

Leavesden Hospital

College Road
Abbots Langley
Watford Herts WD5 0NU
Telephone Garston 72222
Ext. 12



Your Ref.

Our Ref. IP/SPO/P

2nd February, 1979

Mrs. P. Allen,
58 Cuckmans Drive,
Chiswell Green,
St. Albans,
Herts.

Dear Mrs. Allen,

re: ONC II Business Studies Course

Thank you for your letter of 24th January, 1979 regarding an extended essay on Leavesden Hospital that you are writing for the above course.

I would be glad to give you an outline on the duties etc. of the Portering Staff and would suggest you contact my Secretary on the above mentioned telephone number to arrange a convenient time for you to come and see me.

I look forward to meeting you.

Yours sincerely,

Ian Peters
Assistant Unit Administrator

HERTFORDSHIRE COUNTY COUNCIL

Headmaster: Mr. H. B. Francis
Telephone: Garston 72222 Ext. 33
Our Ref:.....888.....
Your Ref:

SPRINGFIELD SCHOOL,
LEAVESDEN HOSPITAL,
ABBOTS LANGLEY,
HERTS. WD5 0NU

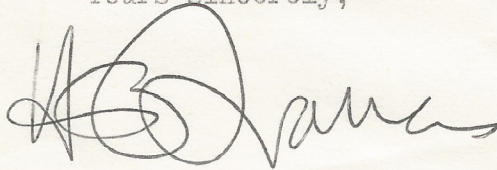
.....25th January, 1979.....

Dear Mrs. Allen,

I have no objection to you visiting Springfield to see how our children are educated. I suggest you phone and arrange a suitable time with Miss Fyfe, the teacher responsible for visitors.

I take it you understand that Springfield is not a part of Leavesden Hospital and is administered by Herts. County Council. Also that the staff of Springfield or myself cannot offer any views concerning Leavesden Hospital, care of patients etc.

Yours sincerely,



Headmaster.

Mrs. P. Allen,
58 Cuckmans Drive,
Chiswell Green,
St. Albans,
Herts.

Leavesden Hospital

College Road
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Watford Herts WD5 0NU
Telephone Garston 72222
Ext. 6



Your Ref.

Our Ref. VOL/JLR

Mrs P Allen
58 Cuckmans Drive
Chiswell Green
St Albans

24 January 1979

Dear Mrs Allen

Thank you for your letter re Leavesden Hospital.

Quite frankly, I do not see that I can be of much help. You have already seen the Paddy Lundon article which, I think, is fairly comprehensive. The few old documents we have managed to rescue from oblivion were on display during 'Open Day' and these presumably you saw. I am not permitted to loan these out, but if you would like to spend some time browsing through them again, you may certainly do so. If you care to ring this office we can, perhaps, arrange a convenient time.

Yours sincerely

A handwritten signature in blue ink that reads "John Robbins".

JOHN ROBBINS
Co-ordinator
Voluntary Services

Leavesden Hospital

College Road
Abbots Langley
Watford Herts WD5 0NU
Telephone Garston 72222
Ext. 147



Your Ref.

Our Ref. Visit to Hospital.

13th October 1978.

Dear Mrs Allen,

Your letter to Mrs Sutton has been handed to me as Mrs Sutton retired some time ago.

There will be an OPEN DAY at Leavesden next Wednesday 18th October 1978 with guided tours of the Wards and Departments from 10am to 4pm which would possibly be useful to you.

However if you do not find this date convenient I shall be pleased to arrange a visit at a date suitable to you.

Yours sincerely,

S. Jones (Mrs)
N.O. Patient Training.

Leavesden Hospital

College Road
Abbots Langley
Watford Herts WD5 0NU
Telephone Garston 72222
Ext.: 132



15th January 1979

Your Ref. Mrs P. Allan,
58, Cuckmans Drive,
Our Ref. Chiswell Green,
St. Albans,
Herts.

Dear Mrs Allan,

Thank you for your letter requesting information about costs, menus etc. for staff & patients at Leavesden Hospital.

As far as patients are concerned we are given a weekly allowance to feed them, which is automatically adjusted with the cost of living. This allowance is called the 'Norm'. Different 'Norms' apply for different types of patients.

The most recent figures I have are for June 1978, when the D.H.S.S. recommended Norms for provision costs, were as follows:-

Acute Hospitals Max. £6.41
Min. £5.93

Psychiatric Hosp. Min. £5.76

Geriatric Hospitals Min. £5.93

This of course is a hospital for the mentally subnormal, and we use the Psychiatric 'Norm' as our guide.

We are presently operating and catering slightly below the allocation we receive. We credit this, to the fact that we have been able to buy large quantities of Intervention Beef which we process through our Hospital Butchery, Additionally we have quite large deep freeze storage accommodation.

We presently operate a six week cycle of menu to patients, and I am enclosing a sample.

All meals for patients are presently distributed in bulk; in electrically heated food trolleys to each ward, for service to patients by Nursing staff.

In catering for staff, we have cafeteria service facilities with a comprehensive choice at all meals.

I am enclosing a copy of our current list of meal charges. Our policy is to achieve an overall 37% 'on cost' on food purchased for sale through the cafeteria; we are obliged to provide what is designated as an 'Ancillary staff meal' at a 33% 'on cost' at each meal time, and we recompense for this by making a 40% 'on cost' on certain items - (entirely at the discretion of catering management and not in an identified way to the customer).

We are presently achieving the financial targets which we have been set.

If you would like further information, do not hesitate to contact me.

Yours sincerely

LEAVESDEN GROUP HOSPITAL
MANAGEMENT COMMITTEE

Telephone:
GARSTON 72222

LEAVESDEN HOSPITAL,
ABBOTS LANGLEY,
WATFORD, HERTS.
WD5 ONU

Our Ref.

Your Ref.

31-10-78.

Dear Mrs Allan.

Thank you for your letter.
I enclose two items of interest
which I hope will be useful
to you.

The G.T.U. was established in
1964 and plays a very important
part in training the trainees
for eventual discharge from the
hospital.

Yours Sincerely,
S.C. Davies
Manager.

Friends of Leavesden Hospital

Affiliated to the National Society for Mentally Handicapped Children
Registered as a Charity under the Charities Act 1960

Please reply to
CLIVE NICHOLLS (Hon. Sec.)
FRIENDS OF LEAVESDEN HOSPITAL
40 Roxeth Green Avenue
South Harrow, Middlesex
Tel. No: 01-864 2654

MRS. PAT ALLEN,
58 CUCKMANS DRIVE,
CHISWELL GREEN,
ST. ALBANS,
HERTS.

28/10/78.

Dear Mrs. Allen,

Thank you for your recent enquiry concerning the activities of the Friends of Leavesden Hospital.

I have pleasure in enclosing a recent copy of our newsletter "Leavescene" together with two copies of an enrolment form.

In order to give you more information about our aims and fund raising activities, may I suggest that you attend our next committee meeting. This will be held on Sunday November 26th. 1978 at 4.30pm in the Patients Clubhouse, at the Hospital. If you are unable to attend this meeting, our annual Autumn Fair is on Saturday November 4th. 1978. We would be glad to see you there then and I could give you more information about the Friends.

Yours sincerely,
Clive Nicholls
(Hon. Sec.)

58 Cuckmans Drive,
Chiswell Green,
St. Albans, Herts.

4th August, 1978

District Administrator,
S.W. District,
Herts. Area Health Authority,
43 King Street,
Watford, Herts.

Dear Sir,

I am a student on the Ordinary National Certificate in Business Studies Course at St. Albans College and for the second year of this course I have to prepare an extended essay. For the subject of this essay I thought it would be interesting to take Leavesden Hospital, from its inception through to the present day, and I am asking for your permission to do so.

Perhaps you would forward me the name of the relevant person at Leavesden Hospital to whom I should write, in order to begin my essay, which has to include some economic bias. I shall also need to conduct one or two interviews with personnel from Leavesden Hospital. As I am involved in typing the hospital magazine "Insight" I have therefore some loose connection with personnel at the hospital.

I look forward to your reply,

Yours faithfully,

Patricia Allen

Patricia Allen (Mrs.)