



Clavering Primary School

Stortford Road,
Clavering,
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Head Teacher: Miss R. Allsop
Administrators: Mrs J. Snelling
Mrs V. Prentice
Mrs J. Barker
Mrs J. Nicholson

«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 £3.10 per day £15.50 per week.

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

Yours sincerely,

R Allsop
Headteacher

