



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



12 January 2024

Dear parents and carers,

Re: Communication Response Times

As we start the new term we thought it would be useful to remind parents about our communications with our families.

Please use our Who to Contact sheet to identify the right member of staff to speak to. If you have a question or concern about learning, progress, friendships, or anything else class related, this should be raised with the class teacher in the first instance as they have the most information about the child.

If you have a query or concern please email the school office who will pass this on to the most relevant person. Please remember that teachers are teaching during the school day and have meetings after school. They will not see any emails until after school or the following day. The teacher needs to wait until other staff are free to gather further information before contacting parents to respond. We aim to respond within 48 hours however, depending on the request, it may take longer to reply.

Whilst you await a response, children should come to school as normal. We will not authorise absences where there is not a valid reason. If a pupil's attendance falls below the threshold, we will start attendance procedures which could result in a fine from the Local Authority. The FLO Team may also carry out home visits for children who are absent. We will not respond more quickly to parents who have chosen to keep their child at home whilst waiting for a response.

Kind regards,

The Senior Leadership Team

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

