



Thursday, 31 January 2019

Make Online Payments

Dear Parents and Carers,

We now have the opportunity to introduce you to make online payments to the school for amounts owing for your child, 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 school's website by selecting [**\\$ Make a payment.**](#)

Items that can be paid include voluntary school contributions, excursions, sport, sales to students and creative and practical arts activities (these include choir and dance). There is also a category called Other and this includes 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:

- your child's name, and
- class and reference number

OR

- your child'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. You are able to email and/or print a receipt.

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 Office.

Thank you,

Mrs Rodger
School Administrative Manager



**ROPES CROSSING
PUBLIC SCHOOL**
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Making Payments

Dear Parents and Carers,

Please keep in mind that our school office does not have **EFTPOS** facilities. **Correct money is required when paying for various school events and activities, as we are unable to give change.** We apologise for any inconvenience this may cause and appreciate your understanding.

When paying for events and activities we ask that you please return the correct money and reply slip in a **clearly labelled envelope** with your child's name, class, activity and the amount enclosed. This will assist office staff as previously there has been difficulty when a reply slip and money is just handed to staff in the morning rush.

Please note on the school notes sent home where payment is required you have a choice of **Cash payment** or **Online payment** which includes your receipt number and date you paid online. This applies to **school related activities or events only**.

An Online payment only covers the following:

- voluntary school contributions
- excursions
- sport
- sales to students
- creative and practical arts activities, with these including choir and dance
- ICAS Competitions

School notes sent home will state your choice of **Online payment**.

Cash payment only covers the following:

- any P&C fundraising activities
- cake days
- mufti days
- SRC related activities
- Year 6 fundraising activities
- discos

School notes sent home will state **Cash only** activity.

- Scholastic Book Club is a Cash payment or via online to Scholastic (LOOP)
- School photographs are either a Cash payment or via online to The School Photographer
- Canteen payments are made directly to the Canteen only.

Thank you for your patience and understanding in this matter. Should you have any questions, please contact the school office.

Yours sincerely,

Mrs Rodger
School Administrative Manager