

Oswald Road Primary School- Communications/Newsletter Schedule



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

	Description	Frequency	When is it sent?	How is it sent?
Weekly Update*	A weekly email that contains all of the letters and announcements for that week	Weekly	Thursdays at 4:00pm	Email.
School Newsletter	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.
The Hoot	A newsletter containing specific year group information, such as what will be taught in class that week.	Weekly	Friday	Email.
Social Media Updates	Regular updates on goings-on in and around school, and announcements for parents	Varies	Varies	Facebook (search 'Oswald Road Primary School') and Twitter (@OswaldRoad).
Paper letters	<p>Printed versions of letters are sent home in book bags. In a bid to become more environmentally-friendly parents have the option to receive paperless communications.</p> <p>From September 2019 all Nursery & Reception parents will automatically be signed up for paperless communications. If you are a Nursery or Reception parent and you would like to opt in to receiving paper letters, please email messages@oswaldroad.manchester.sch.uk</p> <p>All letters will be available on the school website- click on the 'School Letters' button on the homepage.</p>	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 messages@oswaldroad.manchester.sch.uk