

BIRCHGROVE PUBLIC SCHOOL

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20th July 2016

Dear Parents and Carers

Birchgrove Public School will transition to the new NSW public schools' finance system and a new bank account on **17 October 2016**.

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

1. **Direct deposits:** As you will be aware we no longer accept direct deposits into the current bank account as we prepare to close this account and transition to the new one. Any payments made using direct deposit after 23rd September cannot be properly allocated to a student's account.
2. **Cash and cheque payments:** Between **12 October 2016** and **17 October 2016**, 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 **12 October 2016**. From **18 October 2016**, cash and cheque payments will be accepted as before.
3. **Online payments (POP):** Between **4:00 pm 23 September 2016** and **16 October 2016**, we will also not be able to accept online payments as we prepare to close our current bank account and transition to the new one. Please ensure that you have made any outstanding online payments before **4:00 pm 23 September 2016**. From **17 October 2016**, online payments will be accepted as before.

Thank you for your patience and understanding as we transition to our new finance system. If you have any questions, please contact Melanie Wales on 9810 2469.

Yours sincerely

Tracy Gray

Principal