



# Narwee Public School

## Online Payment Information

It is 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 school's website by selecting **\$Make a payment**

Items that can be paid include voluntary contributions, subject contributions, excursions, sales to students and creative and practical arts activities (these include band, choir and dance). There is also a category called 'Other' to cover items not listed in the previous headings.

When you access **\$Make a Payment** you must enter:

- The student's name, class and reference number or
- The student's name and date of birth

These details must 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 any details of the payment before the payment is processed. Receipts can be emailed and/or printed. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

Details of the payments are passed daily to the school where they will be receipted against your child's account. This daily report includes online payments made prior to 6.00pm the previous day. Payments made after 6.00pm will NOT be reflected in the next day's report. Please be mindful of this if there is a payment deadline for an event.

All school permission slips will allow parents/carers to add the receipt number of online payments to assist with reconciling the payment against the student's activity. It is important that your child's permission note is returned to their class teacher once the online payment has been processed.

