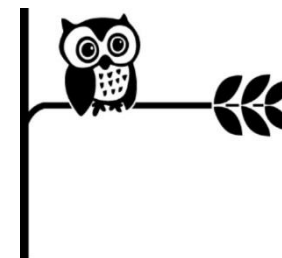


# Oswald Road Primary School- Communications/Newsletter Schedule



This document outlines the various communications you can expect to receive from school and when.

	<b>Description</b>	<b>Frequency</b>	<b>When is it sent?</b>	<b>How is it sent?</b>
<b>Weekly Update*</b>	A weekly email that contains all of the letters and announcements for that week	Weekly	Thursdays at 4:00pm	Email.
<b>School Newsletter</b>	A newsletter highlighting some of the great events that have taken place in school	Half termly	On the last day of each half term	Email. Printed copies can also be found in reception.
<b>The Hoot</b>	A newsletter containing specific year group information, such as what will be taught in class that week.	Weekly	Friday/Monday	Email.
<b>Social Media Updates</b>	Regular updates on goings-on in and around school, and announcements for parents	Daily	During office hours (8:00am-4:30pm)	Facebook (search 'Oswald Road Primary School') and Twitter (@OswaldRoad).
<b>Paper letters</b>	Letters are only sent out in paper form if they are particularly important or if they have a reply slip. Parents have the choice to opt out of receiving paper copies of letters. Please speak to the office if you would like to do so.	Varies	As required	Paper letters are sent home with your child in their book bag- please check for them at the end of the day.

\* 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, please email [e.linton@oswaldroad.manchester.sch.uk](mailto:e.linton@oswaldroad.manchester.sch.uk)