Parent Online Payments

Calare Public School is one of a number of schools trialing online payments. Payments can be made using either a Visa or Mastercard credit or debit card. The secure payment page, hosted by WESTPAC, can be accessed by clicking on the icon located on the search bar on the top of the School’s Home Page.

You will be able to pay for anything that you would normally pay for via the front office (ie Book Fees, Excursions, Choir, Band, Dance Troupe etc), but NO PAYMENTS FOR THE P&C CAN BE ACCEPTED (ie P&C VOLUNTARY SCHOOL CONTRIBUTION or MEMBERSHIPS) as the P&C Association are a separate identity to the School and have their own bank account. Payments to the P&C can be made via direct deposit into their account.

When you access the Online Payments Page there are fields that you must enter details in:

Student Details

Given Name  Jane  Surname  Doe  Date of Birth  dd/mm/yyyy

These details are entered each time you make a payment as student information is not held within the payment system. No student’s details are given to WESTPAC. As a consequence, payments for each child need to be made separately.

(There is also the option to enter the Student Registration Number and Ref/Invoice Number, but these fields are not relevant to Calare Public School – please leave these fields blank).

You must also enter details of who is making the payment:

Payer Details

Full Name  John Doe  Contact Phone Number  e.g. 0249512345 or (02)49512345  0409000111  Contact Email

Address  john.doe@bigpor

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.

Under Payment Options, please see below some examples of what you would make a payment for under the set category.

- Voluntary School Contribution - Book Fees (not P&C Voluntary Contribution)
- Subject Contributions - UNSW Science Comp / English Comp / Maths Comp / Computer Comp
- Excursions - Year 4 Burrendong / School Spectacular / NAIDOC March / Eisteddfods
- Sport - Swimming Carnival / AFL / PSSA Gala Days / Netball / Tennis
- Creative and Practical Arts - Choir / Band / Dance Troupe
- Sales to Students - School Badge Sales / Calarian Sales
- Other (only use this option if you are paying the total amount payable on a student invoice)

The description to be entered for your payment for excursions/sport excursions will be printed on the bottom of the permission note that you will return to school with the receipt number issued for your payment.

This will enable the school to match your payment with the school activity/item.
Payment Options

Please select which items you would like to make a payment or donation for then enter the Payment Description as per example below:

- Voluntary School Contributions

<table>
<thead>
<tr>
<th>Payment Description</th>
<th>Book Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

You have the ability to check and change any details of the payment before the payment is processed. You can print your own receipts or have the receipt emailed to your email account. This gives you immediate proof that you have paid for the item.

Paying for Multiple Students

There is no option to add multiple students to a single payment as the details on the initial screen relate to one particular student only.

When paying for multiple students the “Make Another Payment” option should be selected on the Online Payment Receipt screen.

If you process your online payment before 6:00pm, the next morning – details of the payments are passed onto the school where they will be matched 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.

You can access more detailed information and instructions, by clicking on Our school, then FAQ on the toolbar on the top of the School’s home page.

We hope this method will streamline payments and save time!
We encourage all parent/carers to take a little time to read the Parent/Carer Instructions

This document can be access from the Calare Public School Webpage by clicking on

Our school FAQ

If you have any further questions after reading this document, or need clarification of its contents, please don’t hesitate to contact:

Gina Turnbull
School Administrative Manager
Ph: (02) 6362 3699