Parent Online Payments using Westpac QuickWeb

Accessed from the home page of the school’s website - google Belair Public School

$ Make a payment “button”

Visa or MasterCard credit or debit cards only accepted

**Entering Payment Details** ~ one student at a time

Student’s **name, class or year, date of birth**

Payer’s name, contact phone & email

You must have a current email to use this facility

Select what you want to pay for by checking relevant box

Payment description must be accurate

Payment amount must be completed

Asterix * indicates a mandatory field

**Payment Description**

Voluntary Schools Contributions – enter voluntary contribution

Excursion – enter name of excursion e.g. Opera House

Sport – enter name of particular sport e.g. Cricket, Swim School

Creative & Practical Arts – enter particulars e.g. Band, Star Struck

Sales to Students – enter item you are purchasing e.g. Bookpacks, Year 6 T-shirts

Other – can be used to pay whole amount e.g. Term 1 2014

**Entering credit/debit card details**

Confirm payment details

Online payment receipt

Print and/or Email – you can change the prefilled email address if you wish

Note the receipt number for your reference, and **write this on any permission notes you are sending back to school.**

YOU MUST STILL SEND IN THE PERMISSION NOTE TO THE TEACHER FOR ANY EXCURSIONS

You do not need to send a copy of your receipt to the school

More than one student to pay for? Then go to the bottom and ‘make another payment’

**Timing**

The payment must be made before 6pm for the school to receive the funds the next day.

i.e. pay before 6pm on Monday, the school will have the funds on Tuesday morning.

If the payment is made after 6pm then it will be 24 hours before the school receives the funds.

i.e. pay after 6pm on Monday, the school will have the funds on Wednesday morning.