



Kingsdale Foundation School – Communication Directory

Key Contact Details for Parents 2025-26

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

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 5.30pm daily and has extended evening hours during Parents' Evenings. A telephone answering service operates throughout the day. Please indicate to the operator if a call is urgent so that the matter can be properly allocated/escalated as required.

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

For all **COVID-19** related matters, please use 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 all matters relating to **safeguarding of students**, please contact Mr O. Fatodu, Designated Safeguarding Lead (DSL) via safeguarding@kingsdale.southwark.sch.uk

For any queries relating to our learning (including teaching provision) please use learning@kingsdale.southwark.sch.uk

The office of the Operational Headteacher, Mr Sear, can be reached via asrpa@kingsdale.southwark.sch.uk or on 0208 655 9723 (Mon-Weds only - voicemail facility also available). Should you wish to raise a concern or complaint with us, please email complaintsorconcerns@kingsdale.southwark.sch.uk

Should be concerned that you have not received a response to an email query, please contact qualityassurance@kingsdale.southwark.sch.uk so that the matter can be followed up. Please note that we aim to respond to all non-urgent communications within a 48-hour window. If your query is urgent, please indicate this in the Subject Line so that the matter can be escalated.

For most communications, we advise that multiple addresses are not included to avoid any confusion regarding a timely response. If you are unsure who to direct a query to after reviewing this document, please call the Office Manager on 0208 655 9752 for clarification.

We would also like to take this opportunity to remind parents that we take the working conditions and well-being of our staff seriously. We would therefore request that all communications from parents are considered, measured and appropriately phrased. Please refer to Section 7, Page 12 of our Concerns & Complaints Policy (available [here](#)) which provides further information on our approach to dealing with Serial, Vexatious or Persistent complainants.

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.

Art, Design & Technology	artd&t@kingsdale.southwark.sch.uk	Director: Mrs Howell
English	english@kingsdale.southwark.sch.uk	Director: Ms Smith
Mathematics	maths@kingsdale.southwark.sch.uk	Director: Mr Dotting
Science (Biology, Chemistry, Physics, Psychology)	science@kingsdale.southwark.sch.uk	Directors: Mr Fatodu/Mr Uddin
Humanities & Economics (History, Classics, Economics, Geography, Religious Education, PHSCE, Philosophy, Sociology, Politics)	humanities@kingsdale.southwark.sch.uk	Director: Ms Maxwell Co-Director: Mr Samuel
Performing Arts (Drama, Music, Dance)	performarts@kingsdale.southwark.sch.uk	Director: Mr Jones

Languages	mfl@kingsdale.southwark.sch.uk	Director: Ms Evans
Physical Education	pe@kingsdale.southwark.sch.uk	Director: Ms Turner
CBE	Bit@kingsdale.southwark.sch.uk	Director Mr Uddin

Senior Pastoral Staff contact

Senior School (Year 12 & 13) Directors of Sixth Form	dir6@kingsdale.southwark.sch.uk	Mrs Boyd & Ms Wiggam
Upper School (Year 11) Head of Upper School	hus@kingsdale.southwark.sch.uk	Mrs Boyd
Deputy Heads of Upper School	dhus@kingsdale.southwark.sch.uk	Mr Samuel
Middle School (Years 9-10) Head of Middle School	hmis@kingsdale.southwark.sch.uk	Mrs Boyd
Deputy Heads of Middle School	dhmis@kingsdale.southwark.sch.uk	Ms Maxwell & Mr Samuel
Lower School (Years 7-8) Head of Lower School	hls@kingsdale.southwark.sch.uk	Mr Jones
Deputy Head of Lower School	dhls@kingsdale.southwark.sch.uk	Ms Maxwell

Pastoral Contacts and Absence Reporting

Year 7	year7hol@kingsdale.southwark.sch.uk	Heads of Learning: Mr Wilson, Mr Cannicott, Ms Kelly, Mrs Sinclair & Ms Studholme
Absence	year7absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 7
Year 8	year8hol@kingsdale.southwark.sch.uk	Heads of Learning: Ms Yurdakul, Mr Gray & Ms Gardiner

<i>Absence</i>	year8absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 8
Year 9	year9hol@kingsdale.southwark.sch.uk	<i>Heads of Learning: Ms Casey, Mr Hebert & Ms Murray</i>
<i>Absence</i>	year9absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 9
Year 10	year10hol@kingsdale.southwark.sch.uk	<i>Heads of Learning: Mr Fitchett, Mr Hall & Ms Keith-Jopp</i>
<i>Absence</i>	year10absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 10
Year 11	year11hol@kingsdale.southwark.sch.uk	<i>Head of Learning: Mr Hylton, Ms Vecina-Jiminez & Ms Miles</i>
<i>Absence</i>	year11absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 11
Year 12 (Lower Sixth)	year12hol@kingsdale.southwark.sch.uk	<i>Head of Learning: Mr Burke, Ms Dixon & Mr Wilson</i>
<i>Absence</i>	year12&13absence@kingsdale.southwark.sch.uk	Pastoral Assistant Year 12 & 13 – Ms Williams
Year 13 (Upper Sixth)	year13hol@kingsdale.southwark.sch.uk	<i>Head of Learning: Mrs Charles-Clark & Mr Cannicott</i>
<i>Absence</i>	year12&13absence@kingsdale.southwark.sch.uk	<i>Pastoral Assistant Year 12 & 13 – Ms Williams</i>

The Attendance Officer, Ms E Klinger can also be contacted directly via attendanceoffice@kingsdale.southwark.sch.uk

Special Needs Department

SEN/Learning Support	senco@kingsdale.southwark.sch.uk	<i>Ms C Francis-Finch & Mrs S Jarada</i>
Medical Conditions	medical@kingsdale.southwark.sch.uk	<i>Ms L Dadhkah, Mr Samuel & Ms Wray</i>
Examination Access Arrangements	accessarrangements@kingsdale.southwark.co.uk	<i>Ms E Evans</i>

More Able and Talented programme

More Able& Talented Co-ordinator	moreableandtalented@kingsdale.southwark.sch.uk	<i>Dr Tunde</i>
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Examinations, including examination certificates/entries

Exams Officer Exams Assistant	exams@kingsdale.southwark.sch.uk	<i>Ms Klingler Ms Amarty</i>
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Enrichment & Extra-Curricular Activities

All Years	enrichment@kingsdale.southwark.sch.uk	<i>Mr Fatodu</i>
School Trips	trips@kingsdale.southwark.sch.uk	<i>Mr Samuel</i>
Sixth Form Enrichment	dir6@kingsdale.southwark.sch.uk	<i>Ms Wiggam</i>
Music Lessons	musiclessons@kingsdale.southwark.sch.uk	<i>Mr Jones</i>
PE & Sports	pe@kingsdale.southwark.sch.uk	<i>Mr McWhirter</i>
Art	artd&t@kingsdale.southwark.sch.uk	<i>Ms Gregson</i>

Scholarship provision

Music	performarts@kingsdale.southwark.sch.uk	<i>Mr Jones</i>
Mathematics	maths@kingsdale.southwark.sch.uk	<i>Mr Dotting</i>
Sports	pe@kingsdale.southwark.sch.uk	<i>Ms Turner</i>
Art	artd&t@kingsdale.southwark.sch.uk	<i>Mrs Howell</i>

Sixth Form

Sixth Form Office (General)	sixthform@kingsdale.southwark.sch.uk	<i>Sixth Form Administration: Ms Dyer</i>
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Sixth Form Admin (student) year12&13absence@kingsdale.southwark.sch.uk Sixth Form PA: Ms Williams

Please also see pastoral staff contact details listed above

Careers Education

All careers relating to careers education can be directed as follows:

Years 7 – 11 Mr Fatodu & Ms Markes careers@kingsdale.southwark.sch.uk

Years 12 & 13 Ms Wiggam 6thformcareers@kingsdale.southwark.sch.uk

Fobs, lockers, free school meals, admissions

Main School Admissions admissions@kingsdale.southwark.sch.uk Ms Otubu

Sixth Form Admissions sixthform@kingsdale.southwark.sch.uk Ms Dyer

Fobs & Lockers askict@kingsdale.southwark.sch.uk Ms Chapman

Free School Meals admissions@kingsdale.southwark.sch.uk Ms Otubu

The site to top up fobs etc. is www.parentpay.com

Lost property, storage of student medicines on site

Pupil Support Officer 0208 670 7575, Ext 724 Ms C. Dalrymple-Davis

Mobile Phone Registration phones@kingsdale.southwark.sch.uk Mr Harding

**Academic Reports (Full & Short)
& Open Evenings** reports@kingsdale.southwark.sch.uk Ms E Maxwell

Student Safeguarding safeguarding@kingsdale.southwark.sch.uk Mr O Fatodu (Acting Designated Safeguarding Lead)

School trip payments, deposits

Finance Officer

studentpayments@kingsdale.southwark.sch.uk

Mrs Koroma (*Mon-Thurs only*).

School transportation service

General queries/availability
and operations

schooltransport@kingsdale.southwark.sch.uk

Mrs Turner

Payments and invoices

schooltransportfinance@kingsdale.southwark.sch.uk

Finance Office (*Mon-Thurs only*).

School ICT network access

Network Manager
General ICT questions
Remote Learning (MS Teams)

onlineaccess@kingsdale.southwark.sch.uk
askict@kingsdale.southwark.sch.uk
remotelearning@kingsdale.southwark.sch.uk

Ms N Chapman

Parents' Forum

For any queries regarding Parents' Forum and/or to add your name to the parents' forum email list, please contact Mr Harding via parentsforum@kingsdale.southwark.sch.uk

Homework

All queries relating to homework at the school, should be directed to homework@kingsdale.southwark.sch.uk

Work experience

Any queries relating to Year 11 or 13 work experience organisation or placement should be directed to Mr Samuel via email workexp@kingsdale.southwark.sch.uk

Catering

Catering queries, including menus, food options and allergies information should be directed to Mr Samuel via catering@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

School Website

Queries relating to our website should be directed to Ms Chapman via website@kingsdale.southwark.sch.uk

Equalities Lead

Any queries relating to our work to promote equalities and to challenge structural inequality and unconscious bias can be directed to Mrs Boyd via gbd@kingsdale.southwark.sch.uk

Achievement and Behaviour

Queries relating to the individual achievements and behaviour of students, should be directed to the Head of Learning for the child's year group (listed above).
Queries regarding school policy or the application thereof can be directed to achievement&behaviour@kingsdale.southwark.sch.uk

Uniform

Kingsdale operates a Uniform Bank of pre-worn uniform available as low cost. Queries relating to this facility should be directed to uniformbank@kingdale.southwark.sch.uk for the attention of Mr Lewis and Ms Dalrymple-Davis.

Queries about new uniform items, including those purchased through the school shop should be directed to Ms E Otubu via eou@kingsdale.southwark.sch.uk

Quality Assurance of Communications

Should you be dissatisfied with a response you have received from one of our emails listed above, please contact us via qualityassurance@kingsdale.southwark.sch.uk so that we can seek to rectify matters as quickly as possible.