



23rd June 2016

Dear Parents/Carers,

School Email Contacts

I am writing to firstly thank you for supporting the changes in the way we use emails at the school, and also to remind you of which emails should be directed to which addresses.

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 the Headteacher, then this would go to the Chair of Governors following our Resolutions & Complaints policy. The inbox mailbox is monitored daily by our Business Manager, Sarah Nicholls, and there is an automatic reply sent to acknowledge receipt of the email.

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. This mailbox is monitored by our Office Manager, Helen Wright.

You can also send emails directly to our Senior Leadership Team if you would like to discuss a specific incident - please see below the list of SLT members and their area of leadership within the school.

Jon Beisly (Acting Headteacher)- j.beisly@oswaldroad.manchester.sch.uk

Laura Flynn (Assistant Headteacher- Curriculum Lead)- l.flynn@oswaldroad.manchester.sch.uk

Donna Wealleans (Assistant Headteacher, Pastoral Lead): d.wealleans@oswaldroad.manchester.sch.uk

Helen Woolf (Assistant Headteacher, SEND Coordinator): h.woolf@oswaldroad.manchester.sch.uk

We also have a new member of our Pastoral Team. Lisa Cameron is our Family and Children's Support Co-ordinator, and she can be contacted if you have any safeguarding concerns. Her email address is l.cameron@oswaldroad.manchester.sch.uk.

As of this week all other teaching staff will only be able to receive internal emails, so please do not try and email them directly. If you would like to arrange a meeting with your child's class teacher, please email admin@oswaldroad.manchester.sch.uk. The school office will then pass your request to the relevant teacher, to which you should expect a response within two working days.



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



I hope this helps and thank you again for your support.

Kind regards,

Jon Beisly
Acting Headteacher



Inspiration & Success

