

The Children's Society  
Records and Archives Centre



# Catalogue of records relating to Halliwick School For Girls, Winchmore Hill, London



## **Catalogue of records relating to Halliwick School For Girls, Winchmore Hill, London**

The Cripples and Industrial School in Marylebone Road was set up by Miss Caroline Blunt in 1851. In 1911 the school moved to Winchmore Hill.

The school was transferred to The Children's Society in 1927.

In the 1970s, the school became a further education unit for disabled young people.

The project was taken over by the Invalid Children's Aid Association in 1984.

More information about the home can be found on the Hidden Lives Revealed website: <http://www.hiddenlives.org.uk/homes/WINCHM01.html>

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This catalogue lists records held at The Children's Society Records and Archives Centre that relate to Halliwick School For Girls, Winchmore Hill, London.

There are three parts to the catalogue:

- **TCS/F/02/119** (pages 3-5) – Records that were created and used by the home itself.
- **TCS/F/07** (pages 6-7) – Records relating to the home that were created and used by the Homes Department as part of its "Green files" series.
- **TCS/F/08/119** (pages 8-12) – Records relating to the home that were created and used by The Children's Society's head office.

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### **A note on the name of The Children's Society:**

The Children's Society has undergone a number of name changes during its lifetime. From its founding in 1881 until 1883, it was known as *The Church of England Central Home for Waifs and Strays*; from 1883 until 1893, it was known as *The Church of England Central Society for Providing Homes for Waifs and Strays*; and from 1893 until 1946, it was known as *The Church of England Incorporated Society for Providing Homes for Waifs and Strays*. Throughout this time, from 1881 until 1946, The Children's Society was commonly called *The Waifs and Strays Society*.

In 1946, it gained the name which is still its legal title, *The Church of England Children's Society*, even though it was renamed *The Children's Society* in 1982.

In order to avoid confusion in this catalogue when referring to The Children's Society and its previous incarnations, *The Children's Society* has been used for all records that date after 1946, and *The Society* has been used for all records that date before 1946.

## How to access the records listed in this catalogue

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### Open records

It is possible to view, in person, any of the records in this catalogue that have their access status listed as open.

These records will be made available, by appointment only, at our Records and Archives Centre in London.

**Please note:** Because we have a limited number of staff, it will not be possible to view records without an appointment. It is preferred that requests reflect bona fide interests or projects.

Appointments can be made by contacting the Records and Archives Centre and outlining the research you wish to undertake. You can contact us using any of the methods below:

- **Email:** archives@childrenssociety.org.uk
  - **Telephone:** +44 (0)20 7232 2966
  - **Post:** Records and Archives Centre, The Children's Society, Edward Rudolf House, Margery Street, London, WC1X 0JL.
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### Closed records

Some of the records in this catalogue may have their access status listed as closed. These records have been closed because they contain personal information relating to living individuals. All closed records have been given a closure date to show when they will be transferred to open access.

In certain circumstances, it may be possible to view closed records before the closure date has passed. Decisions to grant access to closed records will depend on the records themselves and the nature of the research to be undertaken, and so will be made by the archivist on a case-by-case basis. The Children's Society reserves the right not to make certain records available.

Please contact the archivist at the Records and Archives Centre for further information:

- **Email:** archives@childrenssociety.org.uk
- **Telephone:** +44 (0)20 7232 2966
- **Post:** Records and Archives Centre, The Children's Society, Edward Rudolf House, Margery Street, London, WC1X 0JL.

**TCS/F/02/119:**  
**Records of Halliwick School For Girls, Winchmore Hill, London**

These are records that were created and used by Halliwick School For Girls, Winchmore Hill, London.

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**[Halliwick, Winchmore Hill] Annual Reports, 1934-1938**

**TCS/F/02/119/01/01:**  
**[Halliwick, Winchmore Hill] Annual report, 1934**

**1934**

Contains a list of staff and members of the house committee; a brief history of the home; a list of the rules for admission to the home; reports on the work of the home; accounts; and a form to donate to the home.

The front cover contains a photograph of the exterior of the home.

Extent: 1 item

Access status: Open

**TCS/F/02/119/01/02:**  
**[Halliwick, Winchmore Hill] Annual report, 1935**

**1935**

Contains a list of staff and members of the house committee; a brief history of the home; a list of the rules for admission to the home; reports on the work of the home; photographs; accounts; and a form to donate to the home.

The front cover contains a photograph of the exterior of the home.

The photographs inside the booklet show: St John the Baptist's chapel at the home; children undergoing open air treatment and artificial sunlight treatment at the home; and children at work in the schoolroom.

Extent: 3 items

Access status: Open

**TCS/F/02/119/01/03:**  
**[Halliwick, Winchmore Hill] Annual report, 1936**

**1936**

Contains a list of staff and members of the house committee; a brief history of the home; a list of the rules for admission to the home; reports on the work of the home; photographs; accounts; and a form to donate to the home.

The front cover contains a photograph of the exterior of the home.

The photographs inside the booklet show: St John the Baptist's chapel at the home; children undergoing open air treatment and artificial sunlight treatment at the home; children at work in the schoolroom; and children on a visit to the zoo.

Extent: 3 items

Access status: Open

**TCS/F/02/119/01/04:  
[Halliwick, Winchmore Hill] Annual report, 1937**

**1937**

Contains a call for donations; a list of staff and members of the house committee; a brief history of the home; a list of the rules for admission to the home; reports on the work of the home; photographs; accounts; and a form to donate to the home.

The front cover contains a photograph of staff and children at the home.  
The photographs inside the booklet show: the exterior of the home; young people undergoing vocational training; a group of children outside in the spring; children in the schoolroom; and children undergoing artificial sunlight treatment at the home.

Extent: 1 item

Access status: Open

**TCS/F/02/119/01/05:  
[Halliwick, Winchmore Hill] Annual report, 1938**

**1938**

Contains a call for donations; a list of staff and members of the house committee; a brief history of the home; a list of the rules for admission to the home; reports on the work of the home; photographs; accounts; and a form to donate to the home.

The front cover contains a photograph of the exterior of the home.  
The back cover contains a photograph of a group of children outside in the spring.

The photographs inside the booklet show: young people taking a continuation course; children in the schoolroom; and children undergoing artificial sunlight treatment at the home.

Extent: 2 items

Access status: Open

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**[Halliwick, Winchmore Hill] Insurance policies, 1950**

**TCS/F/02/119/02/01:  
[Halliwick, Winchmore Hill] Employers' liability insurance policy**

**Feb 1950**

Policy taken out with the Guardian Assurance Company Ltd of 63 King William Street, London

Extent: 1 item

Access status: Open

**[Halliwick, Winchmore Hill] Prospectuses, c1978-1980s**

**TCS/F/02/119/03/01:**

**[Halliwick, Winchmore Hill] Prospectus for Halliwick Further Education and Training Centre**

**c1978**

Includes a plan of the Further Education and Training Centre.

Extent: 2 items

Access status: Open

**TCS/F/02/119/03/02:**

**[Halliwick, Winchmore Hill] Prospectus for Halliwick Further Education and Training Centre**

**1980s**

Includes photographs of young people having lessons.

Extent: 2 items

Access status: Open

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**[Halliwick, Winchmore Hill] Minutes of the Halliwick Penguins Swimming Club Committee, 20th century**

**TCS/F/02/119/04/01:**

**[Halliwick, Winchmore Hill] Copy minutes of the Halliwick Penguins Swimming Club Committee**

**20th century**

Contains the following:

- Photocopies of signed minutes of the Halliwick Penguins Swimming Club Committee, dated 1951-1954 and 1959-1980, photocopies made late 20th century.
- Photocopies of agenda for meetings of the Halliwick Penguins Swimming Club Committee held on 13 Apr 1960, 1967-1977 and 20 March 1980, photocopies made late 20th century.
- Originals of documents from the Association of Swimming Therapy, including: proposed amendments to the constitution and laws of the association, dated 1966, with annotations made c1966, plus photocopies made late 20th century; proposed amendments to laws governing the council of the association, dated 1966, plus photocopies made late 20th century; proposed amendments to the constitution and laws of committees of the association, dated 1966, plus photocopies made late 20th century; recommended constitution and laws for the regions, dated 1969, plus photocopies made late 20th century; and agenda for two meetings of the association held on 2 April 1966.
- Photocopies of documents from the Association of Swimming Therapy, including: 'Less than 30 shillings a year', a report on the history of the association, dated 1966, photocopies made late 20th century; and the amended constitution and laws of the association, dated 1966, photocopies made late 20th century.

Extent: 3 files

Access status: Closed until 01/01/2081

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

**TCS/F/07:**  
**Head office home management files: "Green files"**

The "Green files" are a series of files compiled by the Homes Department relating to individual children's homes. Listed below are the files from this series that relate to Halliwick School For Girls, Winchmore Hill, London.

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**TCS/F/07/89:**  
**File of scripts, stage directions and adverts for plays**

**20th century**

Contains the following:

- Stage directions and a printed advert for a play compiled by Revd CVR Scott, produced by The Society, and performed throughout the country, called 'Children through the Centuries', early 20th century.
- Script for a play written by the Countess of Ypres and produced by The Society, called 'An Elizabethan Maske', early 20th century.
- Script for a play written by Madge Beaumont, called 'A Stuart Masque - When Charles II was King', early 20th century.
- Script for a play written by P Geant, called 'Of Legend and Fancy', early 20th century.

[The cover of this file has been given the title 'Winchmore Hill?' but it is uncertain as to whether the contents of the file have any relation to Halliwick School For Girls, Winchmore Hill, London.]

Extent: 1 file

Access status: Open

**TCS/F/07/90:**  
**Minutes of the local Management Committee of Halliwick School For Girls, Winchmore Hill, London; and a copy register of Halliwick School's 'old girls' compiled by the Paul Billings Car Club Fund**

**1971-c1976**

Contains the following:

- Unsigned minutes of the home's Management Committee, 1971-1975.
- Unsigned minutes of meetings regarding the redevelopment of the home, 1973-1974.
- Accounts for the home's 1972 annual fete.
- Photocopies of a register of 'old girls', people who had stayed in the home when they were children. The original register was compiled in c1976 by the Paul Billings Car Club Fund, which was a fund for the welfare of people who had been to Halliwick School; the copies were made in c1976 for The Children's Society. The register is arranged alphabetically by surname. For each person living independently, the register gives their name, address, date of birth, and the year they left the home. For each person living in a home, the register gives their name, address, and their date of birth. For each person who had died, the register gives their name, county, disability, date of birth, the year they left the home, and the year they died. The register also contains a list of people's married surnames, giving details of their previous surnames.

Extent: 1 file

Access status: Closed until 01/01/2068

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

**TCS/F/07/91:**

**Copy register of 'old girls' from Halliwick School For Girls, Winchmore Hill, London, compiled by the Paul Billings Car Club Fund**

**c1972-1979**

Photocopies of a register of 'old girls', people who had stayed in the home when they were children. The original register was compiled in c1972-c1979 by the Paul Billings Car Club Fund, which was a fund for the welfare of people who had been to Halliwick School; the copies were made in c1972-c1979 for The Children's Society.

The register is arranged alphabetically by surname. For each person, the register gives their name, address, date of birth, the year they left the home, their disability, the name of the local authority responsible for their care, details of their interests, and details of their replies to letters sent out by the Paul Billings Car Club Fund.

Extent: 1 file

Access status: Closed until 01/01/2065

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

**TCS/F/07/92:**

**File of correspondence and local application forms for children discharged from Halliwick School For Girls, Winchmore Hill, London; and prospectus for the home**

**1959-1969**

Contains the following:

- Prospectus for the home, 1959, with annotations to update the prospectus, c1960s. The prospectus includes photographs of the exterior of the home; the staff dining room; the kitchen; a bedroom; children playing; children being attended by the staff; children taking part in a play; children undergoing swimming therapy; and the Chairman of the Management Committee with some former pupils.

- A file of correspondence and the home's application forms for children who were discharged from the home, 1962-1969. The front of the file gives the case file number for each child. The application forms give the child's name, address, date of birth, age at application, states if they have been baptised, gives details of their last school, details of their home life, and medical details. The correspondence relates to the child's discharge from the home.

Extent: 1 file

Access status: Closed until 01/01/2062

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.



**TCS/F/08/119:**  
**Head office administration records for Halliwick School For Girls, Winchmore Hill, London**

These are records relating to the administration of Halliwick School For Girls, Winchmore Hill, London. The records were created and used by The Children's Society's head office, rather than by the children's home itself.

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**TCS/F/08/119/01:**  
**File of correspondence and documents relating to the running of Halliwick School For Girls, Winchmore Hill, London**

**1920s-1979**

Contains the following:

- Copy of the scheme, sealed by the Board of Education, to transfer the home to The Society; scheme dated 13 December 1927, copy made early 20th century.
- Schedules of deeds for the home, 1928, 1957-1966.
- Correspondence between The Children's Society, the home, Bircham and Company at Old Broad Street, London, and the Bawden Fund, regarding donations made by the fund to the home, 1948-1955.
- Correspondence between The Children's Society, the home, and Edmonton Borough Council regarding a tree preservation order for land at the home, 1952-1953. Includes a plan of the grounds of the home, showing the location of the trees, 1952.
- Correspondence between The Children's Society, the home, Billinghamursts at Bucklersbury, London, solicitors, and the Metropolitan Water Board, regarding the conveyance of land beside the home from The Children's Society to the Metropolitan Water Board, 1957-1959.
- Correspondence between The Children's Society, the home, Billinghamursts at Bucklersbury, London, solicitors, Lee and Pembertons at Gray's Inn, London, Middlesex County Council, the Ministry of Housing and Local Government, the Ministry of Education, various estate agents, valuers and building contractors, and Edmonton Borough Council, regarding the sale of part of the land at the home from The Children's Society to the Edmonton Borough Council for the purpose of building a council estate, 1958-1963. Includes newspaper articles, 1958-1959, regarding the sale.
- Correspondence between The Children's Society, the home, the Ministry of Health and the North West Metropolitan Regional Hospital Board, regarding a request to change the name of Halliwick Hospital in Barnet in order to stop confusion between the hospital and the home, 1959.
- Correspondence between The Children's Society and Billinghamursts at Bucklersbury, London, solicitors, regarding the deeds to the home's property in Winchmore Hill, 1959-1966.
- Correspondence between The Children's Society, the home, the British Red Cross Society and St Luke's Home For Boys, Burgess Hill, Sussex, regarding the use of the Red Cross Picture Library, 1965.
- Correspondence between The Children's Society and an architecture student regarding information about a hypothetical rebuilding of the home, 1965.
- Correspondence between The Children's Society and the home regarding the purchase of a new boiler for the home, 1965.
- Memorandum from The Children's Society regarding a farewell party for the Matron at the home, 1966.

- Correspondence between The Children's Society and Billinghursts at Bucklersbury, London, solicitors, regarding the lease of part of the land at the home from The Children's Society to the Eastern Electricity board, 1966.
- Plans of the home, showing its boundary fences, 1966-1969.
- Correspondence and returns for the Department of Education and Science about the home (also includes a completed questionnaire for the Rudolf Memorial Special School, Dulwich, London), 1967-1972.
- Copy minutes of meetings of voluntary bodies concerned with disabled children, and related correspondence; minutes dated 1969-1970, copies made 1969-1970.
- Correspondence between The Children's Society, the home and the Pay Board regarding the salaries of staff at the home, 1970-1977.
- Correspondence between The Children's Society, the home, and the National Children's Bureau regarding the setting up of an independent voluntary council to co-ordinate work with disabled children, 1971.
- Report on the current facilities available in the home and proposed future developments for the home, 1971.
- Correspondence, between The Children's Society and the home, and reports regarding visits to the home, 1971-1977.
- Correspondence between The Children's Society and the home regarding the purchase of stationery, 1973.
- Correspondence between The Children's Society and the home regarding publicity and the use of footage of children from the home in 'Water Free', a video from the Association of Swimming Therapy, 1974-1976.
- Correspondence between The Children's Society and Vallance Lodge and Company at High Road, London, chartered accountants, regarding a legacy left to the home in the will of Harriett Grace Barber of Boxmoor, Hertfordshire; correspondence dated 1975. Includes a copy will of Harriett Grace Barber; will dated 3 March 1967; copy made c1975.
- Correspondence between The Children's Society and the All Saints Wives Group, regarding the donation of funds by the group for the purchase of an audiometer at the home, 1977.
- Memorandum from The Children's Society stating its policy of accepting children of any religious denomination into the home, 1977.
- Unsigned minutes of the Joint Working Party of members of the Executive Committee and Managers of the home, 11 January 1977, with a draft memorandum to the Executive Committee regarding the functions of the Executive Committee, the Managers, and the senior staff of the home, 1977.
- Memoranda from The Children's Society, and correspondence between The Children's Society and the Department of Health and Social Security, regarding plans to turn the home into a centre for teenagers, 1978-1979.
- Correspondence between The Children's Society and the home regarding plans to build a swimming pool at the home, 1978-1979.
- Correspondence between The Children's Society and Cluttons at Grosvenor Street, London, chartered surveyors, regarding the purchase of new property for the home, and the rates paid by the home, 1979.
- Correspondence between The Children's Society, the home, and the Enfield Preservation Society regarding the planting of trees at the home, 1979.

Extent: 1 file

Access status: Closed until 01/01/2054

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

**TCS/F/08/119/02a:**

**File of correspondence and documents relating to building work at Halliwick School For Girls, Winchmore Hill, London**

**1958-1969**

Correspondence between The Children's Society, the home, architects, builders, and the Department of Education and Science (also called the Ministry of Education) regarding improvements and building works at the home, with related documents, bills and accounts.

Includes a schedule of deeds for the home, 1967.

Extent: 1 file

Access status: Open

A plan of proposed building works at the home, 1959, can be found in TCS/F/08/119/02b.

**TCS/F/08/119/02b:**

**Plan of a proposed school block at Halliwick School For Girls, Winchmore Hill, London**

**May 1959**

Drawn by CE Owen Ward at Palmers Green, London, chartered architect.

Extent: 1 item

Access status: Open

Correspondence relating to this plan can be found in TCS/F/08/119/02a.

**TCS/F/08/119/03a:**

**Files of correspondence and documents relating to the running of Halliwick School For Girls, Winchmore Hill, London**

**1964-1976**

File 1 contains correspondence and documents dated 1969-1975, and file 2 contains correspondence and documents dated 1974-1976.

The files contain the following:

- Correspondence and notes regarding refurbishments and equipment bought for the home, 1968-1976.
- Correspondence, between The Children's Society and the home, and reports regarding visits to the home, 1968-1976.
- Correspondence between The Children's Society, the home and parents, regarding the proposed admission of a child to the home, 1969.
- Correspondence between The Children's Society and the home regarding a proposal for Child Care students to gain work experience at the home, 1969.
- Correspondence between The Children's Society and the home regarding the fees received from the Department of Education and Science for each child, 1969-1971.
- Accounts for the home, 1969-1976.
- Reports, minutes, and correspondence between The Children's Society, the home, and Radcliffes and Company at Westminster, solicitors, regarding staffing at the home, 1969-1976. Includes a list of staff, giving the date they started working at the home and their salary, 1976.
- Letter from the National Bureau for Co-operation in Child Care containing draft guidelines for the placement and care of disabled children in special schools not maintained by the authorities responsible for the children, 1970.
- Letter from The Children's Society to the home, and notes, on a visit to the Spastic Society Training Centre at Meldreth, 1970.
- Memoranda sent out by the Department of Education and Science, 1970-1975.

- Memoranda and correspondence between The Children's Society, the home, the Department of Education and Science, the Inner London Education Authority, and architects and surveyors, regarding the redevelopment of the home, 1970-1976. Includes a plan of the grounds of the home, showing the location of the proposed work, 1974.
- Dates of term times for the home, 1970, 1972-1976.
- Memoranda from The Children's Society regarding publications about swimming at the school, c1971.
- Correspondence between The Children's Society, the home, and donors, regarding donations made to the home, 1971-1973.
- Correspondence between The Children's Society, the home, and the London Fire Brigade regarding fire precautions at the home, 1971-1975.
- Unsigned minutes of meetings of the home's Management Committee, 18 May 1971-23 September 1971, 7 December 1971, 14 October 1975-13 January 1976.
- Agenda for meetings of the home's Management Committee, 18 May 1971, 14 October 1974-10 July 1975, 2 Apr 1976.
- Photocopy of the scheme, sealed by the Board of Education, to transfer the home to The Society; scheme dated 13 December 1927, copy made c1974.
- Photocopy of an order, sealed by the Board of Education, to extend the Charitable Trusts Acts 1853 and 1925 to cover the home; order dated 28 October 1927, copy made c1974.
- Correspondence and notes regarding to changes to the home's constitution, 1974-1975. Includes a printed copy of the home's constitution, 1964, and a copy of the instruments of management for St Alban's Home For Boys, Knebworth, Hertfordshire, c1974.
- Reports on the home from the Headmaster, 1974-1976.
- Returns for the Department of Education and Science about the home, and related correspondence, 1974-1976.
- Letter from The Children's Society to the home regarding the filing of the home's case papers, 1975.
- A report on the work of the physiotherapists at the home, 1975.
- A report on the work of the Lord Mayor Treloar College, 1975.

Extent: 2 files

Access status: Closed until 01/01/2071

Contains personal data relating to living individuals.

Access to closed material may be reviewed on request by the archivist.

Further plans of the proposed redevelopments, c1974, can be found in  
TCS/F/08/119/03b.

**TCS/F/08/119/03b:**

**Plans showing proposed redevelopments at Halliwick School For Girls,  
Winchmore Hill, London**

**c1974**

Plans of the grounds of the home, showing the locations of the proposed  
redevelopment work.

Extent: 3 items

Access status: Open

Correspondence and documents relating to these plans can be found in  
TCS/F/08/119/03a.

**TCS/F/08/119/04:**

**Records of a staff working group set up to consider the future role of Halliwick School For Girls, Winchmore Hill, London**

**1979**

The staff working group was set up by the Residential and Day Care Committee to consider recommendations made by the Department of Education and Science to turn Halliwick into a residential and day centre for disabled adolescents and young adults.

The file contains

- The report made by the working group.
- Minutes of meetings of the working group.
- Correspondence and notes generated by the working group.

Extent: 1 file

Access status: Open