



The Horsell Village School
Church Hill, Horsell
WOKING, Surrey
GU21 4QQ
Tel: 01483 714804

Headteacher: Jane Reeve

Dear Parents and Carers

I am writing to you on behalf of Governors to explain how the school's ongoing funding is managed and how your contribution allows us to sustain the level of classroom resources our children benefit from.

We are extremely proud of our school and the learning environment it provides. I am sure you will agree that there is something special about Horsell Village School and the holistic education our children receive. Our Teaching Assistants are an essential part of this offer to the children. As individuals and collectively as a team they provide an important contribution. Having Teaching Assistants in each class allows our teachers to focus on much smaller groups of 15 at a time generating the learning environment where the children can thrive.

Unfortunately, Teaching Assistants are not mandated by Government; and funding for any additional staff must be generated internally. Staff expenditure accounts for over 75% of our total spending so, after much debate, the governing body made the difficult decision to ask our school families to consider supporting the school financially. Additionally, recent increases in staffing costs- including those due to the longer school day- have not been covered by an equivalent increase in government funding.

The generous support that we have been given by parents over the last several years has allowed us to maintain the level of support provided by Teaching Assistants and provide care and attention we believe the children deserve so we hope to continue this proven path with your help.

Any donation is greatly appreciated. As a guide, we are suggesting a regular standing order of £25 per month per family, but you can select the amount you feel able to offer. You can amend or cancel your monthly payment at any time should your circumstances change and there is absolutely no obligation for those who are uncomfortable with donating.

As part of the SWAN Trust, we are a registered Charity, and for those of you who are taxpayers and contribute via payroll/matched giving (Give As You Earn) or can Gift Aid the donation, we would welcome the additional monies as this can add another 25% to your donation with no impact on yourself. Some guidance on how you can support us is enclosed. The money you donate to the SWAN Trust is ringfenced for our school.

As a Governing Body, we are always investigating additional sources of income from other sources, such as local businesses, and various employer-related schemes. What makes this request so important is that regular income allows us to plan ahead to ensure that money is available. One-off gifts and initiatives are always gratefully received but by their nature are variable so make planning and budgeting more challenging.

Our school community is special for many reasons and one of those is the continued support of all the parents and carers. If you have any ideas for additional fundraising or have any questions, please email governors@horsell-village.surrey.sch.uk and a Governor will be in touch.

Thank you.

Felix Witte

Chair of Governors

email: reception@horsell-village.surrey.sch.uk

Website: www.horsell-village.surrey.sch.uk

The Horsell Village School is part of The SWAN Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08622047. The registered office is Beaufort Primary School Kirkland Avenue, Woking, Surrey, United Kingdom, GU21 3RG





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Guidance for registering your support

There are two different ways to register your regular donation

1. via Give as You Earn/ Payroll giving

The process varies by employer, and your employer may also match what you contribute. Please check with your employer if you are eligible. You will need the details of our School Charity to do so, as follows:

The Swan Trust charity number 08622047, registered at CAF Online as "The Horsell Village School AKA The SWAN Trust".

Kindly notify Leanora Addis l.addis@horsell-village.surrey.sch.uk if you require any further information or to let her know once you have set this up. General guidance on payroll giving for UK taxpayers can be found [here](#).

2. via regular Standing Order (with Gift Aid)

Attached is a Standing Order with Gift aid declaration form. Kindly complete and return to the school office.

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