



Important Information - Action Required **Parental Contributions**

St Mary's, like most church schools is a **voluntary aided** school. This means that the school is not fully funded by the government, but is reliant, for a portion of its budget, on **Voluntary Contributions** from you the parents and carers.

Parental Contributions – what we ask?

In order to maintain the schools sound financial basis it is essential that all parents consider making a voluntary contribution to the school. The recommended amount for this donation is £120 a year per family. (This equates to £10 a month). We are mindful that families have differing financial positions; some may be unable to make a full contribution whereas others may be in a position to contribute more. **Whatever your financial contribution it will be greatly appreciated** and be used to benefit the school. Gift aid (see below) is also very important and can be used to maximise your contributions

Contributions can be made annually, by term, monthly or indeed weekly and can be made by direct debit, standing order, cheque or cash. Direct debit or standing order arrangements are the preferred options. If you would like to set up a payment via your personal internet banking then please use the account details for our voluntary contributions account as stated on the attached form quoting your child's name as the reference and send a letter of confirmation into school for our records.

Parental Contributions – where does the money go?

Parental contributions are paid into the school and managed by the Governor's through its Buildings and Maintenance Fund.

The school governors are responsible for raising 10% of any costs for alterations and external repairs; the remaining 90% is paid for by the Department of Education. The Local Education Authority (LEA) maintains the schools playing fields and pays for internal repairs to the school and the Diocese pays for any major building work.

The school budget provided by the LEA is basically insufficient to meet the costs that school believes necessary to provide the standard of education the school and, we are sure, you would want to see offered to your child.

Finally, Gift Aid

The Gift Aid scheme is for gifts of money by UK taxpayers. We are able to reclaim basic rate tax from HM Revenue & Customs on its 'gross' equivalent. This means that with a current basic rate of tax of 20% that for every £10 you give using Gift aid it is worth £12.50 to the school. For donations between 6th April 2008 and 5th April 2011 the school will also get a separate government supplement of 3p on every pound you give. This is a significant increase to us, but at no additional cost to you. The only requirement is that you are a taxpayer. A completed gift aid form is of real value to us, as we can then apply for gift aid for all voluntary contributions to school (including sponsored events).

All forms are attached and further copies, or information, are available from the school.



Parental Contribution Form

In order to administer the parental contribution fund we would be grateful if you indicate whether you intend to contribute with:

- 1. Cash
- 2. Cheque
- 3. Standing order

and whether this would be:

- 1. Weekly
- 2. Monthly
- 3. Termly
- 4. Quarterly
- 5. Annually

Signed Parent

We would urge you to complete a Gift Aid form to enable us to increase any voluntary contributions made, at any time, to the school, without cost to yourselves.

Thank-you

Internal use only:

Cash	- received	[]	- banked	[]
	- envelopes issued (No.)	[]		[]
Cheque	- received	[]	- banked	[]
Standing Order	- form received	[]	- sent to bank	[]



**ST MARY'S CATHOLIC PRIMARY SCHOOL
STUDLEY**

BANKER'S STANDING ORDER

To: The Manager
(Bank Name)..... Bank plc
(Branch Name)
(Branch Address)
.....
.....

Please pay to: HSBC Bank Plc
Studley Branch
(Sort Code: 40 : 43 : 54)

For credit to: St Mary's Catholic Primary School
Voluntary Contribution Collection Account – 71329235

The sum of £ (.....) amount in words

First payment date / /20.....

Subsequent payment(s) to be made (please tick one of the following)

- Monthly [] 1st of every month
- Quarterly [] 1st September, 1st December, 1st March, 1st June
- Termly [] 1st September, 1st January, 1st April
- Annually [] 1st September

*Until further notice **or** *Last payment date / /20.....

From my account:

Sort Code Account No

Name of Account Holder

Parent of Beneficiary Reference (Name of Child)

Signature Date

* Please delete as appropriate

Please return this form to school.



Gift Aid Declaration
St Mary's RC J & I School Buildings and
Maintenance Fund
Registered Charity No: 519722

Title:

Forename(s)

Surname:

Of (Full Address):

.....

.....

.....

.....

Post Code:

National Insurance No:

I declare that all donations made by me on or after 6th April 2000 to the Trustees of the St Mary's RC J & I School Buildings and Maintenance Fund, Pool Road, Studley, Warwickshire are to be treated as Gift Aid donations. I understand that I must pay or have paid for the relevant fiscal year Income Tax and/or Capital Gains Tax equal to or more than the tax deducted from my donations.

Signed

Date

Parent of