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September 2016

Dear Parents,

Parental Contribution to Governors' Fund

The Governors would like to wish you and your child a very happy start to the new School year and would particularly like to welcome those who are new to the School. We are incredibly proud of our School, which has happy pupils, a dedicated, hard-working staff, and a PTA, Governing Body and parents who are extremely supportive in many different ways.

As you know, Reigate Parish is a Church of England Voluntary Aided School. This means we have additional responsibilities for our staff, team and the school buildings. On the one hand, this gives us freedoms many other schools do not enjoy, such as our specific Christian approach to education. On the other hand, it gives us responsibilities for which the School's Governors have to find funds, which make up the Governors' Fund.

Parents' contributions made last academic year have been put to good use to improve the learning environment for our children and to provide better resources and equipment. So in 2015/16 the money parents contributed was put towards the following expenses, amongst others:

- Ongoing replacement of classroom interactive whiteboards (two were replaced last year), new laptops and new software to support learning
- Improvements to the school building, including the Governors' 10% contribution to the building of the new kitchen
- Ongoing property maintenance and insurance costs, including annual redecoration programme
- Annual deep cleaning of the carpets throughout the school

In previous years the Fund has paid for many key projects, including the installation of Wi-Fi across the school, and laptops and tablets to support learning across the curriculum.

Going forward, in addition to the above, we expect to use the Fund to contribute to the following:

- Governors' 10% contribution to the new astro turf
- Renovations to the inside of the school to create more small work spaces and into the courtyard to provide two small workrooms for children to use



- Investing in the technology needed for children in Key Stage 2
- Upkeep of the new field
- Continued investment in the Read Write Inc scheme with update courses, reading books and resources
- Purchase of new home reading books, library books, and guided reading books for KS2
- Investing in new and different outdoor play equipment for all the children to enjoy

Every year, parents are asked to contribute a suggested amount towards the Fund and for a number of years this has been £30 per year. Having considered the position carefully, we feel that in order for the Fund to meet the increasing commitments required of it, for 2016/17 onwards we shall be increasing the suggested contribution to £60 per year. Whilst this is a voluntary donation we hope you will understand that without your support we will not be in a position to continue to meet all the obligations of the Fund, including those set out in this letter. It is the Governors' view that these contributions represent an investment in your child's education and we trust that you will share this view and want to support the Fund as much as you are able.

We would encourage you to set up a monthly standing order to make these contributions (details attached). Should you wish to make a contribution, please sign and return the attached forms and return via the School Office.

If you have any queries regarding donations to the Governors' Fund then please contact Alex Foster, either via the School Office, or by e-mail on afoster393@gmail.com. Enquiries are always treated in strictest confidence.

With Best Wishes,

Yours faithfully,



Mrs D Arnold, Chair of Governors



Mrs A Foster, Treasurer

The Governing Body of Reigate Parish Church School: Parental Contribution

NAME: _____

TEL NO: _____ EMAIL: _____

Please tick as appropriate:

Standing order

- Either, I have set up a Standing order with my bank
- Or, Standing order form completed

Amount of monthly standing order (tick as relevant):

- £5
- £10
- £15
- Other £_____

Bank transfer

- I have made a one off transfer

Amount of transfer (tick as relevant):

- £60
- £120
- Other £_____

Details you will require for bank transfers and standing orders:

Account Name: The Governing Body of Reigate Parish Church School

Account Number: 39026361 and Sort Code: 54-30-36

Reference: Please add your surname

Gift aid

- Gift Aid declaration completed
- Gift Aid not relevant

**PLEASE RETURN (PLUS ADDITIONAL FORMS IF RELEVANT) TO MRS A FOSTER, TREASURER
VIA THE SCHOOL OFFICE**

GIFT AID DECLARATION

Please complete in **BLOCK CAPITALS**, stating the name and address of the tax payer (who should then sign).

From: Forenames: Surname:

Address (including postcode):

.....

This declaration confirms my wish to make donations to Reigate Parish Church School ("the School") under the Gift Aid Scheme and applies to all donations made by me from 6th April 2016. I understand that I must pay an amount of Income Tax and/or Capital Gains Tax in or in respect of the relevant tax year at least equal to the tax reclaimed by the School and other recipients of Gift Aid donations made by me in that period.

I confirm that I am a resident in the UK for tax purposes and that I am a UK taxpayer and that I will advise the School if this situation changes. I understand that I may terminate the declaration at any time by giving notice in writing to the Treasurer at the School.

Signature: Date:

Standing Order Instruction (complete if not setting up online)

Please complete this form in **BLOCK CAPITALS** and return it to the School.

To: Bank/Building Society

Please set up the following Standing Order and debit my account accordingly.

Your account details

Account name:

Sort code:

Account details:

Payee details (The name and account details of the organisation you are paying)

Account Name: The Governing Body of Reigate Parish Church School

Account Number: 39026361

Sort Code: 54-30-36

Payment Reference (add your surname): _____

Frequency of payments

Payments are to be made monthly

Date and amount of the payments

Date of first payment / / 2016

Amount (tick as relevant):

£5

£10

£15

Other £_____

Continue payments until / / **OR** Continue until further notice

Confirmation

Customer signature(s):

Date: / / 2016