

Cottingham Church of England Primary School

Headteacher: Mr Ashley Scott

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21st January 2024

Dear Sir/Madam,

Re: Minibus Fundraising Appeal

I would appreciate a moment of your time to read the following information regarding the Cottingham CofE 2024 Minibus fundraising appeal.

As a school, we offer the children a variety of learning experiences both in and out of school. I believe that these such experiences are one of the reasons for our school having a waiting list and numbers currently more than 140. Our learning does not just take place inside the classroom.

Experiences away from school include sporting activities, theatre visits, residential stays and any learning opportunity that would enhance the curriculum. During a Cottingham CofE pupil's seven years, a parent/carer is asked to contribute financially towards any transport costs that are in addition to costs of tickets, entrance fees and stop overs etc. These costs (approx.) would include:

Experience	Cost per trip	Cost over 7 years
Curriculum Visit	£15	£210
Residential	£30	£90
Swimming	£3	£21
London Theatre	£40	£40
Sporting events	£10	£70

The approximate costs during a pupil's seven years would be £430 - £500 per pupil. A family with three siblings would therefore pay approximately £1500 over the same time. As a result, the PTFA and I are very keen to seek sponsorship that would allow for us to purchase and own our very own minibus. If we were to own a minibus, costs to parents, as above, would be significantly lower. For example, we would only ask parents to fund the share of fuel. A local bus company would charge anywhere from £250 to £1000 depending on the distance and locality etc.

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To kickstart our fundraising, I have been allowed £7500 from the schools Trust (PDET). We aim to raise £30,000 in total so we have another £22,500 to fund. Costs for vehicle tax, fuel, MOT, and service etc would be budgeted for on an annual basis using various ring-fenced funding streams that a school receives.

I hope that you can see the benefits of owning our own minibus and I would like to invite you to be a joint sponsor. We would aim to secure sponsorships of between £1000 and £5000 depending on what you would be able to offer. By donating, you could benefit from a tax-deductible expense. We would market your company as a onetime sponsor, and this would be classed as marketing or promotion. Please note this is NOT tax advice and we would advise you seek financial guidance beforehand. We would of course be very happy to discuss any interest in funding the total or a larger amount that £5000.

We would invite all sponsors to an open evening when we would celebrate the purchase of a bus as well as thanking you in our fortnightly newsletter. We would also have a parking sign installed that highlighted your logo and thanked you for your donation. The bus would also benefit children and families from other local schools who would be welcome to borrow the transport for events throughout the year.

If you would like to go-ahead and donate, I would ask that you email head@cottingham.pdet.org.uk or call the school office 01536 771391. When making contact please state the sum you would be willing to donate and provide your contact details. Once we have reached our target of £30,000, you would be contacted to make payment etc. The bus would be funded through the PTFA allowing the school to claim back any VAT.

Thank you and I look forward to hearing from you. Please do not hesitate to contact me if you have any questions or queries.

Yours faithfully,

Mr Ashley Scott (Headteacher)

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