



## 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?
<b>Weekly Update</b>	A weekly email sent via MailChimp 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/termly	On the last day of each half term or term	Email.
<b>Social Media Updates</b>	Regular updates on goings-on in and around school, and announcements for parents	Varies	Varies	Facebook (search 'Oswald Road Primary School') and Twitter (@OswaldRoad).
<b>ParentMail</b>	This is the platform that we use to send out emails and texts from school. Every parent will be set up with a ParentMail account when their child starts school. When you activate your account you will be able to log on and view all of your previously received messages. You can also use ParentMail to book a parents evening appointment.	Varies	As required	Email or text