



17<sup>th</sup> May 2016

Dear Parents/Carers,

## Parent Focus Group: Communications

I am writing to invite you to a Parent Focus Group to get your views on the school's new approach to communications. In particular, I would like to find out what parents and carers think of the new 'Weekly Update' and school app, and how you think communications can be improved further.

**The focus group will take place in school at 2.30pm on Thursday 9<sup>th</sup> June.** If you wish to attend, please complete the reply slip below and return it to our school office before Monday 6<sup>th</sup> June.

If you are unable to attend on this date, but would like us to discuss any views or concerns you may have about communication between the school and its families, please email me at [e.linton@oswaldroad.manchester.sch.uk](mailto:e.linton@oswaldroad.manchester.sch.uk). The minutes from the focus group will also be sent out to all families after the meeting.

I look forward to meeting you and hearing your views.

Kind regards,

Ellie Linton  
Communications and Marketing Manager

---

## Parent Focus Group: Communications

Name (Parent / Carer): \_\_\_\_\_

I will attend the communications parent focus group at 2.30pm on Thursday 9<sup>th</sup> June [ ]

Signed: \_\_\_\_\_



**Inspiration & Success**

