

## Please help our School to flourish

The School Improvement Fund is vital in ensuring the School is a safe, well-equipped and pleasant environment for the children and staff to flourish and live life in its fullness. It relies heavily on voluntary contributions from parents and carers.

This money is held and managed by the Governing Body and has charitable status. It is used to make up short-falls in spending on maintaining and improving the school. This funding helps us to keep the school a fresh, inspiring and comfortable environment to learn in.

## Frequently Asked Questions

### What is the Fund for?

In the past, this Fund has been able to help pay for:

- Canopies for outdoor learning areas for all classrooms
- The school hall flooring
- New ceilings, lighting and hard floor areas in the upper school classrooms
- Playground equipment storage
- Resurfacing playgrounds
- Creating an outdoor quiet area
- ICT restructure and improvement of Curriculum IT network
- New School Kitchen
- School Office refurbishment

### What is not covered by the Fund?

Staffing and general premises costs, supplies and services, curriculum supplies and learning resources are funded by the Local Education Authority. Many extras are paid for by the PTF/A fundraising.

### Why does this apply to Nutfield Church Primary and not to other schools?

As Nutfield Church is a Voluntary Aided Church School, the Governing Body is responsible for the school buildings and other capital works including the playgrounds and ICT infrastructure. The Department for Education provide a grant of 90% towards work which is the Governing Body's liability, but the Governing Body are responsible for raising the remaining 10% of the cost of any capital work. Therefore if capital works cost £10,000 the Governing Body can claim a grant of £9,000 but will have to fund the remaining £1,000 out of the School Improvement Fund.

### What is the best way to pay?

Whatever is best for you, but it would really help us to have monthly payments by Standing Order. This spreads the cost for you and enables us to know what income we can expect so we can plan ahead. It also makes Gift Aid claims easier to administer. Remember that you are always in control of your standing orders. We just keep a copy and take them into your bank for you. We cannot amend or cancel them for you. You can amend or cancel them at any time.

### Are my donations confidential?

Donations are treated confidentially – only the Chair of Governors and the Fund Administrator are aware of donor details.

### Why Gift Aid?

If you are a UK tax payer you are able to increase the value of your donation by 25% by completing the Gift Aid section of the form. The Gift Aid form must be signed by the tax-paying donor. Claiming Gift Aid is a massive help to the school.

### Why so much paperwork?

As Nutfield Church Primary School is a charity for tax purposes, and as a Gift Aid claimant, we must keep full records of all donations. These records also help us to help you with any confidential queries.

### **I already contribute – why am I being asked again?**

We must continue to seek fresh contributions, but are only able to make a general appeal to all parents each term. For reasons of confidentiality we cannot differentiate between existing and potential donors. There is no need to reply to the current mailing unless you wish to amend your details in any way, for example if you have changed address, changed the amount or method of donation etc.

### **I support PTFA events and pay for school trips – why am I being asked to consider paying more?**

The School Improvement Fund is different to the PTFA funds. PTFA's fundraising activities also play an important part in supporting the School. The School has a separate fund to manage monies collected for specific activities; school trips and swimming lessons, for example. Each fund has a role to play in financing the work of the School. We appreciate it's a big ask – especially for those parents/carers who contribute to more than one fund.

### **I'm not sure if I'm contributing or if my payments are up to date?**

Please contact the Fund Administrator, Michael Hill, via the school or directly by email at [michael.hill@nutfield.surrey.sch.uk](mailto:michael.hill@nutfield.surrey.sch.uk). Michael is a Parent Governor, and happy to help with any questions.

### **I've set up my own standing order online – should I let you know?**

Yes please. We need to keep up-to-date records, so do return your form to the School Improvement Fund Administrator, care of the school, with a note to say what you have set up.

### **What if I have another child who has just started school?**

Please consider increasing your donations accordingly. We will contact you each term with our appeal so you can amend your instructions at that time. Alternatively, Standing Order forms can be obtained from the School Office or from the Fund Administrator at any time.

### **What if my child(ren) have left the school?**

Please cancel or adjust your standing order with your bank as appropriate. Standing order forms can be obtained from the School Office or from the Fund Administrator.

Thank you for taking the time to read all of this information, and thank you in advance for your support.



## **Our School Improvement Fund Needs Your Help**



**Nutfield Church (CE) Primary School  
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