25 July 2012

Dear Parents,

BPay is an electronic bill payment service providing families with the option of paying their school account at any time, day or night, or on any day of the year via telephone or internet banking.

We are pleased to announce that families at Whitehorse Primary School now have the option of paying by BPay in addition to cash, cheque or credit card for your school fees, iPad program, camps and excursions.

Unfortunately we cannot accept any BPay payments for anything non-curriculum related, including, but not exclusive to, fundraising events (Parent Club), Book Club or OSHC accounts, as the DEECD accounting system does not support BPay for these programs. For those who use OSHC there will be a direct deposit facility made available with information being passed on to you through OSHC.

If you choose to pay by BPay you must still return the signed permission notices to your child’s teacher with the words ‘Paid by BPay’. We would also ask that you send an email to the school’s email address whitehorse.ps@edumail.vic.gov.au stating that you have made a payment by BPay and put the words ‘BPay Payment’ in the Subject line of your email or send your Invoice/Statement to the office stating you have made a BPay payment. This will make it a lot easier for us to keep track of all payments and that they are recorded against the correct child and event.

In this email you should include:

Your child/children’s name/s
Grade/s
Event/s
Amount

The above information is required so we can match your payment with your account, if we do not receive confirmation of what you are paying with your BPay payment the amount will be taken off the oldest outstanding amount on your account.

For your information, your BPay biller code and BPay reference numbers are listed on your Invoice/Statement. These numbers are your UNIQUE Family Biller Code and Reference Number.

If you have any queries regarding BPay payments to Whitehorse Primary School please do not hesitate to contact Cheryl Woodford, Business Manager on 9878 9339.

Kerry Wood
Principal