



Millais PTA
 Millais School
 Depot Road
 Horsham
 West Sussex
 RH13 5HR
 Melanie Oakley [Chair]
 Tel: 01403 240484



Email: moakleyysmith@btopenworld.com

Dear Parent

Welcome to Millais School. I know your daughter will thrive in the school and will become a confident member of the school community.

Part of that community is the PTA and each year we ask if parents would like to make a donation. This can be made as a one off payment with the cheque made payable to 'Millais PTA'. This year we have made it even easier to donate. By filling out the attached standing order form and sending or taking it to your bank, you can opt to make a regular donation for the duration of your daughter's time at Millais. As with all donations do not forget to gift aid the money, by filling out the form below and returning as per the instructions on the bottom of this letter, which means the PTA will get a little extra.

Without the support of parents the PTA would not be able to function and provide the 'extras' that contribute to the school being outstanding.

I hope you will consider contributing to the school in this way

Yours faithfully

Melanie Oakley PTA Chair

.....
Name of Charity: Millais PTA **Registered Charity Number: 1024208**
Forename:.....Surname: **Mr/Mrs/Miss/Ms**
Address:
Postcode:

I would like the Millais PTA to treat the enclosed donation of £..... as a Gift Aid donation.

Signed:..... Date:

Please return this form with your donation to the School Fund Office and mark the envelope for the attention of the PTA Treasurer



New Standing Order Instruction

To

Bank

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Account name

Account number

Account holding branch

Sort code

2. Payee details

Name of person or organisation you are paying

MILLAIS PTA

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay

SCHOOL FUNDS

Sort code - the bank code of the person or organisation you are paying

601117

Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)

62068857

3. About the payment

How often are the payments to be made

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Amount details

Date and amount of first payment (please allow 3 working days for receipt)

£

Date and amount of ongoing payments (if different from the first payment)

£

Choose one of the following two options

1. Date and amount of final payment

£

2. Until further notice

(payments will be made until you cancel this instruction)

4. Confirmation

Customer signature(s)

Date