



HOW TO GET IN TOUCH WITH THE COLLEGE?

01

Questions about your child

Email your child's class teacher or tutor. Please refer to the Communication page on your school's Hub on Dulwich Central for the correct e-mail.



02

General inquiries/feedback

Feel free to contact: info.shanghai pudong@dulwich.org; inquiries will be answered within 1 working day.



03

Emergencies

Call the school main switchboard at 3896-1200; it is staffed 8am-5pm Monday-Friday, except holidays.



04

Safeguarding

Concerns about a child
DUCKS
katherine.weir-davis@dulwich.org

Junior School
tony.pickhaver@dulwich.org

Senior School
amy.murphy@dulwich.org

Concerns about an adult
garry.russell@dulwich.org



05

Food & Dining Halls

Please contact:
schoollunch.shanghai pudong@dulwich.org



06

Uniform

For any questions about purchasing uniform please contact:
uniformshop.shanghai pudong@dulwich.org



07

Bus service

To apply for bus service or request a change or general inquiry:
busservice.shanghai pudong@dulwich.org



08

Tuition and fee payment

Please contact:
finar.shanghai pudong@dulwich.org



09

Absence (illness)

DUCKS
Please contact your child's class teacher by email before 9.00am and copy the front desk at DucksFrontDesk.shanghai pudong@dulwich.org

Junior School
Please contact your child's class teacher by email before 8.15am

Senior School
Please inform the SS by email before 8:15am at seniorabsence.shanghai pudong@dulwich.org



10

Nurse/health

If you need to communicate with our College nurses please use:
nurseservice.shanghai pudong@dulwich.org



11

IT support

Please contact:
helpdesk.shanghai pudong@dulwich.org



12

Schools

DUCKS
Parent liaison: pauline.huang@dulwich.org
Campus & CCA Coordinator: angel.tang@dulwich.org or call 3896-1206

Junior School
Parent liaison: chloe.liu@dulwich.org
CCA Coordinator: jingjing.shui@dulwich.org
Campus coordinator: joey.chen@dulwich.org or call 3896-1236

Senior School
Parent liaison for Year 7: chloe.liu@dulwich.org
Senior School Office Manager: ronnie.xiang@dulwich.org or call 3896-1213
Senior School Administrative Assistant and CCA Coordinator: cathy.zhu@dulwich.org or call 3896-1267





DULWICH COLLEGE | SHANGHAI PUDONG |

上海德威外籍人员子女学校（浦东）

HOW DOES THE COLLEGE KEEP IN TOUCH WITH YOU?

01

Face to Face

There's no substitute for face-to-face meetings. These can take place at regularly scheduled College events. They can also happen at the school gate during entry or departure. Staff (teachers, administrators, parent liaisons) can also be arranged for face-to-face meetings in advance depending on availability. Phone calls may also take place when face to face meetings are not possible.

02

Seesaw

This is where you will find updates about your child between you and the class teacher. Seesaw is primarily used in DUCKS and Junior School.

03

Parent-Teacher Conferences

These are regularly scheduled throughout the year. Please note that they may be conducted in person or online.

04

Weekly Bulletin on Dulwich Central

Every Friday these are sent to all parents. They contain all the information you need to know for the coming week and beyond. We advise you to read the bulletin every week.



05

Email

Emails and letters will occasionally be sent from the College on an ad hoc basis. All official email from our College will originate from the @dulwich.org domain. Please take appropriate steps to put the @dulwich.org email on your trusted list to ensure you receive them.

06

Parent Wechat Groups

Parent Wechat groups are official College communications channels. We use them to send reminders, urgent updates and support official e-mails, as we know these sometimes end up in spam folders.

07

The Dulwich Voice Newsletter

Every Thursday this will be uploaded to Dulwich Central to celebrate the achievements, milestones, innovations, and other important news from our community.



THE DULWICH VOICE