

St Andrew's and St Mark's C of E Junior School

October 2013

Dear Parent/Carer,

School Maintenance and Improvement Fund

St Andrew's and St Mark's is a "Voluntary Aided School" which means we do not receive any support from the Local Authority for the specific cost of maintaining and improving the school buildings. Please see this week's Parentmail for more information.

We are therefore asking you to help the school by making a contribution towards this cost. We understand that these are difficult economic times 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.

There are two ways of paying the voluntary contribution;

- The easiest way is via Parentmail2. 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 Parentmail2 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 Parentmail2, 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.

Glynis Kortright
Chair of Governors

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