



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 (State student name & class).	bursary@jc.edu.jm		Image and details of proof of payments.
School IDs.	library@jc.edu.jm	adaley@jc.edu.jm	Any questions on IDs. Email UPDATED - ID photos (attired in school uniform, groomed, with plain WHITE background). – GREAT LIGHTING.
Library related.	library@jc.edu.jm	sbennett-edwards@jc.edu.jm	
External Exam related.	kedwards@jc.edu.jm	owynter@jc.edu.jm	
Password reset.	adaley@jc.edu.jm	Labtech@jc.edu.jm	RenWeb, email, internal and Domain.
RenWeb Access/Issues.	adaley@jc.edu.jm	dmacgregor-bromfield@jc.edu.jm	Requesting login or having issues? Email must include student's name and class.
Google Classroom Support.	Labtech@jc.edu.jm	khart@jc.edu.jm ; adaley@jc.edu.jm	Issues or questions with Google Classroom.
6th form related.	jmorris@jc.edu.jm ; sabennett@jc.edu.jm	dwalcott@jc.edu.jm ;	6 th form online application concerns NB. The form is only accessible using 6 th form students' - Jamaica College student email.
	6th form year supervisor		Any 6th form related concerns.
Pass to leave school early	wwesten@jc.edu.jm		Email 24hr before stating the reason
Disciplinary matters/Security matters	kmccarthy@jc.edu.jm		Unless otherwise instructed.
Academic queries	Subject teacher	sbennett-edwards@jc.edu.jm	All subject teachers' emails are in RENWEB's Directory.
PATH related matters.	dwalcott@jc.edu.jm	sabennett@jc.edu.jm	
Student Affairs.	dwalcott@jc.edu.jm	sabennett@jc.edu.jm	e.g. Bus card, bank saving, Quisk etc
Dorm related.	dormmanager@jc.edu.jm	asst.dormmanager@jc.edu.jm	
Medical Related.	kgilpin@jc.edu.jm		
Rental Books.	dwalcott@jc.edu.jm	nclarke@jc.edu.jm	
Transcripts & School letters.	jtaylor@jc.edu.jm		
Rental Bookings e.g. Auditorium.	jcrentals@jc.edu.jm	abrown@jc.edu.jm	Stadium/AV Room/JC Spaces Etc.
Rental of the Stadium.	jcrentals@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.	hr@jc.edu.jm		
Queries on School Report.	schooladmin@jc.edu.jm		
Graduation related.	5th form Year supervisor		
Community Service related.	jellis@jc.edu.jm		Form is on the website.
Add/Drop Subjects.	jellis@jc.edu.jm	owynter@jc.edu.jm	Form needs to be filled and Signed.
Clubs & Societies.	mgraham-morris@jc.edu.jm	Lwilliams@jc.edu.jm	Head of Clubs & Societies.
Sports related matters	d.johnson@jc.edu.jm	cdowdie@jc.edu.jm owynter@jc.edu.jm	Head of all JC Sports.
Old Boys Association	JCOBA@jc.edu.jm		Attn. Mr. Kennedy.
Campus shop related.	blakeannie515@gmail.com		876-632-9058
PTA Association related.	ptaexec@jc.edu.jm		
Guidance & Counselling and career choice related questions.	nahenry@jc.edu.jm		
Maintenance related matters	bsaddler@jc.edu.jm	abrown@jc.edu.jm	
Any other Business.	dmacgregor-bromfield@jc.edu.jm		When necessary, escalated to the Principal.