



16<sup>th</sup> November 2015

## Nursery Payment Arrears

### Childs Name and Class

Dear Parent/Carer,

We are approaching the end of term and according to our records your nursery payments are currently in arrears. For ease of reference I have detailed payments **due** as monthly amounts and listed the amounts we have received from you below:

Month	Payments Due	Payments Received
Deposit	£50.00	£
September	£185.00	£
October	£185.00	£
November	£185.00	£
December	£185.00	£
<b>Total Due</b>	<b>£790.00</b>	
<b>Total Received</b>		<b>£</b>
<b>Arrears</b>		<b>£</b>

Your account is therefore in arrears by £\_\_\_\_\_ up to and including the month of December 2015.

As nursery payment is required in advance and not in arrears I would appreciate it if you could make payment to clear your account by **Friday 11<sup>th</sup> December 2015**.

If you pay your nursery fees via Sims Agora, Childcare Vouchers or Standing Order and feel that the above is incorrect please bring your account statement with you to the School Office so that we can rectify this.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

Finance Team  
0161 881 4266

