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Bridge & Patribourne CEP School  
Conyngham Lane  
Bridge, Canterbury  
Kent  
CT4 5JX



Monday 6<sup>th</sup> July 2020

Dear Parents/Carers,

Since September 2018, Bridge has been running Bridge Bees, our very successful extended schools provision which has, on average, between 60 and 70 children per day.

In order to ensure that we continue to offer the best service possible, we will be using ParentMail to process bookings and payments. All bookings will be handled by Hannah Evans (Finance Assistant) in the school office and you will be able to log on to ParentMail and book your children's Breakfast & After-School Club sessions.

Payment options are overleaf and, if you have any questions please do contact us.

Where possible, please could parents book their spaces by Friday 17<sup>th</sup> July 2020, either on ParentMail or via completing the Term 1 Booking Form. We are also asking all parents to complete the BASC Registration Form to ensure that we have the most up-to-date information about your children.

Both of these forms are attached to this letter and can also be found on the **Bridge Bees** pages of our school website.

Due to the high level of demand, please note that we can only guarantee spaces for children whose parents have booked. Whilst we will always do our best to accommodate ad-hoc bookings, this may not always be possible where having extra children would cause us to exceed our child-to-adult ratios.

For queries regarding bookings/invoices please email  
**Hannah Evans (Finance Assistant)**

[hannah.evans@bridge.kent.sch.uk](mailto:hannah.evans@bridge.kent.sch.uk)

For any other queries regarding provision please email  
**Elena Visan (BASC Manager)**

[BASC@bridge.kent.sch.uk](mailto:BASC@bridge.kent.sch.uk)

Yours sincerely,

A handwritten signature in black ink that reads 'James Tibbles'.

James Tibbles,  
Headteacher

### Direct Payments through ParentMail

When you book your BASC sessions online through Parent Mail you will be charged directly through your Parent Mail account. You will need to ensure that you have enough money in your account to cover the sessions you wish to book for and top it up accordingly.

### Payments using Childcare Vouchers

If you currently pay for your sessions through your nominated childcare voucher scheme you will not be required to make any payment through ParentMail, just booking the sessions to reserve your child's place. Clare Readman (School Business Manager) will send you out statements on a monthly basis to reflect your voucher payments and any BASC sessions you have booked. For any further information on this please speak to Clare directly in the office.

### Tax-Free Childcare

If you currently pay for your sessions through the tax free child care credits you will not be required to make any payment through ParentMail, just booking the sessions to reserve your child's place. Clare Readman (School Business Manager) will send you out statements on a monthly basis to reflect child-care credits and any BASC sessions you have booked. For any further information on this please speak to Clare directly in the office.

### Cheque Payments

If you currently pay for your sessions via cheque you will not be required to make any payment through ParentMail, just booking the sessions to reserve your child's place. Clare Readman (School Business Manager) will send you out a termly invoice. For any further information on this please speak to Clare directly in the office.