

Electronic Policy

North Melbourne Primary School

Issue Date: 17/5/2018

Review Date: 17/5/2020

SCHOOL Nº 1402



Rationale

North Melbourne Primary School is committed to providing the best possible educational opportunities for all students.

Parent contributions make it possible for the school to maintain its high standards of education in quality facilities.

Aims

North Melbourne Primary School is committed to providing a range of options for parents to make the payment of essential and optional education items as easy as possible. Payments made at reception can be made using cash, cheque or eftpos, BPay is also available. Payment through Compass – credit card (visa).

Guidelines for Action

BPay transactions will be recorded using the Department of Education and Training (DET) finance program and in accordance with the programs' process guide instructions. Parents should email the school at north.melbourne.ps@edumail.vic.gov.au for the attention of the Business Manager and quote the date paid, amount being paid, the name of the student and what the payment relates to. BPay can also be used for the payment of Biz-E-Kids invoices. If the school does not receive this advice with two (2) days of the payment being received, the funds will be allocated at the school's discretion (excluding any voluntary charges).

Payment made through Compass

A report will be printed from the compass program and payments will be receipted as per the report. Payment plans can be set up through compass. Please see the Business Manager if you would prefer to make payments on a regular basis (weekly, fortnightly or monthly)