



St Alban's Catholic Primary School

Headteacher: Martin Brannigan
Beauchamp Road • East Molesey • Surrey KT8 2PG
Phone: 020 8979 5893
email: admin@stalbans.surrey.sch.uk • www.stalbans.surrey.sch.uk

giftaid it

December 2016

Dear Parent,

St Alban's School Maintenance Fund – Post Academy Conversion

First of all may I thank you for your continued generosity to the St Alban's Maintenance Fund. As you know, the Governors are responsible for all costs relating to buildings maintenance, improvements to the learning environment and Information Technology. Part of the funding for these works needs to be made by parental contributions. Your support is vital to enable us to continue with the rolling programme of improvements that we have planned for the school.

As we have recently converted to become an Academy, we now have to make all claims for Gift Aid through the XCET Multi Academy Trust rather than the Diocese of Arundel and Brighton. This will not make any noticeable difference to you as donors. However, we do need you to fill in another Gift Aid Declaration form (enclosed) to enable us to continue to claim the Gift Aid Tax relief on your donation. We have also enclosed a letter about the final Gift Aid claim that was made through the Diocese on your behalf (relating to donations from 6/4/2016 to 31/8/2016).

As you know the Gift Aid scheme makes your donation worth more, at no extra cost to you. For every pound you give to us, we get an extra 25 pence from Her Majesty's Revenue and Customs and this is a vital funding source for the school.

I would be most grateful if you could give the enclosed form your attention and return it to the School Office at your earliest convenience.

Thank you for your support.

Yours sincerely

M Brannigan
Headteacher – on behalf of the Governors of St Alban's School



Declaration Number: (office use only)	
--	--

Charity Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donations you must tick the box below:

I want to Gift Aid any donations I make in the future or have made in the past 4 years to

ST ALBAN'S CATHOLIC PRIMARY SCHOOL (a member of the Xavier Catholic Education Trust)

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 that tax year it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Notes to the Donor:

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.

Data Protection Act 1998: Xavier Catholic Education Trust will use the information supplied by you to reclaim tax from HMRC.