



Clairgate Public School

Colorado Drive
ST CLAIR NSW 2759
www.clairgate-p.schools.nsw.edu.au

Telephone: 02 9670 1408
Facsimile: 02 9834 3869
e-mail: clairgate-p.school@det.nsw.edu.au

PARENTS ONLINE PAYMENTS (POP)

From **June 10th** parents will be able to make online payments to the school via Parents Online Payments (POP) using 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, subject contributions, excursions, sport, creative and practical arts activities (these include band, drama and dance) and sales to students i.e. bookbags. There is also a category called **Other** which is used to cover items not covered in the previous headings. **You will not be able to pay** for uniforms or the canteen using this facility.

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

- the students Given Name and Surname
- class and
- date of birth

These details will need to be entered each time you make a payment as student information is not held within the Westpac payment system. There is also the option to enter the Student Registration Number and Invoice number, these are optional fields. The mandatory fields are marked with a Green asterisk. The office can provide you with your child's Student Registration Number but it is not essential. Your card details are not passed back to the school by Westpac.

Each student that parents are making payments for must be entered separately, by selecting the *Make another payment* option on the online receipt screen. **Signed Permission notes are still required to be sent to school.** There will now be a check box on all permission notes where you can indicate that you have made an on-line payment and the corresponding receipt number.

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.

Details of the payments are passed daily to the school where they will be receipted against your child's account. Any payments made after 6pm on this site will not be available to the school on the following day i.e. payment made at 7:30 pm on Monday night will not be able to be seen by the school until Wednesday morning. 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.

Regards,

Gail Makaruk
School Administrative Manager