



WALLACIA PUBLIC SCHOOL
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Principal: Mr Mark Davies

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SCHOOL COMMUNICATION

Dear Parents and Carers,

We endeavour to communicate with our community in a way that will suit all our families.

- We send permission notes home with each student so that they can be signed and returned to the school. Permission notes are also uploaded to our website so that you can print one off if you need to. Please adhere to deadlines for notes and payments. It is crucial for the running of events that numbers are finalised on due dates. Please check the website for any notes you may have missed.
- The school newsletter is produced monthly and is uploaded to our website and sent as a Skoolbag alert.

The school newsletter is designed to keep families informed and to celebrate the achievements of our students. The newsletter often contains important information about changes in dates, excursions, community functions, what's happening in the school etc. **It is important that you read the newsletter.**

- Other notes and information sheets are given to the eldest child in each family. They are also uploaded to our website. This includes P & C notes, which you will receive on bright orange paper.

Facebook

We currently manage a Wallacia Public School Facebook page. It is wonderful to see all the exciting events documented on this form of social media. Please be very aware and adhere to the appropriate use of this form of social media including sharing and comments. Please be aware of the "code of conduct" when using Facebook.

Skoolbag

Skoolbag is a mobile app that communicates directly with iPhone, iPad, Android and Windows Phone devices. It is an easy way for the school to communicate, with parents receiving notifications on their phone. School notices and alerts are communicated directly to the parent's smartphone through the Skoolbag School Mobile App which you will need to install on your phone if you wish to utilize this service.

Please see the attached instructions on how to download the free App. Once you have added the School Mobile App to your phone you will be able to receive information and alerts from the school.

To summarise, our current means of communication are:

- Notes home
- Skoolbag App
- School website - www.wallacia-p.schools.nsw.edu.au, or simply Google Wallacia Public School
- Facebook
- Verbal communication with students and parents

Make Online Payments

As we move to an age of innovation, we encourage as many parents as possible to make payments online.

Payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school's website by selecting '\$ Make a payment'.

Items that can be paid include voluntary school contributions, excursions, book fees, student invoices, Athletics and Reading Eggs Subscriptions, Year 6 Shirts and more. There is also a category called 'Other' to cover items not outlined in the previous headings. 'Other' can be used to make a complete payment of a school invoice.

P & C payments cannot be paid using online parent payments (orange notes), e.g. for school hats, raffle tickets, etc

When you access the '\$ Make a payment' you must enter the student's:

- name,
- class (ERN number or reference number is not required) and
- date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number (ERN) and Invoice Number if you are aware of them; however, these are optional fields.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner. These details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page, a further receipt is not be issued by the school.



Mark Davies
PRINCIPAL