



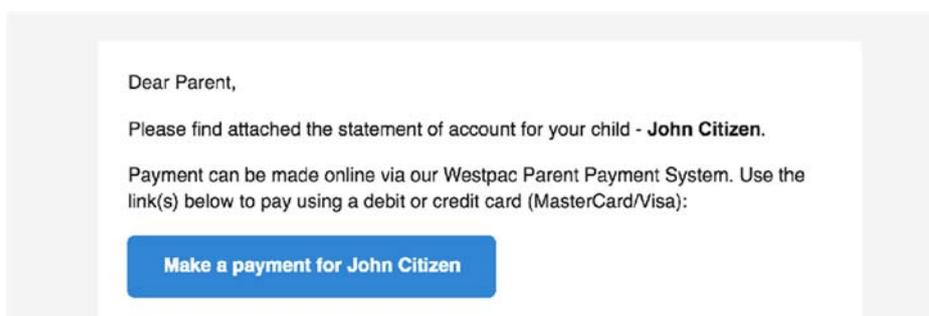
Online Payments - Statements of Account & Excursions

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

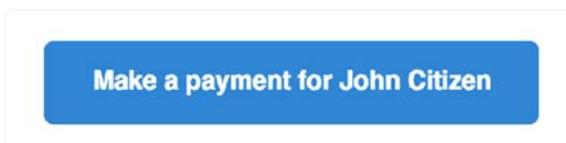
School Bytes is optimized to use on your mobile phone/tablet/iPad as well as your computer. School Bytes is easier to make a payment compared to the link on the school website, because you simply tick/untick the items you wish to pay for and you do not need to enter your child's name, their class or what you are paying for. You simply need to enter your name, phone number and email and then your card details.

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

1. You will receive an email from the school's email address (charlestow-p.school@det.nsw.edu.au). For statements all children in a family will be included in the same email. For fee reminders and excursions you may receive an individual email per student.



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



3. Once this button is clicked, you will be taken to the following page. On this page, you will see a list of all currently outstanding school fees for your child. For statements, all fees are selected/ticked for payment – you may untick any items you do not wish to pay for at this time. For fee reminders and initial excursion notifications, only that activity is ticked - you may tick any extra items you wish to pay for.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	05/04/2017		Gymnastics for Gymnastics	\$40.00	\$0.00	40.00
<input checked="" type="checkbox"/>	05/04/2017		Japanese Drum for Japanese Drumming	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		LiteratLevy for Yr 6 Literature Levy Not OC	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Paper for Paper Levy 2017	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Science-Levy for Science Levy	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		TecLevy for Technology	\$22.50	\$0.00	22.50

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

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

<input checked="" type="checkbox"/>	27/01/2017	Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017	Yr10 Maths - online programs	\$24.00	\$0.00	24.00

- Once you have selected what fees you wish to pay, enter your name, phone number and email address under 'Payer Details'. This allows the school to know 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.

The screenshot shows a payment summary table with the following items:

<input checked="" type="checkbox"/>	09/02/2017	Yr10 Intro & Software Test - consumables	\$130.00	\$0.00	130.00
<input checked="" type="checkbox"/>	16/05/2017	Mathematics Competition 27/7/17	\$6.00	\$0.00	6.00

Buttons: [Add Tax Deductible Item](#), [Add Other Fee](#)

Grand Total: \$1028.00

Payer Details

Your Name: Contact Phone Number: Contact Email:

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

[Next >](#)

- 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  

* Expiry Date /

* Card Verification Number (CVN) [What is the 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.

- 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 (1): 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.

NOTE (2): You can revisit the Make a Payment link in the emails at any time as the payment portal is updated automatically to reflect any payments made and/or new fees added.