Live date	04 th November 2026

Cancellations

Families can cancel a place through the booking system. Providers must approve each cancellation to release the space as soon as reasonably practicable. Please refer to the cancellation policy.

The Slough HAF Team reviews cancellation activity to identify any backlogs or delays and will contact providers if requests are pending.

It is the providers responsibility to ensure that families are aware of and understand the cancellation policy.



Providers have a mandatory safeguarding responsibility to follow up on all non-attendance cases during every HAF programme throughout the year.

Required Follow-up Actions

1. **Immediate Response:** Contact families by phone for each instance of non-attendance
2. **Documentation:** Record all contact attempts, responses received, and actions taken
3. **Two-Day Cancellation Rule:** After two consecutive days of non-attendance without a cancellation request or acceptable reason, you must automatically cancel the remaining bookings
4. **Booking Release:** Cancelled places must be immediately made available for other families on waiting lists

Please be aware the first two attendance will be funded. We do not fund further two days of no shows.

12. Branding and Publicity

Providers must acknowledge **Slough Borough Council**, **Slough HAF**, and include **#HAF2026** on all marketing and publicity.

13. Data Protection and Confidentiality

All providers must comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Use personal data only for HAF delivery and monitoring, store it securely and share it only where legally required or authorised by the Council.

14. Quality Assurance

The Slough HAF team will undertake monitoring visits during delivery periods to review attendance, safeguarding arrangements, site security, and the quality of activities. Monitoring is undertaken collaboratively to support providers in maintaining consistent standards. In addition, families may be contacted to gather feedback as part of the monitoring process.



15. Record Retention

Providers must keep financial records for six years after the grant period ends. This includes attendance, finance and monitoring data. Records may be reviewed by the Council or The DfE. All locally held data concerning specific SEND risk assessments or related documents shall be retained until the child or young person attains 21 years and 9 months of age.

16. Inclusion, Accessibility and SEND

The Council expects all programmes to be inclusive and accessible to all children and young people. Providers must ensure that their services promote equality of opportunity and comply with all relevant legislation, including the Equality Act 2010, which consolidated and replaced much of the Disability Discrimination Act 1995. In particular, providers must:

- Make reasonable adjustments to support children with SEND
- Have clear inclusion and accessibility policies
- Work with families to agree support arrangements
- Ensure staff are adequately trained and in line with all current legislation

Local Offer Requirement: All successful applicants must display the Local Offer logo on their Family Information Service (FIS) page and marketing materials so families are aware the provision is inclusive.

These details must be updated at the same time as information on the Holiday Activities / E-Vouchers portal. The logo will be shared with successful applicants.

17. Catering and Food Provision

All HAF providers must provide at least one healthy and nutritious meal per day for every child attending, meeting School Food Standards.

<https://www.legislation.gov.uk/uksi/2014/1603/contents> & [Allergy guidance for schools - GOV.UK](https://www.gov.uk/government/publications/allergy-guidance-for-schools)

All food served through HAF activities must be prepared by a provider or catering organisation with a Food Hygiene Rating of 3 (Generally Satisfactory) or above, in line with the national food hygiene scheme. For more information, visit:

[Slough Borough Council – Food Hygiene and Safety](https://www.slough.gov.uk/food-hygiene-and-safety)

The Slough HAF Team recognises that some providers may experience challenges in delivering meal provision. Historically, a HAF Kitchen option has been made available where possible.



For the Easter delivery period, this option will not be available. Instead, providers will receive an allowance of £4.20 per meal.

Grant payments will be calculated by adding the flat rate to the cost of food to determine the total cost per child. This figure will then be multiplied by the number of commissioned places to establish the total grant value. Payments will be made in line with the agreed 70/30 funding split.

Providers are welcome to make their own arrangements for food. Please find below a list of caterers that have previously supported the Slough HAF programme. These caterers do not work for Slough Borough Council, and providers are solely responsible for all arrangements, including contracting, ordering food, and managing delivery or transport.

- Heywood Catering – Tel: 07760 456741 & E: Sandyheywood1@outlook.com
- Dresgef Services- Tel: 07904 174595 & E: muriaefih@aol.co.uk

The Local Authority is currently working to commission a Slough HAF Catering option, which will enable providers to select and use an approved caterer. Subject to the successful procurement of a suitable caterer, this service is intended to launch for the Summer 2026 programme. We'll provide updates as soon as new information comes in.

18. Delivery Review and Future Funding

After each holiday period, the HAF Management Team will meet with providers to reflect on delivery and share learning. The review will look at:

- Quality and consistency of delivery
- Attendance and participation information
- Feedback from families and staff
- Safeguarding and reporting processes

This is a collaborative and supportive process. The aim is to celebrate success, identify what works well and strengthen future offers. Learning from the reviews will help shape planning for future funding rounds.

Providers demonstrating commitment to quality, inclusion and partnership will be prioritised for future opportunities.

19. Support with Your Application

If you require support or advice at any stage, please contact the HAF Team at



HAFProviders@slough.gov.uk.

The team will guide you through the process and help you plan a successful programme for children and families in Slough.

20. Frequently Asked Questions (FAQs)

- 1. Who can apply for HAF funding?** Schools, community and voluntary groups (including charities and youth clubs) and private, voluntary and independent (PVI) providers such as nurseries and childminders.
- 2. Where must provision be located?** Inside the borough of Slough only. Venues outside Slough are not eligible.
- 3. Can we apply for a full year of delivery?** Yes, for Easter, Summer and Winter 2026 within one application.
- 4. What booking system is used?** The Holiday Activities / E-Vouchers system linked To school records that issues e-vouchers directly to eligible families.
- 5. Is training provided for new providers?** Yes. All new providers receive training and system access before delivery.
- 6. How do cancellations work?** Families cancel via the system. Providers approve Cancellations to release tokens. The HAF Team monitors backlogs to avoid delays in rebooking.
- 7. How are payments calculated?** By the number of daily places multiplied by the standard flat rate.
- 8. What is the payment schedule?** 70% advance before delivery and 30% subject to attendance levels and satisfactory completion of booking system records.
- 9. Can grant values change mid year?** No. Grants remain fixed once agreed.
- 10. What documents are required?** Safeguarding, Health and Safety, Site Security, SEND, Equality and Food Safety policies.
- 11. Will further training be available?** Yes. The Council offers briefings and support sessions throughout the year.
- 12. Who should I contact for help?** Email HAFProviders@slough.gov.uk.



13. Missing E-voucher? If a parent doesn't receive their child's e-voucher (HAF code), please advise them to contact their child's school first. If the school is closed or not subscribed to Holiday Activities please refer families to contact the HAF team via email on: HAF@slough.gov.uk.

14. Who should I contact for technical support? If you need help with technical issues such as cancelling or changing a booking, please contact the Holiday Activities support team at: support@holidayactivities.com

Together for Slough's Children

Slough Borough Council thanks all partners who help deliver positive holiday experiences for children and families. HAF 2026 is a shared commitment to support, healthy living and fun for every child.

Together, we can make this programme a joyful and impactful success for our community.