



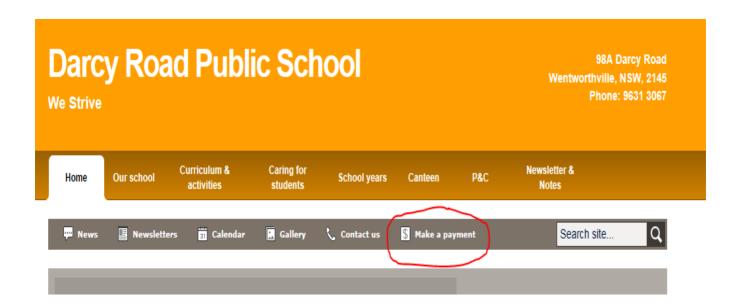
Dear Parents / Caregivers

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. <a href="www.darcyroad-p.schools.nsw.edu.au">www.darcyroad-p.schools.nsw.edu.au</a>



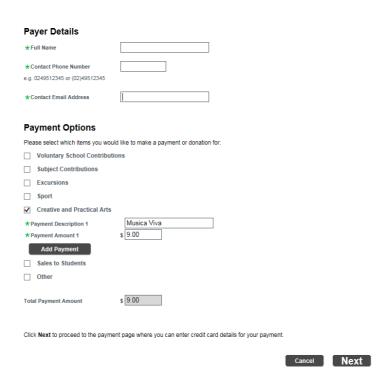
**2.** Enter the student details marked with a green asterisk: student's given name, student's surname, student's class, student's date of birth.





### **Payment Details** Fields marked with an asterisk (\*) are mandatory. The process for making a payment is as follows: Fill out all the required fields on this page Fill out all the required fields of this page. Fill out credit card payment details on the next page. Review and confirm your payment details on the confirmation page. 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 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.

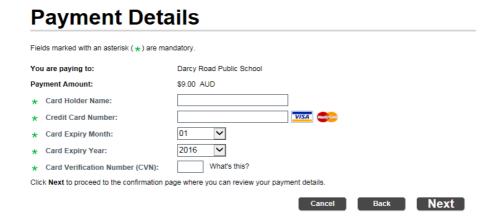
**3.** Enter the payer details, then select a payment option and enter the amount that you are paying before clicking on next.



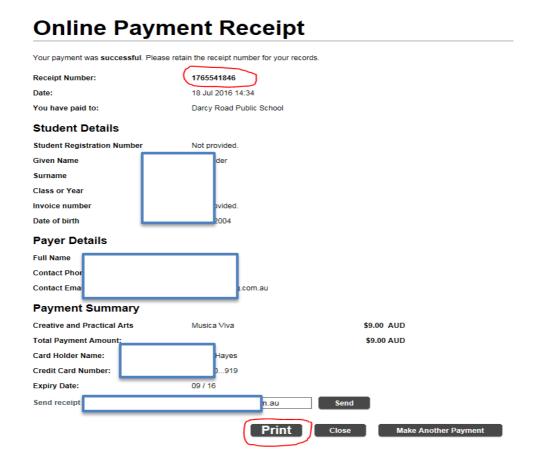




4. Enter your credit card details.



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







**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