



ST. ANDREW'S & ST. MARK'S C of E Junior School

Maple Road, Surbiton, Surrey KT6 4AL
Telephone: 020 8390 2976 Fax: 020 8255 7447
Headteacher: Mrs A. Vigurs



The Diocese of Southwark

Dear Parent/Carer,

October 2016

School Maintenance and Improvement Fund

St Andrew's and St Mark's is a "Voluntary Aided School". This allows Governors and Staff some flexibility in the decisions we can take locally, to provide the best school life and environment for your children to learn and grow. However, it also means that the Governors, on behalf of the school, are responsible for the upkeep and maintenance of the school buildings and infrastructure.

As a result, for VA schools there are some costs that we have to meet which are not funded by the government.

The school has to meet 10% of the cost of capital projects and maintenance; recent examples include:

- the enlargement of the Multi-Use Games Area in 2015 to provide better facilities for sport and physical exercise, c.£36,000
- the playground equipment and refitting, c.£160,000
- Art Room, toilets and SEND room £159,000

The facilities that your child currently enjoys are a result of the generous donations of past parents, enabling us to unlock external funding from the Southwark Diocesan Board of Education. There is an ongoing requirement for improvement and repairs to provide the best learning environment for your children.

We are therefore asking you to help the school by making a contribution towards this cost. We understand that the cost of living in Surbiton is high, and a donation of any amount will be gratefully received. As a guideline, a contribution of £45 per child would help in making sure that the buildings are maintained, while we continue to do our best to meet the needs of the children.

We are very grateful to those parents who have supported us in previous years, and in particular to those who give generously above the level requested. However, it is important to understand that no parent is obliged to make these payments: they are voluntary, and any donation you can afford will be gratefully received.

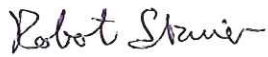
There are two ways of paying a voluntary contribution;

- The easiest way is via Parentmail PMX. The Governors' Fund will be found under the "School Shop" tab and you have the option of paying £45 in one instalment or paying two instalments, one of £20 and one of £25.
- The second way of paying the voluntary contribution is by cheque. Cheques should be made payable to "St Andrew's and St. Mark's C of E Junior School" and returned to the school office in an envelope marked 'Governors' Fund'. This may be paid all at once or in two parts of £25 and the remaining £20 in the Spring Term.

It would help immensely if as many parents as possible use the Parentmail PMX option as this cuts down administration for the school office.

If you are a UK taxpayer the school would benefit further if you could Gift Aid your contribution. This enables the school to reclaim basic rate tax on the donation with no additional cost to you. If you pay via Parentmail PMX, there will be a Gift Aid box for you to tick. If you are paying by cheque, please fill out the Gift Aid section below and return with your cheque.

Thank you for your generous support.



The Reverend Robert Stanier
Chair of Governors



www.sasm.kingston.sch.uk
E.Mail: gmjb@bksch.org



School Maintenance and Improvement Fund Contribution

Name of Parent/Carer _____

Name of Child _____

Class _____

Gift Aid Declaration

Name of Charity: Governors of St Andrew's & St Mark's C. of E. Junior School

Details of Donor:

Title _____

Forename(s) _____

Surname _____

Home address _____

Post Code _____

I want the charity to treat the enclosed donation of _____ as a Gift Aid donation