



Dear Parent/Carer,

### **Re: Make a Contribution to School Funds**

At Bishop Justus School we are committed to creating the best learning environment possible for all our students and we are continually looking at how we can improve the school experience for students and each year ask parents to help us in providing additional funds to help us achieve more than we can with the funding we are allocated. All funds raised by the Friends of Bishop Justus are used to provide the extras not already provided by the school's main income.

We remain acutely aware of the economic pressures currently facing family budgets, but would ask you to consider making a welcome and valued voluntary contribution.

By becoming a "Friend of Bishop Justus" and giving a regular amount or annual donation to the fund, will make a real difference. In the last year, we have been able to secure funds to support improvements in many areas by providing additional resources to various departments.

Donations can be made by a regular standing order that you can set up via your online banking / bank or via our cashless payment system Wisepay (please see the payment options below). The amount you donate is entirely your decision but £5 per month, £15 per quarter or £60 per year is a suggested contribution rate.

To maximise the value of any donations UK taxpayers can Gift Aid their donations e.g. for every £10 paid with gift aid the school will receive an additional £2.50 from the UK government. Please complete the form overleaf to ensure that we can recover Gift Aid.

Please consider making donations if you can. All contributions will make a real difference to our children's learning. Thank you for your ongoing support. May I thank you in anticipation of your donation.

### **Payment options**

1. Standing Order

A Standing Order can be set up via your online banking / bank to make regular donations into the Bishop Justus account, the details of which are below. Use "SF" followed by your child's name and surname as the reference.

2. School Money on-line

One off Donations can be made using the Wisepay on-line payments system. Simply log into your Wisepay account, select the item called "Contribution to School Fund" and decide on the donation by manually entering the amount in the required box that you wish to donate.

3. Bank transfer

Donations can be made online, directly from your bank account to the Bishop Justus Voluntary account, the details of which are set out below. When making online payments please use "SF" followed by your child's name and surname as the reference.

### **Donations account details**

Name of Bank:	Lloyds Bank
Account Name:	Bishop Justus Voluntary Account
Sort Code:	30 84 51
Account Number:	34687360

Yours sincerely,

Mr. Simon Murphy  
Headteacher

## Gift Aid Declaration

Your details (Block Capitals Please)

Title		Forename(s)
Surname		
Full Home Address and Postcode		

Declaration (if applicable, in order to Gift Aid your donation you must tick the box below):

I want to Gift Aid my voluntary contribution of £\_\_\_\_\_ and any donations or contributions I make in the future to Bishop Justus Church of England School.

Signed.....Date: .....

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

Please return the original signed copy of this form to: School Office, Bishop Justus School Or, by email to [finance@bishopjustus.bromley.sch.uk](mailto:finance@bishopjustus.bromley.sch.uk)

Thank you very much indeed for your kind donation, the School is very grateful for your support.

GDPR: For information about how Bishop Justus School uses your data please refer to our GDPR Privacy Notice on our school website. <http://www.bishopjustus.bromley.sch.uk/>