

2017



Thorpe St Andrew School  
and Sixth Form

# Annual Fund

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## Introduction

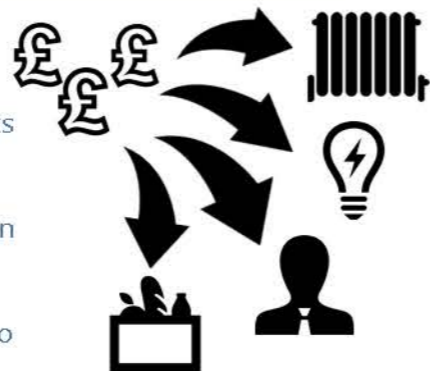
We are pleased to introduce our **Annual Fund** which builds on the work of the School Development Trust. Thank you to all who have supported the school in the past and we hope you will consider contributing this year as your donation will make a real difference.

## What is the Annual Fund?

The school receives a budget to ensure all the legally required elements of free education are provided.

Once fixed costs (heating, lighting, rates, salaries, catering, examination fees etc.) are removed, there is little flexibility in this budget.

The Annual Fund is an appeal to the Thorpe St Andrew Community to help enhance the educational experience for our students.



## Our Aim

Our aim is to enrich the provision offered by undertaking achievable projects not funded by our regular/normal income stream. All associated with Thorpe St Andrew School and Sixth Form are encouraged to contribute to the Annual Fund by way of a regular donation or a single gift.

## Our Request

To ask every family to contribute £15 for the year (equal to £5 per term) to help us meet these extra needs, with an **absolute guarantee that any money received will only be spent on additional items or projects, as detailed above.**

## Making a Gift

Participation is the key to the success of the Annual Fund, not the level of generosity. Please donate however much you feel comfortable giving.

£2 per month will make all the difference.

Regular Giving: You can spread the cost and give as often as you like, for as long as you like, by setting up a standing order. (A standing order form is attached).

Single Gifts: Please complete the donation form and send a cheque made payable to Thorpe St Andrew School Development Trust.



## Our Thanks

In anticipation of your support for the benefit of all students. The impact of your donation will be appreciated by current and future students.



# ANNUAL FUND 2017 Donation Form and Gift Aid Declaration

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Full Home Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Date of Donation \_\_\_\_\_

### GIFT OPTIONS

**I/We would like to make a donation to Thorpe St Andrew School Development Trust:**

£15  Other Amount £ \_\_\_\_\_

I/We enclose a cheque for £ \_\_\_\_\_

(Payable to Thorpe St Andrew School Development Trust)

I/We wish to make a regular gift (please complete the Standing Order Form).

### Gift Aid Declaration - for past, present and future donations

Name of Charity: Thorpe St Andrew School Development Trust

Please treat as Gift Aid donations all qualifying gifts of money made

today  in the past four years  in the future  Please tick all boxes you wish to apply.

I can confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.

### GIFT AID - for past, present and future donations

If you are a UK tax payer, Thorpe St Andrew School and Sixth Form can claim the basic rate tax you have already paid on your donation. By making a Gift Aid declaration, you can increase the value of your gift by 25% at no extra cost to you. All that is required is for you to complete the Gift Aid declaration by ticking the relevant box(es) above. Please could you kindly let us know if your tax status changes, as HMRC may recover unpaid tax from you.

Signature \_\_\_\_\_

### Please notify the charity or CASC if you:

- Want to cancel this declaration
- Change your name or 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.



Thank you for your generous donation

Thorpe St Andrew School and Sixth Form  
Laundry Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0XS  
Telephone - 01603 497711  
Email - office@thorpe-st-andrew.norfolk.sch.uk



## Details of your standing order

# New Standing Order



Please write clearly in black ink in the white spaces with capital letters or cross the boxes.

Please return the original form as photocopies are not acceptable. **Important**—standing orders cannot be set up on savings accounts.

All sections must be completed.

## Your details

Your full name or name of business

Sort code (being debited)

Account number (being debited)

--	--	--

Your contact telephone number

Branch name

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## Details of your standing order

Does this instruction replace any existing standing order instructions?

Yes  No

Payment reference (if applicable)

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If yes please give details in special instructions below and arrange to cancel them.

First payment amount (if different to usual)

First payment date

£	
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Recipient's name

**THORPE ST ANDREW SCHOOL DEVELOPMENT TRUST**

Usual payment amount

£
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Recipient's bank and branch name

**Lloyds TSB Gentleman's Walk, Norwich**

Recipient's sort code (6 digits) Recipient's account number (8 digits)

**309617**

**03295317**

Usual payment in words

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How often do you want the payment made?

Other

Weekly  Monthly  Quarterly  Half yearly  Yearly  (give details)

Final payment amount (if different to usual payment)

£
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Please give details of any special instructions

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Final payment date (if applicable)

Or

Until further notice

	<input type="checkbox"/>
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## Your agreement with us

I authorise you to debit my / our account, in accordance with the details above. This request is addressed to the bank which holds my / our account.

Your signature

Date

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