



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



07 September 2023

Dear parents and carers,

Re: Whole school – New office role

As you are aware, our school is always a busy place, especially in the school office. In order to support you as families and support the teachers' workload, we have introduced a new role into the office. This is the role of Support Administrator and we have appointed Miss Duncan into this role.

The Support Administrator will be a point of contact between you as families and our teachers, as you can imagine they have a busy workload and are teaching continuously throughout the day. Miss Duncan will;

- be the main point of contact between you and the teacher to **answer simple queries and give responses**
- support with the **organisation of trips and answering queries**
- take in **ad hoc medicines**
- support with all **late arrivals**
- deal with **missing lunches**
- **deliver items to pupils**

I am sure you join me in welcoming Miss Duncan to our wonderful school.

Thank you for your ongoing support.

Best wishes,

Miss Cotchin
Head teacher

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

