

Emmanuel College Parents, Families and Friends Fund

Any monies or Standing Orders should be sent direct to:
**Emmanuel P F & F Fund, c/o Emmanuel Schools Foundation,
Trinity House, Bede Academy, Sixth Avenue, Blyth, Northumberland, NE24 2SY**

Please send no money or cheque to College

September 2018

Dear parents, families and friends

I am writing to you on behalf of the founding parents of the Parents, Families and Friends Fund to enlist your support and we trust that you will understand this once you have read the text below which outlines the purpose of the Fund. The Parents Families and Friends Fund was set up by concerned parents who formulated the following letter to be sent each year to new Year 7 parents.

“Being at Emmanuel gives young people a magnificent start in terms of leading edge technology and it is in this regard that we write to you. Because of our position as parent representatives on the College Council, we have become aware of the enormous capital sums invested by the College in the Information Technology Department (on items such as computers, printers and the tremendous College-wide network) and in technology. These facilities give our children an advantage over the vast majority of other schools in Britain and yet keeping pace with computer developments is a very costly business.

We have noted the commitment of both the College and the Board of Directors in their plans to secure funding which will enable this equipment to be replaced. However, as you would expect in today's world, the demand for funds exceeds supply, and simple replacement is never enough. Unless Emmanuel keeps progressing and moving forward developments will soon be past.

As parents we feel strongly that we must act to secure the future for our children and, for those of us whose children are about to leave, that we should leave behind us an equally high level of ICT and technological provision for future generations of Emmanuel students to enjoy.

*With this in mind, we launched the **Emmanuel College Parents, Families and Friends Fund** in April 1997, so that all can contribute either monthly amounts or occasional one-off payments. Even as little as £5 or £10 per month from 1,000 parents would have a dramatic effect upon the College's ability to maintain its leading edge position with regard to these highly expensive pieces of equipment.”*

Since it began, the fund has paid for a variety of technical equipment:

- £8,000 for the projector used to superb effect in the lecture theatre
- £25,000 was allocated towards the huge number of additional PCs and flatscreens installed within ICT, technology, music and art classrooms
- £18,000 for upgrading 70 machines to latest specifications with flat screens and improving Sixth Form study facilities in the sixth form centre
- We were able to purchase three large plasma screens, one of which you may have noticed in the reception area. These screens present scrolling news and current affairs, notices for students, celebration of student success and video footage of sporting events.
- £2,000 on network infrastructure
- £6,000 for computers including alterations and installation in rooms 8 and 13
- £4,900 on audiovisual equipment
- £2,000 on wireless microphones

Over the last few years we have equipped many teaching rooms in College with interactive whiteboards, a fabulous teaching resource for all our students to benefit from. Over the summer holidays the sports hall was refurbished with new flooring and retractable seating, and the fund is paying for the new audiovisual system installed to complement this superb new venue for events.

This fund is operated **in total confidence** and neither Governors, staff nor I have any access whatsoever to the names of any contributors. Similarly, no-one must feel obliged to give or feel guilty that they have not. Not even we, the parents, are told of any contributors' names. The sole objective of the fund is to help in the planned replacement of ICT equipment and is administered for this purpose by Mr Darren Warburton, Finance Director. Should we seek an allocation from the Parents Families and Friends Fund, we presents our request to the Emmanuel College Chairman, Dr Simon Goon, and Mr Warburton, and monies can only be released as a result of their unanimous agreement. Funds are audited by Tait Walker and reported annually as part of the Directors' report. The balance of the fund raised by parents, families and friends in this way is also featured in the Emmanuel Times.

Therefore, if you would like to join with us in this ongoing project, please complete the enclosed reply slip and gift aid certificate or a one-off cheque and send them to the fund at the above address as soon as you can. **Please do not send any documents or money to the College address.** The College should only be contacted if you are seeking any further details.

Yours sincerely

Matthew Waterfield
Principal

Please note that money sent as gift aid by either standing order or in a one-off payment of £1 or more guarantees a tax rebate to the fund, depending on the current rate of income tax. In this way, the fund can currently reclaim an extra 25p for every £1 you donate.

To enable the tax relief to be claimed, please complete the enclosed gift aid certificate and return it to the fund at the above address.

If you would like a receipt for your gift, please enclose an SAE. Thank you.

EMMANUEL COLLEGE
Parents, Families and Friends Fund
for the support of Technology and Information Technology



Please send this form to the following address to guarantee confidentiality. Thank you for your support.

Emmanuel College Parents, Families and Friends Fund,
 c/o Emmanuel Schools Foundation, Sixth Avenue, Blyth,
 Northumberland, NE24 2SY

STANDING ORDER MANDATE

TO (Name of Your Bank/Building Society) _____
 (Branch) _____

PLEASE TICK RELEVANT BOX:

NEW INSTRUCTION

PLEASE AMEND PREVIOUS STANDING ORDER QUOTING REFERENCE/BENEFICIARY

ACCOUNT TO BE DEBITED		BENEFICIARY DETAILS	
SORT CODE	<input type="text"/>	BANK	LLOYDS BANK
ACCOUNT NO.	<input type="text"/>	BRANCH DETAILS	32 THE GOSFORTH CENTRE, NEWCASTLE
ACCOUNT NAME	<input type="text"/>	SORT CODE	<input type="text"/>
		ACCOUNT NUMBER	<input type="text"/>
		BENEFICIARY NAME	E M M A N U E L S C H O O L S F O U N D A T I O N - P F F

PAYMENT DETAILS

AMOUNT OF FIRST PAYMENT £ DATE OF FIRST PAYMENT

AMOUNT OF USUAL PAYMENT £

AMOUNT OF USUAL PAYMENT IN WORDS

WHEN PAID (WEEKLY, MONTHLY, ANNUALLY, ETC.) DATE OF USUAL PAYMENT

COMPLETE EITHER

AMOUNT OF LAST PAYMENT £ AND DATE OF LAST PAYMENT

OR

PLEASE CONTINUE PAYMENTS UNTIL FURTHER NOTICE (Please tick) YES

CUSTOMER SIGNATURE(S) DATE

CUSTOMER CONTACT TELEPHONE NUMBER

ALL BOXES MUST BE COMPLETED IN ORDER FOR THE STANDING ORDER TO BE PROCESSED

Gift Aid Declaration

Emmanuel Schools Foundation

Donor Details

Title Forename Surname

Address

.....

..... Post Code

I would like to donate:

* a one off payment of £.....

* a standing order of £..... per *week/month/year until further notice and I enclose a completed standing order notification.

DECLARATION

* I am/am not a UK taxpayer.

* I would/would not like Emmanuel Schools Foundation to treat this and all future donations I make hereafter as **Gift Aid Donations** until I notify you otherwise.

** delete as appropriate*

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 appropriate tax year (25p from 6/4/08 for each £1 you give)

Signature

Date/...../.....

Notes:

1. You can cancel this declaration at any time by notifying the charity
2. 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 can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your self assessment tax return
4. If you are unsure whether your donations qualify for Gift Aid tax relief, please ask us
5. Please notify Emmanuel Schools Foundation if you change your name or address