



Contact Information & Directory

2025-2026

ADMISSIONS: For general information about school

✉ : admission-kv@sph.ac.id
☎ : 021-29056789 ext. 142300/142310
☎ : +62 812-8368-2158

TU : For student information

✉ : tu-kv@sph.ac.id
☎ : 021-29056439 ext. 143100
☎ : +62 852-1999-6427

FINANCE: For school fees and payment

✉ : finance-kv@sph.ac.id
☎ : 021-29056789 ext. 142110
☎ : +62 8521 990 1464

HEAD OF ACADEMICS:



Carol Souisa

✉ : carol.souisa@sph.ac.id
☎ : 021-29056789 ext. 143005

PRINCIPALS:



Hana Tjong
Junior School Principal

✉ : hana.tjong@sph.ac.id
☎ : 021-29056789 ext. 143005



Jason Poarch
Middle and High School Principal

✉ : jason.poarch@sph.ac.id
☎ : 021-29056789 ext. 144005



Bookstore Information

Uniform and school supplies can be purchased online at SPH bookstore through this link:
<https://www.bookstore.sph.ac.id/sph-kemang-village>

Please follow the instruction on the website and for further information, please contact:
Ibu Findy, WhatsApp: +6281382618683 (business hours)
Onsite bookstore opening hours: 07:30 - 15:00 PM (Mon, Thu-Fri, by appointment)

Admin Support

Admission

Enrollment and general information about school

✉ : admission-kv@sph.ac.id

☎ : 021-29056789 ext. 142300/142310

☎ : +62 812-8368-2158

Tata Usaha (TU)

School documents, lost and found and administrative services

✉ : tu-kv@sph.ac.id

☎ : 021-29056789 ext. 143100

☎ : +62 852-1999-6427

Finance

School fees information and payment

✉ : finance-kv@sph.ac.id

☎ : 021-29056789 ext. 142110

☎ : +62 8521 990 1464

Library

Library services (borrowing, returning, reference assistance)

✉ library-kv@sph.ac.id

☎ 021-29056789 ext. 144800

📖 Library Information

Bookstore

School supplies and uniform information and purchase

✉ : bookstore-kv@sph.ac.id

☎ : 021-29056789 ext. 142830

☎ : +62 813 826 18683

Online Bookstore Service:

📖 bookstore.sph.ac.id

Onsite Bookstore Service:

Ground Floor

7:30 AM - 3:00 PM

Monday, Thursday, Friday



Secretary

Contact to inform student absences, late arrivals, early dismissals, and late pickups.

Please also notify your child's homeroom teacher

Junior School | Kindy-Grade 5

✉ : audrey.widjaja@sph.ac.id

☎ : 021-29056789 ext. 143005

Middle & High School | Grade 7-12

✉ : puji.widiasih@sph.ac.id

☎ : 021-29056789 ext. 144005

Health Center

Assist with minor illnesses, injuries, and general health concerns.

✉ : healthcenter@sph.ac.id

☎ : 021-29056789 ext. 145301

School Leadership & Specialist



Dale Wood

Head of School

✉ : dale.wood@sph.ac.id

☎ : Ext. 141101



Daisy Hudono

Head of Admin

✉ : daisy.hudono@sph.ac.id

☎ : Ext. 141101



Carol Souisa

Head of Academics

✉ : carol.souisa@sph.ac.id

☎ : Ext. 143005/143103



Jami Sefiane

*Director of Student
Support Services*

✉ : jami.sefiane@sph.ac.id

☎ : Ext. 144600



Jason Poarch

Senior School Principal

✉ : jason.poarch@sph.ac.id

☎ : Ext. 144005



Hana Tjong

Junior School Principal

✉ : hana.tjong@sph.ac.id

☎ : Ext. 143005/143103



Bless Osia

*High School
Associate Principal*

✉ : catherine.osia@sph.ac.id



Jenae Daniels

*Middle School
Associate Principal*

✉ : jenae.daniels@sph.ac.id



Dallas Tucker

Spiritual Life Coordinator

✉ : dallas.tucker@sph.ac.id



Abraham Chung

College and Career Counselor

✉ : abraham.chung@sph.ac.id



Peter Randall

Junior School Associate Principal

✉ : peter.randall@sph.ac.id



Erna Llorente

Ministering Arts Coordinator

✉ : erna.llorente@sph.ac.id



Calum Walker

Makerspace Coordinator

✉ : calum.walker@sph.ac.id



Ian Ymas

Sports and Active Living Coordinator

✉ : christian.ymas@sph.ac.id

Phone and Extensions

School Phone : 021-29056789

School Whatsapp : +62 8521 990 1464

TITLE / DIVISION	EXTENSION NUMBER
Head of School / Associate Head of School Office	141101
Head of Academics Office	143005/143103
Junior School Principal Office	143005/143103
Middle and High School Principal Office	144005
Ministering Arts Coordinator Office	143500
Spiritual Life Coordinator Office	143020
Sports and Active Living Coordinator Office	143010
Counselor Office	144422
Career Counselor Office	144411
Admissions Office	142300 / 142310
Bookstore	142830 / 143102
Finance Office	142100 / 142110
Health Centre	145301
Library	144800
Tata Usaha (TU) / Administrative Office	147770 / 143100

Phone and Extensions

School Phone Number: **021-29056789**

TITLE/DIVISION	DIRECT NUMBER
Head of School	021-29056440
Associate Head of School	021-29056441
TU / Administrative Office	021-29056439
Admissions	021-29056442
Health Centre	021-29056445

Directory and E-mail

School Leaders

Head of School	Mr Dale W	<u>dale.wood@sph.ac.id</u>
Associate Head of School	Ibu Daisy	<u>daisy.hudono@sph.ac.id</u>
Head of Academics	Mrs Carol	<u>carol.souisa@sph.ac.id</u>
Junior School Principal	Ibu Hana	<u>hana.tjong@sph.ac.id</u>
Middle & High School Principal	Mr Jason P	<u>jason.poarch@sph.ac.id</u>

Kindergarten

K1	Ibu Agnes	<u>riama.sinaga@sph.ac.id</u>
K1	Ms Angelou	<u>angelou.almeria@sph.ac.id</u>
K2	Ms Lycel	<u>lycel.arboleda@sph.ac.id</u>
K2	Ibu Tania	<u>tania.manalu@sph.ac.id</u>
K3	Ibu Mia	<u>mia.nainggolan@sph.ac.id</u>
K3	Mrs Eszter	<u>eszter.karoly@sph.ac.id</u>

Junior School Homeroom Teachers

Grade 1.1	Mrs. Michel	<u>michel.souisa@sph.ac.id</u>
Grade 1.1	Ibu Liz	<u>elizabeth.juniana@sph.ac.id</u>
Grade 1.2	Ms Kathleen	<u>kathleen.kozub@sph.ac.id</u>
Grade 1.2	Ibu Ruth	<u>ruth.irwin@sph.ac.id</u>

Directory and E-mail

Junior School Homeroom Teachers

Grade 2.1	Ms Aimee	<u>jiyoung.na@sph.ac.id</u>	Ms Jenny	<u>jenny.n.aritonang@sph.ac.id</u>
Grade 2.2	Miss Aby	<u>aby.salvatierra@sph.ac.id</u>	Mrs Coral	<u>hongli.nie@sph.ac.id</u>
Grade 3.1	Mr Peter	<u>peter.randall@sph.ac.id</u>	Ibu Ira	<u>ira.kamdani@sph.ac.id</u>
Grade 3.2	Mrs Cheri	<u>cherilyn.manuel@sph.ac.id</u>	Ibu Nadia	<u>elisabeth.cahyaningrum@sph.ac.id</u>
Grade 4.1	Ms Grace	<u>mildred.morelos@sph.ac.id</u>	Ms Vanessa	<u>vanessa.simmons@sph.ac.id</u>
Grade 4.2	Ms Mindy	<u>mindy.harmon@sph.ac.id</u>	Mrs Alleli	<u>alleli.fajardo@sph.ac.id</u>
Grade 5.1	Mr Vince	<u>vincent.chacon@sph.ac.id</u>	Ms Gaby	<u>gabriella.wu@sph.ac.id</u>
Grade 5.2	Ms Iza	<u>izabela.dantas@sph.ac.id</u>	Mr JP	<u>jeremiah.manuel@sph.ac.id</u>

Middle School Homeroom Teachers

Grade 6.1	Ms Heidi	<u>heidi.doctolero@sph.ac.id</u>	Mrs Jeongwon	<u>jeongwon.ju@sph.ac.id</u>
Grade 6.2	Mr Joshua H	<u>joshua.hoem@sph.ac.id</u>	Ms Olivia	<u>olivia.wang@sph.ac.id</u>
Grade 7.1	Mr Jason	<u>jason.theophilus@sph.ac.id</u>	Ibu Tresia	<u>tresia.sitorus@sph.ac.id</u>
Grade 7.2	Mr Matt	<u>matthew.delrosario@sph.ac.id</u>	Ibu Adinda	<u>adinda.ndoloe@sph.ac.id</u>
Grade 8.1	Ms Jenae	<u>jenae.daniels@sph.ac.id</u>	Mr Garry	<u>gerardo.fajardo@sph.ac.id</u>
Grade 8.2	Mrs Jane	<u>jane.ymas@sph.ac.id</u>	Mr William	<u>william.tea@sph.ac.id</u>

Directory and E-mail

High School Homeroom Teachers

9.1	Mr Eduard	eduard.tagal@sph.ac.id	Ms Peyton	peyton.purvis@sph.ac.id
9.2	Mr Calum	calum.walker@sph.ac.id	Pak Johanes	johanes.kembaren@sph.ac.id
10	Ibu Luvana	luvana@sph.ac.id	Mr Prasad	vara.adidala@sph.ac.id
11.1	Mr Ben C	ben.clapperton@sph.ac.id	Mrs ChengKee	cheng.ng@sph.ac.id
11.2	Mr Joshua K	joshua.kim@sph.ac.id	Ibu Melissa	melissa.mangunsong@sph.ac.id
12.1	Laoshi Erina	erina.tan@sph.ac.id	Mr Joshua S	joshua.solomon@sph.ac.id
12.2	Mrs Tatiana	tatiana.putra@sph.ac.id	Mr Diano	diano.pesidas@sph.ac.id

Associate Principals and Coordinators

JS Associate Principal (K1 - G5)	Mr Peter	peter.randall@sph.ac.id
MS Associate Principal (G6 - G8)	Ms Jenae	jenae.daniels@sph.ac.id
HS Associate Principal (G9 - G12)	Mrs Bless	catherine.osia@sph.ac.id
Spiritual Life Coordinator	Mr Dallas	dallas.tucker@sph.ac.id
Ministering Arts Coordinator	Ms Erna	erna.llorente@sph.ac.id
Director of Student Services (LST & ELL)	Ms Jami	jami.sefiane@sph.ac.id
Educational Technology Coordinator	Mr Jason T	jason.theophilus@sph.ac.id
Sports and Active Living Coordinator	Mr Ian	christian.ymas@sph.ac.id

Directory and E-mail

Specialist Teachers

IGCSE GP, DP Psychology, ESS	Ibu Melissa	melissa.mangunsong@sph.ac.id
JS B. Indonesia, MS Indonesian Language & Culture	Ibu Adinda	adinda.ndoloe@sph.ac.id
Career Counselor	Mr Abraham	abraham.chung@sph.ac.id
JS ELL	Mrs Alleli	alleli.fajardo@sph.ac.id
HS IGCSE/DP English	Ms Tatiana	tatiana.putra@sph.ac.id
MS/HS Math & Science, IB Math	Mr Ben C	ben.clapperton@sph.ac.id
HS DP Business Management	Mrs Briana	briana.tucker@sph.ac.id
MS MakerSpace Coordinator, Design Technology	Mr Cal	calum.walker@sph.ac.id
HS Associate Principal, DP Biology	Mrs Bless	catherine.osia@sph.ac.id
HS - Biblical Studies, DP Theory of Knowledge	Mr Dallas	dallas.tucker@sph.ac.id
HS - DP Chem, IGCSE Bio/Chem	Mr Joshua S	joshua.solomon@sph.ac.id
HS Principal and HS Biblical Studies	Mr Jason P	jason.poarch@sph.ac.id
HS - IGCSE Business & DP Economics	Ms CK	cheng.ng@sph.ac.id
HS - IGCSE/DP Math, CAS Lead	Mr Diano	diano.pesidas@sph.ac.id
MS Mandarin, IGCSE/DP Chinese Mandarin	Ibu Erina	erina.tan@sph.ac.id
JS/MS/HS Band & Drama	Ms Erna	erna.llorente@sph.ac.id
MS Korean, HS Korean, DP Korean	Ms Jeongwon	jeongwon.ju@sph.ac.id
JS/MS ELL	Bu Gaby	gabriella.wu@sph.ac.id
MS/HS IGCSE/DP Music, MS Choir & Instrumental	Mr Garry	gerardo.fajardo@sph.ac.id
MS/HS SEL Counsellor	Ibu Nancy	nancy.arung@sph.ac.id

Directory and E-mail

Specialist Teachers

HS IGCSE/DP English, IGCSE GP	Mr Joshua K	joshua.kim@sph.ac.id
MS Literature in English & Humanities	Ms Heidi	heidi.doctolero@sph.ac.id
JS/MS Mandarin	Ms Coral	hongli.nie@sph.ac.id
JS/MS/HS PE & Sports and Active Living Coordinator	Mr Ian	christian.ymas@sph.ac.id
JS BI & PPKN	Ibu Ira	ira.kamdani@sph.ac.id
HS Physics & Chem	Mr Eduard	eduard.tagal@sph.ac.id
MS Math & Science	Mrs Jane	jane.ymas@sph.ac.id
MS Math & Science	Mr Jason T	jason.theophilus@sph.ac.id
MS/HS Learning Support	Mr Jebbs	jebbs.ciocon@sph.ac.id
MS Literature in English & Humanities	Mrs Jenae	jenae.daniels@sph.ac.id
JS Bahasa Indonesia, Indo Studies, PPKN	Ibu Jenny	jenny.n.aritonang@sph.ac.id
MS Math & Science, Interdisciplinary Studies	Mr Joshua H	joshua.hoem@sph.ac.id
JS PE	Mr JP	jeremiah.manuel@sph.ac.id
MS Visual Arts, IGCSE Art&Design, DP Visual Art	Ms Olivia	olivia.wang@sph.ac.id
HS IGCSE/DP Math	Ms Peyton	peyton.purvis@sph.ac.id
HS IGCSE/DP Bahasa Indonesia	Ibu Luvana	luvana@sph.ac.id
MS PE	Mr Ben D	benjamin.daniels@sph.ac.id
MS/HS Bahasa Indonesia	Pak Johannes K	johanes.kembaren@sph.ac.id

Directory and E-mail

Specialist Teachers

MS Literature in English & Humanities	Mr Matt	matthew.delrosario@sph.ac.id
JS/MS Learning Support	Mrs Pom	pomposa.canlas@sph.ac.id
JS Learning Support	Ms Kristin	kristin.collins@sph.ac.id
HS IGCSE/DP Computer Science, MS Coding	Mr Prasad	vara.adidala@sph.ac.id
JS Visual Arts	Ibu Rina	rina.riady@sph.ac.id
JS/MS Learning Support	Ms Katherine	katherine.vili@sph.ac.id
MS Indonesian Language & Culture, DP BI	Ibu Tresia	tresia.sitorus@sph.ac.id
JS Music	Ms Vanessa	vanessa.simmons@sph.ac.id
MS/HS ELL	Mr Will	william.tea@sph.ac.id
HS Learning Support	Ibu Lady	lady.manalu@sph.ac.id
Career Counsellor	Mr. Abraham	abraham.chung@sph.ac.id
Korean Community Liaison	Mrs. Jamie	jamie.chung@sph.ac.id