



# Peponi House Preparatory School

HEADMASTER: ROBERT J. BLAKE B.Sc. P.G.C.E.

From the Parent Teacher Association

## THE GRIEVANCE PROCEDURE

In the first instance, you should speak to the teacher concerned or to the subject teacher.

There are then the Year Group coordinators:

Year 2 – Joe Robe

Year 3 – Nikki Minors

Year 4 – Doris Kwambo

Years 5 & 6 – Jason Lewis

Years 7 & 8 – Tim Richards

After that, you should follow the advice given in the parents' handbook.

Anything to do with the fabric of the building or grounds should be addressed to the Estate Manager, Rose Kibe.

### Topic

### Member of Staff

#### General matters:

#### Junior Dept.

Nikki Minors

Doris Kwambo

Sandy Mwai

#### Senior Dept.

Disciplinary issues

Curriculum & Assessment

Special Educational Needs

PE & Games

Tennis

Swimming

Music

Trips & Expeditions

Medical matters

Joe Robe (Year 2 Co-ordinator)  
or child's Class Teacher

(Year 3 Co-ordinator)

(Year 4 Co-ordinator)

(Director of Studies)

Child's Class Tutor or Year 5 Form Teacher

Peter Toner (Deputy Head)

Sandy Mwai (Director of Studies)

John Onala (SENCo)

Sue Taylor (Director of Sport)

John Goodwin (Head of Tennis)

John Kimotho or Mark Cole

Njane Mugambi (Director of Music)

Jason Lewis (Trips Co-ordinator)

Sister Beatrice Mwangi (School Nurse)

Melanie Blake (School Counsellor)

PEPONI HOUSE PREPARATORY SCHOOL, P.O. BOX 23203, NAIROBI 00604, KENYA

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The Independent  
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## Activities:

Junior Dept.  
Senior Dept.

Jeni Lyons  
John Goodwin

Catering

Peter Toner (Deputy Head)  
Rachel Omondi-Odipo (Catering Manager)

Fees & financial matters

Ernest Njuguna (Bursar)  
Michael Mutunga (Accountant)  
Susan Githinji (Accounts Secretary)

General enquiries

Naomi Muchiri (School Secretary)

All staff emails can be downloaded from the school web site.

<http://www.peponihouseschool.co.ke/download.html>

**There will, of course, be times when you need to speak to the Headmaster. You can normally catch him first thing in the morning in the Sundial Quad, but it's best to make an appointment through the School Secretary, Naomi Muchiri.**

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