



Document Control	
Document Title:	School Contact Details
Date of Last Review:	September 2025
Next Review Due:	September 2026 or as events require
Person Responsible:	Compliance Officer

### School Contact Details

#### Rowan Brae (2-7yr olds)

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

Tel: 01372 462627

Email:  
[school.office@rowanprepschool.co.uk](mailto:school.office@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](mailto:school.office@rowanprepschool.co.uk)

The Headmistress, Mrs Sarah Raja, is contactable via her P.A. ([polly.smith@rowanprepschool.co.uk](mailto:polly.smith@rowanprepschool.co.uk)).  
The Deputy Head Academic, Miss Louise Gorman, is contactable via the School Office on 01372 462 627.  
The Assistant Head and DSL, Mrs Rosie White, is contactable via the School Office on 01372 462 627.  
The Business Manager Mrs Vicky Langham is based at Rowan Brae. The Bursary direct telephone line is 01372 460 930, email [vicky.langham@rowanprepschool.co.uk](mailto:vicky.langham@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](http://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).

**United Learning**  
Worldwide House  
Thorpe Wood  
Peterborough  
PE3 6SB

**Telephone:** 01832 864492  
**Email:** [enquiries@unitedlearning.org.uk](mailto:enquiries@unitedlearning.org.uk)

The Chair of UCST Board is Dr Rosalind Given-Wilson.

**United Learning  
& United Church Schools Trust**

UCST Chair:  
Dr Rosalind Given-Wilson  
c/o 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  
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](http://www.education.gov.uk)). Rowan Preparatory School is also noted on the Edubase register which is available at: [www.edubase.gov.uk](http://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  
Data Protection  
Educational Visits & Activities Off Site  
Equal Opportunities  
Exclusion, Expulsion, Removal & Review  
First Aid  
Health and Safety  
Missing Child and Uncollected child  
Physical Restraint  
Premises  
Provision of Information  
Provision for Special Educational Needs (including those for whom English is an additional language)  
Staff List  
Supervision of Pupils  
Teaching & Learning  
Technology Policies for E safety and Mobile Devices

## Wrap Around Care

This document is reviewed annually by the Compliance Officer or as events require.