



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



30th September 2022

Dear families,

Re: School Office Opening Hours

Since the COVID regulations relaxed earlier this year, it has been lovely to welcome parents and families back into the main school office again. Between 8am - 9am is our busiest time of day with the school office opening at 8:30am and we would like to be able to prioritise this time for urgent things such as new medication or new starters. Please could we therefore politely ask that all other, non-urgent, enquiries are sent in via email or that you call the office instead.

Thank you in advance for your support.

Yours faithfully,

Miss Judge

Business Support Manager

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.

