

COMMUNICATION GUIDELINES

- First port of call is always the class teacher/ form tutor.
- Subject and class teacher email addresses can be found via the Parent Portal.
- Please take note that teachers can't check emails during teaching time. You can expect a response by the end of the next working day.
- To ensure that urgent or same-day information is received timeously, please contact **reception**.

GENERAL

Principal

Mr David Hunter: principal@isct.co.za

Deputy Principal

Ms Kascha Reed: deputyprincipal@isct.co.za

Woodland Heights

021 761 6202 receptionwh@isct.co.za
Woodland Heights Aftercare: 083 285 6321

Struben House

021 180 4240 receptions@isct.co.za
Struben House Aftercare: 073 818 8065

Business Manager

Mr Gregg Murray: businessmanager@isct.co.za

Admissions

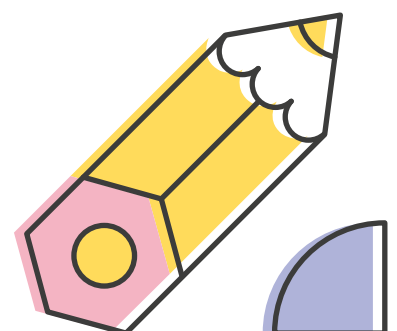
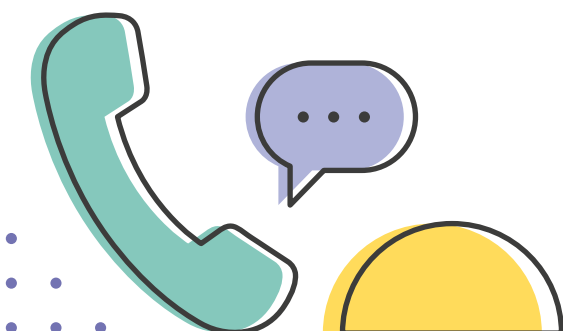
Ms Bronwyn Ralph: admissions@isct.co.za

Administration

administration@isct.co.za

NNUS (Nearly New Uniform Shop) is managed by Coach Illona

Please email order requests to ptauniforms@isct.co.za



GENERAL

For information about	Contact Person	Contact Details
EdAdmin Parent Portal	Ms Nicole Langtry	portalsupport@isct.co.za
Accounts	Ms Monique Williams	accounts@isct.co.za
Library	Ms Lynn Johnson	library@isct.co.za
New Uniforms	Ms Maureen Pitt	info@pittpromotions.com
Tuck shop	Ms Alma Swanepoel	swanepoelalma@gmail.com
Music Lessons	Mr Jody Engelbrecht	music@isct.co.za
Wet weather and ECAs	Reception at each campus	receptionsh@isct.co.za receptionwh@isct.co.za
Reporting tech concerns (iPads, Google, apps)	Class teacher/ Form tutor	See Parent Portal/ App
PA to Principal	Ms Melita Poppelt	principalpa@isct.co.za

STRUBEN HOUSE

For information about	Contact Person	Contact Details
Struben House Enquiries School-led ECAs & Private ECAs	Ms Adi Daniel	ks1head@isct.co.za
Students arriving late/ leaving early, Aftercare, Absentees	Class Teachers and Reception	receptionsh@isct.co.za See Parent Portal
Learning Support	Ms Pam Hoffman	learningsupport.sh@isct.co.za

KEY STAGE 2

For information about	Contact Person	Contact Details
Key Stage 2 Enquiries School-led ECAs	Ms Sheila Neethling	ks2head@isct.co.za eca@isct.co.za
Private ECA Queries	Contact Providers Directly	(see info in Ed Admin)
Students arriving late/ leaving early	Class Teachers and Reception	receptionwh@isct.co.za See Parent Portal
Absentees		See Parent Portal/ app ks2head@isct.co.za
Learning Support	Key Stage Head/ Class Teachers Jacqui Hurwitz	learningsupport.ks2@isct.co.za

KEY STAGE 3

For information about	Contact Person	Contact Details
Key Stage Enquiries	Mr Phillip James (KS3 Head)	ks3head@isct.co.za
School-led ECAs	Mr Paul Moore (Director of Student Affairs)	directorstudentaffairs@isct.co.za eca@isct.co.za
Year 7 Matters	Ms Kerrin Kolesky (KS3 Coordinator)	y7coordinator@isct.co.za
Students arriving late/ leaving early	Class Teachers and Reception	receptionwh@isct.co.za See Parent Portal/ app
Absentees	Key Stage Head/ Class Teachers	ks3head@isct.co.za See Parent Portal/ app
Learning Support	Ms Sarah Everett	learningsupport.highschool@isct.co.za

KEY STAGES 4 & 5

For information about	Contact Person	Contact Details
School-led ECAs	Mr Paul Moore (Director of Student Affairs)	directorstudentaffairs@isct.co.za eca@isct.co.za
Cambridge Exams	Mr Ernest Manhenga	cambridgeexams@isct.co.za
Director of Studies KS4 & KS5 (Subject choices)	Ms Katherine Bennet	directorstudies@isct.co.za

