



25 March 2019

Dear Parents

You may recall, that our School Fund was created to help relieve the impact of rising costs and reduced government funding of our school. The fund helps the school to provide resources and equipment, which directly support children's education or improve the teaching and learning environment.

The School Fund will be used to fund specific projects or improvements that we believe will be most advantageous to the children, such the purchase of:

- Outdoor play and learning equipment
- Reading books
- Math resources and apparatus
- Subsidise school trips
- Support extracurricular clubs, workshops and theatre performance visits
- Help funding major school projects like the redevelopment of the playground

As a Catholic school, we are obligated to contribute 10% of any building costs from our own resources and the School Fund may also be used to support essential building projects that will improve or enhance the learning environment.

### **Making a contribution**

Contributions to the fund are voluntary; we hope that families will feel able to contribute as much as they can. A contribution of just £3.33 per month (equivalent to 11p a day), for instance, will make a significant impact in supporting our aims. If families are in a position to make a larger donation, we would welcome this. We would also like to take the opportunity to thank those who have already contributed to date.

There are 3 simple ways to donate to our School Fund:

#### **1. Personal online banking**

You can make an electronic payment to the School Fund using your personal online banking facility and the following bank details:

Account name: The Federation of St Joseph's Schools

Account number: 26896079

Sort code: 51-50-02

Please use your child's initial and surname as the reference to help us identify your contribution payment.

#### **2. School's online Parent Pay system**

**Headteacher: Mrs Leonie Fernandes**

The Federation of St. Joseph's Catholic Junior, Infant and Nursery Schools

##### **Infants & Nursery**

Crown Dale, London SE19 3NX

T: 020 8670 2385 F: 020 8670 0420

E: [office@st-josephs-inf.croydon.sch.uk](mailto:office@st-josephs-inf.croydon.sch.uk)

##### **Juniors**

Woodend, London SE19 3NU

T: 020 8653 7195 F: 020 8653 0807

E: [office@st-josephs-jun.croydon.sch.uk](mailto:office@st-josephs-jun.croydon.sch.uk)

We will be setting up a voluntary School Fund contribution payment item against the youngest child in each family. Simply log-on and make the payment in the same way you would for school meals.

This payment item will be the suggested annual contribution amount of £40 for families with one child and £60 for families with two or more children, however there is a third option that enables you to vary the contribution amount according to your financial means. There is no obligation to make payment as this is a voluntary contribution.

Please note that if you choose to make a contribution using the alternative donation methods, the payment item will still show on your child's ParentPay account so please disregard it.

### **3. Standing order**

If you would prefer to make regularly monthly payments, via your bank, we can facilitate the process in setting up a standing order. Please complete the enclosed standing order form and return it to the School Office.

### **Gift Aid**

If you are a tax payer you are able to increase the value of your donation by 25%, without incurring any additional costs, by completing the enclosed Gift Aid form. If you are a 'higher tax rate payer' you are also able to claim back the additional tax on donations, through your annual tax return or by contacting your tax office for the relevant form.

If you have further questions or comments about the School Fund, please feel free to contact the school office.

Thank you for your on-going support and generosity.

Yours sincerely



Leonie Fernandes  
Headteacher

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Please had this form into the School Office if you would like us to facilitate setting up a Standing Order for School Fund contributions:

<b>THE FEDERATION OF ST JOSEPH'S RC JUNIOR, INFANT AND NURSERY SCHOOLS</b> <b>SCHOOL FUND – BANK STANDING ORDER FORM</b>	
To: (name of your Bank / Building Society)	
Address: (of your Bank / Building Society)	
Postcode: (of your Bank / Building Society)	
Sort Code:	
Account Name:	
Account No.:	
Reference (Student's name)	
<b>Please pay to The Federation of St Joseph's Schools,  Sort Code 51-50-02, Account no: 26896079, Natwest South Norward Branch</b>	
Amount: (amount for each instalment in figures and word)	£
Commencing on: (date of first instalment)	
and the same date	Monthly / Quarterly / Annually (Please circle frequency of instalments above)
and thereafter until further notice, and debit my account accordingly.	
Signature:	
	Date:
Your Name:	
Student's Name:	
Your Address:	
Your Postcode:	



**GIFT AID DECLARATION**

**TITLE** – (Mr/Mrs/Miss/Ms) (Please delete as appropriate)

**SURNAME** – (Block Capitals) .....

**CHRISTIAN NAMES** – (Block Capitals) .....

**ADDRESS** – (Block Capitals) .....

.....

**POSTCODE** .....

**PUPIL'S SURNAME** – (Block Capitals) .....

**PUPIL'S CHRISTIAN NAME** – (Block Capitals) .....

I want The Federation of St Joseph's Catholic Junior, Infant and Nursery Schools, to treat all donations I make on or after 1<sup>st</sup> April 2018 as Gift Aid donations and reclaim tax accordingly.

**Signature** ..... **Date** .....

**NOTES**

1. Please notify the school if:
  - a. You change your name or address while the declaration is still in force.
  - b. You wish to cancel the declaration at any time – it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
2. Please note 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.
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. This declaration refers to all donations made to and recorded by the school that are being given by you, including cash, cheque or Bankers Order for which the charity has record of receipt.

**OFFICE USE:**

**CODE:**

**GIFT AID NO.**

**CHARITY REF.** .....

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