



Big Norfolk Holiday Fun Parent Instructions

- Is your child eligible for benefits-related free school meals?
- Do you employ a personal assistant who is paid for via the NCC Short Breaks team?
- Would your child like to take part in the Big Norfolk Holiday Fun programme this year?

If the answer to all of the above is YES, you can use your personal assistant to support your child on the BNHF programme for **FREE**.

Just contact **BNHF@norfolk.gov.uk** and send us the following:

- Full name and date of birth of your child.
- Full name, DBS number, and copy of your child's personal assistant's insurance certificate.

Once we have confirmed we can support you, we will send you further details on how to claim. Just book a session the usual way by contacting the chosen provider and checking the activity will be as suitable and accessible as needed.

You can claim up to 16 individual sessions this summer holiday, at £50 a session through your PA's Short Break expenses. The PA will need to submit the claim form to BNHF@norfolk.gov.uk at the end of the month. Claims will be paid as expenses of £50 per four hours only, not at the PA's usual hourly rate. Please note, no additional expenses or claims may be made using this method.

Delivery dates for Summer:

Wednesday 23rd July to Tuesday 2nd September.

Please apply as early as possible to avoid any disappointment.

If your child is not in receipt of benefits-related free school meals, but you would like your child to take part on the programme, please check out our FAQs for more information.

