Introduction of
Parent Online Payments (POP)
18 March 2016

From Friday 18th March it will be 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.

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, excursions, sport and other activities as they arise.

When you access the $ Make a payment you must enter all mandatory fields which include:

- the students name
- class and invoice number OR
- date of birth (if you do not know both class and invoice number)
- Payer details (name and contact details)
- Payment option e.g. if you are paying for your child to attend the Athletics Carnival, you would tick ‘Sport’ and enter ‘Athletics Carnival’ in the payment description
- Amount you are paying
- You will then be taken to the payment page where Visa/Mastercard/debit card details are entered.

Details need to be 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. You can choose to print your receipt or have it emailed back to you. This receipt number should be entered on any permission notes returned to school.

Details of the payments are passed daily 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.

For any enquiries regarding the Online Payment process please contact the school on 49572605.

Jacqueline Howard
Principal