



SIMON



Booking Parent Teacher Interviews

PAM

PAM – Booking Parent-Teacher Interviews

Please note:

- If you **haven't** set up your PAM account yet, please follow the guide from start to finish.
- If you **have** set up your PAM account and **completed the medical form**, skip to [page 9](#) of this guide.

Contents

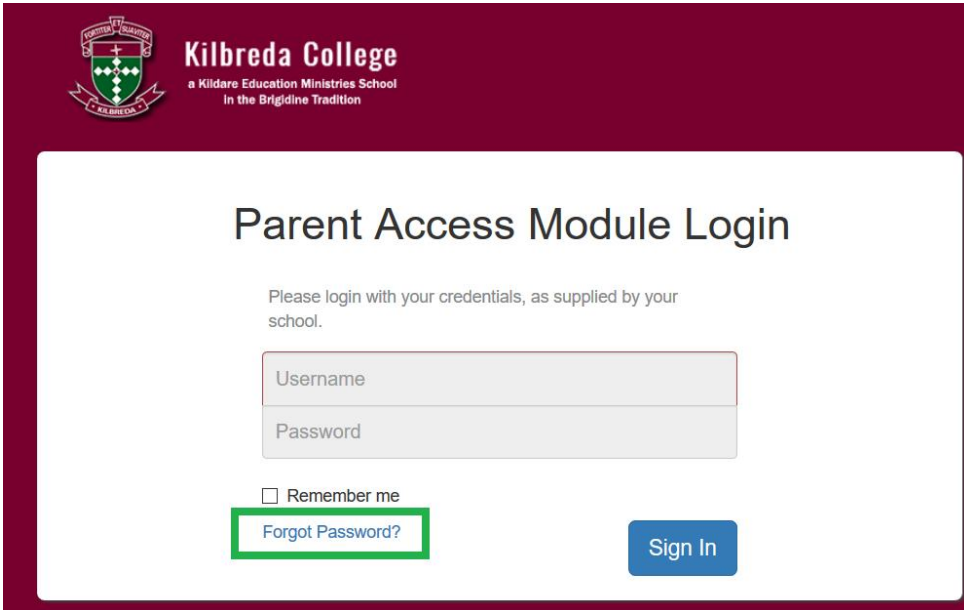
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Accessing PAM

Parents will be able to access PAM in early February 2019.

To login to PAM:

1. Go to <https://pam.kilbreda.vic.edu.au>
2. When logging in for the first time, you will need to click the Forgot Password link (shown below in green). This will send an email to your nominated email address with a link to reset your password. If the email doesn't arrive within the hour, be sure to check your junk mail folder in case the email isn't recognised. Once you've set your new password, return to <https://pam.kilbreda.vic.edu.au> to login to PAM.



 **Kilbreda College**
a Kildare Education Ministries School
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Parent Access Module Login

Please login with your credentials, as supplied by your school.

Username

Password

Remember me

[Forgot Password?](#)


[Sign In](#)

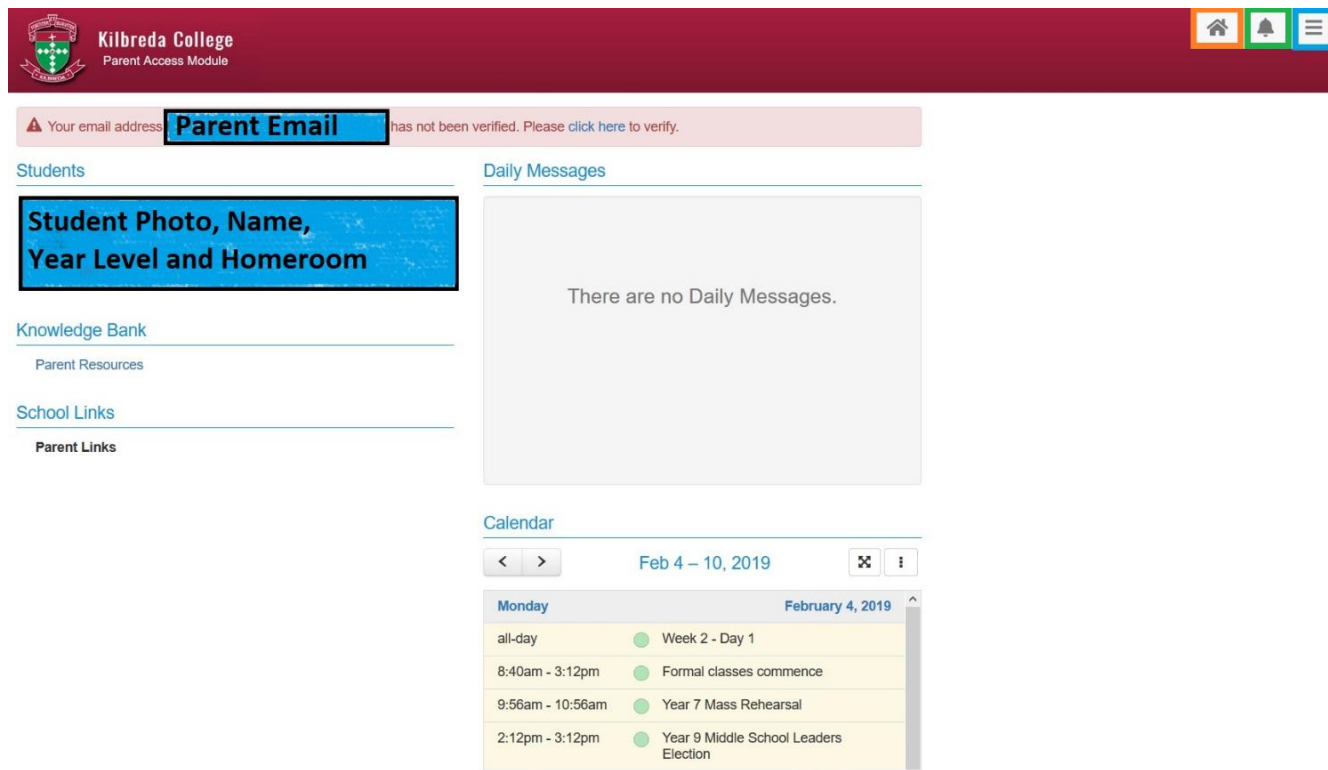
3. Enter your username and newly created password and click the blue sign in button.
Note: Your username will be your email address.

If you are unable to access PAM, please contact the Kilbreda College IT Department for assistance.


PAM Homepage

The screenshot below shows an example of the PAM Homepage. There are 3 important icons in the top right menu:

- The home icon (shown in orange) will take you back to the homepage no matter where you are in SIMON.
- The bell  (shown in green) displays the notifications that relate to you.
 - The number on the bell displays how many notifications you have. These notifications can be related to numerous things.
- The three horizontal lines (known as the hamburger icon, shown in blue) displays a collapsed right-side menu with extra links.



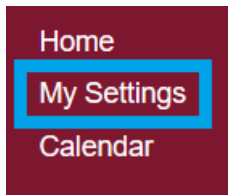
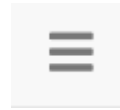
Important components on this page include the Knowledge Bank (parent resources), School Links, Daily Messages and the Calendar.

The Calendar component can be viewed in more detail by pressing the  icon, you can choose a day, week, month or list view.

Changing Email Address or Password

Once logged into SIMON, you can update your email address or password. Parents are able to manage this process themselves.

1. Click on the Hamburger icon in the top right corner (shown right).
2. Click on My Settings (shown far right).
3. Follow the prompts (shown below) to change your email address or password.



Parent Account Settings

Change Email

Current Email Address

Your current email address

Change Password

4. You can use the Home button in the top right corner to go back to the homepage at any time.

Information About My Child

Parents can access information about their child in PAM including personal details, student timetable, attendance, assessment reports and letters. To access this section in PAM:

1. On the homepage, under the Students heading (shown below), click on the name of the child (parents of multiple students will see all of their children listed). The text of your child's name is a link to the next screen so try and click on part of the text that displays your child's name.

Students



**Student Photo, Name,
Year Level and Homeroom**

2. You will now see a new page with 5 headings down the left side of the screen (shown next page). The information you can access in each section includes:

Personal Details

- Name, DOB, Email, Year Level, Homeroom, House.

[Personal Details](#)

Student Timetable

- A full 10-day cycle timetable.
- Timetable key and bell times for each day.

[Student Timetable](#)

Attendance

- Attendance Summary report.
- Class Attendance report.
- Period history report.

[Attendance](#)

Assessment Reports

- Previous end of semester reports from 2014-2018 will be uploaded to PAM, with 2018 to be uploaded first.

[Assessment Reports](#)

Letters

- Any student-specific letters the school generates through SIMON will appear here.

[Letters](#)

Updating My Daughter's Medical Details

Before updating your daughter's medical details, here is a checklist of what you will require whilst filling out these forms.

- Medicare Card
- Health Care Card
- Ambulance Cover Information
- Private Health Care Information
- Details/ action plans for any medical conditions/ allergies/ mental health/ physical disability/ development disorder
- Medical history
- Surgical history
- Medications
- Blood type
- Immunisation history

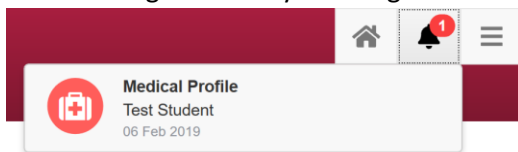
It is fundamental for parents to input their daughter's medical details. These medical details can be viewed and edited by you in two ways.

The first way to update and view your daughter's details is from the notification bell when you first log into your PAM.

1. On the homepage when you first log in, you will see that you have a notification in the top right corner.



When you open the 'Bell', select the 'Medical Profile' for your daughter. This is displayed as a notification as PAM recognises that your daughter's medical details are not up to date.



2. This will direct you to your daughter’s medical information where you are required to fill in the correct details.

Medical Details

- GENERAL
- CONTACTS
- MEDICAL CONDITIONS
- ALLERGIES
- MENTAL HEALTH
- PHYSICAL DISABILITY
- DEVELOPMENT DISORDER
- MEDICAL HISTORY
- SURGICAL HISTORY
- MEDICATIONS
- MEDICAL TREATMENT
- CONSENT
- IMMUNISATION
- OTHER
- SAVE RECORD

Back to Top ^

Please take a few minutes to complete this medical form. All fields and yes/no options are required.

GENERAL

Medicare no * **Expiry Date *** **Line Number ***

* required * required * required

Health Care Card Holder *

Yes No

* required

Ambulance Cover *

Yes No

* required

Private Health *

Yes No

* required

MEDICAL CONTACTS (optional)

No contacts added

MEDICAL CONDITIONS

Anaphylaxis *

Yes No

3. Once you have completed the entirety of this form, you must select the ‘confirmation’ tick box and then ‘Save Details’. (Please note that you are required to select every box to save the information when inputting initially, however, if you have documents you are required to upload this can be done at a later date by going back and editing the details.)

I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.

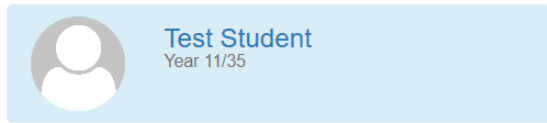
* required

* Unable to Save Details until all required fields have been updated.

An alternative way to view and update your daughter's medical details is through her profile.

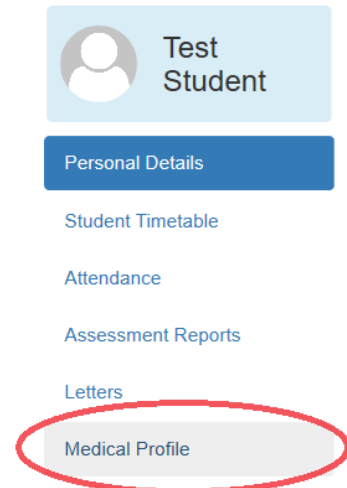
1. On the homepage, you will see your daughter's name to the left. If you click on this it will take you to her profile.

Students



2. On the left-hand side of your daughter's profile, it will display a list of menus. Here you select 'Medical Profile'.

Here you will be able to access all your daughter's medical information and edit accordingly.



Please note:

Due to the way the system is configured, there are some questions formatted as "I DO NOT give consent" which ask for a Yes/No response.

The way some of these questions are worded can be a bit confusing. For the example above of "I DO NOT give consent":

- If you do want to give consent for questions framed like this, select NO. This is a double-negative way of saying you actually do give consent.
- If you do not want to give consent, you will need to select YES. In this case, you are saying "Yes, I DO NOT give consent".

Making a Parent Teacher Interview

1. Log in to Parent Access Module Login (PAM) - <https://pam.kilbreada.vic.edu.au>

Parent Access Module Login

Please login with your credentials, as supplied by your school.

Parent's Username or Email Address

.....

Remember me


[Forgot Password?](#)


Sign In


2. Select Parent Teacher Interviews

Students

Show Inactive Students

 **Emma Ahearn**
Year 8/8G
5 Overdue Tasks

 **Lauren Ajang**
Year 11/11A
No Current Tasks

 **Parent Teacher Interviews**
Click here to Enter

Daily Messages

8B PE Friday 1/2
Can you please bring your swimming gear and a towel for Friday's class. Meet Mr. Weir outside the SIMON Centre. Thank you.

3. Select the student from the drop-down list

Parent Teacher Interview Booking

Select Student... 

Booked Times

No Interviews Booked

4. Select Each Subject, an interview time then **book interview**

Emma's Classes for Interview

Kilbreda College Sample Run (10)

Please make a booking for each of the listed Teachers before you wish to see for the upcoming Parent Teacher Interviews.

College Gym

There are no limits on how many bookings a parent account can make.

8 English
8 Food Studies
8 French
8 Homeroom
8 Humanities: Geography
8 Mathematics
8 Physical Education
8 Religion
8 Science
8 Water Sports

Teacher:

- 9:00am, 22nd October 2018
- 9:10am, 22nd October 2018
- 9:20am, 22nd October 2018
- 9:30am, 22nd October 2018
- 9:40am, 22nd October 2018
- 9:50am, 22nd October 2018
- 10:00am, 22nd October 2018
- 10:10am, 22nd October 2018
- 10:20am, 22nd October 2018
- 10:30am, 22nd October 2018
- 10:40am, 22nd October 2018
- 10:50am, 22nd October 2018

Book Interview

5. Edit/print or delete interviews

Booked Times

22nd October 2018 9:30am - 9:40am (10 minutes)

Emma Ahearn
Class: 8 English
Teacher: **Cathy Thompson**
Room:





If you require any support, please contact the College's Front Office on (03) 9584-7766 or e-mail parentenquires@kilbreda.vic.edu.au