

Completing online permission notes

 support.schoolbytes.education/hc/en-us/articles/4423469982863-Completing-online-permission-notes



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Your school uses School Bytes for online permission notes that are sent directly to parents via email. Online permission notes include a link to a secure payment site via the Westpac Parent Online Payment (POP) system (Visa and Mastercard credit/debit cards accepted).

When parent permission is required for a student activity, such as an excursion, an email will be sent to you, with a link to open the secure online permission form.

The online form will contain information about the activity or excursion, as well as a section for you to complete and sign (with your mouse or finger). If the activity involves a cost, the online form will show a make online payment button.

Information submitted by you will be stored securely for the school to review. Your individual response can only be accessed by school staff, due to the sensitive nature of the information you provide.

To complete an online permission note sent by the school follow the steps outlined below.

Give permission

1. Select the blue view online form button in the email.

Subject of email here



Sample School <noreply@mail.schoolbytes.education>

To: [Redacted]



Sample School

Dear Parent/Carer,

Please use the link below to give consent and make payment for **Student name** to attend the following activity: **Example activity name**

[View online form](#)

Thank you.

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Sample School

This email was sent to you through School Bytes. You are receiving this email as your email address is associated with a student at **School Bytes Academy**. If you no longer wish to receive these emails, please contact the school at sample.school@schoolbytes.education.

2. Review the details of the event.

Please note: Some sections of the note may contain links to an external website. If required, you can click on the links to review any further information. If you wish to print the activity information, click on the blue "Print" button on the right-hand side underneath your school's logo. To add the event to your calendar select the blue "Add to calendar" button next to the print button.

Online Form - [Redacted] [Add to calendar](#) [Print](#)

Activity Name:	[Redacted]
Date/Time:	[Redacted]
Description:	[Redacted]
Venue:	[Redacted]
Overnight Location:	[Redacted]
Transport:	[Redacted]
Dress Code:	[Redacted]
Food:	[Redacted]
Please Bring:	[Redacted]
Due Date:	[Redacted]

3. Provide consent by selecting yes or no.

* indicates a required field

I have read the above details and give consent for my child, [Redacted] to attend the [Redacted] [Redacted] [Redacted] [Redacted] Yes No

Student Name: [Redacted]

Parent/Carer Name: * [Redacted] Parent/Carer Phone Number: * [Redacted]

Emergency Contact Name: * [Redacted] Emergency Contact Phone Number: * [Redacted]

Medical Conditions (including any medication required): [Redacted] Dietary Requirements: [Redacted]

In relation to the proposed structured aquatic activities (please select response): *

My child is permitted to go in the water

My child is not permitted to go in the water

Parent/Carer Signature: *

[Redacted Signature Box]

Please sign in the box above using your mouse or finger (on mobile devices) - [Reset Field](#)

[Submit Form](#)

[Privacy Notice](#)

4. Complete the required sections of the note.

All required sections are marked with a red asterisk.

* indicates a required field

I have read the above details and give consent for my child, [redacted] to attend the [redacted] Yes No

Student Name:
[redacted]

Parent/Carer Name: *	Parent/Carer Phone Number: *
[redacted]	[redacted]
Emergency Contact Name: * ⓘ	Emergency Contact Phone Number: *
[redacted]	[redacted]

Medical Conditions (including any medication required):
[redacted]

Dietary Requirements:
[redacted]

In relation to the proposed structured aquatic activities (please select response): *

My child is permitted to go in the water
 My child is not permitted to go in the water

Parent/Carer Signature: *

[redacted]

Please sign in the box above using your mouse or finger (on mobile devices) - [Reset Field](#)

[Submit Form](#)

[Privacy Notice](#)

5. Provide a signature.

In the parent/carers signature section, you will need to provide your signature digitally. This can be done with a mouse if you are using a computer or your finger if you are using a mobile device.

* indicates a required field

I have read the above details and give consent for my child, [redacted] to attend the [redacted] activities. Yes No

Student Name: [redacted]

Parent/Carer Name: * [redacted] Parent/Carer Phone Number: * [redacted]

Emergency Contact Name: * [redacted] Emergency Contact Phone Number: * [redacted]

Medical Conditions (including any medication required): [redacted] Dietary Requirements: [redacted]

In relation to the proposed structured aquatic activities (please select response): *

My child is permitted to go in the water

My child is not permitted to go in the water

Parent/Carer Signature: *

Please sign in the box above using your mouse or finger (on mobile devices) - [Reset Field](#)

[Submit Form](#)

[Privacy Notice](#)

6. Select submit form.

Once you press submit, your response will be recorded. If you need to make any changes to your response you will need to contact the school.

* indicates a required field

I have read the above details and give consent for my child, Yes No

Student Name:

Parent/Carer Name: * Parent/Carer Phone Number: *

Emergency Contact Name: * Emergency Contact Phone Number: *

Medical Conditions (including any medication required):

Dietary Requirements:

In relation to the proposed structured aquatic activities (please select response): *

My child is permitted to go in the water

My child is not permitted to go in the water

Parent/Carer Signature: *


Please sign in the box above using your mouse or finger (on mobile devices) - [Reset Field](#)

[Submit Form](#)

[Privacy Notice](#)

Make a payment

1. Select open link beside make online payment.

 External Links

Make Online Payment [Open Link](#)

Information Note [Download](#)

2. Select the fee for the activity.

To change the amount you are paying for an item, enter the desired amount in the balance column.

Please note: Your school may not invoice the activity which means it will not appear on the payment portal as a line item. In this case, you will need to select the add other item button to add the line item manually.

The screenshot shows the 'Parent Online Payment Portal' interface. On the left, there are sections for 'Student Details', 'Family Details' (showing 'Unallocated Credit: \$55.00'), 'School Details', and 'Downloads'. The main area displays a 'Statement of Account' with a table of items. The table has columns for 'Date Added', 'Due', 'Item Name', 'Amount', 'Paid', and 'Balance (\$)'. One row, 'Excursion Fee', is highlighted with a red box, showing an amount of \$100.00 and a balance of 100.00. Below the table are buttons for '+ Add Other Item' and '% Split Payment'. At the bottom, there is a 'Payer Details' section with input fields for 'Your Name', 'Contact Phone Number', and 'Contact Email Address', and a 'Next >' button.

<input type="checkbox"/>	Date Added	Due	Item Name	Amount	Paid	Balance (\$)
<input type="checkbox"/>			Excursion Fee	\$90.00	\$0.00	90.00
<input type="checkbox"/>			Excursion Fee	\$85.00	\$0.00	85.00
<input type="checkbox"/>			Excursion Fee	\$85.00	\$0.00	85.00
<input type="checkbox"/>			Excursion Fee	\$100.00	\$0.00	100.00

3. Populate the payer details then select next.

Parent Online Payment Portal

Student Details

Name: [Redacted]
Number: [Redacted]

Family Details

Unallocated Credit: \$55.00

[Use Credit](#) [Help](#)

School Details

[Redacted]

Downloads

No information currently available to download.

Grand Total: \$0.00

Statement of Account for [Redacted] English >

Listed in the table below are the items currently applicable to [Redacted]. The checkboxes can be used to select what items you wish to pay. You have **unallocated credit** that can be applied to the items below by clicking the 'Use Credit' button in the left-hand column. The '+ Add Other Item' button at the bottom of the page can be used to add an additional item to this list for payment.

You may modify the amount you wish to pay for a particular item by typing the desired amount into the 'Balance (\$)' column.

When ready to make your payment, fill out the 'Payer Details' section and press 'Next' at the bottom of the page.

N.B. Payments made online can take up to 2 business days to be processed by the school and reflected on this payment page.

<input type="checkbox"/>	Date Added	Due	Item Name	Amount	Paid	Balance (\$)
<input type="checkbox"/>	01/02/2021		Excursion Fee	\$90.00	\$0.00	90.00
<input type="checkbox"/>	01/02/2021		Excursion Fee	\$85.00	\$0.00	85.00
<input type="checkbox"/>	01/02/2021		Excursion Fee	\$85.00	\$0.00	85.00
<input type="checkbox"/>	22/02/2021		Excursion Fee	\$100.00	\$0.00	100.00

Grand Total: \$0.00

[+ Add Other Item](#) [% Split Payment](#)

Payer Details

Your Name: Contact Phone Number: Contact Email Address:

Payments are processed securely using Westpac QuickStream.

[Next >](#)

4. Populate the payment details in the secure make a payment page and select submit payment.

Make a payment for [Redacted] ✕

Cardholder name

Credit card number VISA

Expiry date

Month / Year

CVN (?)

Grand Total: \$100.00

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Payments can take up to a minute to be processed after clicking submit. Do not close your browser during this time.

For information relating to the security & privacy of this service, please refer to the following webpage: <https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/School-Bytes-Student-Privacy-Information.pdf>

Further assistance

If you have any questions relating to this article, please contact your school.