



**Saltford**  
CofE Primary School

Saltford CofE Primary School  
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Headteacher: Dawn Sage  
Co-Chairs of Governors: Megan Jackson and Richard Rowland

May 2018

Dear Parents and Carers

**Parent information for tracking payments on School Comms**

If you would like to find out how much you have paid for trips/camps/school dinners using the School Gateway please follow the information below:

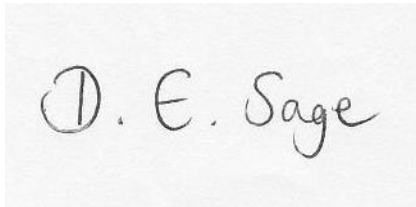
Log into school gateway on a computer (it will not work on the app)

Select the 'payment history' tab at top right of screen

Scroll to bottom of page and select 'download transaction history

Save to excel

Yours sincerely



Mrs D Sage  
Headteacher