Dear Parents,

The Governors are acutely aware of the difficulties many families are enduring under the current pandemic, including financial. As a result, we thought it appropriate to delay sending this letter to new parents back in June. Many families will continue to feel the financial strain as we all adapt to a new way of life, and we pray this will be for the short term. However, our buildings continue to require maintenance and we must contribute to all such expenditure. This letter is addressed to only those families who are willing and able to donate to the Governor’s Building Development fund. We certainly do not wish to add further financial burden to those who are already on a tight budget. That said,

**Did you know that we are required, by law, to raise 10% of the cost when we need to spend money on maintaining and developing our school buildings?**

***We can only do this with your help!***

**Why does 10% of school building costs have to be raised**

Most parents decide to send their children to a Catholic School because they know that their child will be educated in a Catholic environment and because they know that the school will provide an excellent education.

The quality of Catholic schools has also been recognised by the Government and they have been granted ‘voluntary aided’ status. What this means is that although the schools are in the state system, we retain ownership, traditions and can organise the schools on the basis of the teachings of the Church. *But, in return, we are required by law to raise 10% of the cost of developing and maintaining the school buildings because the Church/Diocese owns the buildings.*

So, if we need to improve the school, to undertake basic repairs or to add extra facilities, the state will provide 90% of the cost and we need to find 10% ourselves. There is no choice in the matter. If the money is not raised the work cannot be undertaken.

We therefore have to ask every parent who has chosen to send their child to a voluntary aided Catholic school to make avoluntary contribution – so that we can continue to provide the best possible teaching and learning environment.

**How much are we asking you to give?**

We would ask you to consider whether you could make a regular financial contribution. At St Adrian’s we suggest a contribution of £10 per child per month. If you are a tax payer, we would also like you to GIFT AID those payments. We very much hope that you will contribute whatever you are able to afford. All monies go into the School’s Building Development Fund.

**What is the School’s Building Development Fund?**

The St Adrian’s Building Development Fund is a Diocesan bank account over which we have total control and all monies raised for the fund are paid into this account. This money is then available whenever we need to provide 10% of the cost of repairs or developments. In addition, we use a Diocesan bank account so that we can take advantage of the charitable status of the Diocese to claim Gift Aid.

**What projects have we undertaken in the past?**

* New visitor entrance and electronic gates with intercoms
* Improved staff car park with safer pedestrian markings
* New teaching spaces in line with our school strategy of reduced class sizes
* The nursery building, opened by Cardinal Hume in 1998
* The two storey extension, including the lift
* New boiler
* New interactive whiteboards;
* Works on the fencing around the school perimeter to improve safety and security;
* Completed the KS1 / FS outdoor area and the KS2 outdoor playing wall and game tables;
* Installed new heaters in KS1 classrooms; and
* Correct the drainage problem outside the kitchen entrance

**What future projects do we have planned?**

The important projects for the future are:

* Roof repairs because of the age of the flat rooves
* Repair or replace windows, window frames and security – where required
* Improve brightness and energy efficiency of lighting – where required

So it is vital that you make a contribution if you can because it is just like maintaining a very large home!

**What do I need to do?**

Attached to this letter is a standing order form which you should complete and return to the school office. If you are a UK tax payer you can Gift Aid your contribution which allows us to claim the tax you have paid on your contribution. A Gift Aid form is also attached which should be returned to the school office. Please note that both the standing order form and Gift Aid form must be signed by the same UK taxpayer if we are to reclaim the tax.

**THANK YOU IN ANTICIPATION FOR YOUR SUPPORT**

Yours sincerely

Eleanor Christie

Chair of the Governors Finance Committee October 2020