



Saltford
CofE Primary School

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

9th May 2018

Dear Parents and Carers

The school is now using the School Gateway for non-payment activities and visits as well as paid activities instead of requesting a paper reply slip. We hope that this will be easier for parents and carers as there is no requirement to print off the accompanying letter and complete and return the reply slip to school.

In the accompanying letter there will be clear instructions on what information the school requires you to add to the comments box – please ensure you add ALL the required information as this will be required by the activity or visit leader. This is particularly important if you are offering your help on a visit for example.

We will endeavour to advise you on the same date as the deadline for the visit if your help is required or not.

There is no requirement to add consent to the comments box as there is a separate tick box you will need to complete before submitting your response.

The school will only request a paper reply slip in exceptional circumstances.

There is limited capacity in the school office to make telephone calls to parents who have not completed on-line reply requests by the deadline, which will be specified on the letter.

Please ensure you check your e-mails regularly so that important communication from the school is not overlooked and that if a response is required, you provide this immediately.

Thank you for your assistance in this matter.

Yours sincerely

Mrs D Sage
Headteacher