



Dear Parents / Caregivers

We are strongly encouraging parents and carers to use the **Online payments** system via the school website or the **EFTPOS** payment system available in the school office as the safest way to make payment for student invoices.

Online payments are made through a secure payment system hosted by Westpac which safely enables parents to easily pay for excursions, fees, sports activities, etc. Please note that your credit card details are not passed on to the school.

How to make Online Payments

1. Click on to the "\$ Make a Payment" link on the front page of the school website. www.darcyroad-p.schools.nsw.edu.au

Darcy Road Public School

We Strive

98A Darcy Road
Wentworthville, NSW, 2145
Phone: 9631 3067

Home Our school Curriculum & activities Caring for students School years Canteen P&C Newsletter & Notes

News Newsletters Calendar Gallery Contact us **Make a payment** Search site...

2. Enter the student details marked with a green asterisk: student's given name, student's surname, student's class, student's date of birth.



Payment Details

Fields marked with an asterisk (*) are mandatory.

The process for making a payment is as follows:

1. Fill out all the required fields on this page.
2. Fill out credit card payment details on the next page.
3. Review and confirm your payment details on the confirmation page.
4. Review your payment receipt and optionally print it, or send it as an email.

Student Details

Student Registration Number

If this 9 digit number is on the Statement issued by the school it will be to the left of the student's name.

* Given Name

* Surname

Class or Year

Ref. or Invoice Number

This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.

* Date of Birth (dd/mm/yyyy)

e.g. 31/01/1980.

Required if only one of 'Class or Year' or 'Invoice Number' are filled.

3. Enter the payer details, then select a payment option and enter the amount that you are paying before clicking on next.

Payer Details

* Full Name

* Contact Phone Number

e.g. 0249512345 or (02)49512345

* Contact Email Address

Payment Options

Please select which items you would like to make a payment or donation for:

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts

* Payment Description 1

* Payment Amount 1

Add Payment

- Sales to Students
- Other

Total Payment Amount

Click **Next** to proceed to the payment page where you can enter credit card details for your payment.

Cancel

Next



4. Enter your credit card details.



Payment Details

Fields marked with an asterisk (★) are mandatory.

You are paying to: Darcy Road Public School

Payment Amount: \$9.00 AUD

★ Card Holder Name:

★ Credit Card Number:  

★ Card Expiry Month:

★ Card Expiry Year:

★ Card Verification Number (CVN): What's this?

Click **Next** to proceed to the confirmation page where you can review your payment details.

5. Record your receipt number on the permission note for the excursion or activity before returning it to the school office.

Online Payment Receipt

Your payment was **successful**. Please retain the receipt number for your records.

Receipt Number: **1765541846**

Date: 18 Jul 2016 14:34

You have paid to: Darcy Road Public School

Student Details

Student Registration Number: Not provided.

Given Name:

Surname:

Class or Year:

Invoice number: ived.

Date of birth: 2004

Payer Details

Full Name:

Contact Phone:

Contact Email: .com.au

Payment Summary

Creative and Practical Arts: Musica Viva **\$9.00 AUD**

Total Payment Amount: **\$9.00 AUD**

Card Holder Name: Hayes

Credit Card Number: 0...919

Expiry Date: 09 / 16

Send receipt to n.au



DARCY ROAD PUBLIC SCHOOL
WE STRIVE



Education
Public Schools

6. Please print a copy of your receipt for your records.

Students are to place all notes in the grey payment/notes box located in the front office before 9am.

We hope this method will streamline payments and help save parents time and worry.

Kindest regards

Antonina Catalanotto

School Administration Manager