



HENRY KENDALL HIGH SCHOOL

Principal: Mr Andrew Backhouse

Dear Parents and Carers

Henry Kendall High School will transition to the new NSW Public Schools' finance system and a new bank account on **22 May 2017**.

To ensure a smooth transition, there will be changes to the way we accept payments from parents and carers.

1. **Direct deposits:** As of **12 May 2017**, we will no longer accept direct deposits into our current school bank account as we prepare to close this account and transition to the new one. Any payments made using direct deposit after this date cannot be properly allocated to a student's account in a timely manner. Please ensure you have made any outstanding direct deposits before **12 May 2017**.
2. **EFTPOS payments:** We will not be able to accept EFTPOS payments between **17 May and 22 May 2017**. Please ensure that you have made any outstanding EFTPOS payments before **17 May, 2017**. From **23 May 2017**, EFTPOS payments will be accepted as before.
3. **Cash and cheque payments:** Between **17 May 2017** and **22 May 2017**, 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 **17 May 2017**. From **23 May 2017**, cash and cheque 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 the administration office on 43252110.

Yours Sincerely

Andrew Backhouse

Principal