



May 2023

Dear Parents/Carers,

## We are excited to announce our school will be transitioning to an upgraded School Bytes finance system on 6 June 2023!

In preparation for the transition to a simplified finance system for both you and the school, we will be required to implement a short payment lockout period where we will not be able to receive any payments.

### What this means for you

- No payments can be made online from 9am, Tuesday 30<sup>th</sup> May 2023.
- Last day to make cash, cheque or EFTPOS payments will be Tuesday 30<sup>th</sup> May 2023 and will need to be made by 2:00pm to the front office.
- We will advise you when payments can resume closer to the above date
- Any existing payment links that have been sent to you previously in emails can still be used after the transition and will automatically redirect to the new system
- After the transition, a School Bytes portal will be available for you to register and begin using (Link: <https://portal.schoolbytes.education>)
- All previous payments made will be migrated to the new School Bytes finance system and portal

### What is the School Bytes portal

The School Bytes portal provides flexibility for you to conveniently:

- Make school payments online (including paying for multiple siblings at once)
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required

This can be done where you want at any time: day or night.

Through the portal, you will easily be able to download a receipt once a payment has been made and have access to view all historical payments when needed. Online payments are processed in real-time and can be viewed by school staff immediately.

While our preference is for payments to be made via the portal, we will still accept payment via cash, cheque, money order and EFTPOS.

***'Shaping the future, by pursuing excellence and creating  
boundless opportunities'***

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