



# MANLAND PRIMARY SCHOOL

Sauncey Avenue Harpenden Hertfordshire AL5 4QW

Telephone: 01582 713452

Fax: 01582 715938

Email: [admin@manland.herts.sch.uk](mailto:admin@manland.herts.sch.uk)

Headteacher: Mrs C Wicks

20<sup>th</sup> October 2017

Dear Parents and Carers,

As you will be aware from on-going media coverage, school funding is becoming increasingly stretched, with both our income per pupil falling and our costs rising. You may remember that a group of local Headteachers sent you an open letter about this financial crisis in May of this year. Please also see the attached 'School Finance Fact Sheet' for some specific examples of what this means at Manland.

The school Leadership Team and the Governors have worked hard together to find ways of making savings, for example by finding cheaper suppliers and developing ways of working more efficiently. We have also searched for ways of supplementing our income, for example by hiring out the school premises outside school hours. But these measures only go so far, and to preserve the quality of education for children at Manland, we need to do something bolder.

## **Launch of *Friends of Manland***

We have therefore decided to launch *Friends of Manland*, which is a Charitable Incorporated Organisation set up to “...advance the education of the pupils of Manland Primary School in Harpenden by providing or assisting in the provision of education, recreational and other charitable facilities or resources not required to be provided or financed by the Local Education Authority or the Department for Education.”

We are inviting all Manland families to consider making regular donations to *Friends of Manland* by Direct Debit. These donations are entirely voluntary and anonymous: the administration will be handled with discretion by office staff (who already deal with many other types of confidential information). Other school staff, governors, parents and carers will not know who has contributed to the scheme or how much they have given. All children will continue to be offered the same opportunities as their peers, regardless of their families' contributions.

We are conscious that there may appear to be some overlap between *Friends of Manland* and the HSA. We value the contributions of the HSA very highly – both in terms of the money they raise for the school and the impact they have on bringing our school community together – and it is important to us that *Friends of Manland* does not detract from HSA work in any way. We see the funds from these two sources being used in different ways, with HSA funds going towards items which will be recognised and enjoyed by the pupils, such as computing equipment and playground equipment, while *Friends of Manland* funds

will go towards more 'mundane' purposes such as improvements to the school premises and learning environment.

Attached please find a 'Frequently Asked Questions' sheet which explains more about how *Friends of Manland* will operate. Please note that we will be able to claim Gift Aid on donations from qualifying UK tax payers.

We hope you will be in support of this initiative, and if you are able, we would be very grateful if you could commit to making regular contributions by completing the attached direct debit form and returning it to the school office. You may make contributions at any level according to your family circumstances and, as explained in the Frequently Asked Questions sheet, contributions may be stopped or changed at any time.

If you have any questions which are not dealt with on the FAQ sheet, please send them to us at [chairgovernors@manland.herts.sch.uk](mailto:chairgovernors@manland.herts.sch.uk) or by leaving a note at the office.

On behalf of the Governing Body, I thank you for your help in providing our children with the educational opportunities they deserve.

Yours sincerely,

Clare Turner  
Chair of Governors  
Manland Primary School

## School Finance Fact Sheet

Our costs are rising due to many factors, including:

- The school budget now has to pay for many items which were previously funded centrally, such as the support services we receive from Herts County Council and Herts for Learning.
- There has been an annual pay rise of 1% for teachers each year and employer contributions to staff pensions and national insurance have gone up.
- We now have to pay the apprenticeship levy.
- Rapid change in curriculum and assessment requirements has incurred training costs for teachers, and requires learning resources to be updated.
- We now only receive minimal funding for premises and capital projects and must pay to maintain - and develop - our school ourselves.

At the same time, the proposed new National Funding Formula for schools is expected to further increase financial pressure for Hertfordshire schools as the County's share of the national allocation of education funding is likely to be greatly reduced as the Government redistributes funding to geographic areas deemed in greater need.

### Did you know?

- 76% of Manland's projected budget for 17/18 will be spent on staff costs. This leaves very little in our budget for other costs, such as learning resources, supplies, trips, premises costs and utility bills.
- Manland only receives £6,756 per annum for capital expenditure. As Manland is a 1930s building it has a long list of capital projects which need to be undertaken. In recent years this capital budget has had to be paid towards capital projects undertaken by Herts County Council, such as:
  - Summer 2017: Essential loft work required to maintain essential utilities and for the health and safety of pupils, staff and visitors
  - Summer 2016: Replacement of dilapidated double mobile classroom
  - April 2016: Replacement of old critical windows in building which were draughty, mouldy and inefficient
  - Summer 2015: Installation of fire escape to meet statutory fire safety requirements
- Some premises projects which Manland has had to put on hold due to lack of funds are:
  - Improvements to gates and fencing
  - Repairs to library due to breach in damp course
  - Improvements to school entrance lobby
  - Repairs to old pipework and failing radiators in school
  - Repair and maintenance of car park and driveway tarmac
  - Rejuvenation of children's toilets

## School Finance Fact Sheet continued...

- Whilst the school built up a small reserve fund by underspending its budget in earlier years, reserves have been eaten away in recent years as costs have risen. Our three-year projection shows reserves will have disappeared in three years' time. In order to avoid a loss-making position, the school is having to consider the following:
  - Reducing teaching assistant hours
  - Reducing learning support assistant hours
  - Removing non-essential learning resources such as Bug Club and English and Maths homework schemes
  
- Some expenditure highlights:
  - £90 pays for a teaching assistant to be trained on reading and writing interventions for KS1 pupils
  - £90 pays for a teaching assistant to be trained on Maths interventions for KS2 pupils
  - £20 pays for a Midday Support Assistant to receive first aid training
  - £23.95 pays for 30 glue sticks
  - £15.45 pays for 30 reading record books
  - £14.99 pays for 36 boxes of facial tissues for pupils, which, depending on the time of year, usually only last 2 weeks
  - £9.36 pays for 30 handwriting pens
  - £25.90 pays for approximately one week's worth of hand towels

## **Friends of Manland -- Frequently Asked Questions**

### **Q - Is contributing to the Trust compulsory or expected?**

A – Absolutely not. Contributions to the Trust are entirely voluntary. Families should make their own decisions based on their individual financial and ideological positions.

### **Q – Are contributions to the Trust anonymous?**

A – Yes. Contributions to the Trust will be anonymous. The administration will be handled by the office staff, applying the same principles of privacy and confidentiality that are applicable to all the personal information they handle.

### **Q - Will my child be disadvantaged if we do not contribute?**

A – No. All children and families will be treated exactly the same, regardless of whether they have made contributions or not. As contributions are anonymous, neither teaching staff, nor Governors, nor parents will be aware of who has contributed and who has not.

### **Q – Do contributions need to be regular?**

A – Contributions made in any way will always be welcome. Families may choose to contribute regularly by Direct Debit. In addition, one off payments will also be gratefully received. You can cancel or change your contribution at any time.

### **Q – How can we make contributions?**

A – Please find attached a Direct Debit form which can be filled out and returned to the school office. You can also enclose a cheque for a one off payment, made payable to "Friends of Manland". Donations will be held in a separate bank account from normal school funds. We are using the Charities Aid Foundation to process contributions, so you will see 'CAF' on your bank statement.

### **Q – How is the Trust different to the work carried out by the HSA?**

A - It may seem that there is some overlap between this Trust and the work of the HSA, in that both raise funds primarily from Manland families, for the purpose of providing 'optional extras' for the school. *Friends of Manland* aims to complement the work carried out by the HSA and is not intended to replace the HSA by any means. In recent years the HSA has provided the teaching walls in most of our classrooms, upgraded audio-visual equipment in the hall and installed play equipment in the Junior playground. The Governors are extremely grateful for the work of the HSA; both in terms of the extra money raised and also the strengthening of our school community by bringing families together to socialise and work towards a common goal.

### **Q - How will the money raised by the Trust be used?**

A – The Trust has been set up with Governors as the first Trustees. The Trustees will work with the Headteacher to agree priorities for investing money raised, subject to the objective of the Trust, as agreed with the Charities Commission. The Trustees will report back to the school community on how money raised has been used via Governor newsletters. Trustees will not know who has contributed the funds.

### **Q - How much are you hoping to raise?**

A - If half of our parents/carers contributed just £10 per month for each child at school, then we'd raise nearly £15,000 each year, which would give school finances a significant boost.

## **Friends of Manland – Frequently Asked Questions continued...**

### **Q – Who are the Trustees?**

A – School Governors Carla Dixon and Gareth Antcliff and ex School Governor David Barker are the first Trustees. We thought it important that there is governor representation among the Trustees in the initial stages. Looking to the future, we envisage that additional Trustees will be appointed, and that these Trustees will come from the parent/carer community. This initiative will be a success only if we harness all of our diverse talents.

### **Q – Do contributors get to have a say in how the money raised is invested?**

A – The Trustees have discretion to decide how the money will be spent. They will take into account requests from the school and suggestions from parents, and make grants in accordance with the Trust's charitable object (as stated on page 1 of this letter). In any case, contributions are anonymous and it would therefore be impossible to involve contributors in decision-making. Of course, the school is always open to dialogue with all parents and carers if they see an unmet need which they believe should be prioritised for investment, but this is not linked to Trust contributions.

### **Q – What are you currently raising money for?**

A – The school is planning to make improvements to site security and access arrangements by upgrading the vehicle and pedestrian gates. As well as being more secure, we hope that these upgrades will be smarter in appearance and be easier to use for staff, parents and other visitors. With improved site security, school staff's attention will be freed up to concentrate on helping the children. We applied to Herts for funding for these improvements, but our application was refused, as County did not consider them essential. However, as we feel strongly that these improvements are required urgently, we plan to divert funds which were allocated to other items in our budget, and income from *Friends of Manland* will help to replenish this shortfall.

### **Q - Will we still need to pay for school trips and visits?**

A – We will continue to ask for parental contributions towards the cost of special curriculum-related activities such as these. Just as they have always been, these will be voluntary, to ensure that no child is excluded from an activity due to their family's financial position.

### **Q – Can the Trust receive Gift Aid on contributions?**

A – Yes. As the Trust has charitable status, it is able to claim Gift Aid from UK Tax Payers. Please complete the Gift Aid section of the Direct Debit form if appropriate. If you make a one-off payment, you will be sent a different Gift Aid form to complete.

### **Q – How do we cancel or change our Direct Debit contributions?**

A – You may cancel or change your Direct Debit contributions at any time by contacting the school office. When your youngest child leaves the school we will send you a letter asking if you wish to continue making contributions. If we do not hear from you, the default will be that your payments will continue at the current level.





# Instruction to your Bank or Building Society to pay by Direct Debit

**Charity Name:** FRIENDS OF MANLAND

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Service User Number

6	9	1	2	1	3
---	---	---	---	---	---

CAF, Kings Hill, West Malling, Kent, ME19 4TA

**Instruction to your Bank or Building Society**

Please pay Charities Aid Foundation Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Charities Aid Foundation and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date (DD/MM/YYYY)

*Banks and Building Societies may not accept Direct Debit Instructions from some types of account*

*This is not part of the Instruction to your Bank or Building Society*

**My Details**

Name

Mr  Mrs  Ms  Other (Please Specify)

Address

Postcode

**Donation Details**

I would like to make a regular donation of £ \_\_\_\_\_

Monthly  Quarterly  Half Yearly  Annually Commencing

01 /   /    or

15 /   /

**Gift Aid Declaration**

Please Gift Aid this donation and any donations I make in the future or have made in the past 4 years. 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.

Please notify us if you want to cancel this declaration, change your name or home address or if you no longer pay sufficient tax on your income and/or capital gains.

Tick to apply

*This guarantee should be detached and retained by the Payer*

## The Direct Debit Guarantee



- This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Charities Aid Foundation or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.