

St Luke's C.E. Primary School
Acre Road, Kingston upon Thames, KT2 6EN



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Tuesday 21st September 2021

Dear Parents

As you will no doubt appreciate, Government funding for schools is under pressure, reducing the amount of money available to improve the school's facilities for the children and limiting our ability to enrich their educational experience. More than ever, we are relying heavily on the generous voluntary donations that parents contribute to the School Fund, to maintain our creative curriculum and to improve our school facilities.

How much is School Fund and how will it be spent?

The annual contribution is determined by the Governing Body and for 2021/22 the suggested amount of voluntary contribution is £100 a year or £10.00 per family per month. We fully understand that not everyone will be able to contribute at this level but are grateful for any donations you are able to make.

School Fund is used for a variety of purposes but the general principle is that it must be used for the benefit of all the children in the school. School Fund often donates funds to larger projects; recently contributing to our woodland themed library and improving our outdoor spaces including the lower playground and outside the KS1 and KS2 classrooms. In addition, it contributed to the acquisition of new iPads, which children continue to use to support their learning. Every year it provides funding for extra-curricular activities and helps to subsidise the cost of several educational visits for all children.

How can we pay the contributions?

There are different ways for you to contribute: you may choose to make a one-off payment or to spread the cost throughout the year with a regular standing order. As a cashless school, electronic payments will significantly reduce our administrative burden so we ask that you use these options wherever possible.

You can donate online via your ParentMail account or via the ParentMail App on your mobile phone – look for School Fund 2021/22 in the Shop. If you use online banking you can set up a standing order or transfer funds directly into the School Fund account (details below). Please give your child / children's name as a reference. Alternatively, the provided form can be returned with a cheque to the school.

What is so important about Gift Aid?

The school is a registered charity and is therefore eligible to reclaim from HMRC. If you are a UK taxpayer please 'Gift Aid' your donation because for every £1 you donate, we can claim a further 25p from HMRC with no cost to you. For every donation of £100 this means a further £25 for the School. Almost everyone who pays UK tax can 'Gift Aid' their donation, and you can do so by



Headteacher: Gareth Dutton
Deputy Headteacher: Dan Bates
Safeguarding: Gareth Dutton
Lin Felicien
Dan Bates

completing the 'Gift Aid Declaration' included with this letter or by remembering to tick the Gift Aid box in ParentMail. Please ensure that the name on the bank account matches that on the Gift Aid declaration.

All information you supply in responding to this, including personal details, is treated as confidential and held securely.

Thank you for your contribution.

Yours very sincerely,

Gareth Dutton
Headteacher

St Luke's C.E. Primary School

Name of child / children:

.....

Tick as appropriate:

- I will donate via my child's ParentMail account.
- I wish to pay by Standing Order (note that the Standing Order should be set up using the following details, the school cannot assist with this process).

The School Fund bank details are as follows:

Lloyds Bank – Kingston upon Thames

Account name: St Luke's C.E. Primary School

Sort code: 30-94-77

Account number: 01292927

If you are able to Gift Aid your donation, please complete the Gift Aid declaration below and return to the school.

- I enclose a cheque for the sum of £.....

Please make cheques payable to: St Luke's School Fund

Please Gift Aid your donation.

For every £1 you give us, we can claim a further 25p from HMRC. Everyone who pays tax in the UK may Gift Aid their donation (see notes below).

Gift Aid Declaration

I am a UK Taxpayer and wish 'St Luke's C.E. Primary School' to reclaim tax under the **Gift Aid** scheme on this, and on all future, donations.

Details of donor

Title: _____ First name: _____ Last name: _____

House name or number: _____ Post Code: _____

Signature: _____ Date: ____ / ____ / ____

Please make sure that the same person signs both the cheque and the Declaration.

Notes

1. You may cancel this declaration at any time by notifying the charity.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income or capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate, you can claim further tax relief in your 'Self Assessment Tax Return'.
5. If you are unsure whether donations qualify for 'Gift Aid' tax relief, ask the charity or your local tax office.
6. Please notify the charity if you change your name or address.