

07th September 2021

Dear Parents/Carers,

Contacting Oswald Road School

Welcome back to all the children, we've really enjoyed hearing all about their Summer adventures. Here's a quick reminder of the different email addresses you can use to contact school.

admin@oswaldroad.manchester.sch.uk

Any general office enquiries are to go to admin@oswaldroad.manchester.sch.uk. This includes things such as letting us know if your child is being collected by someone else, if you'd like to request a learning support meeting etc. This inbox will be monitored throughout the school day by various members of our office team.

attendance@oswaldroad.manchester.sch.uk

For attendance related queries such as reporting sickness, informing us about appointments etc please email attendance@oswaldroad.manchester.sch.uk. This will be picked up by Susan Ravlic, our Attendance Officer.

messages@oswaldroad.manchester.sch.uk

If you need to get a message to your child's teacher, including 'Handle with Care' messages, please send it to messages@oswaldroad.manchester.sch.uk. Please note that this inbox will only be monitored in the morning, not during the afternoon. Messages will be picked up by our Communications & Marketing Manager, who will pass them on to the relevant member of staff.

inbox@oswaldroad.manchester.sch.uk

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

Very urgent messages

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.

Kind regards,
School Office



Inspiration & Success

