

Dear Parents and Carers

Windsor High Schoolwill transition to the new NSW public schools’ finance system and a new bank account on **24 July 2017.**

To ensure a smooth transition, there will be changes to the way we accept parent or carer payments.

1. **Direct deposits**: As of **30 June 2017,** we will no longer accept direct deposits into our current school bank account as we prepare to close this account and transition to the new one. Any payments made using direct deposit after this date cannot be allocated accurately to a student’s account in a timely manner. Please ensure you have made any outstanding direct deposits before **30 June 2017.**
2. **EFTPOS payments**: We will not be able to accept EFTPOS payments between **17 July** and **7 August 2017**. Please ensure that you have made any outstanding EFTPOS payments before **29 June 2017 2017.** From **7 August 2017**, EFTPOS payments will be accepted as before.
3. **Cash and cheque payments:** Between **29 June 2017** and **7 August 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 **29 June 2017.** From **7 August 2017**, cash and cheque payments will be accepted as before.
4. **Online payments (POP)**: As of **30 June 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 7 August.**

**If your child still has outstanding subject contributions all attempts should be made to settle these accounts prior to 29 June 2017.**

Thank you for your patience and understanding as we transition to our new finance system. If you have any questions, please contact **:** Christine Murphy, at Windsor High School to discuss the matter.

Yours truly

Jennifer Hawken

Principal