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Assistant to the Principal: MISS J. M. DANDO, A.M.H.C.I.,
Teacher's Certificate in Domestic Subjects, University of London

Chef Instructor: MR. H. C. JUPP, A.M.H.C.I.

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HOSPITAL CATERING ADVISORY SERVICE

MR. G. J. STORMONT, M.H.C.I., F.S.C., *Catering Adviser*

MISS B. R. STANTON, *Dietetic Adviser*

MR. S. G. WAKELING, *Equipment Specialist*

MR. G. F. WILLIAMS, *Buying and Costing Specialist*

MR. W. DYKES, *Buying and Costing Assistant*

MR. D. M. G. EWBANK, *Designer-Draughtsman*

MR. V. H. DIXON, *Kitchen Organiser and Travelling Catering Instructor*

VISITING LECTURERS, 1951/52

DR. E. M. BACKETT, B.Sc., M.B., B.S., M.R.C.P.	<i>Physician, Social Medicine Research Unit, Central Middlesex Hospital</i>
MRS. P. M. BISHOP, M.H.C.I.	<i>Assistant Secretary, The Hotel and Catering Institute</i>
CAPTAIN H. BRIERLEY, O.B.E., M.C., F.H.A.	<i>House Governor, The London Hospital</i>
MR. E. J. BROWN	<i>Domestic Superintendent, St. Helier Hospital</i>
MISS J. E. CHAPPLE	<i>Ministry of Health</i>
MR. P. H. CONSTABLE, M.A., F.H.A.	<i>House Governor, St. George's Hospital, London, S.W.1</i>
PROF. S. J. COWELL, M.A., M.B., F.R.C.P.	<i>Vice-Dean, Medical School, University College Hospital</i>
MR. O. R. CROSS, A.C.A.	<i>Secretary, St. Pancras Hospital</i>
DR. JOAN EDWARDS, M.B., B.S.	<i>Director, Public Health Laboratory, Willesden General Hospital</i>
MR. B. C. EDWARDS, B.A.	<i>Secretary, The Hotel and Catering Institute</i>
MISS D. FORGAN, B.Sc., M.H.C.I.	<i>Catering Officer, St. George's Hospital, London, S.W.1</i>
MR. C. R. GOVE	<i>Ministry of Health</i>
MISS C. F. HARRIS	<i>Group Dietitian, University College Hospital</i>
MISS A. T. M. HARRIS, M.H.C.I.	<i>Catering Officer, St. Pancras Hospital</i>
MISS H. M. HEDLEY	<i>Ministry of Health</i>
MR. R. J. HIGGINS, M.H.C.I.	<i>Catering Officer, St. Mary's Hospital, London, W.2</i>
DR. BETTY C. HOBBS, B.Sc., PH.D., DIP.BACT.	<i>Director, Food Hygiene Laboratory, Central Public Health Laboratory</i>
MR. N. HODGES	<i>Head Chef, St. Mary's Hospital, London, W.2</i>
MR. L. H. JEWSBURY	<i>Ministry of Health</i>
MR. R. C. J. KENRICK	<i>Ministry of Health</i>
MISS F. S. LEBEN	<i>Ministry of Food</i>
DR. H. E. MAGEE, D.Sc., M.B., B.CH.	<i>Ministry of Health</i>
MR. A. W. MCKENNY HUGHES, D.I.C.	<i>British Museum (Natural History)</i>
MISS A. J. O'HARA MAY, M.A., B.Sc.	<i>Ministry of Food</i>
COLONEL W. PARKES, D.S.O., M.C., B.COM., J.P., F.H.A.	<i>Secretary, The Teaching Hospitals Association</i>
MR. A. R. PERRY, M.G.I.	<i>Lecturer, National College of Food Technology</i>
MR. A. POWDITCH, M.C.	<i>House Governor, St. Mary's Hospital, London, W.2</i>
MISS J. ROBERTSON	<i>Lately—Catering Officer, Hospital for Sick Children, Great Ormond Street, London</i>
PROF. M. L. ROSENHEIM, M.A., M.D., F.R.C.P.	<i>Director, Medical Unit, University College Hospital</i>
MISS V. SCOTT-CARMICHAEL, B.Sc.	<i>Ministry of Food</i>
MISS E. P. SKINNER	<i>Dietitian, St. Thomas' Hospital, London, S.E.1</i>
MISS E. WASHINGTON, B.A.	<i>Senior Dietitian, Ministry of Health</i>
MR. H. WESTRIPP	<i>Public Health Department, St. Pancras</i>
MR. R. T. WHATLEY, F.H.C.	<i>Catering Adviser, South East Metropolitan Regional Hospital Board</i>
MR. J. A. WILLIS	<i>Ministry of Health</i>

FOREWORD

The King's Fund was established in 1897 by His Majesty King Edward VII (when Prince of Wales) to support and extend the work of the London Hospitals, and was incorporated by Act of Parliament in 1907.

Since the coming into operation in 1948 of the National Health Service Act, the annual income of the Fund, formerly devoted mainly to the distribution of grants to hospitals, has been used for a number of other purposes covering a much wider field, with the object always of easing the burden thrown upon hospitals incorporated in the Health Service, as well as those outside the Service.

Among the schemes sponsored by the Fund are a Division of Hospital Facilities, from which advice may be obtained on many aspects of hospital construction, equipment and organisation; a Division of Nursing (which includes a Nursing Recruitment Centre); a Hospital Catering Advisory Service which is available to all hospitals within the four Metropolitan regions; the Emergency Bed Service; allocation of funds for the provision of Homes for the aged sick and financial assistance to Convalescent Homes.

The Fund has felt for some time that one of the most useful contributions it can make to the Health Service is to provide schemes for the training of persons in the hospital service. Two residential Staff Colleges have been established, providing refresher courses and courses of instruction for ward sisters and for hospital administrators, while the Fund's special interest in hospital feeding led, in 1951, to the opening of the School of Hospital Catering.

INTRODUCTION

The Fund's interest in the standard of meals served in hospitals has given rise to a number of developments during the past few years. Not long after the beginning of the war, in 1939, the Fund's visitors (among whom were many eminent doctors) found that many hospitals were becoming increasingly aware of the need to review the dietary provided for patients and staff in the light of advances made in the science of nutrition.

The Fund felt that they were in a position to make certain recommendations which should improve hospitals' catering standards. A sub-committee was set up under the chairmanship of Sir Charlton Briscoe to study the subject, and in July, 1943, the Fund published a Memorandum on Hospital Diet. Widespread interest was created by this publication and there is little doubt that it did much to make hospital authorities increasingly aware of the remedial value of good catering in their institutions. In the same year, the Fund set up within its organisation a Committee on Hospital Diet, under the chairmanship of the late Sir Jack Drummond, who was then the Scientific Adviser to the Ministry of Food.

Much useful information was obtained as a result of surveys carried out in various hospitals and two years later, in 1945, a Second Memorandum was published by the Committee. This dealt in more detail with hospital catering problems. It was clear from the information gained during the previous two years that real efforts were being made by many hospitals to improve conditions, but that there were still far too many Institutions whose standards left much to be desired. One of the most important recommendations in this memorandum was that catering in hospitals should be treated as the function of a separate department, under the charge of a qualified and experienced caterer, with a competent staff. At that time it was the practice in hospitals for the catering responsibility to be divided between the Steward and the Matron, the former being responsible for the purchasing and storage of food, and the latter, through a Sister Housekeeper, for the supervision of the preparation, cooking and service of meals.

In the years following the publication of these memoranda, which received most encouraging support from hospitals, the practice of appointing catering officers in the larger units spread steadily until by March, 1950, the stage had been reached when the Ministry of Health could issue their circular HMC(50)18 on hospital catering, laying down the principles of organisation of catering departments and defining the duties and qualifications of catering officers and dietitians.

Encouraged by these developments the Fund decided to establish a Hospital Catering Advisory Service and to open a School of Hospital Catering—the first of its kind in this country if not in the world. In establishing this School, which was opened in September, 1951, the Fund felt that initially the most urgent need was to provide refresher courses for the different grades of catering personnel, to be followed by short courses for other categories of hospital staff, and longer courses affording basic training to new entrants to hospital catering. The opening of the School was welcomed by the Ministry

of Health who wrote to the Boards of Governors and Hospital Management Committees in the four Metropolitan Regions, expressing the hope that their hospitals would make full use of the training facilities provided.

The King's Fund, while retaining ultimate control of the School, has delegated its day-to-day management to the Hospital Catering and Diet Committee who discharge this duty through their sub-committee, the School Committee.

THE SCHOOL

Through the generosity of the Board of Governors of University College Hospital the School occupies a site in the grounds of St. Pancras Hospital, 4 St. Pancras Way, London, N.W.1. It is within a short distance of King's Cross and St. Pancras main line and underground stations, and the Northern Line Underground at Mornington Crescent is about five minutes' walk away.

The premises consist of a brick building, with administrative offices, lecture and demonstration room, instructional kitchen, store, dining-room and cloakrooms. On the first floor are the students' common room, a study and a reading-room which can be used as a class-room. A small but comprehensive technical library is available to students.

The lecture room





The study

The School is not residential, but for students who require lodging the Fund has an arrangement whereby rooms are retained at two houses conveniently near, at which accommodation can be provided for the duration of any course, and for which a moderate charge is made.

AIMS

The main aims of the School are:—

- (a) To give training facilities for caterers wishing to enter the hospital service.
- (b) To provide short refresher courses for all grades of catering staff employed in hospitals and convalescent homes.
- (c) To organise from time to time catering courses designed specifically for hospital administrative, nursing and other staff.
- (d) To provide a centre for lectures, demonstrations, discussions and conferences relating to all aspects of hospital catering.

HOSPITAL CATERING ADVISORY SERVICE

Closely linked with the activities of the School is the Fund's Catering Advisory Service. By agreement with the Ministry of Health, this Service operates throughout the four Metropolitan Regions. In addition, on the request of the North East Metropolitan Regional Hospital Board, it has undertaken to act as catering advisers to the Management Committees in that region. Its members include a catering adviser, an equipment specialist, specialists in buying and costing, a designer-draughtsman, and an adviser on kitchen organisation and management. Advice on therapeutic diets and nutrition is provided by the Fund's dietetic adviser.

In the three years since the Advisory Service was formed more than 150 hospitals have been visited and furnished with detailed advice on their catering problems. Thus the individual members of the Service have acquired a knowledge of current problems and developments in hospital catering in and around London which is probably unrivalled. This information is made directly available to the School by the members of the Advisory Service who lecture regularly to the students.

OUTLINE OF COURSES

TRAINING COURSES FOR PROSPECTIVE CATERING OFFICERS

In the hope of increasing the supply of properly qualified catering officers, and stimulating recruitment to hospital catering, the Fund has instituted a year's training course for candidates possessing domestic science, institutional management or equivalent training, and with some experience of catering for numbers. Vacancies for these courses are advertised in the Press and bursaries within the range of £400-£500 are awarded to successful candidates who are selected by a panel set up by the Fund. The only charge made to students may be a small one for meals taken at the School and this is decided according to circumstances. Certificates are awarded to students completing the course satisfactorily, when it is hoped that they will be well qualified to apply for appointments in hospitals. The current basic salaries for catering officers, which are subject to London weighting, range from £415 per annum to £875 according to the size of the hospital and the responsibilities of the post. The course of training is of one year's duration and is non-resident. The first part of the course lasts about two months and is given at the School, where the bursars undergo practical and theoretical training. After this period each bursar is attached to one of the large hospitals in the London area where training is given under the direct supervision of the catering officer with whom the School staff work in close collaboration. During this attachment all aspects of the catering organisation are covered and in addition the bursars also have opportunities of studying the working of other departments in so far as they relate to catering. This period lasts about seven months and is followed by a final spell of six weeks in smaller hospitals where each



The common room

bursar undertakes the actual duties of an assistant catering officer. At regular intervals during their time in these hospitals the bursars return to the School for periods of revision and study, and the year's course also provides for two holiday periods of two weeks each.

Among the subjects covered by the syllabus are:—

- (i) *Catering in relation to Hospital Administration and Routine*—The National Health Service Act; Ministry circulars on catering; Whitley Councils; Committee procedure; co-operation between different departments of the hospital; relationship of catering officers with administrative, medical and nursing staff.
- (ii) *Staff Relations*—Elementary principles for the handling of staff; problems of staff management and welfare.
- (iii) *Nutrition*—Fundamental principles of nutrition and their application to the feeding of patients and staff.

- (iv) *Purchasing*—Sources of supply; methods of buying in markets, contract, retail; Ministry of Health policy of purchasing through supplies departments; choice of commodities.
- (v) *Menu Planning*—Menu planning for patients and staff; general and light diets; compilation of menus; timing of food preparation; nutritionally balanced meals.
- (vi) *Costing*—Compilation of cost records—cost of provisions in relation to yield; catering department estimates.
- (vii) *Hygiene*—Causes and prevention of food poisoning; personal hygiene; food preparation and preservation; cleaning and sterilisation of food utensils.
- (viii) *Catering Equipment*—Care and maintenance of equipment; selection of suitable apparatus; uses of various forms of fuel in relation to equipment.
- (ix) *Kitchen Planning*—Study of kitchen planning and design; reading of plans; methods of adapting and improving existing premises.
- (x) *Stores Control*—Methods of stores control; receipt and issue of commodities; stocktaking; storage and preservation of provisions.
- (xi) *Demonstrations*—Cookery demonstrations in pastry making and yeast-raised goods, light diets, etc., lecture demonstrations in the selection and jointing of meat.

The instructional kitchen



- (xii) *Meal Service to Patients and Staff*—Methods of service, study of ward service of meals; collaboration with nursing and other staff; dining-room supervision; night feeding.
- (xiii) *Ration Allowances*—Priority food supplies; rationed commodities; Ministry of Food regulations; compilation of Ministry Returns.
- (xiv) *Kitchen Management*—Principles of organisation and management of kitchens; duty schedules; timing of food preparation.
- (xv) *Waste*—Causes and prevention of food waste.
- (xvi) *Visits*—Visits are paid to markets, equipment manufacturers, the Tea Bureau, Ministry of Food experimental kitchen and commercial catering establishments. An insight into the organisation of catering departments in specialist hospitals is also afforded.

REFRESHER COURSES

These courses have so far been planned mainly for various categories of hospital catering staff, including Catering Officers, Head Chefs and Kitchen Superintendents, and Cooks and Assistant Cooks.

APPLICATIONS—All applications for vacancies on Refresher Courses (on the appropriate forms which may be obtained on request) should be made through the Hospital Management Committee or Board of Governors, and forwarded to the Principal.

ACCOMMODATION—As already stated there is no residential accommodation in the School, but arrangements can be made for students wishing to stay near the School.

PROGRAMME OF FUTURE COURSES—In order to facilitate arrangements for candidates wishing to attend the School, announcements of future courses, giving adequate notice, are sent to all hospital authorities concerned.

RECOGNITION OF COURSES—No diploma or certificate is issued to candidates at the conclusion of any of these refresher courses. If desired, however, a report on the student's work will be submitted to the hospital authority.

FEES—There is no charge for tuition, the whole cost of which is defrayed by the Fund. A moderate charge for meals provided may be made according to circumstances.

CATERING OFFICERS

This course, which is for ten days, is open to catering officers, their deputies, and others responsible for catering in individual hospitals.

The object of the course is to bring catering officers together so that they may pool their knowledge and experience and at the same time acquire information

on the latest developments and techniques in hospital catering. The syllabus includes lectures, demonstrations, discussions, and visits to hospitals, technical institutions and markets. Among the subjects covered are buying and costing, choice and care of equipment, kitchen planning and organisation, stores control, nutrition, menu planning, hygiene, service of ward meals, prevention of waste, staff relations, and catering training. As the number admitted to a course never exceeds twelve, there is ample opportunity for the students to make their own contribution to the course and to pursue those subjects that are of particular interest to them.

HEAD CHEFS AND KITCHEN SUPERINTENDENTS

The course is of twelve days' duration and has been planned for senior kitchen staff, whether styled chefs, kitchen superintendents or head cooks. The syllabus follows the main lines of the catering officers' course with the addition of practical work which is carried out in the instructional kitchen at the School and at selected hospitals to which the students are sent during the course.

The course is open to Head Chefs or Cooks in charge, but in certain circumstances applications from their deputies are also entertained.

A corner of the dining room



COOKS AND ASSISTANT COOKS

This refresher course is of four weeks' duration and is designed primarily to help those cooks who have not been fully trained in the basic principles of cookery. It consists mainly of practical cookery, covering all aspects of kitchen work, and students are under the direct supervision of training instructors. Particular attention is given to recipes and methods, and practical demonstrations.

Students' requirements are given individual attention and additional instruction is provided for any student who may be weak in a particular subject. The course is open to all cooks and assistant cooks.

OTHER COURSES

A special course for junior Administrative Officers was held in 1952, which was designed as an introduction to catering problems and principles as they concern the hospital administrator. A five-day course in hospital catering for hospital secretaries and senior Administrative Assistants is being introduced in the latter part of 1953. Further courses of this type, and for other categories of hospital officers are being planned.

ENQUIRIES regarding the School should be addressed to:—

The Principal,
School of Hospital Catering,
4 St. Pancras Way,
London, N.W.1.
Tel.: EUSton 5671.

and regarding the Hospital Catering Advisory Service to:—

The Secretary,
Hospital Catering and Diet Committee,
24-26 London Bridge Street,
London, S.E.1.
Tel.: HOP 4255.

HOSPITALS FROM WHICH STUDENTS ATTENDING REFRESHER COURSES HAVE BEEN DRAWN

Ashford Hospital, Ashford, Middlesex

Babies Hospital, Sydenham Hill, London
Banstead Hospital, Sutton
Bedford General Hospital, Bedford
Bexley Hospital, Bexley
Brentwood Mental Hospital
Brook General Hospital, Shooters Hill, London

Cassel Hospital, Ham Common, Richmond
Cell Barnes Hospital, St. Albans
Central Middlesex Hospital, Park Royal, London
Chase Farm Hospital, Enfield
Chelmsford and Essex Hospital, Chelmsford
Cheshire Foundation Home for the Sick, Liss
Chest Hospital, Southampton
Children's Hospital, Sydenham, London
City of London Maternity Hospital, Hanley
Claybury Hospital, Woodford Bridge
Cuckfield Hospital, Cuckfield

Darent Park Hospital, Dartford
Darvell Hall Sanatorium, Robertsbridge
Dunoran Home, Bickley

Ear and Eye Hospital, Southsea
East End Maternity Hospital, London
East Ham Memorial Hospital, London
Edgware General Hospital, Edgware
Enham-Alamein Hostel and Weyhill Hospital, Andover
Essex County Hospital, Colchester
Essex Hall, Royal Eastern Counties Hospital, Colchester

Farnborough County Hospital, Farnborough, Kent
Farnborough and Cove War Memorial Hospital,
Farnborough, Hants.
Farnham Hospital, Farnham
Forest Gate Hospital, London

Gravesend and North Kent Hospital
Graylingwell Hospital, Chichester
Grove Hospital, Tooting Grove, London

Harperbury Hospital, Shenley, Nr. St. Albans
Harwich and District Hospital, Dovercourt
Haslemere and District Hospital, Haslemere
Hertford County Hospital
Holloway Sanatorium, Virginia Water
Horton Hospital, Epsom
Hospital for Sick Children, Great Ormond Street,
London

Joyce Green Hospital, Dartford

Kelsale Court Convalescent Home, Saxmundham
Kent and Canterbury Hospital, Canterbury
Kent County Ophthalmic and Aural Hospital, Maidstone
King Edward VII's Hospital, London
King Edward Memorial Hospital, Ealing

Lambeth Hospital, London
Langdon Hill Hospital, Langdon Hill
Leavesden Hospital, Abbots Langley

Lenham Sanatorium, Nr. Maidstone
London Jewish Hospital, Stepney Green, London
Luton and Dunstable Hospital, Luton
Luton Maternity Hospital, Luton

Mabledon Park Hospital, Tonbridge
Macclesfield Hospital, Cheshire
Manor House Hospital, Golders Green, London
Mile End Hospital, London
Milford Chest Hospital, Godalming
Moorfields Eye Hospital, City Road
Mother's Hospital (Salvation Army), Lower Clapton
Road, London

Napsbury Hospital, St. Albans
National Temperance Hospital, Hampstead Road,
London
Netherne Hospital, Coulsdon
New Cross General Hospital, London
North Middlesex Hospital, Edmonton, London

Orpington Hospital, Orpington
Orsett Lodge Hospital, Orsett

Paddington General Hospital, Harrow Road, London
Park Hospital, Hither Green, London
Plaistow Hospital, London
Preston Hall Hospital, Nr. Maidstone
Princess Alice Hospital, Eastbourne
Princess Beatrice Hospital, Earls Court
Public General Hospital, Jamaica

Queen Alexandra Hospital, Cosham
Queen Mary's Hospital for Children, Carshalton
Queen Victoria Hospital, East Grinstead

Redhill County Hospital, Redhill
Royal East Sussex Hospital, Hastings
Royal Hampshire County Hospital, Winchester
Royal Isle of Wight County Hospital, Ryde
Royal Masonic Hospital, London
Royal National Orthopaedic Hospital, London
Royal National Orthopaedic Hospital, Stanmore
Royal Northern Hospital, Holloway Road, London
Royal South Hants. Hospital, Southampton
Royal Surrey County Hospital, Guildford
Royal Victoria Hospital, Boscombe
Rush Green Hospital, Romford

St. Alfege's Hospital, Vanbrugh Hill, London
St. Andrew's Hospital, Billericay
St. Bartholomew's Hospital, London
St. Bartholomew's Hospital, Rochester
St. Benedict's Hospital, Tooting
St. Bernard's Hospital, Southall
St. Ebba's Hospital, Epsom
St. Francis Hospital, East Dulwich
St. George-in-the-East Hospital, Wapping, London
St. Helier Hospital, Carshalton
St. James' Hospital, Balham
St. Lawrence's Hospital, Caterham
St. Margaret's Hospital, Epping
St. Mary's Hospital, Newport
St. Mary's Hospital, Portsmouth
St. Michael's Hospital, Enfield
St. Olave's Hospital, Lower Road, London
St. Pancras Hospital, London

St. Paul's Hospital, Winchester
St. Richard's Hospital, Chichester
St. Stephen's Hospital, Chelsea
St. Thomas' Hospital, Lambeth Palace Road, London
Severalls Mental Hospital, Colchester
Southern Hospital, Dartford
Southlands Hospital, Shoreham-by-Sea
South Western Hospital, London
Southwood Hospital, Highgate
Stanboroughs Hydro, Watford
Stone House, Stone, Nr. Dartford

Tangley Place Convalescent Home, Worplesdon,
Guildford
Three Counties Hospital, Arlesey
Thurrock Hospital, Grays
Tilbury Riverside General Hospital, Tilbury

University College Hospital, Gower Street, London

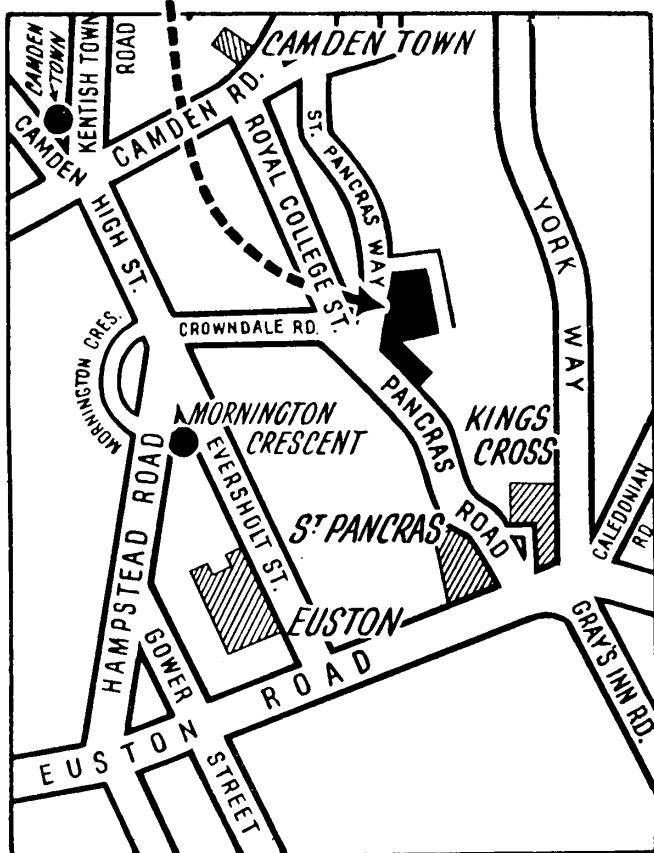
Victoria Hospital, Romford

Wanstead Hospital, Hermon Hill, Wanstead
Weir Maternity Hospital, Balham
West Hill Hospital, Dartford
West Kent General Hospital, Maidstone
West Park Hospital, Epsom
Weymouth and District Hospital, Weymouth
Whipps Cross Hospital, Whipps Cross Road, Leyton-
stone
White House Children's Sanatorium, Milford
Whittington Hospital, Archway Wing, Highgate
Whittington Hospital, Highgate Wing
Woking Maternity Hospital, Woking

Yeatman Hospital, Sherborne

HOW TO GET TO THE SCHOOL

(ST PANCRAS HOSPITAL) ENTRANCE



The sketch shows the whereabouts of the School, which is in the grounds of St. Pancras Hospital. The nearest underground stations are Mornington Crescent and King's Cross. It is about 5 minutes' walk from Mornington Crescent Station (Northern Line). Trolley buses No. 513, 613, 615 and 639 run from St. Pancras and King's Cross Stations, stopping outside the Hospital



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