



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 the students' Jamaica College student email
	6 th form year supervisor		Any 6 th 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		
Transcripts & School letters	jtaylor@jc.edu.jm		
Rental Bookings e.g. Auditorium	jcrentals@jc.edu.jm		AV Room/JC Spaces Etc.
Rental of the Stadium	jcrentals@jc.edu.jm		Will be discussed with the Principal before actioned
Student Application queries	jcadmissions@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	5 th 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 completed 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	dwalcott@jc.edu.jm		
Maintenance related matters	bsaddler@jc.edu.jm		
Any other Business	dmacgregor-bromfield@jc.edu.jm		When necessary, escalated to the Principal