

HOW TO MAKE ONLINE PAYMENTS

It will be possible on Monday, 8 August for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the schools website by selecting **\$ Make a payment.**

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

Items that can be paid include general school contributions, subject contributions, excursions, sales to students and creative and practical arts activities (these include band, drama and dance). There is also a category called 'Other'. This covers items not included in the previous headings. 'Other' can also be used to make a complete payment of a school invoice.

When you access the **\$ Make a payment** you must enter in the reference/invoice no. sections and give details of the payment. **Student name, date of birth** and other relevant details for the payment.

These details can be found on the Statement of Account or student ID card and should be entered each time you make a payment as student information is not held within the payment system.

You have the ability to check and change any details of the payment before the payment is processed.

Payments for excursions need to be paid before 6:00pm on the due date. Payments after the due date will be held in credit. **Refunds will not be issued.**

Please ensure your child returns excursion permission slips, signed and returned to the teacher in charge.