

SCHOOL OFFICES - CONTACTS

The Principal's Office

The Principal's Office is open from 08:30 to 17:30 from Monday to Friday. To make an appointment with the Principal please telephone Mrs Nicky Langford on 01323 636838.

The Bursar's Office

The Bursar's Office is open from 09:00 to 17:00 from Monday to Friday for all enquiries.

To make an appointment with the Bursar please telephone Mrs Liz Powell on 01323 641334.

School Accountant

Mrs Jayne Hollister-Sheppard and the Accounts Assistant Mrs Jayne Ring will handle all enquiries regarding financial matters.

The Senior School Office

The School Office is open from 08:00 until 17:30 from Monday to Friday. The Receptionist, Mrs Linda Burnett and the School Administrator, Miss Rhiannon Jones will handle your general enquiries.

The Junior School Office

The Junior School Office is open from 08:15 to 16:00 from Monday to Friday. The Junior School Secretary, Mrs Jenny Hafernik and the Junior School Office Administrator Mrs Anne Head handle all general enquiries.

Mini MoHo Nursery

All enquiries regarding the Nursery should be made direct to Mrs Sarah Hughes (Head of Nursery) and her assistants on 01323 636803.

PLEASE NOTE:

The School has endeavoured to provide secretarial support to enable the offices to be covered at all lunch times, and therefore anyone contacting the School between 08:00 and 17:30 should be able to have their query promptly dealt with by the secretarial staff. Voicemail is available on most telephones and we would encourage you to leave messages for staff who will return your call as soon as they are available.

Alternatively you may email schooloffice@moirahouse.co.uk for the Senior School or jhafernik@moirahouse.co.uk for the Junior School if you have a query or if your daughter is absent from school, although we do request a written confirmation of absence on your daughter's return.

Senior School Office

01323 644144
schooloffice@moirahouse.co.uk

Principal's Office

(Mrs N Langford)
01323 636838
head@moirahouse.co.uk

SCHOOL OFFICES - CONTACTS

Bursar's Office

(Mrs E Powell)
01323 641334
bursar@moirahouse.co.uk

Director of Admissions

(Mr J Harding)
01323 636831
jharding@moirahouse.co.uk

Operations Manager

(Mr G James)
01323 636816
gjames@moirahouse.co.uk

Junior School Office

01323 636800
jhafernik@moirahouse.co.uk

Head of Junior School

lyoung@moirahouse.co.uk

Mini MoHo Nursery

01323 636803
shughes@moirahouse.co.uk

Director of Pastoral, Boarding and Sixth Form

01323 636815/07850 088181
crichards@moirahouse.co.uk

Examinations Officer

01323 636813
ahodge@moirahouse.
co.uk

Medical Centre

01323 636805
sister@moirahouse.co.uk

PE Office

01323 636808

Swimming Pool

01323 636806

School Uniform

Len Smiths

1-15 Heath Road, Twickenham,
Middlesex TW1 4DB
Tel 020 8892 2201
sales@lensmiths.co.uk

Open

Mondays to Saturdays
9.00am – 5.30pm

Please contact their Mail
Order Department to place
an order. Orders can be placed
by telephone, post, email or
online from their website
www.lensmiths.co.uk.
There is no postage charge
on goods sent out.

The Houses

School House Office

01323 636804
Girls' Call Boxes
01323 636820
01323 636821
01323 636825
01323 636826

Boston House Office

01323 636810
Girls' Call Boxes
01323 636822
01323 636823
01323 636824

School Fax Number

01323 649720

General Enquiries

schooloffice@moirahouse.co.uk