

31 March 2015

Dear Parent/Guardian,

**Important information regarding the introduction of a cashless payment service at Brisbane State High School**

Commencing **Monday 20<sup>th</sup> April, 2015** BSHS P & C Association will introduce a secure cashless purchasing option for students to buy food at the canteens. This will eliminate the need for children to carry cash or additional cards. Instead, students will be able to use their existing School ID Card to access funds to make food purchases.

Some of the benefits of this cashless purchasing option are that parents, through the *mystudentaccount* web portal, will be able to:

- Monitor purchases
- Set relevant allergy alerts
- Establish low balance notifications and balance top ups
- Set spending limits
- Limit the items available for purchase

The Canteens will continue to welcome payment by cash until the end of term 2 while the system is integrated into the School. **From term 2, 2015** parents/students are expected to have set up the account to access the cashless system using their School ID card.

**Online ordering** will also be established to replace the current paper ordering system for Year 7 students. Online ordering is available Tues – Fri only. Students can purchase from canteens on Mondays.

Students will be able to use their School ID Card at the vending machines and within the uniform shop as the school transitions to this technology. Further advice will be provided as the transition progresses.

**Setting Up Your My Student Account Cashless Service**

A Parent Portal Setup document is attached that will assist in setting up your Parent Profile and adding your student(s)

There are two methods of payment. Credit Card/Visa/Mastercard Debit through the Web Portal and BPay through your personal Internet Banking. Funds added to the School ID card by:

- credit card/Visa/Mastercard debit will be available immediately,
- BPay transactions will take up to 3 days to be available.


Please factor in this time when loading funds to the account.

There are no fees for parents to use this service and we will be phasing out payment by cash in the canteens within the next few months. Please ensure you have set up an account, so that your student can access canteens and in the near future vending machines and uniform shop purchases.


Should you have any queries about the new *My Student Account* system at school please contact canteens on 3291 4174 or [pandc.2003@gbn.eq.edu.au](mailto:pandc.2003@gbn.eq.edu.au) or My Student Account helpline on 1300 369 783.

Thank you for support with this initiative.

Yours sincerely,



Cherie Egan  
President, P & C Association



Wade Haynes  
Executive Principal