



Bellsquarry Primary School Parent Council

Dear Children, Parents/Carers and Teachers

Parent Teacher Action Group (PTAG) Funding Requests

As you will be aware, the Parent Teacher Action Group work hard to raise funds throughout the school year and the aim is that money raised will be used to benefit the pupils in the school and nursery.

Feedback over recent years has been that it is sometimes unclear where the funds go and also who decides how the money is spent.

With that in mind, we have introduced a **Funding Request Form** which is attached to this letter and will also be available to download from the school blog/website.

If you have an idea for an event, activity or equipment which you think could be funded by the Parent Teacher Action Group please fill in a form and return it to the Parent Teacher Action Group, either via the school office or using our post box located in the main entrance foyer.

Funding requests will be discussed at the next Parent Teacher Action Group meeting and you will be informed of our decision as soon as possible after that. Please note that all parents/carers are welcome to attend the Parent Teacher Action Group meetings and the dates of these will be advertised via the usual channels.

Funding requests will be accepted from children, either individually or in classes / groups (e.g. choir, breakfast club, pupil council), teachers/staff and parents/carers.

Unfortunately, our funds are limited and we will be unable to grant every request we receive. Please be assured that requests will be reviewed on an individual basis and funds will be distributed in as fair a manner as possible.

Thank you for your continued support.

Bellsquarry Parent Teacher Action Group



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Funding Request Form

Name

Class/Group

Contact Details

Description (please describe the item/activity/event the funds will be used for)

Cost (please provide as much information as possible including web links if you have used these to research your item or let us know if you have a preferred supplier)

Time Constraints (Do you need the funds by a specific date?)

Reason for request (Please describe how this money will benefit your class/group and the wider school community)

Additional Information (Is there anything else you'd like to tell us about your funding request? Please use another sheet of paper if necessary)