Felsted Prep School

Felsted, Essex CM6 3JL
www.felsted.org

School Office (All general enquiries)
01371 822610 or 01371 822613; prepadmin@felsted.org
Report an Absence from School: 01371 822613 (24 hours, incl. voicemail)

The School Office is open
Monday to Friday: **8.00 am to 6.00 pm** Saturday: **8.00 am to 1.00 pm**
In an Emergency outside of Office Hours contact: 07764 332936
During School Holidays (Monday to Friday): **8.30 am to 11.00 am**

Head:	**Mrs Miranda J. Norris, B.Ed (Oxon), ILPM** mjn@felsted.org **Personal Assistant: Mrs Debbie Greig** 01371 822612 hmsprep@felsted.org
Deputy Head:	**Mr Jeremy P. Fincher, B.Sc. (Swansea), P.G.C.E.** jpf@felsted.org
Assistant Head Academic:	**Mrs Christina F. Bury, B.A.Ed. (Exeter)** cfb@felsted.org
Assistant Head Pastoral	**Mr Lee J. Beskeen, B.A. (Middlesex)** ljb@felsted.org
Head of Support for Learning: **DDSL**	**Mrs Georgina L. Clifford-Smith, B.A.(Canterbury Christ Church), P.G.C.E., M.Ed.** glcs@felsted.org
Head of Year 8:	
Head of Year 7:	**Miss Olivia K. Thorogood, B.Sc (Loughborough)** okt@felsted.org
Head of Junior Prep:	**Mrs Gemma Paine, B.A. (Canterbury Christ Church)** gp@felsted.org
Deputy Head of Junior Prep:	**Mr Alex J.L. Manley, B.A. (Exeter), P.G.C.E.** ajlm@felsted.org
Head of Stewart House (YR, 1 & 2) & DDSL	**Mrs Jacqueline A. Atkins, B.Ed. (Liverpool), M.A.** jaa@felsted.org
Head of Sport:	**Miss Jo Westwood** jorw@felsted.org
Head of Boarding and Co-curricular activities:	**Mr David M.G. Paine, B.Sc. (Loughborough), P.G.C.E, M.Sc** dpa@felsted.org
Director of Music:	**Mr Owen C. Rees, Dip Tcl (London), B.A. (Open)** ocr@felsted.org

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Governors:

Chair of Governors:	Mike Beale chair@felsted.org
Governors:	Jane Crouch, BA, MA *Chair of the Regulatory Compliance and Governance Group*
	Jason Windsor, BA *Chair of the Finance, Infrastructure and Estates Group*
	Professor Lucilla Poston, CBE, PhD, FMedSci *Chair of the Pupil Focus Group*
	Graham Cherry *Chair of the Commercial Group*
	Andrea Dowling, BA *Chair of the People and Culture Group*
	Dr James Nicholson, DM, MA, MB BChir, FRCPCH
	Zoe Rantell, LLB (Hons)
	Patricia Wardell, BA
	Stephen Wolfe, BSc, MRICS, IRRV
	Thomas Leng
	Mark Green
	Alex Mitchell

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Useful Information:

Accounts Office	01371 822628	accounts@felsted.org
Admissions Office		
Mrs S Barrett (cover) – Senior School	01371 822605	senioradmissions@felsted.or
Mrs E Booth (Mat cover)– Prep School	01371 822611	prepadmissions@felsted.org
Hamilton House	07788 319002	boarding@felsted.org
Bookshop		bookroom@felsted.org
Box Office	01371 822550	boxoffice@felsed.org
Bursar	01371 822621	bursar@felsted.org
Chaplain – Revd N.J. Little	01371 822669	nijl@felsted.org
Courtauld Centre	01371 822696	
Development & OF Liaison Department	01371 822645	ofs@felsted.org
Enhanced Learning Department	01371 822779	prepsenco@felsted.org
Enterprises	01371 822748	enterprises@felsted.org
Felsted School Medical Centre	01371 822791	san@felsted.org
Felsted School Reception	01371 822600	reception@felsted.org
First Aid Assistance only	01371 822777	
Marketing Department	01371 822647	marketing@felsted.org
Music Department (Prep School)	01371 822688	ocr@felsted.org
Music Dept (individual lessons)	01371 822685	mpaadmin@felsted.org
Medical Room	01371 822791	fpsmedical@felsted.org
Safeguarding (DSL Nicola O'Brien)	01371 822543 / 567	prepdsl@felsted.org
Stewart House Office (Rec-Year 2)	01371 822616	shoffice@felsted.org
Tailor's Shop	01371 822636	tailors@felsted.org
Transport Department	01371 822639 07764 332919	transport@felsted.org
Website		www.felsted.org
Wellbeing Centre	01371 822673	wellbeing@felsted.org
Woodlanders (After School Care)	01371 822616	shoffice@felsted.org

The Tailor's Shop is open during term time as follows:
Monday & Wednesday 8.30 am – 5.00 pm
Tuesday, Thursday & Friday 1.15 pm – 5.00 pm

Senior School
Head: Mrs Lara Péchard
Senior Deputy Head: Mr G.W.S. Masters
Chief Financial Officer: Mr J. Atkins
Senior School Reception: 01371 822600

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Hamilton House Boarding Team

Tel: 01371 822729, House Master's Mobile: 07788 319002
boarding@felsted.org

Report when pupil not Boarding before 5.00pm please

Hamilton House HM:	Mr D.M.G. Paine
Assistant House Parent:	Mr O.C. Rees
Day Matron:	Mrs A. Camp
Resident Tutor:	
Hamilton House Leadership Link:	Mr J.P. Fincher
Co-curricular activities and Boarding Administrator	Mrs V.J. Webb

Health & Wellbeing

FPS Medical Room: 01371 822784
fpsmedical@felsted.org

First Aid Assistance only: 01371 822777
(Senior School Medical Centre)

Felsted School Medical Centre: 01371 822791
san@felsted.org

Prep School Nurse	Mrs V.L. Machell, HND (Southbank) fpsnurse@felsted.org
Stewart House **Health & Wellbeing Assistant:**	Mrs S.A. Morris

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Form Tutors:

Email = initials@felsted.org

Pre-Reception	Miss K. Thomas - PR Mouse	klt
Reception	Mrs S. Norton – RE Hedgehog	sn
	Mrs R. Cain - RE Rabbit	rc
Year 1	Mrs S.A. Buckingham - 01 Squirrel	sab
	Mrs H.E. Matthews - 01 Squirrel	hema
	Miss E.A.B Carman - 01 Badger	eabc
Year 2	Mrs A.J. Kenny – 02 Deer	ajk
	Mrs J.L. Phillips – 02 Fox	jlp
Year 3	Miss E.M.A. Brown - 3B	emab
	Mrs V.J. Ellis-Thomas - 3T	vjet
Year 4	Mrs L. Beskeen - 4B	lbe
	Mrs G.M. Rogers - 4R	gmr
Year 5	Mrs G.T. Griffiths - 5G	gtg
	Mr A.J.L. Manley - 5M	ajlm
Year 6	Mrs H.J. Boroughs - 6B	hjb
	Mrs F.K. Weston-Myers - 6W	fkwm
	Mrs C.S. Youngs - 6Y	csy
Year 7	Ms. A.L. Reilly - 7S	alr
	Mrs J.L. Fincher - 7F	jlf
	Mrs R.M. Rasmussen - 7E	rmr
	Ms. L.E Pollock - 7L	lep
Year 8	Mrs A.M. Tyrie - 8E	amt
	Mrs S.L. Knightley -08F	slk
	Mr D.M. Maclean - 8L	dmm

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Staff

** = Head of Subject/Department*
To email members of staff, use their initials@felsted.org

	Miss R.E. Barden, B.Sc. (Leicester) *Science*
	Mr S. Bartlett, B.A. (University West of England), P.G.C.E., C&G Eng. *Design, Technology & Engineering*
Assistant Head Pastoral	Mr L. Beskeen, B.A. (Middlesex) *Head of Year 8*
	Mrs L.L Beskeen, B.A (Middlesex) *Year 4 Teacher*
	Mrs H.J. Boroughs, B.Sc. (Lancaster) *Year 6 Teacher*
	Miss E.M.A Brown, B.A (Hertfordshire), P.G.C.E *Year 3 Teacher*
Assistant Head Academic	Mrs C.F. Bury, B.A.Ed. (Exeter) *Science, i/c Very Able Pupils*
Assistant Director Of Music	Mrs R.L. Clarke, B.Ed. (Cantab), M.A., P.G.C.E. *Music*
Head of Support for Learning, DDSL	Mrs G.L. Clifford-Smith, B.A.(Canterbury Christ Church), P.G.C.E., M.Ed. **Support For Learning*
International Co-ordinator	Mr R. Dallas, B.A. (Oxford Brookes), P.G.C.E. **Humanities, *Religious Studies & Philosophy*
	Miss E. Daniels, B.Sc (Hertfordshire), P.G.C.E. *Science*
	Mr J.J. Dennerly, B.Sc (Bradford), M.Sc., P.G.C.E. *Computing*
	Miss E. Duley, M.Sc. (Exeter), B.A. *History and Classics*
	Miss G.C. Ellis, B.A. (Nottingham) *TEP*
	Mrs V.J. Ellis-Thomas, Cert.Ed. (Ldn Inst), P.G.C.E. *Year 3 Teacher*
	Ms E. Escorial, B.A. (Norwich University of the Arts)

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	Art
	Mr D.C. Evans, M.A. (St. Andrews), P.G.C.E. *English*
	Mrs J.L. Fincher, B.A. (Middlesex), P.G.C.E. **Drama*
Deputy Head	Mr J.P. Fincher, B.Sc. (Swansea), P.G.C.E.
	Mrs L Galbraith, B.Ed. (Heriot-Watt) **English*
	Miss A.E.T. Game, B.A. (Sheffield Hallam), P.G.C.E. *(Maternity leave)*
	Miss E.N. Goodwin, B.A. (Greenwich) **Mathematics*
	Mrs G.T. Griffiths, B.A (Bournemouth), P.G.C.E *Year 5 Teacher*
	Mrs D.K. Guerrero, B.A. (Hons) (Middlesex), Cert TEFL, Dip. TEFLA **English as an Additional Language (EAL)*
	Mrs L.H. Hardy, B.A. (Surrey), P.G.C.E *German*
	Mr J.D. Hewitt, M.Eng. (Loughborough) *Maths*
	Mr R.H. Holt, B.A. (Surrey) *P.E. & Games*
	Ms A.K. Hutchinson, B.A. (Portsmouth), P.G.C.E. *Art*
	Mr A. Le Chevalier, P.G.C.E (Buckingham) *Games*
	Mr C.S. Knightley, B.A. (Buckingham) *P.E.*
	Mr D.M. Maclean, B.S.C. (Brunel), M.A, P.G.C.E. *Design, Technology & Engineering*
Deputy Head of Junior Prep	Mr A.J.L. Manley, B.A. (Exeter), P.G.C.E. **PSHE, Year 5 Teacher*
	Miss E.M. McLaren, B.A. (Cambridge) P.G.C.E. *Latin*

	Ms M.E. Murphy, B.Ed. (Manchester), Level 7 Dyslexia Assessor *Support For Learning (Part Time)*
Head	Mrs M.J. Norris, B.Ed (Oxon), ILPM
Hamilton House HM and Head of Co-Curricular Activities	Mr D.M.G. Paine, B.Sc. (Loughborough), P.G.C.E, M.Sc
Head of Junior Prep	Mrs G. Paine B.A. (Canterbury Christ Church) *English, Mathematics*
	Miss A.J. Pallot, B.A. (Manchester), P.G.C.E. *German*
	Mr R. Pathak, B.A. (Oxford). P.G.C.E. **History*
	Miss L.E. Pollock B.Sc. (Nottingham), P.G.C.E. *Science*
	Mr A.J. Quinlan, B.A. (Oxford) *Latin*
	Mrs R.M. Rasmussen, B.A. (Southampton Solent) *Support For Learning, English*
Director of Music and Hamilton House Assistant HM	Mr O.C. Rees, Dip Tcl (London), B.A. (Open) **Director Of Prep School Music*
	Miss A.L. Reilly. B.Sc. (Open University), P.G.C.E *P.E. and Games*
	Miss H. Robottom, B.Sc. (Sheffield), P.G.C.E *Science*
	Mrs G.M. Rogers, B.A. (Canterbury Christ Church), P.G.C.E. *Year 4 Teacher*
Head Of Year 7	Miss O.K. Thorogood, B.Sc (Loughborough), P.G.C.E. **Geography*
	Mr A.C. Thurston, B.A. (Manchester), P.G.C.E, QTS *Geography*
	Miss E.L. Tucker, B.A. (Loughborough), P.G.C.E. *Mathematics*
	Mrs A.M. Tyrie, Dbl Maj (Elon, Usa), Dip (Cantab) *French, Spanish (Part Time)*
Assistant Director of Learning (KS2)	Mrs F.K. Weston-Myers, B.A. (Newcastle) *Year 6 Teacher*

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Head of Sport	Miss J. Westwood, B.Sc. (Cardiff Metropolitan), M.Sc. *Director of Hockey*
	Mrs C.S. Youngs, B.A. (Surrey), P.G.C.E
Years 3-8 Learning Assistants	Mrs Z. Barclay
	Mrs R.L.A. Bird, Level 4 Early Childhood Course
	Miss C.L. Field, B.A. (Essex)
	Mrs S.M. Everitt, Cache Level 2 And 3 (Braintree College)
	Mrs B.A.T. Imber, Level 3 Dip (Cambridge Open College)
	Mrs L.C. Man, B.A. (Manchester)
	Mrs H.D. Norris, Cache, NVQ 3, Level 3 Dip (City & Guilds)
	Mrs L.J. Smith, Psla (Early Years), NVQ2
	Mrs H.K. Watkinson, Llb (Kent)

Stewart House: Reception - Year 2

Head	Mrs J.A. Atkins, B.Ed. (Liverpool), M.A.
Deputy Head	Mrs R. Cain, B.Sc. (Manchester) *Reception Teacher*
	Mrs S.A. Buckingham, B.A. (Exeter), P.G.C.E. *Year 1 Teacher (Part Time)*
	Miss E.A.B. Carman, B.A. (East Anglia) *Year 1 Teacher*
	Mrs A.J. Kenny, B.A. (Open University), P.G.C.E. *Year 2 Teacher*
	Mrs H.E. Matthews, B.Sc. (Newcastle), P.G.C.E. *Year 1 Teacher (Part Time)*
	Mrs S. Norton, B.A. (Anglia Ruskin) *Reception Teacher*
	Mrs J.L. Phillips, B.A. (Sheffield Hallam) *Year 2 Teacher*
	Miss K. L. Thomas, B.A. (Nottingham Trent) *Pre-Reception Teacher*
Learning Assistants	Mrs S.L. Buckley, Cache
	Mrs J.A. Groves, N.N.E.B. i/c After School Childcare
	Mrs L.C. Herban, B.A . (Timisoara)
	Mrs S.A.A. Hill, B.Sc (East Anglia)
	Mrs M. Ancilli, LLM (Siena)
	Mrs C.E. Mangham, NCFE Cache Level 3, HLTA Level 4
	Mrs C.A. Miller, N.N.E.B.
	Mrs S.T. Pedder, Cache Level 3
	Mrs S.J. Pickford, Level 3 Cert FSPL
Receptionist shoffice@felsted.org	Mrs S.E. Boreham

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Support Staff

Chaplain	TBC (chaplain@felsted.org)
Head of Wellbeing	Mrs J.M. Miller, PDC (Braintree College), PDD, PGCert, MPBACP (wellbeing@felsted.org)
Organist & Choir Master	Mr W.J. Warns, M.A. (Cantab), P.G.C.E., DipABRSM, FNCM, FGMS, FNFCM, MISM (wjw@felsted.org)
Associate Music Teacher	Mr A.D. Taylor, B.Mus. (Royal College Of Music)
Science Technician	Mrs V.J. Webb
Graduate Resident Assistants	Miss J.S. Hill Miss E.C. Mander Miss J.G. Olorenshaw Mr F. Smith Miss G.E. Ward Mr H.E. Wells
Sports Coaches	Miss Z.V. Griffith Mr W.C. Rogers Mr R. Pilcher Mr R. Waters
Arts' Assistant	Miss A.E. Brien
Foreign Language Assistants	TBC
Librarian	Mr A.L. Dell, B.A. (Leicester), MRes
Catering Manager	Mr R. Hauret (rha@felsted.org)
FPS Domestic Services Supervisor	Mr S. Breaker-Rolfe (porter@felsted.org)

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Administration:

P.A. To Head	Mrs D.S. Greig (hmsprep@felsted.org)
Administration Assistant (Purchasing & Finance)	Ms L.D. Stapleton (prepfinance@felsted.org)
Common Room Secretary/ Attendance Officer	Ms E.E. Taunton (prepadmin@felsted.org)
Secretary To Leadership Team	Mrs V.M. Legrand (prepltsec@felsted.org)
Co-curricular activities and Boarding Administrator	Mrs V.J. Webb (vjw@felsted.org)

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Peripatetic Teaching Staff

Drums & Percussion
R. Farrer, LGSM (Drums/Percussion)
N. M. Gregory, BMus (Drums/Percussion)
A. Morris, BA, MMus (Drums/Percussion)

Guitar
S. Laney, Dip CPM (Guitar Electric & Acoustic)
A. Staples (Guitar and Bass)
R. Thear, BA (Guitar Electric & Acoustic)

Piano/Organ
J. Arnold, BMus, ARCM, LGSM (Piano)
S. Brennan, BMus, MMus (Piano)
S. Edwards, GCLCM, ABRSM (Piano)
A. Gray, (Piano)
J. Lam, BMus, LRSM (Piano)
V. Manning, Cert Mus Ed, ALCM (Piano)
W. J. Warns, MA, DipABRSM, FNCM (Organ)
C. Wood, Prof Cert, RAM, LRAM, ARCM (Piano)

Strings
P. Barton, GRSM (Violin) A. Carey, BMus (Violin)
L. Creasey, BA (Harp)
C. Ellis, BA, ARAM, LRAM ('Cello/Alexander Technique)
E. S. G. Parry, BMus, MMus (Viola)

Vocal
S. Hay, BMus (Hons)
J. Leese BA (Hons) PGMus
F. Wright LLB, Cert ABRSM
K. B. Heard, BA, PGDip, MMus F. Wright, LLB, Cert ABRSM (Mat Leave)

Woodwind & Brass
S. Aitken, GRSM, Dip RAM, LRAM, ARCM, FTCL (Trombone/Tenor Horn/Tuba)
S. Brennan, BAMus, MMus (Flute)
G. Gerrard, GTCL, LTCL (Oboe)
J. Plackett, BA LTCL, ALCM (Clarinet/Recorder)
C. Snead, BMus (Trumpet)
A. E. Skinner, BA, LRAM, PGCE, Dip ABRSM, ARSM (Recorder)
T. P. Trankarov (French Horn)
W. Yeomans, GCLCM (Saxophone)

LAMDA
A. M. Baker, BA, ALAM, LLAM
K. J. Charters, MA
T. Easteal, AISTD
K. Heard BA, MMus ~
N. Herrett BA, HND
A. L. Moor, BA

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Useful Information

Age Groups for sports fixtures and athletics:

Fixtures	**Athletics**
Year 3 = Under 8	Under 9
Year 4 = Under 9	Under 10
Year 5 = Under 10	Under 11
Year 6 = Under 11	Under 12
Year 7 = Under 12	Under 13
Year 8 = Under 13	Under 14

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Useful Postcodes for other schools

Alleyn Court	SS3 0PW	Kimbolton School	PE28 0EA
Bancroft's School	IG8 0RF	King Edward VI Grammar	CM1 3SX
Barnardiston Hall	CB9 7TG	King's College School	CB3 9DN
Bedford Athletic Stadium	MK41 9SB	King's Ely School	CB7 4EW
Bedford School (Prep)	MK40 2TU	Kingshott School	SG4 7JX
Belmont Mill Hill (Prep)	NW7 4ED	The Leys School	CB2 7AD
Berkhamsted School	HP4 2BB	Littlegarth School	CO6 4JR
Bishop's Stortford College	CM23 2PQ	Millfield School	BA16 0YD
Braintree Hockey Club	CM7 5LJ	New Hall School	CM3 3HS
Brandeston Hall	IP13 7AH	Oakham School	LE15 6DT
Brentwood School (Prep)	CM15 8BD	Old Buckenham Hall	IP7 7PH
Caldicott	SL2 3SL	Old Loughtonians Hockey Club	IG7 5AB
Cambridge University Track	CB3 9AD	Orwell Park School	IP10 0ER
Chelmer Park	CM2 8RL	The Perse School (Prep)	CB2 8EX
Chigwell School	IG7 6QF	Queenswood	AL9 6NS
Colchester Royal Grammar	CO3 3ND	Redbridge Sports Centre	IG6 3HD
Coopers and Coborn	RM14 3HS	Roedean	BN2 5RJ
Culford School	IP28 6TX	Royal Hospital School	IP9 2RX
Dame Bradbury's School	CB10 2AL	St Cedd's School	CM2 0AR
Fairstead House	CB8 7AA	St Edmund's College, Ware	SG11 1DS
Forest School	E17 3PY	St Faith's	CB2 8AG
Framlingham College (Prep)	IP13 7AH	St John's College School	CB3 9AB
Gresham's Prep	NR25 6EY	St Margaret's Prep	CO9 1SE

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Haileybury School	SG13 7NU	South Lee School	IP33 2BT
Harleston Magpies Hockey Club	IP21 5UF	Stamford School	PE9 2BQ
Heath Mount School	SG14 3NG	Stephen Perse, Cambridge (Rosedale House)	CB2 1HX
Holmwood House	CO3 9ST	Widford Lodge Prep	CM2 9AN
Howe Green House	CM22 7UF	Witham Hall Prep School	PE10 0JJ
Ipswich High School	IP9 1AZ	Woodbridge School Prep	IP12 1DS
Ipswich School (Prep)	IP1 3QW	Woodford Green Prep School	IG8 0BZ
Sports Centre (Rushmere)	IP5 1DE		

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Class Representatives

Pre-Reception	PR Mouse - Buke Weaire
Reception	RE Hedgehog - Siobhan Maslen RE Rabbit - Manta Branson
Year 1	01 Badger - Susan Parkin 01 Squirrel - Liz Rogers
Year 2	02 Deer - Charlotte Mason 02 Fox - Rowena Day
Year 3	3B - Natalie Osborne 3T - Nicola Barley and Christie Demetriou
Year 4	4B - Aisling Grimes and Juliana Firaku 4R - Lois Hardy
Year 5	5G - Helen Fisher 5M - Nicola Allen
Year 6	6B - Sally Bates 6W - Denise Milner 6Y- Francesca Harris and Tina Wilkinson
Year 7	7F - Susan Parkin 7E - Michelle Butler and Rachel Richards 7L - *Interim* Rachel Richards 7S - Christie Demetriou
Year 8	8F - Becca Hawkes 8E - Helen Clarke 8L - Sally Helme

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Friends of Felsted (Parents' Association)

Committee Members
Jessica Winstone-Adair - Chair
Hannah Stephens - Vice Chair
Rachel Richards - Treasurer
Liz Rogers - Risk & Compliance Lead

General Committee Members

Elaine Crisp
Isis Godfrey
Francesca Harris
Stephanie Harris
Nicola Halfhide
Abigail Hammond
Helen Knight
Sarah Knight
Lauren Marshall
Carley Martin
Marie Mendham
Jane Mitchell
Charlotte Young

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