



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

## WILLIAM HARDING SCHOOL

Hazlehurst Drive, Aylesbury, Bucks. HP21 9TJ

Phone: 01296 421733

E-mail: [office@williamharding.school](mailto:office@williamharding.school)

Website: [www.williamhardingschool.co.uk](http://www.williamhardingschool.co.uk)

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



1<sup>st</sup> December 2021

Dear Parents and Carers,

### Re: Face Coverings when Visiting the School Office

In light of this week's changes to guidance for schools about COVID-19 precautions, please can we ask all parents and carers to wear a face covering when you are coming to the office. This helps to reduce the risk of passing on COVID-19 for visitors to the office and also to our office staff.

Thank you for your cooperation and understanding.

Yours faithfully,

Miss Judge

Business Support Manager

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

