



Clavering Primary School

Stortford Road,
Clavering,
Essex. CB11 4PE

Tel: 01799 550 300

Fax: 01799 550 045

Email: admin@clavering.essex.sch.uk

Website: www.clavering.essex.sch.uk

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, despite previous written reminders. 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 ensure you have made sufficient provision for your child's lunch as is your legal responsibility. Once the debt has been cleared your child is welcome to resume school meals with payment in advance.

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.

Please contact the school to discuss your outstanding debt, failure to do so will result in the activation of the school's debt management recovery procedure,

Yours sincerely

R Allsop
Headteacher

