



# St Michael's CE Primary School

Headteacher: Miss J Matthews

16<sup>th</sup> October 2015

Dear Parents,

As you will be aware, St Michael's is a Voluntary Aided Primary School and our school maintenance fund has always been, and remains, an essential means of ensuring that our buildings are covered for repairs and renewal. The Governors have to fund 10% of any costs for repairs and replacement to the buildings which can be very expensive. In the last years, many repairs to the buildings, and parts of the new building, have been covered by the scheme. We are also insured against large scale damage, e.g. major roof repairs. In order to fund this 10%, the Governors have to pay into an insurance scheme which covers the cost of the repairs. We ask each family to contribute £35 per child, per year, towards this vital insurance. This amount remains unchanged from last year.

There will be a Governor available on Parents' Evening to receive your maintenance contributions. We would be grateful to receive contributions either in cash or by cheque, made payable to St Michael's School Managers.

If you are a tax payer, contributions can be made under the Gift Aid Scheme where we can re-claim tax on your contributions (an extra £7.00 for each £35 you give). Many parents have already consented to their contributions being included in the Gift Aid Scheme. If you have not already done so and wish your payments to be included in the Gift Aid Scheme, please complete the declaration form attached.

Direct debit forms are available from the school office if you wish to pay your contributions by this method; please send this form to your bank. Many parents already pay by direct debit and we will send an acknowledgement when payments are received. The declaration may be cancelled at any time, should your circumstances change.

Payments can be made in instalments if this is more convenient.

Yours faithfully,

J Matthews  
Headteacher

**Brigadier Hill, Enfield, Middlesex. EN2 ONB**

**Tel: 020 8363 2724**

**Fax: 020 8342 2600**

**Email: [admin@st-michaels.enfield.sch.uk](mailto:admin@st-michaels.enfield.sch.uk)**

**FORM A**

I confirm that I have received the letter regarding the Gift Aid Scheme

Signed .....

Name/s and Class/es of Child/ren .....

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I enclose a contribution to the Maintenance and Contingency Funds of £ .....

✂ .....

**FORM B**

**GIFT AID SCHEME**

Full Name: .....

Address: .....

..... Postcode: .....

- I declare that I am a UK taxpayer and would like St Michael's School Managers, Enfield to reclaim tax on all donations I have made to the school since April 6<sup>th</sup> 2015 and on any future donation until further notice.

Signed ..... Date .....