

13 August 2019

## Term 3 Student Invoice Permission Notes

Dear Parents and Carers,

As previously advertised in the Belltower, we have moved to an electronic invoicing system for Term 3 known as *School Bytes*. All personalised student invoices were sent electronically to families via email last Friday 9 August. By utilizing *School Bytes*, we are endeavouring to reduce the number of cash payments being processed by the school and carried to school by students.

Please find attached to this letter the permission notes relevant to your child and the activities and events listed on the electronic invoice for their grade or class.

Would you please sign and return the permission notes to your child's class teacher as soon as you are able.

A cash payment postal slot has been installed in the front office area and is located below the office counter. This will allow families still needing to make cash payments the ability to do so without needing to wait in the office to be served by a staff member.

Families with no active email address on the school enrolment system will be contacted in the coming days and asked to provide an active email address for the school to use.

I want to thank you for your patience with this new student invoicing system, as we work to streamline this new school process.

Yours sincerely,



Mark Steed  
Principal