



### **How to donate**

Please reply using either the "Single Donation" form or the "Regular Donation" form. Thank you for your support, however large or small.

**If you pay online**, please complete and return the form to help us with record-keeping and Gift Aid claims.

Personal data is processed in accordance with the school's Data Protection policy.

### **Reminders**

Our target this year is for 80% of our families to support the Governors' Fund, ideally giving either a regular £5.00 per month or £50 per year. To help meet this target we will send general reminders and then email anyone who we have not heard from. **If you do not plan to donate**, please email the Treasurer, James Saunders, at [govfund@st-marys-oxted.surrey.sch.uk](mailto:govfund@st-marys-oxted.surrey.sch.uk) and you will be removed from any reminder list. Please include the name and class of your child.

### **Gift Aid**

Please help us to claim more money for the school by completing the Gift Aid form.

If you are a basic rate taxpayer, we can reclaim 25p extra for every £1 you contribute, at no cost to you. So for instance if you gave £5 per month with Gift Aid, the school would receive £75 per year in total.

#### **Please note:**

- **The Declaration should be signed solely by the taxpayer.**
- **Cheques or standing orders must be paid from a bank account in the taxpayer's name (or in joint names including the taxpayer)** and not a business account.
- There is no need for the donor to advise the Inland Revenue, but if you are a higher rate tax payer then you can reclaim some additional tax too.

### **Any questions?**

If you have any queries about your past donations, existing standing orders or anything else then please email the Treasurer, James Saunders, at [govfund@st-marys-oxted.surrey.sch.uk](mailto:govfund@st-marys-oxted.surrey.sch.uk).

**REPLY SLIP – SINGLE DONATIONS**



YES, I want to support the  
**St Mary's School Oxted Governors' Fund**  
 to help maintain and develop the school facilities

**Student name and class:** .....

**Donor's name** ..... **Email address** .....

**Please select one option**  
 (or see separate form for standing orders)

**Single Gift - cheque payment**

I enclose a cheque for  
 £30      £50      £80  
 Other amount £ .....

Payable to "St Mary's School Oxted"

Signed.....  
 Date .....

**Single Gift – Wisepay**

I am paying by Wisepay:  
 £30      £50      £80  
 Other amount £ .....

Signed.....  
 Date .....

**Single Gift – Online bank transfer**

I am making a gift by bank transfer  
 £30      £50      £80  
 Other £ .....

To **St Mary's School Oxted**  
 Barclays Bank, Oxted Branch  
**Account no: 80410292**  
**Sort code: 20-76-55**  
 (Reference: child's name please)

Signed .....

**Gift Aid declaration – for past, present & future donations**

Please treat as Gift Aid donations all qualifying gifts of money made to **St Mary's School Oxted** today  in the past 4 years  in the future  (Please tick all boxes you wish to apply)

*I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.*

**Donor's details**

Title ..... Full name.....

Address .....

.....Post Code.....

Signature ..... Date.....

*Please notify the school if you:*

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

**REPLY SLIP – REGULAR DONATIONS**



YES, I want to support the **St Mary's School Oxted Governors' Fund** to help maintain and develop the school facilities

I would like to make a gift each month of  £2.50  £5  £10  my preferred amount of £..... or an annual donation of  £30  £50  £80  my preferred amount of £.....

**Student name and class:** .....  
**Donor's name** ..... **Email address** .....

Standing Order Mandate	Payment details
To the Manager (bank name) .....	Amount of first payment £ .....
Bank address .....	Date of first payment ...../...../.....
.....	Amount of usual payment £ .....
My bank sort code: .....	Date of usual payment DD/(MM) ...../.....
My account number: .....	Date of last payment .....
My account name: .....	Frequency of payment ..... (Monthly / Annually)
Please pay to: Barclays Bank plc	Signature(s) .....
Account name: <b>St Mary's School Oxted</b>	Date.....
Account no: <b>80410292</b>	
Sort code: <b>20-76-55</b>	
Payee Reference:	

**Gift Aid declaration – for past, present & future donations**

Please treat as Gift Aid donations all qualifying gifts of money made to **St Mary's School Oxted** today  in the past 4 years  in the future  (Please tick all boxes you wish to apply)

*I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.*

**Donor's details**

Title ..... Full name.....

Address .....

.....Post Code.....

Signature ..... Date.....

*Please notify the school if you:*  
- *Want to cancel this declaration*  
- *Change your name or home address*  
- *No longer pay sufficient tax on your income and/or capital gains.*  
*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*