 

Shropshire HAF (Holiday Activities & Food Programme)

**MONITORING & EVALUATION SUMMER 2021**

**REPORTING PRO FORMA**

**Congratulations on completing your summer holiday activity programme 2021. We hope your programme was a success and met all your expected outcomes.**

We’d love to hear about your programme: what went well/successes; how well your programme met the HAF criteria, particularly in providing enrichment activity and food for children and young people eligible for FSM (Free School Meals); what challenges did you face; and what you would change, when running future holiday provision for this cohort of children and young people.

Evaluation is an essential tool for learning about your activity and how it works. It involves gathering evidence before, during and after a project and using it to make judgments about what happened. The evidence also shows what happened and why, and what effect it had. Evaluation can help you improve what you are doing during a project and what you might do next time.

**Please complete and return the Monitoring and Evaluation Form below. If you have delivered activity at multiple venues, with different members of staff etc. you may find it easier to complete separate forms for each venue.**

**Please email a competed copy of the form back to the HAF Coordinators (Alexa Pugh & Annabel Gittins) via email -** **HAF.programme@shropshire.gov.uk** **by Monday 27th September.**

If you require assistance to complete this form, please contact HAF Coordinators via the email above.

The HAF Coordinator will use your responses in this Form, along with other evidence/data collected over the summer, including: feedback from partner organisations in the community exploring the impact of the programme and work with key schools to track the impact of HAF on school engagement and attainment, to create a report, infographic and presentation. These will be shared with the DfE (Department for Education), Child Matters, Shropshire Council Colleagues and HAF programme partners, including yourselves.

Creating an evidence base, reports etc is vital for sharing the impact of the HAF programme in Shropshire. It helps us to make an effective case for additional funding in future years for the HAF Programme.

Once you have completed and returned this Form, a PO (Purchase Order) number will be triggered. Please use this on your final Invoice to claim the remaining 10% of the grant.

**Thank you**

**Alexa Pugh and Annabel Gittins, HAF Coordinators, Shropshire Council**



**SUMMER HAF 2021 REPORTING PRO FORMA**

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| **1** | **Organisation:** |  |
| **2** | **Contact Name & Position:** |  |
| **3** | **Email address:** |  |
| **4** | **PROGRAMME OVERVIEW/STATISTICS – relating specifically to children and young people eligible for FSM and have accessed your provision through the HAF Voucher** |
| **Was your activity delivered at multiple sites?:**Yes No*Please let us know here if you are completing separate forms for each site.* | **Adress/es of where activity took place:** | **Number of Weeks Holiday Provision Delivered:**123456 | **Number of Days Per Week Delivered:**12345 |
| **Hours Per Day Delivered:**1234Other - | **Age Groups Worked with:**5 – 12 12yrs+  | **Number of FSM children engaged in programme aged 5 to 12 (Primary)** *(total over whole programme – where possible please give total number of individuals, not places filled, to avoid double counting)***:** | **Number of FSM young people engaged in programme aged 12+ (Secondary)** *(total over whole programme – where possible please give total number of individuals, not places filled, to avoid double counting)***:** |
| **Numbers of children accomodated by programme in total** *(FSM and non FSM children added together – where possible please give total number of individuals, not places filled)***:** | **Postcodes of FSM children attending your programme** *(please list postcodes)***:****List the schools the FSM children participating in your programme attend** *(e.g. 5 children from Greenacres)***:** | **Did you offer activity for FSM children with SEND (Special Educational Needs & Disabilities?:**Yes No  | **What local businesses/partners were involved in suporting your programme, e.g activity providers, food suppliers, designers, printers etc?** *(please list them below)*: |
| **How many paid staff were involved in running your holiday programme?:** | **Did you recruit any new staff specifically to run your holiday programme?:***If yes, how many?* | **Did you work with volunteers to deliver the programme?:****Yes****No**  | **If Yes, how many were involved and how many hours did they work?:** |
| **5** | **HAF PROGRAMME CRITERIA – the responses below can relate to ANY children or young people who have participated in your programme** |
| **Using the table below, please summarise and provide examples of how your summer activities met the HAF Programme Critera and Key Outcomes of the HAF Grant:** |
| **Food:*** Did you provide children and young people with at least one nutritious meal a day?
* Did you work in partnership to provide food?
* What were the children and young people’s attitudes to the food you provided?
 |  |
| **Enriching Activities:*** Please give an overview of the programme you delivered.
* How did the programme provide opportunities for children and young people to develop and consolidate their skills and knowledge and try out new experiences?
* Did you see a change in young people’s characters / wellbeing and educational attainment?
 |  |
| **Physical Activity:*** Please give an overview of the programme you delivered.
* How did you ensure the physical activities you delivered were engaging and inclusive?
 |  |
| **Nutritional Education:*** Please give an overview of the activities you used to educate participants about nutrition.
* Did you involve parents, carers and other family members in training and advice sessions on nutrition and eating a balanced diet? If yes how?
* Do the children you worked with now have a better understanding of nutrition and food budgeting? Did their attitudes change over the period of the programme?
 |  |
| **Signposting & Referrals:*** How did you provide participants and their families with information, signposting or referrals to other services and support? Which services did you sign post them to?
* Do you know if there has been an increase in the number of families using local services in your area as a result of the programme?
 |  |
| **6** | **FEEDBACK FROM PARTICIPANTS & FAMILIES** |
| **Impact on Participants:*** How did your programme impact the children and young people who participated?
 | Use these questions to collect responses from participants – these can be collated into a %. Other ways of collecting data / information will be discussed at the Monitoring & Evaluation Training. **Questions:****How much do you agree with these sentences?***(With Strongly Agree / Agree / Not Sure / Disagree / Strongly Disagree as options to select):*I feel welcome here I can be myself hereI feel more confident about myselfA feel I have made new friends this holidayI will be more active and enjoy playing sports moreI have had lots of fun doing these activitiesI have learnt new skills this holidayI have learnt more about eating a balanced diet and taking care of myselfI know where to find information on nutritionI enjoy spending time with my friendsI want to attend more holiday clubs in the future |
| **Quotes from Participants / Families / Staff and Providers:** * Please provide a selection of quotes – please ensure they are anonymous
 |  |
| **7** | **PROGRAMME HIGHLIGHTS & CHALLENGES** |
| **What have been your top highlights from the programme you’ve delivered:** * Please give specific examples to illustrate the benefit the grant has achieved
 |  |
| **What have been the challenges in delivering the programme:*** Were you able to overcome them and what would you change for future programmes? *(e.g. food, targeting FSM children, engagement/drop-off)*
 |  |
| **8** | **EXPERIENCE OF WORKING WITH ENRICHMENT PROVIDER & ADDITIONAL SUPPORT** |
| **If you worked with an external ‘Enrichment’ Provider, what was your experience of this?*** What worked well and what could be improved?
 |  |
| **What support would you like in the future from the HAF Coordinators?** |  |

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| --- | --- |
| **9** | **SUMMER HOLIDAY EXPENDITURE – please complete the table below** |
| **Cost – e.g. Staff time, Food etc** | **Details/Calculations** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL:**  |
| **10** | **FUNDING FROM OTHER SOURCES – please complete the table below***Please identify any other sources of funding you secured, to support your holiday programme in addition to the grant from the Shropshire Council HAF Programme.*  |
| **Funder** | **Details** | **Amount** |
| **Trust / Foundation** |  |  |
| **Sponsorship** |  |  |
| **Earned Income** |  |  |
| **Other *(details)*** |  |  |
|  | **TOTAL:**  |

**Please include with your Report:**

* **Two good digital images –** free from copyright – with all the permissions in place, for publicity purposes (on the Shropshire Council HAF Pages and associated Marketing & Publicity).
* **Links to other sources of information about your work,** such as Websites, Facebook page, Instagram, Twitter.

**Organisations**

I confirm that, as far as I know, the information in this Reporting Form is true and correct, and that we have complied with the conditions attached to the grant. I confirm that the organisation named on this Reporting Form has given me the authority to sign this document on their behalf.

**Your signature:**

**Name:**

**Position:**

**Date:**

**Please email a competed copy of the form back to the HAF Coordinators (Alexa Pugh & Annabel Gittins) via email -** **HAF.programme@shropshire.gov.uk** **by Monday 27th September.**

**Thanks**

By completing this Reporting Form, you are agreeing that the information provided can be used by Shropshire Council to monitor and evaluate the Shropshire Summer HAF Programme. The HAF Coordinators will be sharing anonymised data to report on the HAF programme to Central

Government on the use of the funding and to inform future funding programmes.

Information provided will be stored securely for a maximum of 6 years and will be used in accordance with Data Protection Legislation. Further information can be found on [www.shropshire.gov.uk/privacy/](http://www.shropshire.gov.uk/privacy/)