



PANANIA PUBLIC SCHOOL

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INVOICING & PAYMENTS

Dear Parents/Carers,

Throughout the school year it is necessary for the school to invoice parents/carers for resources and events such as the School Resource Package, School Contribution, swimming & athletics carnivals, excursions and incursions etc.

Notes are sent home advising of the event, the cost involved and the '**due date**' for payment. These 'due dates' must be strictly adhered to for administration and accounting purposes. **Not adhering to these dates may exclude your child from participating in an event**, as often student numbers and payments need to be made to the supplier / event coordinator in advance.

Payments can be made either by Cash, EFTPOS either in person at the School Office or over the phone, or our POP (Parent Online Portal) system which is hosted by Westpac Bank (please see instructions below).

Permission notes also must be returned to the school to allow your child to participate with the selected method of payment. For POP transactions, please allow 2-3 business days for the funds to be received at the school. POP receipt numbers must also be written on the permission note for the transaction to be matched to your child.

PLEASE NOTE: The following CAN NOT be paid via EFTPOS or POP as these are P&C entities:

- X Uniform Shop purchases
- X Canteen purchases
- X Fundraising events (Mother's & Father's Day Stalls etc)

Thanking you for your support.

Mrs J Robinson,
Administration Manager.

POP (PARENT ONLINE PORTAL) INSTRUCTIONS

1. Log on to the school website at panania-p.schools.nsw.gov.au
2. Select **\$ Make a Payment tab** from the top of the web page.
3. Enter the **Student's Name, Class (or Grade) and Date of Birth** as requested.

No other information is required in this section.

4. Enter **Payer Details** as required.

Under **Payment Options**

5. Select the **Item to Pay** eg Contribution / Excursion / Other (for Resource Package).
6. Enter the **Item or Excursion Name** eg Resource Package or Kinder Farm Excursion etc.
7. Enter **Amount to be Paid**.
8. **Follow the prompts** for card details to the end.
9. **Write the Receipt Number on the Student's Permission Note or Payment Envelope** and return permission note / payment envelope to the Drop Box at the School Office.