



# Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL  
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Headteacher: Mr Coert van Straaten MA. Ed, Dip Edu, NPQH  
*we are a learning community with the spirit to succeed*

2<sup>nd</sup> October 2019

Dear Parent/Carers

## School Meal Payments

It has come to my attention that there is an on-going problem with unpaid school meals.

**Can I please request that all school meals for your child are paid for in advance and that your children's account remains in credit. If payment is not received, we will be unable to provide your child with a school meal until this amount is settled in full.**

Please note that any outstanding amount has to be cleared, and additional monies entered onto your child's account by the end of the school day.

Thank you for your help and support in this matter. If you would like to discuss this with me, please do not hesitate to contact the School Office who will be happy to make you an appointment.

Yours faithfully

Mr C van Straaten  
Headteacher

