

19 June 2017

Dear Parents and Carers

Woolgoolga High School will transition to the new NSW Public Schools' finance system and a new bank account on **4 September 2017**.

To ensure a smooth transition, there will be changes to the way we accept payments from parents and carers.

1. **EFTPOS payments:** We will not be able to accept EFTPOS payments between **30 August 2017 and 5 September 2017**. Please ensure that you have made any outstanding EFTPOS payments before **30 August, 2017**. From **5 September 2017**, EFTPOS payments will be accepted as before.
2. **Cash and cheque payments:** Between **30 August 2017** and **4 September 2017**, we will also not be able to accept payments by cash or cheque as we prepare to close our current bank account and transition to the new one. Please ensure that you have made any outstanding cash or cheque payments before **30 August 2017**. From **5 September 2017**, cash and cheque payments will be accepted as before.
3. **Online payments (POP):** As of **25 August 2017**, payments to our current online payment facility will cease. You will not be able to use the Department of Education's Parent Online Payment (POP) system until **Monday 4 September 2017**.

Thank you for your patience and understanding as we transition to our new finance system. If you have any questions, please contact the school on 02 6654 1500.

Yours sincerely

Guy Wright  
Principal