



PANANIA PUBLIC SCHOOL

21A Lawler Street, PANANIA NSW 2213

Phone: 9773 9017

Fax: 9792 3907

Email: panania-p.school@det.nsw.edu.au

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.

Our preferred method of payment is online via the School Bytes app (please see instructions below). Cash and EFTPOS are also accepted. There is a payment 'Drop Box' at the Administration Office for your convenience.

Permission notes also must be returned to the school to allow your child to participate in the activity with the selected method of payment.

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

- X** Pre-loved Clothing Pool purchases
- X** Canteen purchases
- X** Fundraising events (Mother's & Father's Day Stalls etc)

Thanking you for your support.

Mrs J Robinson,
Business Manager.

ONLINE PAYMENT VIA THE SCHOOL BYTES APP INSTRUCTIONS

1. Open the Parent Portal link <https://portal.schoolbytes.education.auth/login>
2. Select the **Create New Account** link.
3. Enter **your first name as it appears on your student's profile at the school.**
4. Enter **your last name as it appears on your student's profile at the school.**
5. Enter the **email address that you use for school communications.**
6. Enter a **Password.**
7. **Confirm** the password.
8. Select **Create an Account.**
9. Select **Link Other Student.**
10. Search for the **School's Name.**
11. Enter the student's **First Name**
12. Enter the student's **Last Name.**
13. Select the student's **Current Grade.**
14. Enter the student's **Date of Birth.**
15. Select **Search.**
16. You may now add additional students if required.
17. You are now ready to make a payment.
18. **Write the Receipt Number on the Student's Permission Note** and return permission note to the Drop Box at the School Office.

AUDIRI (Previously known as Skoolbag)



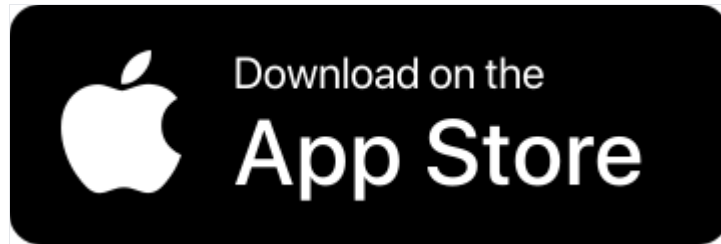
Welcome to the Audiri Community!

The Audiri app is the best way for parents/carers to stay up-to-date with school announcements, newsletters, forms and the school calendar.

Follow the instructions below to download the Audiri app and stay connected with what's happening in the school.

To download the latest version of the Audiri app, follow these simple steps.

1. Click on the Apple App Store or Google Play Store image below to open the store and download the latest version of Audiri.

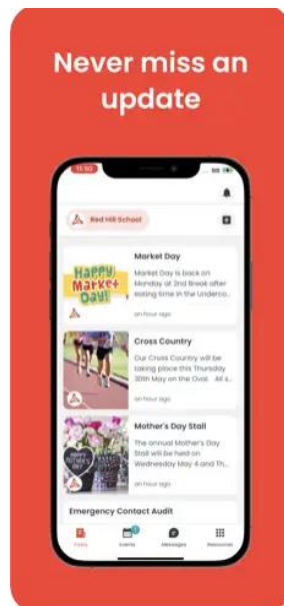


2. If you are installing the app for the first time, follow the App Store images above and download the app by selecting the download button:

- **iPhone device, select 'Get':**
- **Android device, select 'Install':**

Note:

To allow for the best app experience, please ensure your phone has been updated to the latest software version (iOS or Android OS) before downloading the app. The Audiri app may not be compatible with older phones or phones running on older iOS or Android OS.



CANTEEN NEWS!

Introducing our on-line lunch ordering system

Munch Monitor!

Panania PS Canteen has an on-line system for ordering student lunches.

It's easy and you can load money onto your account, which saves looking for change in the mornings.

On the reverse side of this page are the instructions for creating an account for your family.

Please note: There is a fee of \$3.30 **per family per term** for using this convenient method of ordering and payment.

Lunch orders with cash payments are also accepted. However, all cash payment **orders need to be taken directly to the Canteen BEFORE SCHOOL COMMENCES and placed in the ORANGE Drop Box.**

Completed orders are delivered to classrooms for distribution each day just before lunch time.

Please take the time to read the information on the reverse side of this note. We look forward to serving your child at the School Canteen.

Thanking you for your support.

The Canteen Committee.





SAVE TIME with our ONLINE CANTEEN!

Panania Public School Canteen
accepts online orders using MunchMonitor



Setting up an online account is easy!

1. Go to www.munchmonitor.com
2. Click **LOGIN**
3. Click **REGISTER**
4. Enter
 - School ID: **pananiaps**
 - Password: **munch2213**
5. Click **Submit**
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click **Create your Account**
10. Click on the **Activation Link** in the email we sent
11. Follow the steps to create your **Parent Profile**
12. Add **Students** to your account
13. Click on **Account Top-up** to transfer money into your account
14. You are now ready to order online!

SETUP A NEW ACCOUNT

SUBMIT

Quick Information

Using MunchMonitor Online Ordering

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/MasterCard
- List allergies to alert canteen staff
- You can order anytime you want using web browsers such as Chrome or Safari
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$ 3.30 (incl GST) per school term for the family account
- No sign-up fee
- No transaction fee

Call us at 1300 796 190 or email us at help@munchmonitor.com
if you require further assistance.

MunchMonitor...making your school day easier



[Facebook.com/MunchMonitor](https://www.facebook.com/MunchMonitor)