

APPENDIX 2

2nd Reminder

Parent or carer of

Our records show that you have not paid dinner money for your child

..... Class: despite a previous written reminder, as at

.....your account is showing a debt of £

Please arrange for this money to be paid immediately. Please send the money into school in a marked envelope.

The cost of a school meal is £2.10 per day - £10.50 per week.

Since non-payment for school meals affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will then need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceedings to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunch time if dinners continue to be ordered without the debt being cleared.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Headteacher