

Making a Contribution to the Fern Hill Primary Voluntary Fund

Thank you for choosing to make a contribution to the Fern Hill Primary Voluntary Fund.

There are a number of ways you can make a donation and you are free to choose when and how you do it. You can make a single, one-off contribution, or set up a regular monthly, termly, or annual payment. Depending on the method you use, payments can be made via ParentPay, using childcare vouchers or paid directly into the Voluntary Fund bank account.

Fern Hill Primary Voluntary Fund is a registered charity and eligible for gift aid. If you are a UK tax payer and complete and return the Gift Aid Declaration Form attached, we can claim gift aid on your donation. This means we will receive an additional 25p for every £1 you donate. This would add £30 to an annual donation of £120!

1. ParentPay

Your donation can be made online via ParentPay. There are two options which are available to select on your child's active payment items screen:

- i) Voluntary fund – WITH GIFT AID CONSENT; and
- ii) Voluntary fund – with NO GIFT AID CONSENT

You may choose any payment amount in multiples of £10. If you are a UK taxpayer and are happy to give your permission for us to claim gift aid on your donation, please use the payment option with gift aid consent and remember to enter your name and address, including postcode, in the 'Add notes' box on the payment page.

2. Standing Order

You can pay directly into the Voluntary Fund bank account by setting up a Standing Order with your bank using the following bank account details:

Account name: ***Fern Hill Primary Volunteers Fund***
Account number: **77989168**
Sort code: **30-94-77**

3. BACS Transfer

You can pay directly into the Voluntary Fund bank account. Please use the following bank account details:

Account name: ***Fern Hill Primary Volunteers Fund***
Account number: **77989168**
Sort code: **30-94-77**

4. Childcare Vouchers

You can gift childcare vouchers to the Voluntary Fund. Once you have instructed your childcare voucher provider to transfer vouchers to the school, please email us to let us know the amount you have transferred and instruct us to allocate the amount to the Voluntary Fund. Please send the email to: office@fernhill.rbksch.org with the subject line 'School Voluntary Fund'. You may also ask your employer to process a donation through the Charities Aid Foundation, if applicable.

5. Cheque

Cheque payments will be paid directly into the Voluntary Fund bank account on your behalf. Cheques should be made payable to '***Fern Hill Primary Volunteers Fund***' and handed into the school office where a receipt will be issued.

6. Cash

Cash donations will be paid directly into the Voluntary Fund bank account on your behalf. Cash should be put in a named envelope marked '***Fern Hill Primary Volunteers Fund***' and handed into the school office where a receipt will be issued.

Fern Hill Primary Voluntary Fund Charity Gift Aid Declaration Form

*Boost your donation by 25p of Gift Aid for every £1 you donate.
Gift Aid is reclaimed by us from the tax you pay for the current tax year.
Your address is needed to identify you as a current UK taxpayer.*

I would like to Gift Aid my donation of £ _____ and any donations I make in the future or have made in the past four years to:

**Charity Name: Fern Hill Primary Voluntary Fund
Registered Charity Number: 1170469**

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.

My details

Title: _____

First name or initial: _____

Surname: _____

Full Home Address: _____

Postcode: _____

Child's name & class: _____

If you have more than one child at Fern Hill, please give the name of your eldest.

Signed: _____ **Date:** _____

Please notify us 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