



St. Mary's C of E (Aided) Primary School  
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Surrey  
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Head teacher  
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September 2024

Dear Parents and Carers,

### **Buildings and Maintenance Fund – Our Annual Request**

We hope you agree that our school has some fantastic facilities which we enjoy today because of the generosity of our parent community.

We are writing to you with our annual request for a contribution towards the school Buildings and Maintenance Fund. The suggested annual contribution is **£60 (or £5 per month) per child**.

These donations are voluntary. However, irrespective of how many parents contribute, the Governors must still pay into the Diocese's maintenance scheme on behalf of all children in the school. Receiving these donations is therefore of vital importance to our school. If we do not, this money has to be found elsewhere in the school budget which does not have the capacity for larger capital expenditure or maintenance without your support.

We therefore want to take the opportunity to explain the reasons behind this request and emphasise the importance of your donations in helping to safeguard the financial future of the school.

### **What is the fund?**

As a church (or "voluntary aided") school, we have support networks that other schools do not enjoy. However, our status also gives us additional financial responsibilities in relation to maintaining our school premises.

Our school building is owned by the Church (through the Diocese of Southwark) and large scale maintenance works are largely paid for by the Diocese out of a special maintenance fund. Our school is required to contribute approximately £18,000 to this fund each year (by paying an amount per student). In addition, it also has to make a 10% financial contribution to every capital project (a new roof, for example). For example, at Limpsfield last summer, the flat roof above the kitchen was replaced at a cost of £50,000 of which the school needed to contribute £5,000.

To meet these costs, each year the Governors' request a voluntary contribution from all the families in the school. These donations go into our "Buildings and Maintenance Fund" to provide a lifeline allowing the school to maintain the learning environment for your children.

### **Is it just a "St Mary's" thing"?**

No – St Mary's is not unique in this respect. All local church schools that we are aware of ask for a similar financial contribution.

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## Why should I contribute in this way when I donate generously to Friends of St Mary's?

We are so lucky that so many parents and carers in our school community are already generous with their time and money, particularly via the fundraising efforts of our PTA. However, this is a separate financial requirement and the monies go into a specific fund for this purpose.

## What would we like to use your contributions for?

In the next 12-24 months all of our IT hardware will need to be upgraded in order to keep it up to date and functioning as it should which will be a significant expense to the school that will need to be supported by the 10% Governors fund contribution.

## Suggested contribution per child

As noted above, the suggested contribution is **£60 (or £5 per month) per child**. We do understand that family budgets are under pressure. We welcome a donation of any amount which you are able to make. We hope the option of spreading the cost over the year (**£5 per month**) will help some families.

**Of course, if you are able to donate more that would also be very much appreciated.** Thank you to those who already do so. It goes without saying that the more money we raise, the more we are able to go beyond just maintaining the school, improving and enhancing its facilities.

## Payment details – Ways to Donate

- Standing Order: You can arrange a payment by setting up a standing order with your bank (you will likely be able to do this online).
  - Account Name: St Mary's School Governors Fund
  - Account Number: 00027969
  - Sort Code: 40-52-40
- Online via Scopay, our schools online payment system.
- Cheque: Payable to St Mary's School – delivered to the school office in an envelope titled 'Governors Fund' with the name and class of the child(ren) it refers to.

## Gift Aid

If you are a UK tax payer, please complete the Gift Aid declaration attached. This means we receive an additional 25p for every £1 donated.

Personal data is processed in accordance with the school's GDPR Data Protection Policy – processing is necessary for compliance with our legal obligation when claiming Gift Aid. Records will be retained for six years for audit purposes.

## Thank you

The governors of St Mary's would like to thank you for your donations and support, to both the fund and the school as a whole, which help enhance the life of our school community. Thank you for your ongoing support and generosity.

Yours sincerely,



Richard Birkhead  
Chair of Governors

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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 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

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