



RED RANGE PUBLIC SCHOOL

Parent Online Payments

As from the beginning of Term 2 it will be possible for parents to make online payments to the school for amounts owing for students, via 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 www.redrange-p.schools.nsw.edu.au by selecting

\$ Make a payment

Items that can be paid include voluntary school contributions, subject contributions, excursions, sport and sales to students. There is also a category called Other, this is to cover items not covered in the previous headings. Other can be used to make a complete payment of a school invoice.

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

- the students name, and
- class and reference number OR
- the students name, and
- date of birth

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number and Invoice number if you are aware of them, these are optional fields.

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.

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. (As a receipt has been issued from the payment page a further receipt will not be issued by the school).

A copy of the first payment screen is attached for your information. Please note that items marked with a star must be completed. Once a payment option is selected further options will appear that need to be completed to help identify the payment. Once this is completed click 'next' to go to the screen where card details are entered, payment finalised and a receipt issued.

For any enquiries regarding the Online Payment process please contact the School Office.

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.

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
- Sales to Students
- Other

Total Payment Amount

\$