P&C
The P&C would like to extend a huge thank you to everyone involved in the success of the Mother’s Day stall, especially to Leanne Catanzariti for all her efforts in organising the morning.
The P&C now has the task of determining which areas of the school to support with the fundraising and to do this, we need your help. Do you have any suggestions or ideas about the school and where the P&C should be focusing their attention? Please communicate via gbnps@pandcaffiliate.com.au, drop a note in the suggestion box at the Front Office or give me a call on 0438 331 383.

Kym Bush - P&C President

Parents Online Payments
Today we launch the Payments Online System. This is an important step forward in school finance management and supportive of parents in their family life. Payments to the school can now be made online. The instructions will be available on the school website, attached to the newsletter today, and hard copies will be available from the Front Office.

EFTPOS is still available in the office and payments can still be made by phone.

It’s time to change it up
Next week is an important week in the life of the school - Reconciliation Week with the theme this year of It’s time to change it up. We will hold a school assembly on Tuesday 26 May - National Sorry Day at 9:15am.
At 10:45am some students will represent the school in the Reconciliation Walk over Queen’s Bridge to Reconciliation Place at the town park. Please join us for both events.

School Ties
School ties are now available at the Front Office for Year 6 students only. The ties are $16.25 each.

Building Reading Skills
If you were unable to attend last Monday evening, the school Learning Support Team will present the same information session to assist interested parents to improve their child’s reading skills. Find out about phonics, sight words, segmenting, reading levels and other proven strategies.

All parents are welcome
Where: Staffroom
When: 2pm Wed 27 May
Presenter: Barbara McNamara (Learning Support teacher)

Student safety at the end of the school day
Parents and family members meeting students at the end of the school day need to avoid Playground 3 as an organised meeting place. This playground is only for students catching a bus. There are many other playgrounds that provide a suitable meeting place.
The bell sounds at 2:55 and at 3:10 (15 minutes) the gates on Thorpe Ave and Hirst Ave will be locked. Any students still to be picked up will be waiting on the silver seat in Playground 3. Students need to be inside the school grounds till they are picked up safely at the end of the school day.
**PSSA Rugby League**

It is always a privilege to take a group of students away to represent the school. I was proud of the effort the boys displayed during their game of Rugby League in the first round of the knockout. The team started very strongly. The forwards led the way bustling through the defence of Cooma PS. They laid a strong platform for the hooker, half back and five eight to pass and move the ball around. The team made many meters in attack. The captain, Brooklyn opened the scoring with a try! He scored two more tries during the game. Both Ryan and Denzel were able to capitalise on this with conversions. In the end it was only the speed of a few of Cooma players who broke through our defence to score. Cooma PS won the game 22 – 16. Every boy played remarkably well. Congratulations! One of the most pleasing things to witness was the family and community support for the boys. It is always great to see parents, aunties and uncles out supporting our students who are representing the school. Thank you for your help! We look forward to our next challenge in a few weeks. Round one – Wednesday 3 June. Bring on the Sullivan Shield!

Tim McIntosh
Deputy Principal

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**Finger Buns**

Supporting Breast Cancer Research is a school focus this week. The Canteen will sell finger buns with pink icing at recess. The cost will be $2 for a bun or $1 for half a bun. One of our mums, Marina Erland who works at the Queanbeyan Baker’s Delight proposed that the school be part of this initiative – donating money from the sale of finger buns to Breast Cancer Research during the month of May.

**QPS Chooks**

We have adopted four chooks. They have settled into their new home in the school chook house. Three of the chooks have been named:
- *Batista* - is the head chook
- *Alice* - is a little shy
- *Mitzi* - is adventurous
- *?* - is a little nervous

The fourth one needs a name. This week students from each class will put forward a class nominated name for consideration.

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**SaCC**

Queanbeyan Young Parents Group invites all parents under 25 years and their children aged 0-5 years, to our next playgroup, Wednesday 20 May at the Axis Youth Centre from 11am-12:30pm. Come along for a free massage, manicure/pedicure. Lunch and activities for the kids also provided free. For more information contact Brooke – 6297 2167
Using Westpac QuickWeb

Parents Online Payments

Parent/Carer Instructions

May 2014
HOW DO I ACCESS QUICKWEB?

A $Make a payment$ link will be placed on the front page of the school's Website. By selecting the $Make a payment$ link you will be taken to a secure Westpac QuickWeb payment page. You will no longer be in the school’s website.

There are no passwords or PINs to remember.

The payment process is intuitive and follows the format of many other online payments that you may use every day.

HOW DO I MAKE A PAYMENT?

From the initial Westpac QuickWeb page payers will complete the necessary details, some of which are mandatory (marked with an *), before confirming the payment details and completing the payment. A receipt can be printed from the payment page and/or be emailed to the payer.

The Westpac QuickWeb payment screens are:
1. Entering payment details
2. Entering credit card details
3. Confirmation of payment details and
4. Online Payment Receipt.

1. Entering payment details

The first Payment Details screen captures the student and payment details. This is in order for the payer and the school to identify the student that the payment applies to and what the payment is for. This is critical to ensure that the right student is credited for the right items.

Where Class or Year AND Invoice number are entered, Date of Birth is not required.
If only Class or Year OR Invoice number is entered a Date of Birth is required.

The payment details should come from the school invoice or listing that the school issues. There can be more than one payment line for all items except voluntary school contributions, the items are.

- Voluntary school contributions (1 payment line), use this for general contributions or donations;
- Subject contributions (up to 10 payment lines), use this for contributions for specific subjects e.g. Visual Arts, Industrial Technology, etc;
- Excursions (up to 5 payment lines), use this for specific excursions e.g. Zoo; Opera House, etc.;
- Sport (up to 5 payment lines), use this for any sporting activities e.g. carnivals and weekly sport activities, etc.;
- Creative & Practical Arts (up to 5 payment lines), use this for drama, dance, craft levies, etc.;

- Sales to Students (up to 5 payment line) use this for anything purchased by a student that becomes the property of the student;

- Other (up to 5 payment lines) this may be used for paying total amounts owed by a student e.g. complete student invoice/statement of account.

**IF YOU ARE UNSURE OF WHICH BOX TO CHOOSE PLEASE CONTACT THE SCHOOL AND ASK FOR CLARIFICATION.**

When any option is chosen by selecting the tick box, it is mandatory to include both a payment description and payment amount. Deselect an option by checking the tick box again.

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**FREQUENTLY ASKED QUESTIONS**

Why do I need to enter Date of Birth?
In some schools there are students with the same name in the same class or year. The date of birth assists the school in distinguishing which student the payment relates to. Note: date of birth is not required if class or year AND an invoice number are entered for a student. Some schools choose to issue invoices, others do not.

Why do I have to enter the student’s details each time I make a payment, isn’t it stored in the system?
When you make a payment you are in a secure Westpac website, for privacy and security of data no student details are maintained within the Westpac site. You must enter the details with each payment.

The screen keeps displaying the data I have just completed, it is not moving on?
Scroll through the whole screen, any errors will be shown in RED, you cannot progress until you resolve the error.

I don’t know the student registration number, what is it?
The student registration number is optional, if the school issues invoices the number may appear on the invoice. Some schools use this on advice to parents, but not all schools.

What is the Ref or Invoice number, I don’t know it?
The ref or invoice number is optional. Some schools use this on advice to parents, but not all schools.
Why can’t I deposit directly to the school’s bank account?
A direct deposit does not give the school any detail as to what you are paying for. The description space varies from bank to bank and is limited so the students name and class may not fit. Schools can have students with the same name and it is difficult to distinguish which student the payment relates to.

Why can’t I use BPay?
BPay only allows a total amount to be paid, payers are not able to select particular items to pay.

I don’t want the school to see my credit card details
The credit card details are masked on any reports to the school. e.g. 411111xxxxx4111

Can I use a debit card or PayPal for payments?
Payments can only be made using Visa or MasterCard credit or debit cards. American Express, Diners Club or EFTPoS cards are not accepted. PayPal is not a payment option using this process.
If a payer only has an EFTPoS debit card then the schools EFTPoS terminal, cash or cheque are alternate methods of payment.

I have made a payment in error, how can I cancel it?
Contact the school and request that they cancel the transaction. This can be the same day that the transaction was processed or at a later date.

If I select $ Make a payment on the school’s website and the screen does not change who should I contact?
Contact the school office and request to speak to the School Administration Manager.

I haven’t used online payments before, is it difficult?
The payment process has been developed to be very user friendly. It follows the format of many other online payment screens that you may have used.
The following pages show the screens you will see as you progress through the payments process with explanations of what to enter. Samples of emails and receipts are shown for your information.
Payment Details

Fields marked with an asterisk (*) are mandatory.
The process for making a payment is as follows:
1. Fill out all the required fields on this page.
2. Fill out credit card payment details on the next page.
3. Review and confirm your payment details on the confirmation page.
4. Review your payment receipt and optionally print it, or send it as an email.

Student Details

Student Registration Number
If this 9 digit number is on the Statement: 234516768

Issued by the school it will be to the left of the student’s name.

* Given Name: Bradley
* Surname: Hood

Class or Year
Ref. or Invoice Number
This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.
* Date of Birth (dd/mm/yyyy)
e.g. 31.01.1980:
23/02/2000

Required if only one of ‘Class or Year’ or ‘Invoice Number’ are filled.

Payer Details

* Full Name: Jacqueline Hood
* Contact Phone Number: 0236883983
* Contact Email Address: Jacqueline.Hood@det.nsw.edu

Payment Options

Please select which items you would like to make a payment or donation for:

- [ ] Voluntary School Contributions
- [X] Subject Contributions
- [ ] Payment Description 1: Visual Arts
  - [ ] Payment Amount 1: $15.00
- [ ] Payment Description 2: Industrial Technology
  - [ ] Payment Amount 2: $20.00

Click Next to proceed to the payment page where you can enter credit card details for your payment.
2. **Entering payment card details.**
   The payer enters Visa or MasterCard **credit or debit** cards details.

Payment via American Express, Diners Club, EFTPoS or PayPal cannot be used.

**Payment Details**

Fields marked with an asterisk (★) are mandatory.

- **You are paying to:** Aalstford Public School
- **Payment Amount:** $35.00 AUD
- **Card Holder Name:**
- **Credit Card Number:**
- **Card Expiry Month:** 01
- **Card Expiry Year:** 2012
- **Card Verification Number (CVN):**

Click **Next** to proceed to the confirmation page where you can review your payment details.

When the details are completed select **Next** to move to the Confirm Payment Details screen. Choose **Back** go to the previous screen to view or amend details.
3. **Confirm payment data entered**

   This page displays the information that has been entered. By selecting *Modify Payment Details* the student or payment details can be modified. The credit card details can be changed by selecting *Modify Credit Card Details*.

   If the information is correct enter the Captcha Verification Code and select *Make Payment*, and wait while the payment is processed.

### Confirm Payment Details

<table>
<thead>
<tr>
<th>Please confirm your payment details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You are paying to:</strong></td>
</tr>
<tr>
<td><strong>Student Details</strong></td>
</tr>
<tr>
<td>Student Registration Number</td>
</tr>
<tr>
<td>Given Name</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Class or Year</td>
</tr>
<tr>
<td>Invoice number</td>
</tr>
<tr>
<td>Date of birth</td>
</tr>
<tr>
<td><strong>Modify Payment Details</strong></td>
</tr>
<tr>
<td><strong>Payer Details</strong></td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Contact Email Address</td>
</tr>
<tr>
<td><strong>Payment Summary</strong></td>
</tr>
<tr>
<td>Subject Contributions</td>
</tr>
<tr>
<td>Visual Arts</td>
</tr>
<tr>
<td><strong>Total Payment Amount</strong></td>
</tr>
<tr>
<td><strong>Card Holder Name</strong></td>
</tr>
<tr>
<td><strong>Credit Card Number</strong></td>
</tr>
<tr>
<td><strong>Expiry Date</strong></td>
</tr>
</tbody>
</table>

**Captcha Verification Code:**

[[p2ydy]]

[Unclear? Generate a new Captcha Verification Code](#)

**Enter Captcha verification code here:**

Use *Modify Payment Details* or *Modify Credit Card Details* to move to the previous screens. When you are ready to make your payment, click *Make Payment* below.

**Modify Credit Card Details**  **Cancel**  **Make Payment**
4. Receipt

The Online Payment Receipt is displayed indicating that the payment was successful.

**Online Payment Receipt**

Your payment was successful. Please retain the receipt number for your records.

<table>
<thead>
<tr>
<th>Receipt Number:</th>
<th>1003634601</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>19 Sep 2012 11:22</td>
</tr>
<tr>
<td>You have paid to:</td>
<td>Abbotsford Public School</td>
</tr>
</tbody>
</table>

**Student Details**

<table>
<thead>
<tr>
<th>Student Registration Number</th>
<th>234516789</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name</td>
<td>Bradley</td>
</tr>
<tr>
<td>Surname</td>
<td>Hood</td>
</tr>
<tr>
<td>Class or Year</td>
<td>7R2</td>
</tr>
<tr>
<td>Invoice number</td>
<td>Not provided.</td>
</tr>
<tr>
<td>Date of birth</td>
<td>23/02/2000</td>
</tr>
</tbody>
</table>

**Payer Details**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Jacqueline Hood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone Number</td>
<td>0292969999</td>
</tr>
<tr>
<td>Contact Email Address</td>
<td><a href="mailto:jacqueline.hood@det.nsw.edu.au">jacqueline.hood@det.nsw.edu.au</a></td>
</tr>
</tbody>
</table>

**Payment Summary**

<table>
<thead>
<tr>
<th>Subject Contributions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts</td>
<td>$15.00  AUD</td>
</tr>
<tr>
<td>Industrial technology</td>
<td>$20.00  AUD</td>
</tr>
</tbody>
</table>

**Total Payment Amount:**

$35.00  AUD

<table>
<thead>
<tr>
<th>Card Holder Name:</th>
<th>Jacqueline Hood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number</td>
<td>411111111111111</td>
</tr>
<tr>
<td>Expiry Date:</td>
<td>01/16</td>
</tr>
</tbody>
</table>

Send receipt email to: [jacqueline.hood@det.nsw.edu.au](mailto:jacqueline.hood@det.nsw.edu.au)  

The receipt number can be recorded and/or the Online Payment Receipt can be printed by selecting **Print**.

The receipt can be emailed to the address as shown, or the email address can be edited, if no changes are required select **Send**. When **Send** is selected an acknowledgement that the receipt has been emailed will be displayed next to the email address.

There are two other options, either **Make Another Payment** or **Close**.  
**Make Another Payment** is used to make payments for another student.
EXAMPLE OF A PARENT/CARER EMAIL

If an email receipt is requested the parent/carer will receive an email with a PDF attachment of the receipt, this is an example of the email and the printed pdf attachment.

Dear Sir/Madam

Please retain the following information as confirmation that your payment has been received and processed successfully by Abbotsford Public School.

Receipt Number: 1003634601
Date: 19 Sep 2012 11:22

You have paid to: Abbotsford Public School

Total Payment Amount: $35.00 AUD

Card Holder Name: Jacqueline Hood
Credit Card Number: 411111...111
Expiry Date: 01/16

Regards,
Abbotsford Public School

Online Payment Receipt

Dear Sir/Madam

Please retain the following information as confirmation that your payment has been received and processed successfully by Abbotsford Public School.

Receipt Number: 1003634601
Date: 19 Sep 2012 11:22
You have paid to: Abbotsford Public School

STUDENT DETAILS
Student Registration Number: None provided
Student Name: Bradley Hood
Class or Year: 7R2
Ref. or Invoice Number: None provided
Date of Birth: 23/02/2000

PAYER DETAILS
Full Name: Jacqueline Hood
Contact Phone Number: 0292669999
Contact Email Address: jacqueline.hood@det.nsw.edu.au

PAYMENT SUMMARY

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>Payment Description</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Contributions</td>
<td>Visual Arts</td>
<td>$15.00 AUD</td>
</tr>
<tr>
<td>Subject Contributions</td>
<td>Industrial technology</td>
<td>$20.00 AUD</td>
</tr>
<tr>
<td>Payment amount</td>
<td></td>
<td>$35.00 AUD</td>
</tr>
</tbody>
</table>

Card holder: Jacqueline Hood
Credit card number: 411111...111
Expiry date (mm/yy): 01 / 16
PAYING FOR MULTIPLE STUDENTS

When paying for more than one student the “Make Another Payment” option should be selected on the Online Payment Receipt screen.

There is no option to add multiple students to a single payment as the details on the initial screen relate to one particular student only.

You can still make payments in the usual manner i.e. at the school office using cash, cheque, and some schools accept EFTPOS.

SESSION TIMED OUT

If you are delayed in making a payment you will be logged out of the session and the following screen will be displayed:

Payment Session Expired

Your session has expired. If you still wish to make a payment you can return to the start of the payment process and try again.

You will need to recommence the process from the beginning.