

This matter is being dealt with by:

**Rachel Fletcher**

Reference: Holiday Activities and Food programme (HAF unique codes)

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03 October 2023

Dear school

Since summer 2023, the Holiday Activities and Food (HAF) programme started to use unique HAF codes for all children and young people wishing to access the programme. This move was made to ensure that we are reaching the right families and those most in need. It is something that the Department for Education is keen to implement nationally.

The following points outline how parents/carers and schools can access a child’s unique Nottinghamshire HAF code.

**Information for families**:

* All children and young people wishing to access HAF Nottinghamshire must now have a unique HAF code. This proves eligibility for the programme.
* Unique codes cannot be shared. A child will have their own unique code to use if they appear in our current data. The codes look like this: HAF-**C**000000 or HAF-**S**000000 (A letter C or S followed by 6 unique numbers)
* If a parent/carer or school can provide evidence for a child in receipt of benefits related free school meals, but the child does not appear in our data – they will be supplied with a HAF-**SC** code (school confirmed)
* Where a child or young person falls within our Vulnerable category, they will be provided with a HAF-**V**000000 code (a letter V followed by 6 unique numbers). These codes are by request and issued through conversation with the HAF team
* The HAF code is needed at **point of booking** holiday activities and should be provided to the holiday club **when booking a place.** Listings will appear here from 9th October:

[Activities and venues | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/education/holiday-activities-and-food/activities-and-venues)

* If parents/carers do not know a child’s HAF code, schools can now look up HAF codes on Synergy. Alternatively you can contact the HAF helpline 0115 9774 999 (line open 10am to 2pm, Monday to Friday), or email the team at: [haf@nottscc.gov.uk](mailto:haf@nottscc.gov.uk)
* Codes will remain with the child for 2023 and can be used for the spring (Easter), summer, autumn (October) and winter school holiday periods.

**Information for schools:**

Schools can now download a list of HAF codes for their benefits-related free school meals children/young people from Synergy. The code appears on each **child’s Synergy record or schools can run a report for all HAF codes.**

A child’s codecan be shared with their parent or carer via Dojo, parent pay or the school’s choice of communication with their families, as appropriate.

Attached is a ‘how to’ guide for downloading current HAF codes for children and young people in receipt of benefits related free school meals.

Useful links for parents/carers and schools: [Families, parents and carers | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/education/holiday-activities-and-food/families-parents-and-carers)

Yours sincerely

Rachel Fletcher

HAF Coordinator

Nottinghamshire County Council