



**PADSTOW PARK
PUBLIC SCHOOL**

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Wednesday, 14 February 2018

New Payment Procedures

Our new School Administration Manager Mrs Louise Bryant commenced at our school on Monday 29 January. Together we have been reviewing the money handling procedures in our school.

In line with the Department of Education's policy and procedures, and to ensure safe Work, Health and Safety practices for our staff, cash payments will no longer be accepted over the counter.

All expenses will be invoiced to students and notes providing all relevant information including the due date for all amounts will be sent well in advance.

Payments are to be placed in a clearly marked envelope with the relevant invoice or permission slip and placed in the payments box located on the school office foyer. Printed school payment envelopes are also available at the school office.

Correct money for payment is appreciated. However, if change is required, money and the receipt will be returned home via your child in a sealed envelope once our banking process has been completed.

EFTPOS is no longer a preferred method of payment for the Department of Education and we will be phasing EFTPOS out by the end of Term 1. Parents will still be able to use their card to make payment via the secure Parent Online Payment (POP) system through the school website. We encourage you to start using this facility. There will also be iPads available in the office for parents to make online payments.

As you can appreciate our office staff are very busy in the mornings dealing with enquiries and these new procedures will assist us to free them up to best help our parents and students at this busy time.

Thank you for your cooperation in helping our school to run more efficiently.

Mrs S Simpson
Principal

Parent Online Payment Instructions

It is now possible 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](#) .

Items that can be paid include voluntary 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 to cover items not covered in the previous headings, Other can be used to make a complete payment of a school invoice.

When you access the [\\$ Make a payment](#) you must enter:

- the students name and class and reference number **OR**
- the students name and date of birth.

These details are entered each time you make a payment as student information is not held within the payment system.

There is also the option to enter the Student Registration Number and Invoice number if you are aware of them, these are optional fields OR there is also the option to enter the Student Registration Number and Invoice number these are not used at our school, please leave blank.

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. You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account.

For any enquiries regarding the Online Payment process please contact the School Administration Office.