

Plymouth High School for Girls

SCHOOL FUND

Plymouth High's School Fund exists solely to make donations to the school. The School Fund account is held by the school and is separate from the PTFA. However any monies received can be paid through the PTFA which has charity status and then back into the School Fund account to enable the school to benefit from Gift Aid.

How will my daughter / son benefit from the fund?

The School Fund enables Plymouth High to support extra-curricular activities. It is also used to improve our learning facilities and the school's environment. House events, badges and rewards are also supported by School Fund. We are keen to enrich student life beyond the classroom and the School Fund is important in supporting this.

How will the school benefit from the fund?

The funding the school receives from the government is specifically to fund your child's education and does not allow us to fund extra-curricular activities. You will also be aware of the cuts the government is making to funding. The School Fund is important in providing us with separate financial resources to help improve the school's environment and provide additional facilities.

How much is it?

We are asking parents to make a minimum donation to the School Fund of £10 per year per student. Compared to the sums asked by many other schools this remains relatively low. However we appreciate that many families are experiencing difficulties in the current economic climate and have taken the decision that we should not increase the amount we request. With our school population now at 850 we would manage to raise over £8000 without the Gift Aid.

Do I have to contribute?

We emphasise that although we ask for the contribution from all parents, donations are entirely voluntary. However without the School Fund we would not be able to provide such a wide range of opportunities for our students and enhance their facilities.

How do I know the School Fund is used properly?

The accounts are externally audited every year and passed by the Governing Body.

How do I pay the School Fund?

1. Please fill in the reply slip which will enable us to confirm you have received the information about School Fund and avoid a reminder being sent to you.
2. Decide how you want to pay - whether by cheque or by Standing Order or Parent Pay.
3. Fill in the appropriate sections on the forms. Cheques should be made payable to '**PHSG PTFA SCHOOL FUND**'.
4. If you are a UK tax payer, please consider completing the Gift Aid Declaration to enable us to reclaim the Income Tax you have paid on your donation. Currently worth 25% of your donation. Donations made via ParentPay are unable to claim Gift Aid.
5. Please return the form and payment (if appropriate) in a sealed envelope marked SCHOOL FUND and labelled with your child's name and tutor group.
6. Please take completed Standing Order form to your bank.
7. Your child should hand the envelope to her Form Tutor.
8. Don't forget we still need the slip returned even if you are not able/don't wish to contribute.

The support and generosity shown by families in previous years certainly has made a difference so I would like to thank everyone very much and I look forward in anticipation of an excellent response for this year too.

Mary Utton
Headteacher

REPLY SLIP

Please complete and return the slip below. This will enable us to confirm that you have received this information and avoid a reminder being sent to you. Please return your slip and cheque, if appropriate, in a sealed envelope marked SCHOOL FUND and labelled with your child's name and form to her Form Tutor.

Name of student: **Tutor Group:**

- I support the School Fund and have donated £..... via ParentPay (suggested minimum contribution of £10)
- I support the School Fund and enclose a cash/cheque for £..... (suggested minimum contribution of £10) made payable to PHSG PTFA SCHOOL FUND
- I support the School Fund and have donated £..... (suggested minimum contribution of £10) via BACS (Lloyds Bank; Sort code: 30-96-68; Account number: 55264968)
- I have completed the Standing Order Form for £..... (suggested minimum contribution of £10) and submitted it to my bank
- I am a UK tax payer and have completed the Gift Aid Declaration
- I already have a Standing Order in place to support the School Fund
- I am not able to support the School Fund contribution

Signed: **Date:**

GIFT AID DECLARATION

PHSG PTFA is a registered charity

(Please complete all details clearly in BLOCK CAPITALS)

Title: **First Name:** **Surname:**

Donor's Address:

..... **Postcode:**

I want the charity to treat the enclosed donation of £..... and all donations I make from the date of this declaration as Gift Aid donation and reclaim tax accordingly until I notify you otherwise. (You will be unable to use ParentPay if you would like the PTFA to claim Gift Aid)

Signature: **Date:**

Notes to donor:

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 donation in the appropriate tax year (currently 25p for each £1 you give). If you cease paying tax, please notify the school. Higher rate tax payer can claim further tax relief on donations in their self-assessment tax returns.
2. Please ensure that if payment is made by cheque, the person signing the cheque is also the person who made this declaration.
3. You can cancel this declaration at any time by writing to the school. The school will not reclaim tax on donations made after the date of the cancellation.
4. Please notify the school if you change your name, address or postcode.
5. Data Protection Act 1998. The school will only use the information supplied by you to reclaim tax from the HMR&C.

PLEASE RETURN THIS FORM TO PLYMOUTH HIGH SCHOOL ALONG WITH THE SCHOOL FUND REPLY SLIP and ANY DONATIONS, IN A SEALED AND LABELLED ENVELOPE

Regular Standing Order Form

Please complete the form below and **submit to your bank**. Thank you.

Your name and address:

.....
.....
..... **Postcode:**

Student's Name: **Tutor Group:**

Your Bank:

To:
(Bank / Building Society)

Bank address:
.....
.....

Your Sort Code : Your Account Number:

Please Pay : **PHSG PTFA SCHOOL FUND**
Sort Code : 30-96-68
Account No. : 55264968

Amount (in words and figures)

The sum of £..... (figures)

Commencing on the (day) of (month)

And a like sum each year / month* until further notice
(*delete as appropriate)

Signature:

Date:

PLEASE NOTE THAT THIS REPLACES ANY PREVIOUS STANDING ORDER FORMS