



**Leventhorpe**  
a business and enterprise academy

3 November 2020

Dear Parent/Carer,

We would like to remind you that parents should not visit the school reception at any time to drop off forgotten items for students. With the current Covid guidelines, the reception area is currently closed to visitors to protect the students and staff. The reception is taking phone calls as normal.

We thank you for your understanding.

Yours faithfully,

Leventhorpe School