

## Who should I email?

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