



PADSTOW NORTH PUBLIC SCHOOL

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Padstow North Public School Money Collection Policy

Money is collected from parents and caregivers throughout the year for various excursions, performances, purchases and other activities.

Payments for school organised activities and events

Online payment is the preferred method. Simply go to our website and click on **Make a payment**.

Note: there are no additional fees charged by the school for online payments.

When a payment has been made online, simply record the payment details on the permission note and place it in the payment box at either the north or south office.

Cash and/or cheque payments, parents and caregivers are asked to place payments with the note in a sealed envelope or press sealed plastic bag clearly marked with your child's name, class, event/activity and the amount of money that is enclosed in the envelope. Payments are to be put in the payment box at either the north or south office. Teachers do not accept payments.

Correct money should be enclosed, as no change is given.

Receipts for payments for school organised activities and events

Receipts are issued for all school transactions to ensure transactions are recorded against family accounts. Receipts are placed in a class receipt folder, and sent to the classroom. The teacher distributes the receipts to the students as soon as possible after receiving them.

Payments for P&C organised activities and events

Payments for organised P&C activities is through Munch Monitor. Login in details are

Munch Monitor Registration Instructions

Go to www.munchmonitor.com

Click LOGIN then REGISTER

Enter School ID: pnps followed by the password: munch2211