



INTRODUCING PAM

PARENT ACCESS MODULE

Welcome to St Brendan's Primary School's Parent Access Module (PAM). PAM is the home of your school-related student information. There is lots to explore, but before you get going, you will need to set your PAM account.



GETTING STARTED

1. You will receive an email from St Brendan's Primary with the subject title 'Access instructions for St Brendan's Primary School's Parent Access Module'.
2. Click or tap on the link: 'FOLLOW this link to access the PAM login page'
3. Follow the prompts to set up your account.
4. Your user name will be your email

ABOUT PAM

Parents and carers use the Parent Access Module to keep up-to-date with their child's information and activities. PAM provides access to your child's:

- Personal details: view details and if details are not accurate please email admin@sbshepparton.catholic.edu.au
- Attendance: view and record absences
- Medical Profile: update your child's medical information at any time
- Excursion Activities: give permission for excursions
- Interview Bookings: online booking Parent Teacher Learning Conversations
- School Calendar
- Message board and more...

SIMON EVERYWHERE APP

You can download the Simon Everywhere App, see last page for further instructions.



SETUP STUDENT MEDICAL PROFILE

1. To access the student medical profile tap on the your child profile
2. Click on medical profile in the Profile Menu.
3. Complete all required fields.
4. Confirm and save details.



PARENT NOTIFIED ABSENCES

1. From the main menu, click on Parent Notified Absence.
2. Click add absence/Add future Absence
3. Complete the following fields: Student, Reason, Absence Period, and Absence Date.
4. Click Add.



Note: Absences wont be accepted on PAM after 10am on the day the student is away. Parents will need to phone the school and notify the reasons why their child is away.

KNOWLEDGE BANKS & SCHOOL LINKS

Knowledge Banks and School links is where you will find general school information such as, the Parent Handbook, school website and the link to CDF Pay where you can place lunch orders for your child/ren.

SUPPORT

If you have any questions or require support with PAM please come in and see us at the front office. Alternatively contact the school via:

Phone: (03) 5821 1926

Email: admin@sbshepparton.catholic.edu.au



simon
EVERYWHERE

PARENTS HANDOUT

CONTACT DETAILS

e: simon@hordernit.com.au

t: (03) 5222 1672

w: simoneverywhere.com

Logging in for the first time:

1. Find & install the SIMON Everywhere app from your store
2. Open the app, add your name, mobile phone number & select *Get SMS Code*
3. Enter your *one-time password* & select *Login*
4. Select the *+Add School* tile
5. Search for your school & select the *Parent Access Login*
6. Enter your credentials & select *Submit*



Scan the QR code or click on [this link](#) to view the INSTRUCTIONAL VIDEOS

