

Big Norfolk Holiday Fun

Short Break Offer Terms and Conditions for Providers

The NCC Short Breaks team work with parents / carers of children with special educational needs to support them with funding so their children can get the right help.

Some families use their Short Breaks funding to employ a PA via the NCC Short Breaks team. The PA is insured and employed by the parent.

To support everyone taking part in the programme, The Big Norfolk Holiday Fun team and NCC Short Breaks team have a system in place for the school holidays.

In order for a parent of a child with a PA to take part they must:

- Be eligible for benefits related Free School Meals.
- Send us details of the child's name, date of birth.
- Send us details of the PA's name, DBS number and the child's personal assistant insurance certificate.

Once confirmed with the NCC Short Breaks team, the parent can contact you to see if the activity would be suitable for their child (with the PA supporting) and book on as normal.

The PA should submit the Claim Form to **BNHF@norfolk.gov.uk** ideally a month before the start of the holiday. We will verify the claim with yourselves prior to forwarding onto the NCC Short Breaks Team for payment.

