



Corpus Christi Catholic Primary School

Chestnut Grove, New Malden, Surrey KT3 3JU

Dear Parents and Carers,

SCHOOL DEVELOPMENT FUND

We look forward to welcoming your children into their new classes in September, and wish them a happy and successful year ahead. We would like to invite you to make a vital contribution to your children's education. As a Catholic school, Corpus Christi is Voluntary Aided. This means that we receive from the government only 90% of the capital funds needed for building and maintenance works. The remaining 10%, together with insurance costs, must be raised by the School Governors.

This year we have nearly completed the new heating installation and begun to re-decoration of all KS2 classrooms. Next year we hope to complete the heating project. This project will continue as funds dictate over the next year.

Additionally, much still remains to be done, to brighten and improve the décor in classrooms and around the school. But we cannot do this without your help.

So that we can raise the funds we need for the 10% contribution to these projects, we appeal to each family in the school to make a regular donation to the School Development Fund. We are asking for a donation of £60 per family per year, but would of course be delighted to receive whatever you feel able to give. If you are a taxpayer, payments can be made under the gift aid scheme, enabling us to recover the tax on your donation at no extra cost to you.

The easiest way to give is by standing order, either monthly, termly or annually. This cuts down on administration and enables us to budget more effectively. Alternatively, you could pay by cash or cheque. All you need to do is fill in the School Development Fund Donation Declaration and return it to the school office. If you are paying by cash or cheque, please continue to hand your regular payments into the office with a note of your children's names. If you are paying by standing order simply fill in the standing order mandate and return it to the school office or to your bank. If you are a taxpayer please do sign the gift aid declaration on the Donation Declaration if you can, to enable us to increase your contribution at no extra cost to you. You will find the forms you need attached to this letter. Copies are also available in the school office.

We are grateful to all those who are already contributing regularly. Your donations are making a real difference to your children's education.

Thank you for your support.

Yours sincerely,

Marie Baxter

Mrs Marie Baxter
Head Teacher

Maria Major

Miss Maria Major
Chair of Governors

Gift Aid Notes

- 1. 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).**
2. You can cancel this declaration at any time by notifying the charity.
3. If in the future your circumstances change and you no longer pay tax on your income and 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 your 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.



Corpus Christi Catholic Primary School

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Tele: 0208 942 2645 Headteacher: Mrs M Baxter Fax: 0208 336 0790

E-mail: office@corpuschristi.rbksch.org

PARENT/GUARDIAN GIFT AID DECLARATION

Title Forename(s) Surname

Address

..... Post Code

Reference (Child/Children's Name)

I want the school to treat all donations I make from the date of this declaration until I notify you otherwise as Gift Aid Donations.

PAYMENT METHODS

Please complete amount and tick and return to the school office

- 1. MONTHLY/TERMLY/ANNUAL DIRECT DEBIT £
- 2. ANNUALLY – cheque/cash enclosed for £
- 3. MONTHLY/TERMLY* - cheque/cash enclosed for £
- 4. I WISH TO CONTRIBUTE BUT NOT TAKE PART IN THE GIFT AID SCHEME £

5. I ACKNOWLEDGE RECEIPT OF THIS LETTER BUT AM UNABLE TO MAKE A DONATION THIS YEAR

Please make cheques payable to the Corpus Christi Governors' Fund and write the name of your eldest child in the school on the back of your cheque, or envelope if making a cash donation. Receipts will be provided for cash.

SIGNATURE DATE

Corpus Christi Catholic Primary School

SCHOOL DEVELOPMENT FUND

STANDING ORDER MANDATE

Pay to:
Corpus Christi School Governors Fund
(Community Account)

Barclays Bank plc
New Malden Branch
Kingston upon Thames Business Centre,
6, Clarence St.,
Kingston upon Thames,
KT1 1NY

Sort Code: 20 46 73
Ac. No. 50262579

Select payment method:

Monthly
£..... on the..... of each month commencing
.....

Termly
£..... on the..... of each September, January, April,
commencing
.....

Annually
£..... on the 1st April
commencing
.....

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Annually
£..... on the 1st April commencing
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PLEASE SEND THIS FORM DIRECTLY TO YOUR BANK