



24<sup>th</sup> May 2021

Dear Parents/Carers,

## Communications Manager Maternity Cover

I am writing to let you know that our new Communications & Marketing Manager, Christina Lydon, has started at Oswald Road today. Christina will be covering my maternity leave until June 2022 and will work Monday-Friday mornings in the school office. Christina can be contacted at [c.lydon@oswaldroad.manchester.sch.uk](mailto:c.lydon@oswaldroad.manchester.sch.uk).

I thought now would also be a good time to give parents a reminder of the different email addresses you can use to contact school- please see below.

Any general office enquiries are to go to [admin@oswaldroad.manchester.sch.uk](mailto:admin@oswaldroad.manchester.sch.uk). This includes things such as letting us know if your child is being collected by someone else, requesting to change your child's meal arrangements etc. This inbox will be monitored throughout the school day by various members of our office team.

For attendance related queries please email [attendance@oswaldroad.manchester.sch.uk](mailto:attendance@oswaldroad.manchester.sch.uk). This will be picked up by Susan Ravlic, our Attendance Officer.

If you need to get a message to your child's teacher, please send it to [messages@oswaldroad.manchester.sch.uk](mailto:messages@oswaldroad.manchester.sch.uk). Please note that this inbox will only be monitored in the morning, not during the afternoon. These messages will be picked up by Christina Lydon, our Communications & Marketing Manager, who will pass them on to the relevant member of staff.

For any concerns or complaints, please email [inbox@oswaldroad.manchester.sch.uk](mailto:inbox@oswaldroad.manchester.sch.uk). This inbox is checked by our Communications Manager and all messages are then passed on to the Headteacher, Deborah Howard, to be dealt with accordingly.



**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](mailto:admin@oswaldroad.manchester.sch.uk)  
Headteacher: D. Howard



If you have a very urgent message that you need to get to us outside of school hours (eg. evenings and weekends), please email [deborah.howard@oswaldroad.manchester.sch.uk](mailto:deborah.howard@oswaldroad.manchester.sch.uk).

I will be finishing at the end of the half term break next week, so will still be available to contact via email up until then if you have any queries.

Kind regards,

Ellie Linton  
Communications & Marketing Manager



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