

**Rudolf Steiner School, Kings Langley  
RESPONSIBILITIES & CONTACT INFORMATION – Autumn Term 2007**

All persons listed here are contactable through Reception (01923 262505) or [receptionist@rsskl.org](mailto:receptionist@rsskl.org) unless otherwise stated.  
School Office: 01923 262505 Fax: 01923 270958 Website: [www.rsskl.org](http://www.rsskl.org)

AREA OF RESPONSIBILITY	NAME	CONTACT DETAILS	OTHER INFORMATION
<b>ADMINISTRATION &amp; TEACHING</b>			
ACCOUNTS/FEES	Pat Rosen	01923 290526	
ADMISSIONS	Steffi Cook	01923 262505 <a href="mailto:info@rsskl.org">info@rsskl.org</a>	
AFTERNOON CLUB	Ann Marie Finch (Class 1) Andree Peperidies (Class 2)	Via Reception	
BOARDING	Steffi Cook	01923 262505 <a href="mailto:info@rsskl.org">info@rsskl.org</a>	
BULLYING, DISCIPLINE etc	1) Class teacher or Sponsor 2) Education Facilitator	1) As per Class Telephone Tree 2) Jeremy Gwynn <a href="mailto:jeremyg@rsskl.org">jeremyg@rsskl.org</a>	Parents should contact the class teacher/sponsor in the first instance. If the matter is not resolved, then contact the Education Facilitator.
BURSAR	Carol Langley	01923 264103 <a href="mailto:langleyc@rsskl.org">langleyc@rsskl.org</a>	
CAREERS	Daniel Bryan	01923 268914	
CARETAKER	Robert Monk	07796 224021	Please call only between 3-10pm
CHILD PROTECTION	Louise Sofair/Helen Weatherhead	Via Reception	
COLLEGE OF TEACHERS	Jeremy Smith (Chair) Jeremy Gwynn (Deputy Chair)	01442 863915 <a href="mailto:jeremysmith33@mac.com">jeremysmith33@mac.com</a> 07910 804 654 <a href="mailto:jeremyg@rsskl.org">jeremyg@rsskl.org</a>	College is responsible for all aspects of pedagogy in the school plus teacher education and curriculum and policy development.
COMMUNICATIONS MANAGER	Priya Mahtani	01923 264925 <a href="mailto:priya@mahtani.com">priya@mahtani.com</a>	Advertising, prospectus, website, Term Recorder etc and mandate holder for the Communications Group

<b>AREA OF RESPONSIBILITY</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>	<b>OTHER INFORMATION</b>
COMPLAINTS & GRIEVANCES	1) Teacher 2) Chair of College	As per class telephone tree  Jeremy Smith 01442 863915	Parents should first approach the teacher concerned. If this is inappropriate or complaint is unresolved, then contact the Chair of College.
CRB CHECKS	Barbara Doyle	01923 262505 receptionist@rssl.org	
EDUCATION FACILITATOR	Jeremy Gwynn	07910 804 654 jeremyg@rssl.org	Responsible for many aspects of teaching and staffing administration, inc. OFSTED readiness, mentoring, planning and co-ordination.
ESTATES & MAINTENANCE	Nick Rayment	Via Reception	
EXAMINATIONS ADMINISTRATOR	(vacancy)		Contact Carol Langley and/or Pat Rosen, 01923 290526
FINANCIAL SUPPORT APPLICATIONS	Carol Langley/Pat Rosen	01923 290526	
FIRST AID	Barbara Doyle/Steffi Cook	01923 262505	
FUNDRAISING CO-ORDINATOR	Pauline O'Brien	obrienp@rssl.org	
HEALTH & SAFETY	Carol Langley	01923 264103 langleyc@rssl.org	
INFORMATION TECHNOLOGY	John Ingleby	john@coronet.co.uk 07970 732376	
KINDERGARTEN AND PARENT & TODDLER GROUP	Suzy Brownson Juje Hossein-Pour Inga Lewicka Regina Walsh	Regina and Juje 01923 263284 Suzy and Inga 01923 263131	
LEARNING SUPPORT	Abi Allanson Jackie Burwell Rachel Wing	Via Reception	
LETTINGS & PREMISES HIRE	Dan Maslen	07989 673859	
LIBRARY	Daniel Bryan	01923 268914	
LOWER SCHOOL CHAIR	Nicky Teensma	Via Reception	
NEWSLETTER	Steffi Cook	01923 262505 info@rssl.org	Newsletter is published on Mondays. Items and adverts to be submitted by previous Friday.

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OLD SCHOLARS	Steffi Cook	01923 262505 info@rsskl.org	
OPEN DAYS, PARENTS' HANDBOOK & PARENT ORIENTATION MORNINGS	Steffi Cook	01923 262505 info@rsskl.org	
PREMISES MANAGER	Nick Rayment	Via Reception	Maintenance and Estate management
RECEPTION	Barbara Doyle	01923 262505 receptionist@rsskl.org	
SCHOOL DOCTOR & THERAPIES	Dr Simon Roth	01923 447285 sroth@glenrosa.demon.co.uk	
SCHOOL TOURS	Steffi Cook/Heather Thomas	01923 262505 info@rsskl.org	
STEINER WALDORF SCHOOLS' FELLOWSHIP REPRESENTATIVE	Jeremy Gwynn	jeremyg@rsskl.org 07910 804 654	
TEACHER TRAINING	Denis McCarthy	Via Reception	
TERM RECORDER	Priya Mahtani	01923 264925 priya@mahtani.com	
TIMETABLING	Pat Rosen John Ingleby	01923 290526	
UPPER SCHOOL CHAIR	Geert Alkema	Via Reception	
<b>PARENT INITIATIVES</b>			
ADVENT FAIR, FIREWORKS NIGHT, SPRING FAIR	Anton Dell (organiser)  Lewis Zimbler (stall lettings)	01923 263621 info@antondell.co.uk  01442 875807 M. 07968 771278 lewiszimbler@hotmail.com	
PTFA	Cordelia Bryan (chair) Malcolm Birch (treasurer)	01923 262532 cordeliavbryan@aol.com  m.j.birch@qmul.ac.uk	

<b>AREA OF RESPONSIBILITY</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>	<b>OTHER INFORMATION</b>
SCHOOL BUS FROM LONDON	Mrs Hallett	020 7229 9502	
SCHOOL CAFE	Caroline Howard	01923 261525	
SCHOOL SHOP	Margaret Campman	01923 264308 Margaret@mercurius-uk.com	
STATE FUNDING FACT-FINDING GROUP	Cordelia Bryan  Peter Donn	01923 262532 cordeliavbryan@aol.com 01923 260050 peter@donn.biz	This group is looking at issues to do with state funding of Steiner schools, including Early Years vouchers
SUSTAINABILITY GROUP	Peter Howard/Geert Alkema	Via Reception	This group is looking at ways of reducing the school's "carbon footprint" and impact on the environment
<b>MANDATE GROUPS &amp; MANDATE HOLDERS</b>			
COMMUNICATIONS GROUP	Priya Mahtani	01923 264925 priya@mahtani.com	Responsibility for Communications issues within the school and out into the wider community
FLOW GROUP (Finance and Administration)	Bursar Chair of College Chair of Trustees Education Facilitator Teachers from Kindergarten, Lower and Upper Schools	Via Carol Langley, 01923 264103 langleyc@rsskl.org	Responsibility for aspects of the day-to-day running of the school not connected with teaching, eg admin, finance, maintenance, health & safety etc
FUNDRAISING GROUP	Paul Kiss (Chair)	07812 574507 paulkiss@abbeypynford.co.uk	Responsibility for fundraising for bursaries and large capital items
STAFFING GROUP	Jeremy Gwynn	jeremyg@rsskl.org	Responsibility for appointment of staff and personnel issues
<b>COUNCIL OF TRUSTEES</b>			
Parent Members	John Doherty (Chair) Peter Howard Paul Kiss	Jdoherty999@yahoo.co.uk 01442 252269	Council of Trustees is responsible for the overall financial and legal welfare of the school.
Teacher Members	Geert Alkema		

AREA OF RESPONSIBILITY	NAME	CONTACT DETAILS	OTHER INFORMATION
External Members  Ex-officio members (non-voting)	Denis McCarthy Arthur Osmond Sue Peat Graham Rees Ann Worrall Carol Langley (Bursar) Jeremy Smith (Chair of College) Jeremy Gwynn (Education Facilitator)		