



## Kingsdale Foundation School – Communication Directory

### Key Contact Details for Parents 2020-21

#### **General contact**

Parents/carers may use the main school email to make contact with members of staff. This email is [info@kingsdale.southwark.sch.uk](mailto:info@kingsdale.southwark.sch.uk)

When using this email, parents are asked to ensure that they indicate clearly the name of the member of staff that they wish to contact.

Alternatively, specific email address contacts are provided below to assist parents in their communications with the school.

The main school phone number is 0208 670 7575. The school office is open from 7.45 until 6pm daily and has extended evening hours during Parents' Evenings.

The emergency number for contacting the school when the switchboard is unavailable is 07852 336724. **This is the mobile number for the school site team and should only be used in emergencies.** Out of hours urgent emails can also be sent to [outofhours@kingsdale.southwark.sch.uk](mailto:outofhours@kingsdale.southwark.sch.uk)

For all **COVID-19** related matters, please use [covidnotification@kingsdale.southwark.sch.uk](mailto:covidnotification@kingsdale.southwark.sch.uk) This includes notification of student symptoms, isolation or positive test results. You can also contact our Health and Safety Officer, Mr A. Samuel using this email address for any queries relating to our current protocols in place at the school for safe reopening and our current risk assessments.

For any queries relating to our **Remote or Blended Learning programme** (online and remote teaching and learning, please use [remotelearning@kingsdale.southwark.sch.uk](mailto:remotelearning@kingsdale.southwark.sch.uk)

During the current arrangements, Mr Sear's office can also be reached via [asrpa@kingsdale.southwark.sch.uk](mailto:asrpa@kingsdale.southwark.sch.uk) or on 0208 655 9723 (voicemail facility also available).

## Teaching staff contact

Parents/Carers who wish to contact a particular subject teacher can do so via the Faculty/Departmental contact points listed below. Parents are asked to ensure that they indicate clearly the name of the member of staff that they wish to contact.

<b>Art, Design &amp; Technology</b>	<a href="mailto:artd&amp;t@kingsdale.southwark.sch.uk">artd&amp;t@kingsdale.southwark.sch.uk</a>	Director: Mrs Howell
<b>English</b>	<a href="mailto:english@kingsdale.southwark.sch.uk">english@kingsdale.southwark.sch.uk</a>	Director: Ms S Chaudhary
<b>Mathematics</b>	<a href="mailto:maths@kingsdale.southwark.sch.uk">maths@kingsdale.southwark.sch.uk</a>	Director: Mr Silvera
<b>Science</b> (Biology, Chemistry, Physics, Psychology)	<a href="mailto:science@kingsdale.southwark.sch.uk">science@kingsdale.southwark.sch.uk</a>	Director: Mr Brooks
<b>Humanities &amp; Economics</b> (History, Classics, Economics, Geography, Religious Education, PHSCE, Philosophy, Sociology, Politics)	<a href="mailto:humanities@kingsdale.southwark.sch.uk">humanities@kingsdale.southwark.sch.uk</a>	Director: Ms Maxwell Co-Director: Mr Samuel
<b>Performing Arts</b> (Drama, Music, Dance)	<a href="mailto:performarts@kingsdale.southwark.sch.uk">performarts@kingsdale.southwark.sch.uk</a>	Director: Mrs Graham
<b>Languages</b>	<a href="mailto:mfl@kingsdale.southwark.sch.uk">mfl@kingsdale.southwark.sch.uk</a>	Director: Mr Harding
<b>Physical Education</b>	<a href="mailto:pe@kingsdale.southwark.sch.uk">pe@kingsdale.southwark.sch.uk</a>	Director: Ms Turner

## Senior Pastoral Staff contact

<b>Senior School (Year 12 &amp; 13)</b> Director of Sixth Form	<a href="mailto:dir6@kingsdalesouthwark.sch.uk">dir6@kingsdalesouthwark.sch.uk</a>	Mrs Boyd
<b>Upper School (Year 11)</b> Head of Upper School	<a href="mailto:hus@kingsdale.southwark.sch.uk">hus@kingsdale.southwark.sch.uk</a>	Mrs Boyd
Deputy Heads of Upper School	<a href="mailto:dhus@kingsdale.southwark.sch.uk">dhus@kingsdale.southwark.sch.uk</a>	Mr Samuel
<b>Middle School (Years 9-10)</b>		

Head of Middle School  
Deputy Heads of Middle School

[hmis@kingsdale.southwark.sch.uk](mailto:hmis@kingsdale.southwark.sch.uk)  
[dhmis@kingsdale.southwark.sch.uk](mailto:dhmis@kingsdale.southwark.sch.uk)

Ms Maxwell  
Mrs Turner

### **Lower School (Years 7-8)**

Head of Lower School  
Deputy Heads of Lower School

[hls@kingsdale.southwark.sch.uk](mailto:hls@kingsdale.southwark.sch.uk)  
[dhls@kingsdale.southwark.sch.uk](mailto:dhls@kingsdale.southwark.sch.uk)

Mr Harding  
Mr Silvera & Mr Fatodu

### **Pastoral Contacts and Absence Reporting**

**Year 7**  
*Absence*

[year7hol@kingsdale.southwark.sch.uk](mailto:year7hol@kingsdale.southwark.sch.uk)  
[year7absence@kingsdale.southwark.sch.uk](mailto:year7absence@kingsdale.southwark.sch.uk)

*Heads of Learning: Ms Coulbeck, Ms Mizzi, Mr Wilson & Ms Wright*  
Pastoral Assistant Year 7

**Year 8**

*Absence*

[year8hol@kingsdale.southwark.sch.uk](mailto:year8hol@kingsdale.southwark.sch.uk)  
[year8absence@kingsdale.southwark.sch.uk](mailto:year8absence@kingsdale.southwark.sch.uk)

*Heads of Learning: Mr Dabo, Ms Alejo, Ms Yurdakul & Mr Richardson*  
Pastoral Assistant Year 8

**Year 9**

*Absence*

[year9hol@kingsdale.southwark.sch.uk](mailto:year9hol@kingsdale.southwark.sch.uk)  
[year9absence@kingsdale.southwark.sch.uk](mailto:year9absence@kingsdale.southwark.sch.uk)

*Heads of Learning: Mr Barot, Ms Casey & Mr Hylton*  
Pastoral Assistant Year 9

**Year 10**

*Absence*

[year10hol@kingsdale.southwark.sch.uk](mailto:year10hol@kingsdale.southwark.sch.uk)  
[year10absence@kingsdale.southwark.sch.uk](mailto:year10absence@kingsdale.southwark.sch.uk)

*Heads of Learning: Mr Hebert, Mrs Harrison & Mrs Sinclair*  
Pastoral Assistant Year 10

**Year 11**

*Absence*

[year11hol@kingsdale.southwark.sch.uk](mailto:year11hol@kingsdale.southwark.sch.uk)  
[year11absence@kingsdale.southwark.sch.uk](mailto:year11absence@kingsdale.southwark.sch.uk)

*Head of Learning: Ms Keith-Jopp, Mr Willis & Ms Charles-Clarke*  
Pastoral Assistant Year 11

**Year 12 (Lower Sixth)**

*Absence*

[year12hol@kingsdale.southwark.sch.uk](mailto:year12hol@kingsdale.southwark.sch.uk)  
[year12&13absence@kingsdale.southwark.sch.uk](mailto:year12&13absence@kingsdale.southwark.sch.uk)

*Head of Learning: Mr Unwin*  
Pastoral Assistant Year 12 & 13

**Year 13 (Upper Sixth)**

*Absence*

[year13hol@kingsdale.southwark.sch.uk](mailto:year13hol@kingsdale.southwark.sch.uk)  
[year12&13absence@kingsdale.southwark.sch.uk](mailto:year12&13absence@kingsdale.southwark.sch.uk)

*Head of Learning: Mr Ware*  
Pastoral Assistant Year 12 & 13

### **Special Needs Department**

**SEN/Learning Support**

[senco@kingsdale.southwark.sch.uk](mailto:senco@kingsdale.southwark.sch.uk)

Mr Syron/Ms S Chaudhary/Ms Lane

### **Gifted and Talented programme**

Gifted & Talented [giftedandtalented@kingsdale.southwark.sch.uk](mailto:giftedandtalented@kingsdale.southwark.sch.uk)

### **Examinations, including examination certificates/entries**

Exams Officer [exams@kingsdale.southwark.sch.uk](mailto:exams@kingsdale.southwark.sch.uk) Ms Klingler  
Exams Assistant Ms N Amartey

### **Enrichment Activities (Key Stage 3 Mondays & Wednesdays Period 7 - Key Stage 4 Tuesdays & Thursdays Period 7)**

All years [enrichment@kingsdale.southwark.sch.uk](mailto:enrichment@kingsdale.southwark.sch.uk) Mr Fatodu

### **Scholarship provision**

Music [performarts@kingsdale.southwark.sch.uk](mailto:performarts@kingsdale.southwark.sch.uk) *Director: Mrs Graham*

Mathematics [maths@kingsdale.southwark.sch.uk](mailto:maths@kingsdale.southwark.sch.uk) *Director: Mr Silvera*

Sports [pe@kingsdale.southwark.sch.uk](mailto:pe@kingsdale.southwark.sch.uk) *Director: Mrs Turner*

Art [artd&t@kingsdale.southwark.sch.uk](mailto:artd&t@kingsdale.southwark.sch.uk) *Director: Mrs Howell*

### **Sixth Form**

Sixth Form Office [sixthform@kingsdale.southwark.sch.uk](mailto:sixthform@kingsdale.southwark.sch.uk) *Sixth Form Administration: Ms Dyer*

### **Post 16 Careers Advice**

[post16careers@kingsdale.southwark.sch.uk](mailto:post16careers@kingsdale.southwark.sch.uk) Mrs Chaudhary

### **Fobs, lockers, free school meals, admissions**

Attendance Office The site to top up fobs etc. is	<a href="mailto:attendanceoffice@kingsdale.southwark.sch.uk">attendanceoffice@kingsdale.southwark.sch.uk</a> <a href="http://www.parentpay.com">www.parentpay.com</a>	Ms Otubu & Ms Klingler
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### **Lost property, storage of student medicines on site**

Pupil Support Officer	0208 670 7575, Ext 724	Mrs Bloomfield ( <i>Mon-Thurs only</i> )
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### **Mobile Phone Registration**

[phones@kingsdale.southwark.sch.uk](mailto:phones@kingsdale.southwark.sch.uk)

### **Student Safeguarding**

[safeguarding@kingsdale.southwark.sch.uk](mailto:safeguarding@kingsdale.southwark.sch.uk) Ms C Matheson

### **School trip payments, deposits**

Finance Officer	<a href="mailto:studentpayments@kingsdale.southwark.sch.uk">studentpayments@kingsdale.southwark.sch.uk</a>	Mrs Koroma ( <i>Mon-Thurs only</i> )
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### **School transportation service**

General queries/availability and operations	<a href="mailto:schooltransport@kingsdale.southwark.sch.uk">schooltransport@kingsdale.southwark.sch.uk</a>	Mrs Turner
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Payments and invoices	<a href="mailto:schooltransportfinance@kingsdale.southwark.sch.uk">schooltransportfinance@kingsdale.southwark.sch.uk</a>	Finance Office ( <i>Mon-Thurs only</i> )
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### **School ICT network access**

Network Manager General ICT questions Remote Learning (MS Teams)	<a href="mailto:onlineaccess@kingsdale.southwark.sch.uk">onlineaccess@kingsdale.southwark.sch.uk</a> <a href="mailto:askict@kingsdale.southwark.sch.uk">askict@kingsdale.southwark.sch.uk</a> <a href="mailto:remotelearning@kingsdale.southwark.sch.uk">remotelearning@kingsdale.southwark.sch.uk</a>	Ms N Chapman
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### **Parents' Forum**

To add your name to the parents' forum email list, please contact the school via [asrpa@kingsdale.southwark.sch.uk](mailto:asrpa@kingsdale.southwark.sch.uk)

## **Homework**

All queries relating to homework at the school, should be directed to [homework@kingsdale.southwark.sch.uk](mailto:homework@kingsdale.southwark.sch.uk)  
SMHW/Satchelone access issues should be directed to [attendanceoffice@kingsdale.southwark.sch.uk](mailto:attendanceoffice@kingsdale.southwark.sch.uk)

## **Work experience**

Any queries relating to Year 11 or 13 work experience organisation or placement should be directed to the following email address:  
[workexp@kingsdale.southwark.sch.uk](mailto:workexp@kingsdale.southwark.sch.uk)

## **House system and Enrichment Programme**

Any queries relating to house allocation or enrichment activities, should be directed to Mr Fatodu, Senior Head of House via email  
[housesystem@kingsdale.southwark.sch.uk](mailto:housesystem@kingsdale.southwark.sch.uk)