PORT KEMBLA PUBLIC SCHOOL

PAYMENTS POLICY

Payments for Excursions, Sporting Events and In-School Performances

There are many activities organised at school which require money to be collected. Students should return the provided envelope with their name, class, activity and the amount of money enclosed clearly marked. ALL MONIES ARE TO BE PLACED IN THE "LETTERBOX" in MAIN OFFICE.

- For all excursions and in-school performances that relate to the school curriculum, all endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, can apply to make instalment payments or seek financial assistance via the school's student support allocation. All applications should be made either via the principal or the School Administration Manager. All applications will be treated confidentially and determination will be made by the principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date notifying them of the need to finalise payment. Students whose payments and permission notes have not been finalised by the cut-off date will not be allowed to attend unless alternative payment arrangements had been previously organised with the principal, School Administration Manager or School Administration Officer. (PLEASE NOTE: A returned permission note without payment is not considered prior arrangements, contact must be made with and agreed to by one of the above-mentioned staff members.) The only exception to this will be where a student/family has been absent for the entire duration of the excursion organisation (i.e. From the date the information/permission note has been sent home to the final payment date). In this instance the classroom teacher will contact the student's parent/carer as soon as possible on the student's return to school to arrange payment and permission notes.
- Cut-off dates will, wherever possible, be at least one week prior to the excursion and are strictly adhered to. This is the responsibility of the teacher in charge of organising the excursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on request.
- Teachers are responsible for chasing up payments and permission notes to ensure they are collected prior to cut-off dates.

Types of Payments

- Payments can be made by cash, cheque or via Parent Online Payments (POP).
- The preferred payment method is POP.
- All payments and permission notes should be placed in an envelope and labelled with the student's name, class and the excursion or event that is being paid for and then signed and dated. (Envelopes are available from the front office.)

Cash payments
- For payments made by cash, no change will be issued. Students will be allocated a credit for any change owing, which may be used towards future payments.
- Cash payments should accompany the permission note in a sealed envelope and be placed in the money collection letterbox in the school office.

POP payments
- need to be made by 6 pm on the due date of the payment for the excursion/event. Payments made after 6 pm are considered a late payment and will be refunded and the student will not be able to attend the excursion/event.
- When making a payment via the POP system, the permission note should be completed indicating the receipt number allocated by the POP system.
- Payments can be made using either a Visa or Mastercard credit or debit card.

How to make a payment via POP (Parent Online Payment)

- *On the school website click the online payment link to enter the Westpac payment page.*
- *This is a secure payment system hosted by Westpac to ensure that credit/debit card details are captured in a secure manner. The details of credit cards are not passed back to the school.*
- *Under payment options, enter the activity or item which is being paid for. Write a title in the Payment Description that will enable the School Staff to match the payment with the school activity or item.*
- *POP requires the student's name, class and date of birth entered for each payment. (There is also the option to enter the Student Registration Number and Invoice number but these fields are not required.)*
- *POP allows the user to check and change any payment details before processing. Receipts are emailed to you and may also be printed.*