

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



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**Website:** [www.stlukes.kingston.sch.uk](http://www.stlukes.kingston.sch.uk)

Wednesday 19<sup>th</sup> May 2021

Dear Parents

## RE: St Luke's School Fund

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 it limits 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.

### Your Questions about School Fund answered

#### 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 will be £100 a year or £10.00 per family per month. We understand that some families might like to contribute less or more than the suggested amount and we are very grateful for all donations.

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 is also used in conjunction with larger projects and more recently it has contributed to developing 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.

#### How can we pay the contributions?

We prefer School Fund to be paid by ParentPay – the contribution you will see will be set to £100, however you will be able to amend this amount. Alternatively you can pay via Standing Order or by cheque, please make it payable to 'St Luke's School Fund.' If you have any queries please contact the office ([OFFICE@STLUKES.RBKSCH.ORG](mailto:OFFICE@STLUKES.RBKSCH.ORG)).

#### For how long will the Standing Order be effective?

For as long as you choose. The majority of the children stay until the end of Year 6. However, should your circumstances change you can cancel or amend the Standing Order at any time by writing to your Bank. We would ask that you also advise us in writing and enclose a copy of the letter to your Bank. Standing Orders can be authorised for any period that you choose. Most commonly, they are either monthly, quarterly or annually.

#### How do I pay by Standing Order?

You can set up your Standing Order through internet banking or by completing the Standing Order instructions attached and return it to school. Please include the pupil's name as a reference when setting up the Standing Order.



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

### **What is so important about Gift Aid?**

The school is a registered charity and is therefore eligible to reclaim from HMRC the basic rate tax that you have already paid on your earned income. The amount that can be reclaimed depends upon the size of the donation. The following table illustrates the advantage to the school of you signing a Gift Aid Declaration.

You donated annually	£100.00
School can reclaim from HMRC each year	£25.00
The total value of your donation	£125.00

### **What exactly is a Gift Aid Declaration?**

The Gift Aid Declaration is a legal document in which you state that any donation you make to the School Fund is from your taxed income. The school then reclaims the tax you have already paid for the School Fund. It continues in force until such time as you cease to donate to the School Fund or you no longer pay income tax and /or capital gains equal to the tax the school reclaims on your donation.

### **I pay tax at the higher rate, can I reclaim this?**

If you pay tax at the higher rate, you can claim further tax relief for yourself in your Self Assessment Tax Return or by notifying HMRC who will amend your tax code.

### **How do I go about contributing to School Fund by Gift Aid?**

Simply complete the Gift Aid Declaration attached and return it to school with your donation or Standing Order Mandate.

## STANDING ORDER MANDATE

To \_\_\_\_\_ Bank plc

\_\_\_\_\_ Branch

Please pay:

Beneficiary's bank and branch name	Lloyds Bank – Kingston upon Thames
Beneficiary's sort code	30-94-77
Beneficiary's account number	01292927
Beneficiary's name	St Luke's C.E. Primary School
When making payment please quote pupil's name (firstname and surname)	

Please make the first payment upon receipt of mandate and then monthly on 1<sup>st</sup> day of the month thereafter / or on

\_\_\_\_\_ (please delete as appropriate) and

**Monthly/Quarterly/Annually thereafter** (please delete as appropriate)

For the sum of \_\_\_\_\_ (amount in words) £\_\_\_\_\_ (amount in figures)

Standing Order to be paid from:

Name(s) of the account holder(s)	
Sort code	
Account number	

**Note: If you use internet banking, you can set up the standing order on-line (no need to return this form to school).**

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_