



Parent Teacher  
Association

# Telford Top-up



As seen recently in the news, 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 decreasing budget.

## Helping through

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

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 <b>all</b> of your <b>Top-up</b> 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:



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	<p><b>Sign me up!</b> Our account details:</p> <p>Telford Infant School PTA <b>Sort Code:</b> 40-27-06 <b>Account Number:</b> 11491938</p> <p><b>Reference:</b> Either 'Your Name GA' for a gift aided top-up e.g. John Smith GA Or simply 'Your Name' for a non-gift aided top-up e.g. J Smith This reference allows us to identify your gift and match it up to your Gift Aid registration (if applicable).</p>
4	Fill in the accompanying Gift Aid registration (if you qualify) and return it to the school office. <b>We CANNOT claim Gift Aid without this form.</b>
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 <a href="#">ParentPay account</a> .
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. For any queries, please email [pta.telfordinfants@gmail.com](mailto:pta.telfordinfants@gmail.com). All information will remain confidential.

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



# Charity Gift Aid Declaration

**Name of Charity: Telford Infant School PTA**

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid all of your donations made to Telford Infant School PTA, please tick the box below:**

☐

All gifts of money that I have made in the past four years and all future gifts of money made from the date of this declaration as Gift Aid donations.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

## My Details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Date: \_\_\_\_\_

**Please notify Telford Infant School PTA if you:**

1. Want to cancel this declaration.
2. Change your name or home address.
3. 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.

Telford Infant School PTA, Telford Infant School, Kelvin Road, Leamington Spa, CV32 7TE

Registered Charity number: **1071470**

[pta.telfordinfants@gmail.com](mailto:pta.telfordinfants@gmail.com)