



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



16 January 2024

Dear parents and carers,

**Re: Regular Office Meetings**

We at William Harding School want to ensure the best possible care for you and your child. For this to be done, regular meetings and training must take place in all areas of the school, including within the office team.

Therefore, beginning on the 12th of March 2024, the Main School Office **will be closed from 10:30 to 11am** on the second Tuesday of each month. We kindly request that you take this into consideration when booking appointments and dropping off items for your children. While the phone line will be closed for that time, any messages left will be promptly dealt with afterwards.

In addition, the office staff will be having a training session on the **31st of January from 10:30 to 11:30am**. The office will also be closed for this training.

Thank you in advance for your support.

Kind regards,

Miss Judge

Business Support Manager

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

