Epping West Public School
Creative Successful Learners

School Bytes Online Payment System

How to download and print a permission note

Epping West Public School will be sending student statements of accounts, excursion, payment reminders and permission notes directly to parents via email using a system called School Bytes. These emails include a personal link to make a secure payment for your child/children online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

Excursion/Activity information along with permission notes will be uploaded onto your child's POP portal page. You will need to print off any permission notes, sign them and return to your child's teacher before your child can attend.

You will receive an email from the school's email address (eppingwest-p.school@det.nsw.edu.au) with one of the following subjects – 'Student Statement of Account', 'Payment Reminder', 'Excursion/Activity' or 'Permission Slip'.

Dear Parent
Please find attached the permission note for the following excursion: e.g. Athletics Carnival for (your child), please print the permission slip, sign and return to your child's class teacher.

Thank you

> Make a payment for (your child)

To view and print off either the information note or permission note, please follow the steps below:

1. To view the information, click the secure personal payment button in the email.

> Make a payment for (your child)

2. Once this button is clicked, you will be taken to your personal Parent Online Payment Portal. On this page, you will see a list of all currently outstanding items for your child. By default, all items are selected/ticked for payment. Please locate available downloads on the left side, highlighted below by the red circle.

Parent Online Payment Portal
Sample High School

	Date	Due	Fee Name	Amount	Paid	Balance Owing ($)
☑	05/0─ ─'0'		Gymnastics for Gymnastics	$40.00	$0.00	40.00
☑	05/0─ 2─ '		Japanese Drum for Japanese Drumming	$5.00	$0.00	5.00
☑	05/0─ ─'0'		Literat Levy for Yr 6 Literature levy Nat OC	$18.75	$0.00	18.75
☑	01/0 ─'0'		Paper for Paper Levy 2017	$18.75	$0.00	18.75
☑	05/04/20'		Science-Levy for Science Levy	$5.00	$0.00	5.00
☑	0 /04-20'		TecLevy for Technology	$22.50	$0.00	22.50

Statement of Account for John Citizen

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once you made your selection enter your Payer Details and press 'Next' at the bottom of the page.

N.B. Payment made online can take up to 48 hours to be processed by the school and reflected on this payment page.

Student Details — Name: CITIZEN, John — Number: 444444444

Family Details — Opening Balance $0.00 — Unallocated Credit $0.00

Downloads — Invoice Letter — Online Payment Instructions

Grand Total $45.00

3. To print the required permission note, click on the download required save, then print, sign, and return to your child's class teacher.

Thank you

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Statements of Account - Online Payment Guide

Epping West Public School will be sending student statements of account & payment reminders directly to parents via email using a system called School Bytes. These statements include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

To make an online payment for your child(ren)'s school contributions, please follow the steps below:

1. You will receive an email from the school's email address (eppingwest-p.school@det.nsw.edu.au) with the subject 'Student Statement of Account' or 'Payment Reminder'.

Dear Parent,

Please find attached the statement of account for your child - **John Citizen**.

Payment can be made online via our Westpac Parent Payment System. Use the link(s) below to pay using a debit or credit card (MasterCard/Visa):
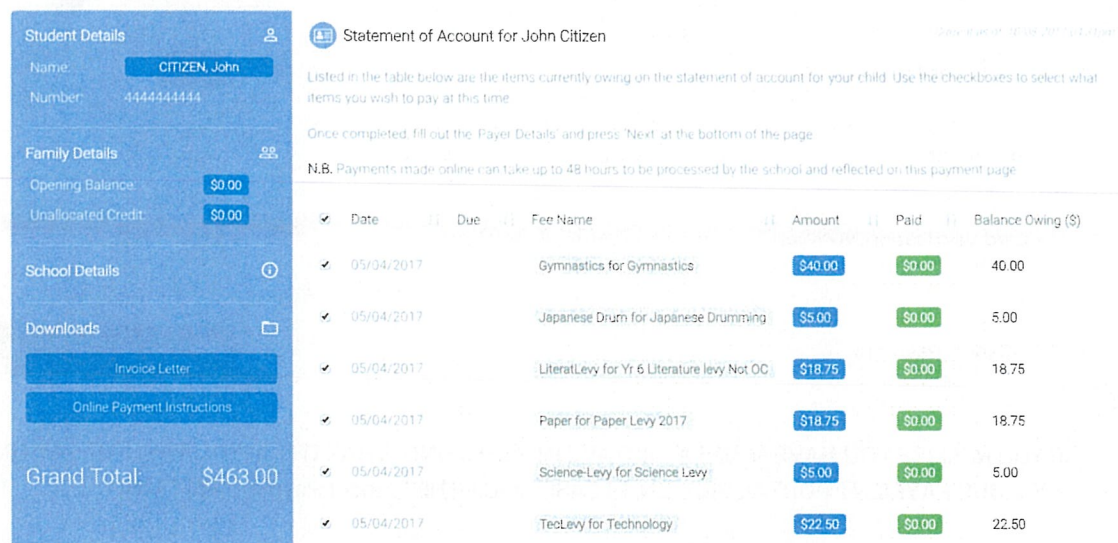
Make a payment for John Citizen

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2. To make an online credit card payment, click the secure payment button in the email.

Make a payment for John Citizen

3. Once this button is clicked, you will be taken to a webpage on www.parentpayments.com.au. On this page, you will see a list of all currently outstanding items for your child. **By default, all items are selected/ticked for payment.**

Parent Online Payment Portal
Sample High School

Student Details	
Name:	CITIZEN, John
Number:	4444444444

Family Details	
Opening Balance:	$0.00
Unallocated Credit:	$0.00

School Details

Downloads

Invoice Letter

Online Payment Instructions

| Grand Total: | $463.00 |

Statement of Account for John Citizen

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once completed, fill out the 'Payer Details' and press 'Next' at the bottom of the page.

N.B. Payments made online can take up to 48 hours to be processed by the school and reflected on this payment page.

✓	Date	Due	Fee Name	Amount	Paid	Balance Owing ($)
✓	05/04/2017		Gymnastics for Gymnastics	$40.00	$0.00	40.00
✓	05/04/2017		Japanese Drum for Japanese Drumming	$5.00	$0.00	5.00
✓	05/04/2017		LiteratLevy for Yr 6 Literature levy Not OC	$18.75	$0.00	18.75
✓	05/04/2017		Paper for Paper Levy 2017	$18.75	$0.00	18.75
✓	05/04/2017		Science-Levy for Science Levy	$5.00	$0.00	5.00
✓	05/04/2017		TecLevy for Technology	$22.50	$0.00	22.50

Epping West Public School: Online Payment Guide

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the number field under the **'Balance Owing'** column.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the item you wish to remove.

☑	27/01/2017	Yr10 Technology Support	$30.00	$0.00	30.00
☑	01/02/2017	Yr10 Maths - online programs	$24.00	$0.00	24.00

5. Once you have selected what items you wish to pay, enter **your** name, phone number and email address under **'Payer Details'**. This allows the school to identify which parent/caregiver is making the payment.

Now, press the **'Next'** button to be redirected to a secure Westpac site to finalise your online payment.

☑	09/02/2017	Yr10 Info & S/ware Tech - consumables	$130.00	$0.00	130.00
☑	16/05/2017	Mathematics Competition 27/7/17	$6.00	$0.00	6.00

$ Add Tax Deductible Item   + Add Other Fee

Grand Total: $1028.00

Westpac

👤 Payer Details

Your Name:	Contact Phone Number:	Contact Email:
Test	0412345678	test@test.com

You will be redirected to a secure Westpac site to make your online payment

Next ›

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the **'Proceed to Confirmation'** button.

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

🖾 Card Details

* Cardholder Name

* Credit Card Number   VISA mastercard

* Expiry Date   01   ▼ / 18   ▼

* Card Verification Number   What is the CVN?
  (CVN)

Cancel Payment   **Proceed to Confirmation**

IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

   NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

The payment button/link located within the email remains active for 12 months. This means that at any point within this time period you can use this link to see what items are currently owing for your family.

For information relating to the security & privacy of this service, please refer to the following webpage: https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/all-files/School-Bytes-Student-Privacy-Information.pdf