



**DAME ALICE OWEN'S SCHOOL  
BUY A BRICK SCHEME FOR THE TEACHING BLOCK APPEAL**

**To buy a brick please print & return the completed forms to the Finance Department at Dame Alice Owen's School.**

- I wish to purchase a brick at £200.00.
- I wish to purchase \_\_\_\_ additional brick(s) at £150.00 per brick

Please print the name to be inscribed on your brick. Please note that there is a maximum of **16 characters per line including spaces.**

Name to be inscribed on brick 1:


Name to be inscribed on brick 2:


Name to be inscribed on brick 3:


Name to be inscribed on brick 4:


Name to be inscribed on brick 5:


Name to be inscribed on brick 6:


**Important: Up to 16 characters per line, including spaces.  
Maximum 2 lines per brick.**

Ref No (for office use): \_\_\_\_\_



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**PAYMENT FORM**

I am (please circle): Current Parent or Carer/Current Staff Member/Old Owenian/Past Parent/Other \_\_\_\_\_

I would like to make payment for my brick(s) by: Cheque/Standing Order/Wisepay (Please Circle)

**By Cheque:** Please make the cheque payable to **Dame Alice Owen's School**. Complete details below and return both the form and cheque to the Finance Office.

**By Standing Order:** To pay for your brick by standing order, please complete the details below and go to page 3 to complete your bank instruction and return to the Finance Office.

**WisePay:** Please go to the following link to pay by WisePay and click on the Fundraising Section: <https://www.wisepay.co.uk/schools/hertfordshire/DameAliceOwensSchool/wisepay.htm>

For all payment options, please complete the details below and return all forms to the Finance Office. Remember to tick the Gift Aid Declaration below if you qualify:

Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Student at school (if applicable) \_\_\_\_\_

***Gift Aid Declaration: Please treat any and all donations that I make to Dame Alice Owen's School on or after the date of this declaration (unless I inform you otherwise) as Gift Aid and reclaim tax on them. I will pay an amount of UK income tax or Capital Gains tax at least equal to the tax Dame Alice Owen's School will reclaim  tick box***

Signed: \_\_\_\_\_ Dated: 5 \_\_\_\_\_

HMRC Charity Ref: XR13232

Ref No (Office use only): .....



# STANDING ORDER FORM FOR BUY A BRICK TEACHING BLOCK APPEAL

Please enter your bank address details in this box:

To: The Manager
.....
.....
.....Post Code: .....

Branch Sort Code ..... Account No: .....

Account Name: .....

Surname: ..... Title: .....

Forename: .....

Address: .....

..... Post Code: .....

Telephone No: .....Email address: .....

Please pay to **Lloyds Bank, Hatfield Branch, Herts, AL10 0JS (Sort Code 30-13-80)**  
 for the credit of **Dame Alice Owen's School Account (Account Number 25396160)**  
 the sum of £..... (amount in words .....)  
 quoting Reference No: .....

and debit my/our account on:  1<sup>st</sup> day of \_\_\_\_\_  
 OR  monthly on 1<sup>st</sup> day of each month for 8 months  
 (please tick and complete as applicable)

The first payment to be made on .....or as soon as possible thereafter.

The last payment to be made on .....or as soon as possible thereafter.

*Gift Aid Declaration: Please treat any and all donations that I make to Dame Alice Owen's School on or after the date of this declaration (unless I inform you otherwise) as Gift Aid and reclaim tax on them. I will pay an amount of UK income tax or Capital Gains tax at least equal to the tax Dame Alice Owen's School will reclaim*

tick box Charity Number: XR13232

Signed: ..... Dated: .....

**Please return to: The Financd Office, Dame Alice Owen's School, Dugdale Hill Lane, Potters Bar, Hertfordshire, EN6 2DU with your brick inscription details. This form will be sent to your bank and we will keep a copy for our records.**