



Did you know that you can now make payments online?

HOW DO I ACCESS ONLINE PAYMENTS?

The **\$ Make a payment** link can be found in the ribbon on the school Website. By selecting this link you will be taken to a secure Westpac payment page. (You will no longer be in the school's website.)

The payment process is very simple and follows the format of many other online payment systems you may have used before.

ENTERING PAYMENT DETAILS

The payment details screen captures student information and payment details. This allows for identification of the student that the payment applies to and what the payment is for. **Student Registration Number is not required. Please ensure you enter child's name and date of birth and/or class/year.**

This is critical to ensure that the right student is credited with payment for the right items.

Where Class or Year **AND** Invoice number are entered, Date of Birth is not required.

If only Class or Year **OR** Invoice number is entered a Date of Birth is required.

The payment details should come from the school invoice/statement of account or consent form that the school sends home. There can be more than one payment line for all items except voluntary school contributions, the items are

Voluntary school contributions, use this for general contributions or donations

- Subject contributions, use this for contributions for specific subjects e.g. Chinese or Stage resources etc
- Excursions, use this for specific excursions e.g. Zoo; Opera House, etc
- Sport, use this for any sporting activities e.g. carnivals and PSSA, etc
- Creative & Practical Arts, use this for dance, musical, choir, craft levies, etc
- Sales to Students, use this for any goods purchased by a student that becomes the property of the student e.g. Year 6 shirts, etc
- Other, this may be used for paying total amounts owed by a student e.g. complete student invoice/statement of account

If you are unsure of which box to choose please contact the school and ask for clarification.

Please ensure you write the receipt number on the relevant consent form(s).

Due dates on the consent form still apply. Payments made after the due date will be refunded.

Payment for an activity or excursion does not constitute permission to participate. Consent forms are still required for all activities and excursions and must be returned to the office by the due date.