



BUTE HOUSE PREPARATORY SCHOOL FOR GIRLS – CONTACT LIST FOR QUERIES

4+ / 7+ REGISTRATION QUERIES	REGISTRAR	Mrs Christine Kuiper	<i>admissions@butehouse.co.uk</i>
APPOINTMENTS WITH THE HEAD	HEAD'S PA	Ms Myrsini Psalidaki	<i>headspa@butehouse.co.uk</i>
BURSARY FINANCE QUERIES	DIRECTOR OF FINANCE AND OPERATIONS	Mrs Emma Bunting	<i>mail@butehouse.co.uk</i>
BURSARY REGISTRATION QUERIES	REGISTRAR	Mrs Christine Kuiper	<i>admissions@butehouse.co.uk</i>
CLUB TIMINGS	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Mrs Emma Albrecht	<i>mail@butehouse.co.uk</i>
COLLECTION ARRANGEMENTS/ WRAPAROUND CARE	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Mrs Emma Albrecht	<i>collections@butehouse.co.uk</i>
DATA COLLECTION SHEET QUERIES	DIRECTOR OF FINANCE AND OPERATIONS	Mrs Emma Bunting	<i>mail@butehouse.co.uk</i>
FEES/BILLING QUERIES	FINANCE MANAGER	Ms Zielena Sukhu	<i>zsukhu@butehouse.co.uk</i>
FIRST AID/INDIVIDUAL HEALTHCARE PLAN QUERIES	SCHOOL ADMINISTRATOR	Mrs Susan Neary	<i>mail@butehouse.co.uk</i>
BHFP QUERIES (Uniform Sales/ Merchandise)	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Mrs Emma Albrecht	<i>mail@butehouse.co.uk</i>
LOST PROPERTY	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Mrs Emma Albrecht	<i>mail@butehouse.co.uk</i>
PARENTS EVENING BOOKINGS	RECEPTIONIST	Mrs Emma Albrecht	<i>mail@butehouse.co.uk</i>
QUERIES FOR TEACHERS	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Emma Albrecht	<i>mail@butehouse.co.uk</i>
SCHOOL EVENTS/CALENDAR	SCHOOL ADMINISTRATOR/ RECEPTIONIST	Mrs Susan Neary/Emma Albrecht	<i>mail@butehouse.co.uk</i>