Parent Teacher Association

School budgets are now under a huge strain, making it difficult to buy the physical resources needed for the children. The PTA work hard, with your help, to raise additional funds for the school that can be spent on these resources and help supplement the school's budget. However, under the current circumstances, fundraising is going to be harder than ever.

## Helping through Telford Top-up

Telford Top-up is a scheme that invites parents, carers, grandparents and anyone else in our school community to provide a regular contribution to the school. Payments can be made through one-off donations or through regular giving - and for every pound you give we get an extra 25% with Gift Aid.

## The Benefits of Telford Top-up

1. The scheme will guarantee a regular income, allowing the school to continue providing a rich and varied curriculum for our children.
2. By signing up to Gift Aid, we can claim an extra 25p for every £1 you donate – making the Tax Man work a little harder!
3. It provides an alternative opportunity for parents and carers to contribute to the school, even if a lack of time prevents involvement in other fundraising activities.

## It's really easy to sign up……There are two options:

1. OPTION 1 – Monthly Standing Order (preferred option)
2. OPTION 2 – Annual Donation via ParentPay

| Option 1 – Monthly Standing Order | |
|---|---|
| 1 | This is the preferred option as it means we don't have to pay any administration fees to ParentPay, so **all** of your **Top-up** goes towards benefitting your children. |
| 2 | Decide on the amount you would like to donate. Could you offer a gift of £1, £2.50 or £5 each month? Remember it will be worth 25% more to the school if you can Gift Aid it too! |
| 3 | Log on to your online banking, or contact your bank to request a monthly standing order (preferably on the 5th of each month) of your chosen amount to go to: <br><br> *Sign me up!* Our account details: <br> **Payee:** Telford Infant School PTA |

| | |
|---|---|
| | **SortCode**: 40-27-06<br>**Account Number:** 11491938<br><br>**Reference:** Either 'Your Name GA' for a gift aided top-up e.g. John Smith GA<br>Or simply 'Your Name' for a non-gift aided top-up e.g. J Smith<br>This reference allows us to identify your gift and match it up to your Gift Aid registration (if applicable). |
| 4 | Fill in the accompanying Gift Aid registration (if you qualify) and return it to the school office. **We CANNOT claim Gift Aid without this form.** |
| 5 | Finally, sit back and feel good about the difference you are making to your children's school. |

*If every family gave just £2.50 a month that would be a massive £7,380 a year for the school!*

*If every family gave £5 a month that would be a whopping £14,760 a year for the school!*

| Option 2 – Annual Payment via ParentPay | |
|---|---|
| 1 | Log on to your [ParentPay account](). |
| 2 | Find the line item for either 'Telford Top-up with Gift Aid' or 'Telford Top-up without Gift Aid'. |
| 3 | Enter the amount of your annual Top-up. |
| 4 | Fill in the accompanying Gift Aid registration (if you qualify) and return it to the school office. **We CANNOT claim Gift Aid without this form.** |
| 5 | Finally, sit back and feel good about the difference you are making to your children's school. |

If you would prefer to give a one-off donation in cash or cheque then that's fine. Please make cheques payable to Telford Infant School PTA

## Data Privacy

For the purposes of Gift Aid we only need your name, address and confirmation that you are a UK taxpayer. The personal data collected is used only for the purposes of claiming gift aid. The data is stored in a locked cabinet on school grounds. Only the treasurer or chairperson of the PTA will access this information. Once it is used it will be kept for a period of six years after the end of the tax year that the claim relates to in case of an audit by HMRC. At the end of the six years all forms will be shredded. This data will not be used for any other purpose. The bank account is only accessed by the treasurer or the chairperson of the PTA. For any queries, please email pta.telfordinfants@gmail.com.

Thank you for giving **Telford** the **top-up** it needs to provide those much-needed resources!