

**The Colleton Primary School Fund Voluntary Donation  
Sept 2016 – July 2017**

The funding that the school receives from central government has never been enough to fund all of the “extras” that your children enjoy in school. We therefore ask if parents can support the school by making an annual voluntary donation. The suggested amount is £25 per family and the instructions are attached to this email. The CSA collect the money on behalf of the school as they are able to claim Gift Aid.

Examples of the activities which would not go ahead with these voluntary donations are:

- Food and materials for theme days such as the older team evacuee day this week and the upcoming middle team Tudor day
- Crackers and table decorations for Christmas Lunch
- Props and costumes for school plays
- Food etc. for the chickens and guinea pigs
- Cooking ingredients
- Author visits

For details of ways to pay please see below and thank you for your continued support.

Caroline Norris  
Headteacher

.....

**Please complete and return to the school office:**

Surname \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

I would like to make a voluntary donation of £ \_\_\_\_\_

**Tick**

<input type="checkbox"/>	I wish to contribute by standing order and make a Gift Aid declaration. Please send me a standing order form.
--------------------------	---

<input type="checkbox"/>	I wish to pay by cheque and to make a Gift Aid declaration. I enclose a cheque made payable to <b>The Colleton School Association</b> and a completed Gift Aid form.
--------------------------	--

<input type="checkbox"/>	I do not want to make a Gift Aid declaration. I enclose a cheque made payable to <b>The Colleton Primary School Fund Account</b> .
--------------------------	--

**Gift Aid Declaration** (One form per family)

Name of Charity        The Colleton School Association

Child's Name        \_\_\_\_\_

Details of Donor

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Declaration by Donor

I would like the charity to treat the donations I have made to The Colleton School Association since 6<sup>th</sup> April 2004 and all future donations as Gift Aid donations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 donation in the tax year. (currently 25p for each £1 you give)
2. If you pay tax at the higher rate you can claim further tax relief in your self-assessment tax return.