



**Leventhorpe**  
a business and enterprise academy

16 October 2020

Dear Parent/Carer,

**Re: Student Catering Accounts**

Please be advised that from Monday (19<sup>th</sup> October), students with insufficient funds on their accounts, will be sent to the Finance Office for an official overdraft of £2.50 for any items of food and drink. Please monitor your son/daughter's accounts on a regular basis or request an 'alert' from ParentPay when funds become low. Any overdraft given must be repaid before further purchases can be made.

Thank you.

Yours faithfully,

Mrs Ross  
Catering Manager