



5th September 2016

Dear Parents/Carers,

Communications at Oswald Road

Welcome to Oswald Road Primary School! I hope your child has settled in well on their first day. I am writing to let you know which forms of communication you can expect to receive from the school on a regular basis, and when.

Letters are sent out in paper form only if there is a reply slip attached (eg. a consent form for a school trip). These letters will be given to your child to take home in their book bag, so please check these at the end of each day.

All letters are also emailed out at the same time each week (Thursday at 4:00pm) as part of a **Weekly Update** email. 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. If you do not receive the Weekly Update email this Thursday afternoon, please email e.linton@oswaldroad.manchester.sch.uk, or call 0161 882 2689. You will also find electronic copies of all of the letters on the school website- go to www.oswaldroad.co.uk/parents/school-letters.

Text messages are sent out from the school office if there is a direct message to go out to a specific parent, or if an urgent message needs to be sent out to the whole school.

We also have a **mobile phone app** that, among other things, allows you to sync the school calendar with your own calendar on your phone. Go to www.oswaldroad.co.uk/whats-new/our-schools-app/ for instructions on how to download and use the app.

The **whole school newsletter** is emailed out on the last day of every half term. There is also an Early Years newsletter called **The Hoot**, which is emailed out to Nursery and Reception parents every other Friday.

Finally, we share regular updates and announcements on **social media**. Our Twitter handle is @OswaldRoad, or search for 'Oswald Road Primary School' on Facebook.

Kind regards,

Ellie Linton
Communications & Marketing Manager



Inspiration & Success

