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**HITCHIN BOYS' SCHOOL**  
An Academy Trust

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May 2023

Dear Parents/Carers

Hitchin Boys' School provides many opportunities for extra-curricular activities for your child, including a rich variety of experiences in sports, the arts, clubs and other creative pursuits including music concerts and the school play. We also offer workshops, activities and visiting speakers that come from external organisations to enrich the curriculum and students' experiences.

For most of these activities, we do not make a charge. Staff volunteer their time as sports coaches and club and activity leaders but there are other costs associated with these activities. These include the sports equipment, running of the minibuses, running and maintenance of the Astroturf pitch, supplies used in clubs such as art, science, license fees for the rights to plays etc. Unfortunately, the core funding received from the government is insufficient to cover the resources that are used in these activities.

To help fund these opportunities, we welcome a monthly donation to the school, although you may prefer to make a quarterly or annual donation. Many parents choose to make donations over the five- or seven-year period they expect their child to attend the School, but donations can be made for any number of years. We would like to make the process easier so, following discussions with the Parents' Society, we are asking parents to complete a Standing Order Mandate and Gift Aid form (attached). The benefits of this are as follows:

- a) If the Gift Aid Certificate is completed, we can claim an extra 25p in the pound from the Government.
- b) It saves us writing letters every year to parents asking for money and parents do not have to worry about remembering to send the contribution.
- c) The money is paid at regular intervals and not in one amount.

At any stage the Order can be cancelled.

Please note that extra-curricular trips are not covered by this donation. We are proud of the extensive range of trips in the UK and abroad that we offer but their costs can be significant, and participation is usually on an opt-in basis. Costings for each trip are made clear at the time and the trip usually relies on a minimum number of students to volunteer to pay to make the trip viable. Financial help may be available from the Hitchin Education Foundation for those eligible and for trips that are linked to the curriculum (e.g., Geography field work.)

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Head Teacher: Mr F Moane

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**Ofsted  
Outstanding  
2021/2022**

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[www.hbs.herts.sch.uk](http://www.hbs.herts.sch.uk)



I do hope that you will consider completing the mandate but if you require any further information, please feel free to contact me. Your support in this way will benefit your child as well as helping the school maintain the extensive variety of extra activities we offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fergal Moane', with a stylized flourish at the end.

Fergal Moane  
**Headteacher**

<p>Donor's Bank in CAPITALS</p> <p>The sum in words</p> <p>Insert date on or after 1 Oct 2023</p> <p>Insert number of years</p>	<p align="center"><b>STANDING ORDER MANDATE</b></p> <p>To: _____ Bank plc</p> <p>Branch _____</p> <p>Address _____</p> <p>_____</p> <p>Please pay to Virgin Money, 7 Gold Street, Northampton NN1 1EN (Sort code 05-04-66) for the credit of Hitchin Boys' School Charitable Trust Account No 60262777</p> <p>The sum of £ 10 [ ] £ 25 [ ] £ 50 [ ] please tick one or add your own amount here ( pounds)</p> <p>Every MONTH / QUARTER / YEAR (please circle as appropriate)</p> <p>Starting on:     /     /     (dd/mm/yyyy)</p> <p>And the same amount on the same day each month, quarter or year</p> <p>For a period of _____ years.</p> <p>Signature of donor _____</p> <p>Account No _____</p> <p>Back Sort Code _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Date _____ Student's Name _____</p>
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<p align="center"><b>GIFT AID DECLARATION</b></p>	
<p align="center">Hitchin Boys' School Charitable Trust</p>	
<p><b>Details of donor</b></p>	
<p>Title _____ Forename _____ Surname _____</p>	
<p>Student's name _____ Tutor group _____ (If known)</p>	
<p>Address _____</p>	
<p>_____ Post code _____</p>	
<p>I want the charity to treat all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations. I have read and understood the notes overleaf.</p>	
<p>Date _____</p>	<p>Signed _____</p>

## Notes

1. You can cancel this declaration at any time by notifying the charity.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you must notify the charity.
4. If you pay income tax at the higher rate, you must include all your gift aid donations on your self-assessment tax return if you want to receive the additional tax relief due to you.
5. Please notify the charity if you change any of your personal details i.e., name, address. etc.