

Date:

Dear Parents/Carers,

I would like to remind you that the weekly payment for school dinners is £ _____. According to our records, you owe the school _____ . Could you please send the money to school straight away.

If you have any problem with paying this, could you please contact the school secretary.

Yours sincerely,

Headteacher.

日期：

致各位家長／照料人：

我希望提醒你學校午膳的每週收費是 £ _____。根據記錄，你現在欠學校 _____。請你立即將這數額交給學校。

如果你在繳費方面有任何問題，請與學校祕書聯絡。

校長啓