



St Francis of Assisi Catholic Primary School

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September 2019

Governors School Fund 2019

Dear Parent/Carer,

As a 'voluntary aided' school under the Roman Catholic Diocese of Arundel & Brighton we only receive 90% funding from the Government. This means that the Governing Body of our school has to fund the other 10%. The Governors School Fund pays for the cost of the maintenance and any work to the exterior of the buildings and the grounds surrounding the school and also contributes towards the provision of extra resources needed to enhance your child/ren's overall education that the normal funding does not cover.

Every academic year we ask each family, to support the school by making a voluntary contribution of £20 (more if you are able) towards the School Fund.

Your voluntary contribution can be increased, at no extra cost to you, by completing a **Gift Aid Declaration (GAD)**, available from the office. The only criteria being that the person who pays the School Fund is a tax payer. Once we have received the completed form we can claim back the tax paid on the amount of School Fund you donate. **For every £ 20 you contribute the Inland Revenue gives us £5.00 at no additional cost to you.**

Your contribution can now be made via parent Parentpay which is the schools preferred method of payment. If paying by cheque, please make payable to *St Francis of Assisi School Governors Account* and hand into the office in an envelope with any appropriate forms you have completed by **Friday 20th December 2019**.

To simplify things, why not complete a **standing order mandate**? Please see attached form, which will ensure your donation is paid every year on the date that is most convenient to you (for processing, please allow at least 1 month between your suggested monthly payment date and the submission of the completed SO mandate form).

If you have already paid your School Fund for this academic year, either by existing standing order or otherwise, please ignore this letter and a THANK YOU for your ongoing contribution!

Yours sincerely,

Pamela Anne Saternus
School Fund Administrator

SCHOOL FUND PAYMENT FORM

SCHOOL FUND PAYMENT FOR: _____ (Pupil's Name)

Please tick method of payment:

Standing Order (Please complete form below) Parentpay Cheque Cash (in envelope please)

GIFT AID DECLARATION – THIS WILL ALLOW THE SCHOOL TO CLAIM AN EXTRA 25% FROM INLAND REVENUE, MAKING YOUR DONATION GO MUCH FURTHER FOR THE SCHOOL AND YOUR CHILD.

If you are a tax payer and agree to your donation being gift aided please tick this box

FULL NAME of Parent who pays tax:

Please select: **Mr / Mrs / Miss** _____

STANDING ORDER

To: The Manager

Name of Bank/Building Society.....

Full Address of Bank.....

Please pay the sum of (please tick relevant option)

£20.00 on _____ **and annually thereafter**

until cancelled by me/us to 'St Francis of Assisi RC Primary School Governors Fund', Sort Code **40-05-20**, Account Number **41126148** and charge the following account with yourselves:-

Full Name of Account: _____

Account Number:

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Sort Code:

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Please quote the following name as a reference: _____ (Pupil's name)

Signed: _____ **Parent/Guardian**

Date: _____

Please return this form to the school office. Thank you.