



Clavering Primary School

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Head Teacher: Miss R. Allsop
Administrators: Mrs J. Snelling
Mrs V. Prentice
Mrs J. Barker
Mrs J. Nicholson

Dear «ParentSalutation»

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 £3.10 per day £15.50 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

R Allsop
Headteacher

