



14th June 2016

Dear Parents/Carers,

Emails from School

Last term we sent out a letter informing parents that all school letters are now being emailed out at the same time each week (Thursdays at 4:00pm) as part of a single 'Weekly Update' email. It has come to our attention that some parents are either not aware of this new email policy, or are not receiving the 'Weekly Update' in their inboxes.

It is very important that all parents are able to access the 'Weekly Update' email, as it contains all of the letters and announcements for that week.

We are therefore asking all parents to check your junk or spam folders for the 'Weekly Update' email and to alter your settings to ensure that the email goes into your inbox each week. The email sender will be Oswald Road Primary School, and the reply email is admin@oswaldroad.manchester.sch.uk. However, because of the software we use to create and send out the Weekly Update, this may cause the email to go into your junk folder.

If, after checking your junk and spam folders, you are still unable to locate the email, it may be that we do not have the correct or most up to date email address for you on our system. If you have not received the Weekly Update, please contact me directly on 0161 882 2689, or email e.linton@oswaldroad.manchester.sch.uk.

Kind regards,

Ellie Linton

Communications & Marketing Manager



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