



ENGADINE WEST PUBLIC SCHOOL

Buckle Avenue, Engadine NSW 2233

Email: engadinew-p.school@det.nsw.edu.au

Phone: (02) 9520 8134

Fax: (02) 9520 5314

19 July 2016

Dear Parents and Caregivers

From Term 3 it is now possible to make online payments to the school for amounts of \$10.00 or more 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 the **\$ Make a payment** icon.

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 will cover items not identified in the previous headings, and can also be used for miscellaneous payments.

When you access the **\$ Make a payment** page you must enter:

- ◆ The student's name, class, and date of birth.

(You will need to complete all the Asterisked items on the payment page to process the payment).

PLEASE NOTE: Payments made **before 6pm** will be processed on the **next business day**.

Payments made **AFTER 6pm** will take **36 HOURS to process**, i.e. payment made at 7.00pm Monday night will be processed WEDNESDAY morning.

You have the ability to check and change any details of the payment before the payment is processed on the **\$ Make a payment** page. Receipts can be emailed and/or printed from this page also. As a receipt has been issued from the payment page, no further receipt/s will be issued by the school.

Once a payment has been processed, you will need to tick the section on the permission note as below:

Online Payment:

I have made an online payment. My receipt number is: _____

Signed: _____ Date: / /

For Excursion and Incursions, closing dates for payments will be ONE WEEK PRIOR to the event.

Please contact the school office for additional information.

Ross Edwards
Principal (Rel.)