



# ASPLEY STATE SCHOOL

Wednesday, 23 July 2014

**Please read this letter carefully as it contains important information**

This Letter is about:

Payment options for activities at Aspley SS.

Dear Parents/Caregivers

Aspley State School has a number of options to enable parents and caregivers to pay for the many excursions and activities your child participates in at school. This letter is to explain and clarify not only the options, but also the processes within the school that influence the policies surrounding the collection of monies.

For each activity or excursion that involves the collection of a payment, the school chooses a due date for payment. We make this date as close as possible, usually one week prior, to the excursion date. As you will know, we will not accept payments after the due date. This is not because we are being difficult or because we want your child to miss out on the excursion. The school has many activities and excursions occurring, usually overlapping in payment times. A due date is set to ensure that Deb and Kath in the office have sufficient time to process payments and provide the class teachers with accurate participant lists. The due date will always be clearly marked on the letter home. On the front page of the school newsletter, due dates coming up in the next fortnight will be listed. Also, class teachers will usually remind students that the due date for an excursion is coming up. If you want your child to participate in the activity/excursion, it is your responsibility to have the payment made by the due date. If you require an extension of the due date, please contact the office prior to the due date to make arrangements.

The school is now sending home invoices with the permission letter for each excursion/activity. Each invoice provides specific information about how to make payments to the school.

The options to make a payment to the school are as follows:

- Cash/Cheque – Payment by cash or cheque should be included with the permission slip.
- Credit card – The school only accepts Visa, Mastercard and Bankcard for values over \$10. Credit card details should be completed on the payment envelope or, if not using a school payment envelope, included inside the envelope on separate paper with the permission slip. The slip at the bottom of the invoice can be used. The reason we ask it to not be written on the bottom of the permission slip is so that we can destroy the credit card details once we have processed the payment.
- Advance Payment – Parents have the option of paying an amount of their choosing to the school ahead of any excursions. This amount is receipted and then sits against your child's name as an advance payment. When you receive notification of an excursion/activity, all you need to do is complete the permission form and circle 'advance payment' before returning the permission slip to the school office. When the receipting is done, the excursion cost is applied against the amount in advance payment, reducing the balance of the advance. The advance payment amount can be topped up by sending another payment to the office. Using this option negates the need to find cash each time a payment is required.
- Direct Deposit to School account – the school account details can be found on the bottom of the invoice sent with the excursion. They are as follows:
  - School's Bank Account Name: Aspley State Primary School General A/c
  - BSB: 064-151 (CBA Aspley)
  - Account Number: 0090 1234
  - Reference/Details: Please record student name and either invoice number or activity name in the reference/details section so that your payment can be receipted against the correct student and activity. Eg SmithBenYr7Starlab or SmithBen98765.
- BPay – this is our newest payment option and, while very convenient for parents and the school, it does have some limitations that unfortunately are beyond the control of the school. All invoices generated by the school contain a



Queensland  
Government  
Education Queensland

**Maundrell Terrace, Aspley Qld 4034**  
**Phone: (07) 3863 9111 Fax: (07) 3863 9100**

July 23, 2014

BPay Reference Code. This code allows parents to pay via the BPay system. This system will provide you with a receipt number and will update OneSchool by recording the payment against an invoice using the BPay/banking interface. The BPay facility can only be used to pay an amount in excess of \$10. Within the finance module of OneSchool, there are a number of BPay rules that are applied when allocating a payment to students' invoices. The school has no control over these rules. Essentially, a payment made by BPay is allocated to the **oldest available invoice for any child within that family**. You cannot specify which invoice is being paid. This inability to allocate payment to a specific invoice does create some problems for the school. The school has had a number of payments, meant for one excursion, applied against an older invoice for that child. The school has processes in place to check for this and to ensure that the payment is reallocated to the correct invoice. The school also attempts to clean the system of old invoices. However, we cannot remove all old invoices. For example, Canberra trip invoices are paid off over a period of time. The unpaid balance remains on the system and, if a BPay payment was received for that child, the payment would be allocated to the Canberra trip. Parents can assist by paying invoices in the order they are received and as soon as possible. Also, if you wish to make a payment for more than one invoice, for any number of your children, on the same day, please make **one** BPay payment for the **total** amount. Time is required to process a payment, both by the bank and OneSchool Finance. If you make a payment, the invoice is still open for a period of time, and if another payment is made immediately, it will apply that payment also to the same oldest invoice. However, if you pay a total amount for two or more invoices, the rules will ensure that the system allocates payment to each invoice in turn. Unfortunately, no matter how hard we try to keep the system clear of old invoices, there will always be times when a payment will go to the incorrect invoice. Please be assured that the school has processes in place to check for this and ensure that the payment is reallocated to the correct excursion. I also want to make clear that, as long as you are using the reference number printed on the invoice for your child, the payment will only go to that child or another child in your family. It will not be applied against an unrelated child.

When making a payment, please circle on the permission form which method you will be using. If paying by BPay or Direct Deposit, please do not send the permission slip to the office until payment has been made. Payment by these methods is still required **prior to the due date**.

I do hope that my explanation of the payment process and payment options available to you has been of some assistance and will enable you to make the best choice for you to ensure that payments are received by the due dates. If you would like further explanation of any of these options, please contact me.

Kind regards



Dianne Groenhuijzen  
Business Services Manager