



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

Head teacher
 Mrs S Lewis
 Email: info@stmarysprimary.org
 www.stmarysprimary.org

Tel: 01883 712817

September 2023

Dear Parents/Carers,

Special Premises Projects – Governors VAT contribution

Large premises based projects that are classed as ‘Capital works’ are not VAT exempt for church schools – and governors are expected to find this money from their funds. In order to support our strategy of expanding the resources for the school and wider community we need more support.

As you may know, we are currently in the process of applying for funding to completely revamp our worn out, outdoor swimming pool and create a modern covered pool that will become a useable all year round asset for both the school and the community alike. So far we have been successful in obtaining funding from Oxted Parish Council along with an incredible amount of fund raising that has been done, and are in the latter stages of funding applications from both Tandridge District Council, and Your Fund Surrey. We would love for this to be our first premises project that is supported by this fund, however, we need your help!

In order for us to both reach our overall monetary target, and to illustrate to these fund giving bodies that we have the means to raise funds over the next 1-3 years, we are asking that **in addition to** the Governors’ Fund donation, you consider agreeing to set up a standing order payment **specifically for premises projects**. We are suggesting a donation of £10 a month for a 3 year period, but of course, any contributions would be gratefully received.

Amount Donated	Frequency	Annual Total	+ Gift Aid (what the school would receive)
£5	Monthly	£60	£75
£10	Monthly	£120	£150
£20	Monthly	£240	£300
£30	Monthly	£360	£440

Were we ultimately **unsuccessful** in obtaining funding for the swimming pool project, anything donated to this fund would be ring fenced and used for our next major premises based building project – we always have lots of grand plans and ideas for ways in which we can improve the physical side of the school to support children’s learning!

Confidently Me Belonging Together Challenged to Contribute



Artsmark
 Gold Award
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 Council England



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 have already helped to raise significant funds towards the swimming pool project. All donations to the fund are on a voluntary basis, and any donation will be greatly appreciated.

We thank you for considering this request. We hope that the 2023/24 school year will be an enjoyable and fulfilling one for you and your children.

Yours sincerely



Susan Gibbin
Chair of Governors

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St Mary's School Special Premises Fund

Please return this form to the school in an envelope marked St Mary's School Special Premises Fund

Name of Parent or Guardian:
Name(s) of Child(ren):

Ways to donate:

- By Standing Order: You can arrange a payment by returning the Standing Order Instruction to the school
- Online via Scopay: You can pay online via Scopay, our schools online payment system
- By Cheque: Payable to St Mary's Governors Fund

I wish to donate:

Amount	Frequency (Please tick)	Method (Please tick)
£	Monthly <input type="checkbox"/>	Standing Order <input type="checkbox"/>
	Quarterly <input type="checkbox"/>	Online <input type="checkbox"/>
	Yearly <input type="checkbox"/>	Cheque <input type="checkbox"/>

I want my donation to commence on / / .

I want my donation to continue until / / OR further notice.

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If you are a UK tax payer, you can Gift Aid your donation which allows the school to claim back 25% of the amount from HMRC on the tax you have already paid. All you need to do is complete and sign a Gift Aid Declaration form and return it to the school.

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Gift Aid Declaration

This declaration must be made in one name only.

Title Mr, Mrs, Ms, Other

Surname _____

First Name _____

Address _____

I want the St Mary's Governors Fund to treat all qualifying gifts of money since 1st September 2019 and all donations I make in the future until I notify you otherwise as Gift Aid donations.

I confirm I have paid or will pay an amount of UK Income Tax and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that the charity will reclaim 25p of tax on every £1 that I give.

Signature

Date

- You can cancel this declaration at any time by notifying the school
- If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the school reclaims, you must cancel your declaration
- As any tax refund received by the school will be made at the basic rate, higher rate tax payers will benefit through additional tax relief if they declare their Gift Aid Declaration on their Tax return.
- This Declaration refers to all donations made by to the Charity in respect of the St Mary's School Governors' Fund but should not include donations for any other services provided by the school
- Please notify the St Mary's School Governors' Fund if you change your name or address

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Standing Order Instruction

Please complete this form in **BLOCK CAPITALS** and return it to the School.

To:	Bank
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Please set up the following Standing Order and debit my account accordingly.

Your account details

Account Name:	
Sort Code: - -	Account No:

Payee details *(Office use only)*

Account Name: St Mary's School Governors' Fund	
Payment Reference: Premises Fund	
Sort Code: 40-52-40	Account No: 00027969

About the payment

How often are the payments to be made (tick one box only)

Monthly	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>	Annually	<input type="checkbox"/>
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Date and amount of the payment

Date	01 / mm / yyyy	Amount	£
Continue payments until	/ /	OR Continue until further notice	

Confirmation

Customer Signature	Date
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