



PARENT ONLINE PAYMENT (POP)

What is POP?

Pop is a secure payment system hosted by Westpac to ensure that your credit/debit details are captured in a secure manner. These details are not passed back to the school and are not stored by Westpac.

Parent and Carers can make online payments via our school website. Payments can be made using a Visa or MasterCard and will be processed via a secure payment page hosted by Westpac. Debit cards are also accepted.

Please note: the website will not show you how much you owe, so please have your invoice handy when paying.

When you make an online payment, you must enter your;

- Child's name
- Date of birth
- Child's class

This allows us to identify your child – ie we have some students with exactly the same name. These details are entered each time you make a payment, as student information is NOT held within the payment system. No student details are given to Westpac.

Making a payment for multiple children

To make a payment for another child in the family, there are 3 ways;

1. Once you have completed your payment, you will see at the bottom of the page a tab to click **“make another payment”** and proceed to fill in the details for the next child.
2. You can enter both given names and surname eg given name: Kim and Khloe, surname: Kardashian, Class KB and 2BR. You can then go down to “other” and enter “Semester Account” and enter the total amount for both invoices.
3. You can enter your eldest child in the student details box and then go to “other” category and type student names and total for each student (up to 5 payment lines).

If you enter students separately, you will need to re-enter your credit card details. This is due to compliance with Payment Card Industry Data Security Standards, where personal and payment card details are not retained within the payment system.



How does it work?

Parents and carers can make online payments via our school website. To access this facility you must have an email address.

The payment page is accessed from our school website;

<http://www.avalon-p.schools@det.nsw.edu.au>

- Go to the “Make a Payment” tab located in the red menu bar at the top of the page.

The items with the * RED asterisk are mandatory to identify your child.

Under the payment options, you enter the activity or item for which you are paying. If you are paying your **whole account**, please click “other” and write “semester account” in the description and the total amount of your invoice. If you are **not** paying the whole account, please categorise payments under the categories listed ie excursions, sport etc. We will be sent a report with your child’s details and the details you have entered.

Please remember to print or have your receipt emailed to your email address as an additional receipt will **not be issued by the school**. The school does not require a copy of your receipt, as we are sent a daily report of transactions.

Andy Rankin
Principal

Kylie Jarrett
School Administrative Manager