5 November, 2012

Dear Parents/Caregivers

It is now possible 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. The secure payment page is accessed via the school’s website by selecting the Make Online Payments link.

Items that can be paid include voluntary school contributions, subject contributions, excursions, creative and performing arts activities (including band, drama and dance). There is also a category of Other to cover things not listed.

When you access the Make Online Payments, you must enter:

The student’s name and
Class and reference number
OR
The student’s 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.

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.

Payment details will be forwarded to the school, where they will be receipted against your child’s account. As a receipt has been issued from the payment page, a further receipt will not be issued by the school.

Please note: P&C payments will continue to be made via Flexischools or the P&C payments box, not via Online Payments.

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

Peter Thompson
Principal

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