



St Clement's Catholic Primary School

DIOCESE OF ARUNDEL & BRIGHTON

Fennells Mead, Ewell, Epsom, KT17 1TX • Telephone: 020 8393 8789

Headteacher: Mrs L Kelly • www.stclements.surrey.sch.uk



March 2021

Dear Parents/Carers of St Clement's,

As a catholic school, St Clement's is voluntary aided which basically means that the school is responsible for 10% of all financial investment in the school buildings and grounds. Unfortunately, the upkeep and maintenance of our school never stops, which means that the governors will continue to raise funds.

Many parents of our school already make regular contributions to the fund and the Governing Body is asking whether it is possible for you to do the same. We suggest that each family makes a minimum contribution of £10 per month, however every contribution, no matter how small, will be gratefully received. Attached to this letter you will find a standing order mandate, so you can set up your regular contributions. Please complete it and return it to the school office or scan it and email it to info@stclements.surrey.sch.uk.

If you pay Income Tax, it is possible for you to "gift aid" your contribution. This means that we will be able to claim back the standard rate tax you have paid on your contributions. So, for example, if you contribute £10, we can claim back from the government an extra £2.50 – at no cost to you, but at great benefit to the school. To enable us to reclaim the tax on your contributions, please complete the attached Gift Aid Declaration and return it to the school office or email it instead.

We hope that you will be able to participate in the scheme to support our school and to enable the Governing Body to fulfil its role in keeping the school buildings and grounds a safe and enjoyable environment for your children to grow and learn.

If you have any questions, please feel free to contact us.

Kind regards,

Pascal van Loon
Governor and Gift Aid Coordinator
07801-178745
pjvanloon@gmail.com

Guy Laister
Governor
07793-358644
guylaister@yahoo.co.uk

Attached:

- Standing order form
- Gift Aid Declaration



STANDING ORDER MANDATE
St Clement's Catholic School – Governor's Fund

Please complete all sections of this form in **BLOCK CAPITALS**

To (Name of Bank)

Address

Post Code

Account Holder(s)

Address

Post Code

Sort Code

Account Number

Sort Code					

Account Number							

Please pay the sum of

£

Monthly*

Quarterly*

Annually*

* Delete as appropriate

Commencing on

--	--	--	--	--	--

and thereafter until further notice

Signature: _____

Date: _____

The Gift Aid Organiser to complete the following section:

To: HSBC Bank plc, 69 Pall Mall, London SW1Y 5EY	St Clement's Catholic Primary School
---	--------------------------------------

Sort Code

Account Number

Sort Code					
4	0	0	5	2	0

Account Number							
5	1	2	6	5	0	9	1

Please quote Gift Aid Declaration Number[‡]:

--	--	--	--	--	--	--	--

Please cancel existing monthly/quarterly/annual[‡]
standing order for the above account for

£

[‡] Gift Aid Organiser to complete

Please return this form once completed to the Gift Aid Organiser



St Clement's Governor's Fund Gift Aid Declaration

--	--

CODE Declaration No. (Admin Use)

Name (BLOCK CAPITALS) *Please complete in ink*

I	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title	First name	Surname

Home Address (BLOCK CAPITALS)

of

<input type="text"/>
<input type="text"/>
<input type="text"/>
Post Code

wish to Gift Aid the donations I will make in the future or have made in the past 4 years to the Governor's Fund of St Clement's Catholic Primary School. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in the relevant tax year it is my responsibility to pay any difference. I confirm that I have read and understood the notes overleaf.

Signature

Date of Declaration

Official Use Only: Unique Reference Number

CONSENT FOR CONTACT BY EMAIL

We would like to send you an annual statement of your donations by Email. Please give your Email address below if you would like to receive this. Otherwise the annual statement will be sent to you by post.

Email:

Gift Aid Declaration June 2019



St Clement's Governor's Fund Gift Aid Declaration

IMPORTANT: If you cease paying tax or wish to cancel this declaration at any time, please notify your Gift Aid Organiser. The Governor's Fund will not reclaim tax on donations made after the date of notification.

Donations can only be made by standing order or bank transfer.

GENERAL DATA PROTECTION REGULATION (GDPR) – DPA 2018

Protecting your Privacy

The Governor's Fund is administered by the Governing Body of St Clement's Catholic Primary School and a record of your personal information and donations will be held by the Governing Body and stored securely on their Gift Aid database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid).

Many thanks for your continued support. You can read our full Privacy Notice at <https://stclements.surrey.sch.uk/admissions-performance-policies/policies/> The Notice also contains details on how to opt-out of further communications from the Governing Body if you change your mind at a later date and how to update your preferences.

**PLEASE RETURN THE COMPLETED FORM TO YOUR GIFT AID ORGANISER
THANK YOU FOR JOINING THE GIFT AID SCHEME!**

Gift Aid Declaration June 2019