# Freemans Reach Public School

395 Kurmond Road, Freemans Reach 2756
Phone: 02 4579 6146   Fax: 02 4579 6528
Email: freemanrch-p.school@det.nsw.edu.au
Web: www.freemanrch-p.schools.nsw.gov.au

Parent Online Payments (POP) Instructions

1. How do I access online payments?
You need to start by going to the school's website https://freemanrch-p.schools.nsw.gov.au/ and select the *Make a Payment* link as indicated in the screenshot below.
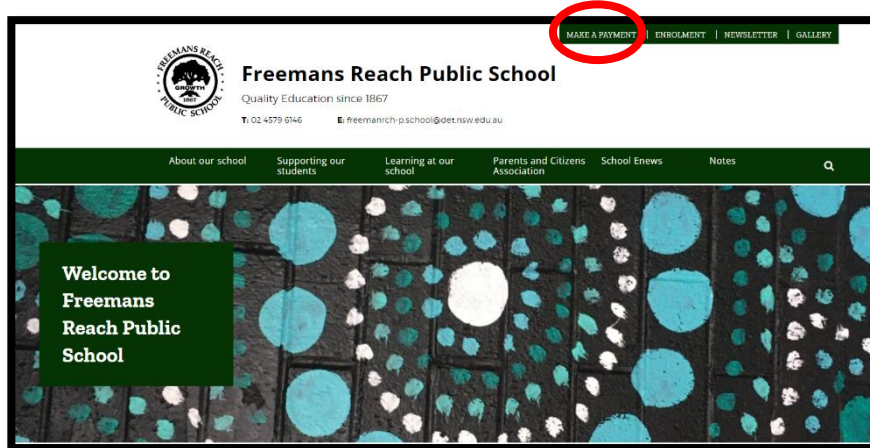
2. Student Details
Fill in the details of the student you are paying for. Fields required to be filled in are; Student given name, Student family name, Student date of birth and Student year or class name. NOTE: Student registration number and Student invoice number are not required, please leave these fields blank. Select the Next button.

4. Contact Details
Fill in your details of the student you are paying for. Fields required to be filled in are; Your given name, Your family name, Your email address, Confirmation of your email address and Your phone number. Select the Next button.

5. Payment Details
Enter details for what you are paying for. Select an option from the Payment type drop down menu.
Payment types options include:
Voluntary school contribution - use this for general contributions or donations;
Subject contribution - use this for contributions for specific subjects
Excursions - use this for specific excursions
Sport - use this for any sporting activities
Creative & Practical Arts - use this for drama, dance, craft levies
Sales to Students - use this for anything purchased by a student eg. Recorder, school badge
Other – for all other payments

IF YOU ARE UNSURE OF WHICH OPTION TO CHOOSE PLEASE CONTACT THE SCHOOL AND ASK FOR CLARIFICATION.

Enter the name of the event in the Payment description field. Enter the Payment amount.
Select the Add another item button to pay for more than one event. Select the Next button.

6. Review Details
Review the details you have entered to ensure they are correct. Select the Previous button to make changes. Select the Next button if details are correct.

7. Enter Card details
Please enter payment details. Select the Submit button.

8. Record your receipt number and date paid on your child's permission note and return signed permission note to the school office.

9. You will now receive a receipt of payment to your nominated email address.