



Head teacher  
Mrs S Lewis  
Email: [info@stmarysprimary.org](mailto:info@stmarysprimary.org)  
[www.stmarysprimary.org](http://www.stmarysprimary.org)

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

Tel: 01883 712817

January 2024

Dear Parents/Carers,

On behalf of all of us at St Mary's we hope you had an enjoyable Christmas and New Year. 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.

### What is the Governors' Fund?

Like all church state schools, which have church governors from the local community leading them, St Mary's needs financial support from our church community. This is because in exchange for this leadership, the government expects the church community to provide 10% of all the school's building and maintenance costs. As they have no assets of their own, the Governors set up their fund to collect this money. It mainly comes from the children's churches and their parents.

In recent years, the governors have supported many projects, including roof based works, the vegetable raised beds by the Infants, extensive playground equipment and the fantastic MUGA that the children really love playing on.

### Helping with the cost of Education

As you know, school's finances are fully stretched at present and will be for the foreseeable future. So please consider offering financial support for the school by donating to the Governors' Fund.

Many schools request significant contributions from parents, and **we request parents donate the sum of £60 per year (£5 per month) for each child**. We recognise it is hard to find funds these days, but hope you agree that they will be well spent on the children in our care.

Contributions can be gift aided so that the school can claim back any income tax already paid on these contributions. Please return any completed Gift Aid Declaration forms to the school office, along with your completed donation form. Paying by standing order reduces our admin costs and so enables us to use the funds to best effect for our children. To make a donation by standing order, please also complete the Standing Order Form and send it to your local bank.

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Gold Award  
Awarded by Arts  
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 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.

We thank you for considering this request. We hope that 2024 will be an enjoyable and fulfilling year for you and your children.

Yours sincerely



Susan Gibbin  
Chair of Governors

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Gold Award  
Awarded by Arts  
Council England



# St Mary's School Governors Fund

Please return this form to the school in an envelope marked St Mary's School Governors 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 your bank (or you may be able to set this up online).
- 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.

*giftaid it*

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.

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Gold Award  
Awarded by Arts  
Council England



# 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 1<sup>st</sup> 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 (6<sup>th</sup> April to 5<sup>th</sup> 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

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Gold Award  
Awarded by Arts  
Council England



# Standing Order Instruction

Please complete this form in **BLOCK CAPITALS** and return to your bank (or you may be able to set this up online with your bank)

To:	Bank
-----	------

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: <b>St Mary's School Governors' Fund</b>	
Payment Reference: <b>GF</b>	
Sort Code: <b>40-52-40</b>	Account No: <b>00027969</b>

## 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"/>
---------	--------------------------	-----------	--------------------------	----------	--------------------------

## Date and amount of the payment

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

## Confirmation

Customer Signature	Date
--------------------	------

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Gold Award  
Awarded by Arts  
Council England



Confidently Me    Belonging Together    Challenged to contribute



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England

