



## **PARENT ONLINE PAYMENTS** **Using Westpac QuickWeb**

Dear Parents,

On line payments are accessed through the home page of the School's website:

[www.stjohnspk-p.school.nsw.edu.au](http://www.stjohnspk-p.school.nsw.edu.au)

The school website will have an option on the menu bar "Make a Payment". When you click on this you will be taken straight to the Westpac QuickWeb page.

Payers will complete the necessary details, some of which are mandatory before confirming the payment details and completing the payment. A receipt can be printed from the payment page.

The payment screens are:-

- Entering payment details
- Entering credit card details
- Confirmation of payment details and
- Online Payment Receipt.

Payments can be made by Visa or MasterCard credit or debit card only. The school does not see any details of your card.

Please ensure you enter the child's correct name, class and details of what you are paying for. These details are necessary so that the payment is credited to the correct child.

All payments made before 6.00pm each day will be received at the school the next day. Payment after 6.00pm will not be received by the school for two days.