

# ONLINE PAYMENT FACILITY

It is now possible for parents/carers to make online payments to the school for various student activities and contributions. These payments can be made via a secure payment page hosted by Westpac using either a Visa or MasterCard credit or debit card. The payment page is accessed through the school's website at <http://www.calwellps.act.edu.au/payment>, then by selecting the [Payment](#) link.

The screenshot shows the Calwell Primary School website. At the top, there are links for 'Accessibility' and 'Contact Us'. The school's logo and name 'Calwell Primary School' are on the left, with the tagline 'An ACT Public School' and 'Learn Care Succeed'. A search bar is on the right. Below the header is a navigation menu with the following items: Home, Our School, Curriculum, Community Information, Parents Supporting Learning, Preschool, **Payment** (circled in red), Contact Us, and Digital Backpack. Below the navigation menu is a breadcrumb trail: Home > Payment. The main content area is titled 'Payment' and contains the following text: 'To make a secure credit card payment you will be directed to Westpac's online payment system, known as [QuickWeb \(click here\)](#). Westpac will hold your card information and the privacy policy is accessed via the link on the QuickWeb page. All information other than card details will be provided back to the School in order to reconcile the payment against your account.' At the bottom right of the content area, there is a 'SHARE' button and social media icons for Facebook, Twitter, and Email.

Items that can be paid include voluntary school contributions, excursions, in school activities and sport. There is also a section for Other, for any items that you wish to pay that do not fit under the headings.

When you access [Payment](#) you must enter all mandatory fields.

1. Student details; Student Key, Given name and Surname
2. Payee details; Family Key, Payee full name and contact details
3. Fee code and description of payment
4. Student ID Number (if known) and Year level

These details will need to be entered each time you make a payment. To ensure we credit the funds correctly, an email to [info@calwellps.act.edu.au](mailto:info@calwellps.act.edu.au) informing us of the reason for the deposit would be appreciated.

This is a secure payment system hosted by Westpac to ensure that your bank branded credit/debit card details are captured in a secure manner. These details are not passed back to the school. You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed from the web site. All Information you input will be held by Westpac subject to its Privacy Policy which is available at <http://www.westpac.com.au/privacy/>.

Westpac's payment system will supply all information apart from card details back to the school on a daily basis to enable the payment to be reconciled against your family's account. As a receipt has been issued from the payment website by Westpac, a further receipt will not be issued by the school. If you require a tax receipt please contact the school office.

For any enquiries regarding the Online Payment process please contact the School Administration Office on Ph: 6142 1900.