**Week 4- Budget Management**

[Insert school logo]

Dear staff and pupils,

With the fun that our school has been having with the HSBC Rugby Counts programme, I am pleased to announce that in the near future we hope to host our very own rugby sevens festival here at school.

We can host 6 teams and will look to welcome teams from other schools, as well as having our own team involved. We want to ensure all teams have the best experience, by planning and delivering an event to be proud of.

This is where I need your help. You have learned a lot about rugby over the past few weeks, and will know some of the basic things we need in place for teams to be able to play, as well as some of the other needs and wants of the teams attending.

I would like your help in planning the equipment and refreshments for the festival. I will give you a budget of £100 for equipment and £50 for refreshments, but if you can come in under budget that would be even better.

Thank you for your help and I look forward to hearing about your plans and budget management.

Kind regards

**Headteacher** [insert name]