



School Contact Details

Rowan Brae (2-7yr olds)

Rowan Preparatory School
41 Gordon Road
Claygate
Esher
Surrey KT10 0PJ

Tel:01372 462627

Email:

school.registrar@rowanprepschool.co.uk

Rowan Hill (7-11yr olds)

Rowan Preparatory School
6 Fitzalan Road
Claygate
Esher
Surrey KT10 0LX

Tel:01372 462627

Email:

school.office@rowanprepschool.co.uk

The Headmistress, Mrs Susan Clarke, is contactable via her P.A. based at Rowan Hill.

The Deputy Head (Prep), Miss Kate Enefer, is contactable via her Assistant based at Rowan Hill.

The Business Manager Mrs Jayne Britten is based at Rowan Brae. The Bursary direct telephone line is 01372 460930, email jayne.britten@rowanprepschool.co.uk

Mission statement: We prepare our girls to face the future as educated, caring and confident people, able to make a valuable contribution to society. We aim to:

- Create a happy, friendly and purposeful environment.
- Encourage all pupils to develop their full potential.
- Strive for excellence and celebrate achievement.
- Help pupils to gain appreciation of their own and other cultures and become responsible citizens in the wider world.

A statement of the school's **Aims and Ethos** can be found on the website www.rowanprepschool.co.uk

Rowan Preparatory School is part of the United Learning group of schools. Within the group the Independent schools sit within the United Church Schools Trust (Charity no: 1016538, Registered in England no 2780748, a company limited by guarantee).

The Chair of UCST Board is Dr Rosalind Given Wells.

United Learning & United Church Schools Trust

UCST Chair: Dr Rosalind Given-Wilson
United Learning
Worldwide House,
Thorpe Wood,
Peterborough,
PE3 6SB.
Tel: 01832 864444

Rowan Preparatory School

Chair of Local Governing Body:
Mrs Jo Marr
c/o Rowan Preparatory School
6 Fitzalan Road
Claygate
Esher
Surrey KT10 0LX
Tel:01372 462627

Rowan Preparatory School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk). Rowan Preparatory School is also noted on the Edubase register which is available at: www.edubase.gov.uk

DfE no: 936/6031

Rowan Preparatory School is a member of Independent Association of Preparatory Schools (IAPS).

Key policies and other information covering the following areas are available on the school's public website and on request from the school office:

- Academic Performance
- Admissions
- Anti-bullying
- Assessment , Recording & Reporting
- Attendance
- Behaviour and Discipline
- Child Protection (Safeguarding)
- Complaints
- Contact Details
- Curriculum
- Educational Visits & Activities Off Site
- Exclusion, Expulsion, Removal & Review
- First Aid
- Health and Safety
- Provision of Information
- Provision for Special Educational Needs (including those for whom English is an additional language)
- Staff List
- Supervision, Missing Child and Uncollected child
- Teaching & Learning
- Technology Policies for E safety and Mobile Devices.

This document is reviewed annually by the Compliance Officer or as events require. The next scheduled date for review is November 2019.