



# Clavering Primary School

Stortford Road,  
Clavering,

Essex. CB11 4PE

Tel: 01799 550 300

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Email: [admin@clavering.essex.sch.uk](mailto:admin@clavering.essex.sch.uk)

Website: [www.clavering.essex.sch.uk](http://www.clavering.essex.sch.uk)

Head Teacher: Miss R. Allsop

Administrators: Mrs J. Snelling

Mrs V. Prentice

Mrs J. Nicholson

27 July 2023

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

According to our records, it appears that there is a balance outstanding for dinner money, despite a previous written reminder. 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. The cost of a school meal is £2.85 per day £14.25 per week. Once the debt is cleared please ensure the account is always in credit.

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 this debt is not cleared by the end of Friday this week, it will not be possible to provide your child with a school meal from next week. You will need to make your own arrangements for your child's lunch.

The school reserves the right 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





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R Allsop  
Headteacher



Clavering Primary School fully complies with information legislation. For the full details on how we use your personal information please visit <http://www.clavering.essex.sch.uk/freedom-information-policy/> or call 01799 550300 if you are unable to access the internet.