



Clavering Primary School

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Head Teacher: Miss R. Allsop

Administrators: Mrs J. Snelling

Mrs V. Prentice

Mrs J. Nicholson

27 July 2023

«ParentSalutation»

Dear «ParentSalutation»

Re: «FirstName» «LastName», «ClassName»

According to our records, it appears that there is a balance outstanding for dinner money. The amount due for payment is £«AmountOverdue». We would be grateful if you would kindly clear this balance as soon as possible.

For your information, the last payment shown on our system was made on «LastPaymentDate».

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure the account is always in credit.

The cost of a school meal is £2.85 per day £14.25 per week.

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

Yours sincerely,

R Allsop
Headteacher

