

GRAVESEND PUBLIC SCHOOL
14 GWYDIR STREET
GRAVESEND NSW 2401
PRINCIPAL: TANYA WITHERS
PH: 02 6729 7159
EMAIL: gravesend-p.school@det.nsw.edu.au

Dear Parents and Carers

GRAVESEND PUBLIC SCHOOL will transition to the new NSW Public Schools' finance system and a new bank account on **16 October 2017**.

To ensure a smooth transition, there will be changes to the way we accept payments from parents and carers.

1. **Direct deposits:** As of **22 September 2017**, we will no longer accept direct deposits into our current school bank account as we prepare to close this account and transition to the new one. Any payments made using direct deposit after this date cannot be properly allocated to a student's account in a timely manner. Please ensure you have made any outstanding direct deposits before **22 September 2017**.
2. **Cash and cheque payments:** Between **11 October 2017** and **16 October 2017**, we will also not be able to accept payments by cash or cheque as we prepare to close our current bank account and transition to the new one. Please ensure that you have made any outstanding cash or cheque payments before **11 October 2017**. From **17 October 2017**, cash and cheque payments will be accepted as before.
3. **Online payments:** As of **18 October 2017**, we will begin to accept online payments using the Department of Education's Parent Online Payment (POP) system. A button to access this online payment system titled '\$ Make a Payment' will be visible on the utility bar on the front page of our school's website at www.gravesend-p.school.nsw.edu.au. By selecting this link, parents and carers will be taken to a secure Westpac QuickWeb payment page, from which they can make online payments.

Please note: As a Westpac-hosted solution, cardholder and account details will be held securely, helping to protect the school and its customers from fraudulent transactions as well as assisting in meeting the Payment Card Industry Data Security Standard (PCIDSS) compliance requirements.

Thank you for your patience and understanding as we transition to our new finance system. We are hopeful the addition of an online payment facility will prove of benefit to families. If you have any questions, please contact **KAY ROLFE**.

Kind Regards

TANYA WITHERS
PRINCIPAL (RELIEVING)

KAY ROLFE
SAM