



Communication: Contacting the Junior School

The following list includes the email contact details of the Junior School staff. Please could we ask that your specific query is directed to the appropriate individual and anything of a more serious nature is directed to a member of the Junior School Senior Team (JSST).

In order to prevent unnecessary awkwardness and/or embarrassment, please remember to address members of staff by their title and surname.

Please **do not** send communications or information to communication@channing.co.uk or info@channing.co.uk as these mailboxes are not checked regularly.

Please be mindful that staff may not pick up emails immediately (teachers will, of course, not be checking emails when they are teaching, running clubs or supervising pupils at break and lunchtimes) and may choose to take time to investigate the matter before responding. However, they will endeavour to answer your queries within 24 hours. Please do not think that a lack of instant response means a lack of interest on the part of the member of staff.

Please note that staff are not expected to reply to emails outside normal school hours, weekends or during school holidays. If you have an emergency which needs to be dealt with before school next opens, please email: jsoffice@channing.co.uk.

<p>Notification on the day of your child's absence from school.</p> <p>Requests for absence during the school day for such things as routine medical and dental appointments.</p> <p>Queries regarding:</p>	<p>Email or telephone the school by 8.30am on each day of illness:</p> <p>Miss Kamara Bodell jsoffice@channing.co.uk / 020 8342 9862</p> <p>School Policy of minimum 48 hours notice unless an emergency appointment</p>
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INDEPENDENT DAY SCHOOL
FOR GIRLS AGED 4–18
www.channing.co.uk
REGISTERED CHARITY NO. 312766

Channing
The Bank, Highgate, London N6 5HF
T: 020 8340 2328 info@channing.co.uk
Headmistress: Mrs Lindsey Hughes

Channing Junior School
1 Highgate High Street, London N6 5JR
T: 020 8342 9862 jsoffice@channing.co.uk
Head: Miss Dina Hamalis



<ul style="list-style-type: none"> ● Channing Association ● Parents' Evening ● Virtual School ● Appointments for the Head of the Junior School ● School calendar and term dates ● School policies and procedures ● Complaints <p>All other requests for absence from school for one day or more</p>	<p>Email to the Head of the Junior School, Miss Dina Hamalis jsoffice@channing.co.uk</p>
<p>General queries Other queries regarding:</p> <ul style="list-style-type: none"> ● Wraparound care (Birds & Owls) ● Extracurricular Clubs ● Pupil/parent data on Schoolbase 	<p>Miss Sam Radford jsreceptionist@channing.co.uk</p>

<p>Day to day questions/ concerns about your daughter's academic progress or general wellbeing</p>	<p>Head of EY and KSI Mrs Molly Brant: mbrant@channing.co.uk</p>		
	Reception B	Mrs Molly Brant	mbrant@channing.co.uk
	Reception H	Miss Alice Humphreys	ahumphreys@channing.co.uk
	1A	Miss Andrea Alfaro	aalfaropalacios@channing.co.uk
	1M	Miss Sarah McHard	smchard@channing.co.uk
	2C	Mrs Sarah Canning	scanning@channing.co.uk
	2M	Ms Eimear Merritt	emerritt@channing.co.uk
	2R	Miss Charlotte Robertson	crobertson@channing.co.uk

Day to day questions/ concerns about your daughter's academic progress or general wellbeing	Head of KS2 Miss Sophie Kitsis: skitsis@channing.co.uk		
	3F	Miss Alison Frost	afrost@channing.co.uk
	3J	Mr Lachie Janes	ljanes@channing.co.uk
	4R	Mr Chris Rich	crich@channing.co.uk
	4W	Miss Dulcie Wright	dwright@channing.co.uk
	5K	Miss Sophie Kitsis	skitsis@channing.co.uk
	5S	Miss Sophie Snowdowne	ssnowdowne@channing.co.uk
	6D	Ms Danielle Davari	ddavari@channing.co.uk
6W	Mr Jose Westerman	jwesterman@channing.co.uk	
Subject-specific enquiries	Deputy Head Academic Miss Rachel McGinety: rmcginety@channing.co.uk		
	Art & Design Technology (Y1 - 6)	Mr Rob Fellows	rfellows@channing.co.uk
	Drama (R- Y6)	Mrs Lucy Lynch	llynch@channing.co.uk
	Modern Foreign Languages - French & Spanish (R- Y6)	Miss Ana Jimenez	ajimenez@channing.co.uk
	Library (R- Y6)	Ms Caroline Jupp	cjupp@channing.co.uk
	Music (R - Y6)	Mrs Mimi Munro	mmunro@channing.co.uk
	Visiting Music Staff (VMS) Instrumental Lessons	Ms Adina Marcu	juniormusic@channing.co.uk

	PE (R- Y6)	Miss Caroline Bolton Mrs Georgina Castle	cbolton@channing.co.uk gcastle@channing.co.uk
	Forest School (R- Y4)	Mr Chris Rich	jforestscool@channing.co.uk

Safeguarding and child protection concerns	Head of the Junior School (Designated Safeguarding Lead) Miss Dina Hamalis safeguarding@channing.co.uk		
Concerns about the physical & medical wellbeing of your daughter	Counsellor Miss Elena Miller emiller@channing.co.uk Welfare Assistant Mrs Diane Ryan welfareassistant@channing.co.uk School Nurse schoolnurse@channing.co.uk		
Queries concerning SEND and Learning Support	SENCO Ms Rebecca Jackson rjackson@channing.co.uk Learning Support Teacher Ms Juliana Kilanko jkilanko@channing.co.uk		
Queries regarding the curriculum, assessment, reporting & parents' evenings	Deputy Head Academic Miss Rachel McGinnety rmcginnety@channing.co.uk		

Queries regarding behaviour	Deputy Head Mr James Entwisle jentwisle@channing.co.uk
Queries regarding Birds and Owls	Head of Early Years and Key Stage 1 Mrs Molly Brant mbrant@channing.co.uk Head of Key Stage 2 Miss Sophie Kitsis skitsis@channing.co.uk
Queries regarding the Extracurricular Clubs Programme	Assistant Head Co Curricular Miss Dulcie Wright dwright@channing.co.uk
Queries regarding Bursar's Department or any general issues relating to fee setting, financial assistance, terms and conditions, finance, estates, insurance claims or catering	Bursar Mr Roy Hill bursar@channing.co.uk
Queries regarding school fees, charges & billed items	Fees Officer Miss Vee Marie-Morris accounts@channing.co.uk
Queries regarding IT support: Google Suite, Seesaw & Firefly	Mr Joe Copson helpdesk_it@channing.co.uk
Queries regarding catering	Head of Catering Ms Judith Hibbert caterer@channing.co.uk

<p>Queries regarding alumnae</p>	<p>Alumnae & Development Ms Jade Francis alumnae@channing.co.uk</p>
<p>Queries regarding admissions</p>	<p>Registrar Mrs Rosie Gilleece admissions@channing.co.uk</p>



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