

Farnborough Finches – Adhoc places update – 24th January 2023

Dear Parent/Carer,

Our new before and afterschool club, Farnborough Finches, has now been up and running for a few weeks. We have listened to the feedback from the school community at Farnborough Primary School and are pleased to confirm that we will now be able to offer a limited number of adhoc places at the club. This has been agreed to support those families with flexible working patterns.

Based on our current staffing levels, we are able to **accommodate up to 3 adhoc places per day**. Please note that we have put in place the following requirements to ensure that we can administer these requests and to ensure they are benefiting those with flexible or shift working patterns:

- Any requests for an adhoc place i.e. one that is not booked in on a permanent rolling basis – **will need to be made by midday Wednesday the week prior to when it is required**
- **You must have at least one regular session** at the club booked to request an adhoc place
- We are limiting these to 3 places per day due to current staffing levels
- **All requests MUST be sent directly to finches@nestschools.org** – The Farnborough Finches club is not administered by the school and neither school or club staff can approve places. Our utmost priority is ensuring the safety of the children that attend the club. It is therefore important that we have time to ensure that registers are accurate and all staff know who to expect at the club each morning/evening

If you do need to cancel or change places that you have booked, as per the terms and conditions, you are required to provide 4 weeks' notice. Please note that some evening and morning sessions are now full so we will be operating a waiting list for places on these days moving forward.

As well as launching the Farnborough Finches, we have introduced new software to support the administration and invoicing for the club. We hope to be able to develop this further in the near future to allow parents/carers to manage sessions online which should make the process of booking places more accessible. We will provide further information on this shortly.

If you have any questions, please contact finches@nestschools.org.

Many thanks

Farnborough Finches