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**Federation Headteacher Miss J Concannon**  
[www.knaphillfederationofschools.org.uk](http://www.knaphillfederationofschools.org.uk)

### **APPENDIX 3**

<DATE>

Parent/Carer of <NAME>  
<ADDRESS>

Dear Parent/Guardian

#### **Re: Knaphill Federation of Schools - Nursery Fees Outstanding**

According to our records, as of today there is a debit balance of <AMOUNT> for Nursery fees for <NAME>. Please could you ensure your account is up to date by <DEADLINE DATE> in accordance with our policy. We are unable to accept any more bookings outside of <NAME>'s free entitlement until the outstanding balance has been paid in full.

Failure to make the payment by <DEADLINE DATE> will incur a 2% interest charge on the fee outstanding on a daily basis until the full amount is paid, along with an administration fee of £25.00.

#### **Payments**

All payments should be made online, directly to our bank account. Please contact our Finance Assistant for details on 01483 473282.

For your information, the last payment shown on our system was made on <DATE>

Thank you and I look forward to hearing from you.

Yours sincerely

Miss J. Concannon  
Federation Headteacher