**Case Study Crib Sheet**

We’re very keen to hear and share some of the great stories connected to the ActiveAte, Holiday and Food Programme. Feel free to use this template to capture your stories, observations, and case studies. The template is a prompt only, it doesn’t need to be overly formal – the tone can be relaxed - as if you’re speaking to other colleagues.

In order to bring your case study to life, do include photos or a link to a video. We welcome filmed versions of the case study.

Photos will need to be sent in their original file format i.e. JPEG, JPG, PNG. Ideally, we want a photo of you (the author) you in your day-to-day setting. If any images include children, please ensure you adhere to your settings permissions policy.

Name of project/case study/club *\*do anonymise individuals names if necessary.*

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Area of project/case study/club

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Introduction of the project/case study (include where it is based, why it was set up etc)

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| *Set the context for your organisation and your position.* |

Please share any key statistics for the programme (how many participants, number of organisations involved, statistics post the activity, year on year stats)

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Tell us about the participants (age range, gender, characteristics, why they needed the project)

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Tell us about the project or the individual’s story etc.

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| * *What’s the opportunity, issue or participant story/journey?*
* *Why was the project set up?*
* *What was different this time? How did you manage the situation?*
* *Have there been examples where supporting or signposting families have made change?*
* *Have you examples of SEND specific provision making impact or integrating SEND children into HAF provision?*
* *Have you examples of partnership working eg with local supermarkets, business, food suppliers, sports or cultural organisations enhancing your HAF and community offer?*
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What worked well about the project/organisation/relationship/situation?

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| * How have you capitalised on the opportunity and/or overcome the issue (briefly)
* What has been the impact?
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What are the learnings?

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| * Were there any unintentional impacts?
* How has the project/organisation responded?
* How do you plan to continue to build on this for future HAF periods?
* Have you any advice or tips on adaptions for delivery?
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| Please capture any quotes from participants, deliverers/instructor/s etc. here… |