

Who should I email?

Subject	email	CC email	Comments
School Fees & Finance related	accounts@jc.edu.jm		The Bursar is included
Proof of online payments	bursary@jc.edu.jm		Image and details of proof of payments.
IDs	pwarren@jc.edu.jm	k.mitchell@jc.edu.jm	Any questions on IDs
Library related	pwarren@jc.edu.jm	k.mitchell@jc.edu.jm	
External Exam related	mfooster@jc.edu.jm	ablake-williams@jc.edu.jm ; rwong@jc.edu.jm	
Password reset	plattry@jc.edu.jm		Renweb, email, internal Domain
Renweb Access/Issues	plattry@jc.edu.jm		Requesting login or having issues. Include son's name and class.
Google Classroom Support	plattry@jc.edu.jm	omazlyn@jc.edu.jm	Issues or questions with Google
6th form related	k.mitchell@jc.edu.jm	dwalcott@jc.edu.jm	Any 6th form related questions
Disciplinary matters	kmccarthy@jc.edu.jm	dwilliams@jc.edu.jm	Unless otherwise instructed
Low grade alerts	Subject teacher		After speaking to your son. All the subject teacher's emails are in RENWEB's Directory.
PATH related matters	dwalcott@jc.edu.jm		
Student Affairs	dwalcott@jc.edu.jm		e.g. Bus card, bank saving, Quisk etc
Dorm related	dormmanager@jc.edu.jm	asst.dormmanager@jc.edu.jm	
Medical Related	ffolkes@jc.edu.jm	pmclawrence@jc.edu.jm	
Medical Health card	pmclawrence@jc.edu.jm		
Rental Books	aburke@jc.edu.jm		
Transcripts & School letters	jtaylor@jc.edu.jm		
Rental Bookings e.g. Auditorium	pmclawrence@jc.edu.jm	abrown@jc.edu.jm	Stadium/AV Room/JC Spaces etc
Rental of the Stadium	coach-brownn@jc.edu.jm		Will be discussed with the Principal before actioned
Student Application queries	jcstudentapp@jc.edu.jm	dwalcott@jc.edu.jm	After application periods begin
Job Applications to the school	mgraham-morris@jc.edu.jm		
Queries on School Report	schooladmin@jc.edu.jm		
Graduation related	ablake-williams@jc.edu.jm	lcousins@jc.edu.jm	
Community Service related	jellis@jc.edu.jm		Form is on the website
Add/Drop Subjects	jellis@jc.edu.jm		Form needs to be filled and signed
Clubs & Societies		ablake-williams@jc.edu.jm	Head of Clubs & Societies
Sports related	owynter@jc.edu.jm		Head of all JC Sports
Old Boys Association related	jcoba.admin@gmail.com	coach-brownn@jc.edu.jm	Attn. Mr. Brown
PTA shop related	jcptashop@jc.edu.jm		
PTA Association related	jcptajc@gmail.com		
Guidance & counselling & career choice related	nahenry@jc.edu.jm		
Any other Business	dmacgregor-bromfield@jc.edu.jm		When necessary, escalated to the Principal