



## TRINITY CATHOLIC HIGH SCHOOL (Science & Sports College)

**Headmaster:** Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

**Website:** <http://tchs.uk.net>

### CHARITABLE GIVING TO TRINITY CATHOLIC HIGH SCHOOL

There are **three main ways** in which to make a financial donation to Trinity:

1) **A Once-off Payment:**

This can be done via a donation of cash, a cheque or through an online payment. Trinity's preferred method of payment is via "ParentMail" as this will come directly to the school. If you wish to forward a cheque please make it payable to Trinity Catholic High School.

2) **Regular Payments:**

If you would like to donate to Trinity on a regular basis, direct from your bank, please complete the **Standing Order Form** and return it to Trinity's Finance Department. The standing order form is available from our school website <http://tchs.uk.net/about-us/finance/index.html>.

3) **Payroll Giving:**

Payroll Giving is a way of giving money to charity (Trinity) without paying tax on it. It must be paid through PAYE from someone's wages or pension. The amount of tax relief you get depends on the rate of tax you pay. Further information is available from the finance tab on our school website <http://tchs.uk.net/about-us/finance/index.html>.

**Note:**

If you are a tax payer, the contributions made from options 1 and 2 above can be increased by you completing a **Gift Aid Declaration**. This form allows Trinity to claim the tax you have already paid on the money you are donating to the school. If you are a tax payer and have not already completed a Gift Aid Declaration for Trinity and would like to. Please complete this form (available from the school website) and return to Trinity's Finance Department.

The following documents can be found in the Finance Folder on Trinity's Website: <http://tchs.uk.net>:

- A **Standing Order Mandate Form** for donations to Trinity Catholic High School.
- Information about the **Payroll Giving** Scheme.
- Information about **Gift Aid** tax efficient giving.
- A **Gift Aid Declaration Form**.

If you would like any additional information on any of the above please do not hesitate to contact the Trinity Finance Team on 020 8504 3419.



**Main School Office:**

**Upper Site:**  
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