



# Sacred Heart Catholic Primary School

Headteacher: Mrs M Fusi

*"Live, love and learn joyfully in the family of Christ"*

June 2024

Dear Parents & Carers

## Governors Fund

Many of you will be aware that over the years the Governors have invited parents to make voluntary contributions towards the Governors Building fund. We are most grateful to those parents who are making those contributions. Previously the school has had to make a 10% contribution towards any building work that we required and this fund provided that contribution. The last project we did was the necessary refurbishment of the kitchen and boiler which we had to contribute **£24K** towards that.

With the new Academy status of the school the position has changed but in deciding whether to support an application for funding of capital works the Authority gives greater priority to those requests where the school is offering to make a minimum contribution of 10%. We have just submitted a bid for some essential works to the hall roof and windows and have offered to contribute some £11k to try to ensure our bid is successful.

In addition, the school budget continues to be under great pressure and going forward Governors can envisage a situation where contributions from this fund will help with resources in the classroom to make pupils learning enjoyable and effective, for example further investment in pupil accessible technology.

We have therefore decided to rename the fund the Governors Building and Resources fund and relaunch it.

In relaunching this fund, I am writing to invite you to consider making a voluntary contribution to the fund. We are very grateful for any contribution you can make and suggest an amount of £5 per month per child or £7.50 per month if you have more than one child at the school.

If you are able to make a contribution and you are an income tax payer, it would be appreciated if you could also Gift Aid your contribution to enable us to increase its value, at no cost to yourself.

I have attached a Mandate and Gift Aid form. If you have already made a contribution for this academic year, your monthly contributions can start from September. Whilst we think a monthly contribution is the best method to use, please feel free to make a one off payment if you prefer. This can be done via SchoolComms.

We are acutely aware of the financial pressures that families are under and also aware that you support the school in many other ways. The Governors Building and Resources fund is an important part of ensuring the school can provide the best for its pupils and I would be grateful if you could consider whether you can make a contribution towards it.

Many thanks.

Yours sincerely,



David Timson

Chair of Governors

**Broadmeads, Ware, Hertfordshire SG12 9HY**

**Tel: 01920 461678 / Email: [admin@sacredheart312.herts.sch.uk](mailto:admin@sacredheart312.herts.sch.uk)**





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### Contributions to the Governors Building and Resources Fund Standing Order Mandate

To: ..... Bank

Branch Name: .....

Address: .....

Postcode: .....

Account Holder Name(s): .....

Account Number: .....

Sort Code: .....

Signature(s): .....

Date: .....

#### Standing Order Details – Please Pay

Sacred Heart Ware, School Building Fund Business Current Account Number  
**00119033**, Sort Code **16-01-09**, Royal Bank of Scotland

The sum of: ..... Amount in Words .....

Date of First Payment: .....

Thereafter on the ..... Day of \*Month / Year (\*delete as appropriate)

Quoting Reference: .....

Please Cancel any Existing Standing Order Mandate to the above Account.

Signed: .....

Print: ..... Date: .....

Broadmeads, Ware, Hertfordshire SG12 9HY

Tel: 01920 461678 / Email: [admin@sacredheart312.herts.sch.uk](mailto:admin@sacredheart312.herts.sch.uk)





Westminster Roman Catholic Diocesan Trust (WRCDT)  
Registered Charity No. 233699

## GIFT AID DECLARATION

Name of Pupil: .....  
Year Group: .....

Please complete using BLOCK CAPITALS

### THIS DECLARATION MUST BE IN ONE NAME ONLY

Title Mr / Mrs / Miss / Ms / ..... (Please delete as appropriate)

First Name .....

Surname .....

Full Home Address .....

.....

Post Code .....

Signature .....

Date .....

I would like the Diocese of Westminster to treat all qualifying donations I have made since the 6th April 20\* , and all donations I will make in the future as Gift Aid donations.

\*PLEASE COMPLETE THE TAX YEAR.

I am a UK taxpayer and understand that if I pay less Income Tax and or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Official use only

School Code: \*SHAW

GAD No.

School: Sacred Heart Primary School

### PLEASE NOTE

1. You can cancel this declaration at any time by notifying your school.
2. If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Charity reclaim, you must cancel your declaration.
3. As any tax refund received by the Diocese of Westminster will be made at the basic rate, higher rate tax payers will benefit through additional tax relief if they declare their Gift Aid Declaration on their Self Assessment tax return.
4. This Declaration refers to all donations for which the above school has record of receipt.
5. Please notify the school if you change your Name or Address.

### Protecting your privacy — Gift Aid donations

This school is part of the Diocese of Westminster, and therefore your personal details relating to Gift Aid donations to the school will be stored securely on the Diocese of Westminster's database. We comply with data protection regulation and the Fundraising Regulator's code of practice. We will never sell your data to third parties.

We (your school office and the Diocese) will use your details to administer your Gift Aid donations to the school. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on the school website or by contacting the school office.

You can review communications from the school by contacting the office.

Edn. May. 2018