

## Appendix

For parents/carers who wish to make a voluntary contribution, the following arrangement has been set up on PMX, our online payment platform, to facilitate this.

### Process for Collection of Voluntary Contributions

- The voluntary contribution option will be made available to parents/carers in your payment screen (PMX – payments – shop – payment options – voluntary contribution); we aim to send one message per family.
- We have suggested a donation of £50 per family per term. This sum can be increased/decreased/paid termly/annually or not at all.
- This sum will appear in the screen alongside a donation box.
- You can increase this sum by using the donation box in addition to the £50 donation. You can also decrease the £50 if you prefer, by using the part-pay box.
- In addition, if you are a UK taxpayer, Gift Aid increases the value of your donation by 25%, because the school can reclaim the basic rate of tax on your gift – at no extra cost to you. Just tick the Gift Aid box on PMX when you make your donation.
- To simplify the process, the youngest child's name only will be shown in the screen against which any voluntary contribution on behalf of the family can be made.

If you have any PMX queries, please contact Anne Greenwood, ParentMail Co-ordinator in the first instance who will be happy to assist ([agreenwood@fortismere.org.uk](mailto:agreenwood@fortismere.org.uk)).

### Gift Aid

By ticking the 'Gift Aid' box on the PMX online payment screen when making your voluntary contribution you are confirming that you are a UK taxpayer and have read and agreed the declaration below.

### Charity Gift Aid Declaration – Multiple Donations

Gift Aid at 25p for every £1 donated is reclaimed by the school from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer (this we would automatically generate from the student contact page on CMIS, our management information system).

In order to Gift Aid your donation you must tick the 'Gift Aid' box on the PMX online payment screen when making your voluntary contribution.

Declaration:

- I want to Gift Aid my voluntary contribution and any donations I make in the future or have made in the past 2 years to Fortismere School.
- 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:

- [finance@fortismere.org.uk](mailto:finance@fortismere.org.uk) if you wish to cancel this declaration or no longer pay sufficient tax on your income and/or capital gains or
- [admissions@fortismere.org.uk](mailto:admissions@fortismere.org.uk) if you change your name or home address

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## PMX ParentMail Online Payments - How do I buy an item from school?

You will be able to see Payments as an option in your parent feed on either your computer or through the ParentMail App. If you have a notification, it means your school have invited you to pay for something, or have notified you of a new payment item which is now available for you to buy or pre-order.

From my computer : Please see the screenshot shown below:

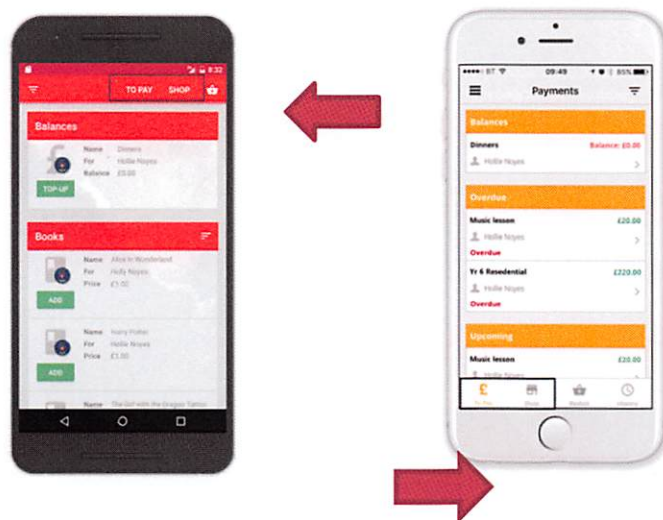


Once in Payments, you will be able to view items "To Pay" or visit the "Shop" which can be found in the top right hand corner of your screen.



- **From the Mobile App** : Please see the screenshots shown below:

Once in Payments, you will be able to view items "To Pay" or visit the "Shop".



Once you have found Voluntary Contributions, simply click on it, and go through the options – Autumn, Spring, Summer or Annual contribution. If you wish to pay an amount less than £50 please click custom instalment and a box will appear allowing you to enter the amount you wish to pay. If you wish to pay an amount in excess of £50 please enter the additional amount in the donation box. Click 'Pay Now' and on this page you will see a Gift Aid Box. Please click on this if you are a UK tax-payer and would like to Gift Aid your donation. The school can claim the tax back which will increase the amount paid. Please refer to the Charity Gift Aid Declaration for important information on Gift Aid donations.

## Voluntary Contributions 2018/2019

Portsmouth School

The voluntary donation is £50 per family, per term. Options are to pay termly/annually. An additional sum can be paid using the donation box. Please complete the gift aid option if you are a UK tax payer and have agreed the gift aid declaration.

Due date: Fri 12th Oct 2018 00:00

### Recipient

Test Child

### Options

- Autumn - £50.00  
 Spring - £50.00  
 Summer - £50.00  
 Annually - £150.00

### Partpay

Custom instalment

### Quantity

1

### Donation

Your school has enabled donations against this item. Should you wish to pay more than the original item amount shown please enter your ADDITIONAL payment amount in the box below.

£ 75.00

Total: £125.00

 Add to basket

 Pay Now