



St. Mary's C of E (Aided) Primary School
Silkham Road
OXTED
Surrey
RH8 ONP

Head teacher
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September 2018

Dear Parents/Carers

On behalf of all of us at St Mary's we warmly welcome both new and returning parents and carers. St Mary's has some fantastic facilities as we hope you and your children will agree. The facilities we enjoy today exist because of the generosity of current and past parents. We are asking you now if you would consider being generous and contributing to the Governors' fund for the benefit of your own children and future pupils.

The Governors' Fund is a charity set up by the governors to provide our children with additional facilities that would not normally be provided by government funding. Projects vary considerably in size and the Governors try to ensure there is a mix in their spending between essential projects, (recent examples have included roof-work and a new hall floor) and projects that will contribute towards enhancing learning opportunities for the children (such as new pond liner). The Governors' Fund also contributed towards the recently installed playground equipment. The next year or so is an exciting time as the school plans for the expansion of the junior provision of education in our school and the associated practical steps which need to be taken to get the school ready. The Governors' Fund will play an important role in ensuring there are funds available to make life even more exciting and beneficial for the children during these times of adjustment.

St Mary's is a voluntary aided school which means first and foremost that your children benefit from an education with a Christian ethos. It also means we have more independence to make decisions which we think will benefit our children and that we can apply for additional funding from the Diocese. The Diocese fund major projects in partnership with schools where the school pays 10% of the cost, and this 10% primarily comes from the Governors' Fund.

We are so very grateful to those parents who have already supported us, and in particular we would like to take this opportunity to thank those who give generously above the level suggested – you know who you are! Without your support we would not be able to maintain and develop the school to the high level we currently enjoy. All donations to the fund are on a voluntary basis, and any donation will be greatly appreciated. Please see the many flexible ways in which you can make a contribution which will make a real difference to our children. We thank you for considering this request. We hope that the 2017/18 school year will be an enjoyable and fulfilling one for you and your children.

Yours sincerely

Catharina Stibe Hickson (Chair of Governors)

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment



How to donate



A facility for **online payments is available using 'TUCASI'**, a schools on-line payment system, at [Http://www.scopay.com.stmaryscofe-surrey](http://www.scopay.com.stmaryscofe-surrey). There are help documents on our website if you have problems setting up your account in the 'For Parents' section. (Parents who already have an account for another pupil can also use that account for the new pupil(s).) Our Bursar, Sue Duff can help you if you want further help bursar@st-marys-oxted.surrey.sch.uk.

If you wish to donate **by cheque** or **standing order**, you can do so now. Please reply using either the "Cheque and Online" form or the "Standing Order" form attached.

Thank you for your support, however large or small.

Personal data is processed in accordance with the school's Data Protection policy.

How much should I give?

We ask parents and carers with **one child** at the school to consider donating £50 per year, parents with **two children** to donate £40 per child, per year and parents with **three children** at the school to donate £30 per child, per year.

If you wish to give more (or less) then please insert the amount you wish to give.

(If you do **not plan to donate this year**, please email the Bursar, Sue Duff, at bursar@st-marys-oxted.surrey.sch.uk so that we know you have considered this and remove your name from the reminder list. It would be helpful if you include your child's name and class.)

Gift Aid

Please help us to claim more money for the school by completing the Gift Aid form.

If you are a basic rate taxpayer, we can reclaim 25p extra for every £1 you contribute, at no cost to you. So for instance if you gave £5 per month with Gift Aid, the school would receive £75 per year in total.

Please note:

- **The Declaration should be signed solely by the taxpayer.**
- **Cheques or standing orders must be paid from a bank account in the taxpayer's name (or in joint names including the taxpayer)** and not a business account.
- There is no need for the donor to advise the Inland Revenue, but if you are a higher rate tax payer then you can reclaim some additional tax too.

Any questions?

If you have any queries about your past donations, existing standing orders or anything else then please email the Bursar, Sue Duff, at bursar@st-marys-oxted.surrey.sch.uk.

REPLY SLIP – CHEQUE AND ONLINE



YES, I want to support the
St Mary's School Oxted Governors' Fund
to help maintain and improve the school facilities

Child's name and class:

Donor's name **Email address**

Please select one option

(or see separate form for standing orders)

**Single Gift -
cheque payment**

I enclose a cheque for £50

OR
Other amount £

Payable to "St Mary's School Oxted"

Signed.....

Date

**Single Gift –
Online bank transfer**

I am making a gift of £50 by bank transfer

OR
Other £

To **St Mary's School Oxted**
CAF Bank (Charities Aid Foundation)
Account no: 00027969
Sort code: 40-52-40
(Reference: *child's name* please)

Signed

Date

Gift Aid declaration – for past, present & future donations

Either I want to Gift Aid this donation of £..... made to St Mary's School Oxted

OR I want to Gift Aid my donation of £..... And any donations I make in the
Future or have made in the past 4 years to St Mary's School Oxted

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Donor's details

Title Full name

Address

..... Post Code

Signature Date

Please notify the school if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

REPLY SLIP – REGULAR DONATIONS BY BANK STANDING ORDER

YES, I want to support the
St Mary's School Oxted Governors' Fund
to help maintain and improve the school facilities

I would like to make a gift each month of £4.50 OR £50
 my preferred amount of £..... my preferred amount of £.....

Student name and class:

Donor's name **Email address**

Standing Order Mandate

To the Manager (bank name).....
Bank address.....
.....
My bank sort code:
My account number:.....
My account name:.....
Please pay to: CAF Bank (Charities Aid Foundation)
Account name: **St Mary's School Oxted**
Account no: **00027969**
Sort code: **40-52-40**
Payee Reference: (insert child's name)

Payment details

Amount of first payment £
Date of first payment/...../.....
Amount of usual payment £
Date of usual payment DD/(MM)/.....
Date of last payment
Frequency of payment
(Monthly / Annually)
Signature(s)
Date

Gift Aid declaration – for past, present & future donations

Either I want to Gift Aid this donation of £..... made to St Mary's School Oxted
OR I want to Gift Aid my donation of £..... And any donations I make in the
Future or have made in the past 4 years to St Mary's School Oxted

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

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Title Full name
Address
..... Post Code
Signature Date

Please notify the school if you:
- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*
If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.