



19th April 2016

Dear Parents / Carers

Clarification of email systems in school

I wanted to say thank you for supporting the changes in how we are using emails in school and wanted to send some further clarification that may help.

When to use inbox@oswaldroad.manchester.sch.uk:

This is a central email address for any **concerns or complaints only**. No concerns or complaints are to go to any other email address other than this. The only exception is if there is a serious complaint about myself, then this would go to the Chair of Governors.

When to use admin@oswaldroad.manchester.sch.uk

Any **general enquiries** or **information needing to be passed on** are to go to this email address. This email address can also be used to pass information on to teachers, to request a meeting with a teacher or to pass information to the office.

Pastoral and SEND provision:

The SEND team and Pastoral team still have email addresses, which parents can access directly. Please continue to use as you always have, however if there are any concerns or complaints they are to be sent to inbox@oswaldroad.manchester.sch.uk.

SEND contacts:

Helen Woolf (SENCo): Helen.woolf@oswaldroad.manchester.sch.uk

Sam Coombes (Operational Inclusion Lead): s.coombes@oswaldroad.manchester.sch.uk

Pastoral contacts:

Donna Wealleans (Pastoral lead): d.wealleans@oswaldroad.manchester.sch.uk

Lisa Cameron (Family and Children's Support Co-ordinator):

l.cameron@oswaldroad.manchester.sch.uk (from 6th May 2016)

Debbie Carter (Learning Mentor): d.carter@oswaldroad.manchester.sch.uk

Communications Manager contact:

Our new Communications Manager has an email, which you can directly contact her on.

Ellie Linton: e.linton@oswaldroad.manchester.sch.uk



Inspiration & Success



Oswald Road Primary School

Oswald Road, Chorlton-Cum-Hardy, Manchester M21 9PL
Telephone: 0161 881 4266/4319 Fax: 0161 881 4319
Email: admin@oswaldroad.manchester.sch.uk
Headteacher: D. Howard



Myself and Jon are still contactable directly, but again if it is a concern or complaint please go through inbox@ or if it is a general enquiry, please go through admin@. **Leave of absence requests are still to be sent to my email address**, or Jon's during my maternity leave.

deborah.howard@oswaldroad.manchester.sch.uk j.beisly@oswaldroad.manchester.sch.uk

The rest of the Senior Leadership Team and Phase Leads have email addresses they can contact you directly from, however any communication with them is to go via the other channels discussed and then we will organise for the most appropriate person to contact you.

I hope this helps and thanks again for your support.

Deborah Howard
Headteacher



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