

# Lines of Communication

	Issues Related to	1 <sup>st</sup> Level of Communication	2 <sup>nd</sup> Level of Communication	3 <sup>rd</sup> Level of Communication	4 <sup>th</sup> Level of Communication
Academics	School Programme	Co-ordinators PYP – Ms. Carla MYP – Ms. Shweta DP – Ms. Vijeta	Principals Primary – Ms. Helen Secondary – Mr. Oliver		Director- Mr. Joel Cohen
	Classroom Behaviour & Grades	Homeroom/ Subject Teachers	Co-ordinators PYP – Ms. Carla MYP – Ms. Shweta DP – Ms. Vijeta	Principals Primary – Ms. Helen Secondary – Mr. Oliver	
	Attendance & Dismissal	Office Manager Primary- Ms. Edna Secondary- Mr. Francis	Homeroom/ Subject Teachers	Principals Primary – Ms. Helen Secondary – Mr. Oliver	
	Socio-Emotional/ Child Protection	Counsellors Primary- Mr. Underhill Secondary- Ms. Megha	Principals Primary – Ms. Helen Secondary – Mr. Oliver		
	Learning Support	Primary- Ms. Chaitrali Secondary- Ms. Rajini	Principals Primary – Ms. Helen Secondary – Mr. Oliver		
	Co-curricular	Athletics- Mr. Gregory ECA- Ms. Edna CCA- Ms. Maya	Principals Primary – Ms. Helen Secondary – Mr. Oliver		
	College Counselling	College counsellor- Mr. Sourabh	Secondary Principal- Mr. Oliver		
Transport	Routes/ Pick-up/ Drop-off	Transport Manager- Mr. Narendra	Head of Facilities- Mr. Vikramjeet		
	Bus Fees	Accounts- Mr. Umesh/ Mr. Ajinkya	Head of Business- Ms. Poonam		
	Transport Safety	Transport Manager- Mr. Narendra	Head of Facilities- Mr. Vikramjeet		
PTA	PTA	Office Bearers		Director- Mr. Joel Cohen	
Invoice	Invoices	Accounts- Mr. Umesh/ Mr. Ajinkya	Head of Business- Ms. Poonam		Director- Mr. Joel Cohen
Tech Related	Systems	Systems Administrator- Mr. Akshay	Director of Technology- Mr. SaiSandeep Reddy		
Health	Medical Emergency	Nurses- Ms. Dally/ Ms. Poonam D	Dr. Remya		Principals Primary – Ms. Helen Secondary – Mr. Oliver
Transcript	Transcript	Primary- Ms. Edna Secondary- Ms. Reena/ Mr. Francis	Principals Primary – Ms. Helen Secondary – Mr. Oliver		

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Others	Cafeteria	Admissions Officer- Ms. Vidya		
	Lost and found	Reception Board- Ms. Jacintha	Homeroom/ Subject Teachers	Principals Primary- Ms. Helen Secondary- Mr. Oliver
	Uniform	Head of Procurement- Mr. Brian D'souza		
	Student ID	Administration Manager- Mr. Gerald		

## Directory

Role	Name	Email
Director	Mr. Joel Cohen	<a href="mailto:joel.cohen@misp.org">joel.cohen@misp.org</a>
Executive Assistant to the Director	Ms. Shraddha Deshpande	<a href="mailto:shraddha.deshpande@misp.org">shraddha.deshpande@misp.org</a>
<b>Primary</b>		
Primary School Principal	Ms. Helen Sharrock	<a href="mailto:primaryprincipal@misp.org">primaryprincipal@misp.org</a>
Primary School Co-ordinator	Ms. Carla Swinehart	<a href="mailto:pypcoordinator@misp.org">pypcoordinator@misp.org</a>
Primary Office Manager	Ms. Edna Borges	<a href="mailto:primaryoffice@misp.org">primaryoffice@misp.org</a>
Primary School Counselor	Mr. Jeff Underhill	<a href="mailto:primarycounselor@misp.org">primarycounselor@misp.org</a>
Primary Teaching Learning Support	Ms. Chaitrali Ranade	<a href="mailto:chaitrali.ranade@misp.org">chaitrali.ranade@misp.org</a>
<b>Secondary</b>		
Secondary School Principal	Mr. Oliver Chua	<a href="mailto:oliver.chua@misp.org">oliver.chua@misp.org</a>
Secondary School Co-ordinator (DP)	Ms. Vijeta Sinha	<a href="mailto:vijeta.sinha@misp.org">vijeta.sinha@misp.org</a>
Secondary School Co-ordinator (MYP)	Ms. Shweta Deokar	<a href="mailto:shweta.deokar@misp.org">shweta.deokar@misp.org</a>
College Counselor	Mr. Sourabh Inamdar	<a href="mailto:sourabh.inamdar@misp.org">sourabh.inamdar@misp.org</a>
Secondary Office Manager	Mr. Francis Fernandes	<a href="mailto:secondaryoffice@misp.org">secondaryoffice@misp.org</a> , <a href="mailto:francis.fernandes@misp.org">francis.fernandes@misp.org</a>
Registrar	Ms. Reena Nair	<a href="mailto:registrar@misp.org">registrar@misp.org</a>
Secondary Counselor	Ms. Megha Sharma	<a href="mailto:megha.sharma@misp.org">megha.sharma@misp.org</a>
HOD Science, CAS Co-ordinator	Ms. Maya Gurung	<a href="mailto:maya.gurung@misp.org">maya.gurung@misp.org</a>
HOD PHE	Mr. Gregory Motteron	<a href="mailto:gregory.motteron@misp.org">gregory.motteron@misp.org</a>
Secondary School Learning Support	Ms. Rajini Ramnath	<a href="mailto:rajini.ramnath@misp.org">rajini.ramnath@misp.org</a>
<b>Administration</b>		
Reception	Ms. Jacintha Pegado	<a href="mailto:reception@misp.org">reception@misp.org</a>
Head of Business	Poonam Kabadi	<a href="mailto:businessoffice@misp.org">businessoffice@misp.org</a>
Accounts	Mr. Umesh Shitre	<a href="mailto:accounts@misp.org">accounts@misp.org</a> , <a href="mailto:umesh.shitre@misp.org">umesh.shitre@misp.org</a>
Accounts	Mr. Ajinkya Ranawade	<a href="mailto:accounts@misp.org">accounts@misp.org</a> , <a href="mailto:ajinkya.ranawade@misp.org">ajinkya.ranawade@misp.org</a>
Admissions Officer	Ms. Vidya Nair	<a href="mailto:vidya.nair@misp.org">vidya.nair@misp.org</a>
Head of Facilities	Mr. Vikramjeet Sra	<a href="mailto:vikramjeet.sra@misp.org">vikramjeet.sra@misp.org</a>
Administrative Manager	Mr. Gerald Lewis	<a href="mailto:gerald.lewis@misp.org">gerald.lewis@misp.org</a>
Transport Manager, General Service Officer	Mr. Narendra Sawant	<a href="mailto:transport@misp.org">transport@misp.org</a> , <a href="mailto:narendra.sawant@misp.org">narendra.sawant@misp.org</a>
Head of Procurement	Mr. Brian D'souza	<a href="mailto:purchase@misp.org">purchase@misp.org</a>
School Doctor	Dr. Remya	<a href="mailto:remya.mahesh@misp.org">remya.mahesh@misp.org</a>
School Nurse	Ms. Dally Jojo	<a href="mailto:nurse@misp.org">nurse@misp.org</a>
School Nurse	Ms. Poonam Dubey	<a href="mailto:poonam.dubey@misp.org">poonam.dubey@misp.org</a>
Director of Technology	Mr. SaiSandeep Reddy	<a href="mailto:saisandeep@misp.org">saisandeep@misp.org</a>
Systems Administrator	Mr. Akshay Dhongade	<a href="mailto:akshay@misp.org">akshay@misp.org</a>
PTA	PTA	<a href="mailto:pta@misp.org">pta@misp.org</a>