



SIMON Everywhere/PAM User Guide

Welcome to SIMON Everywhere (please note PAM is the same except for the login screen)

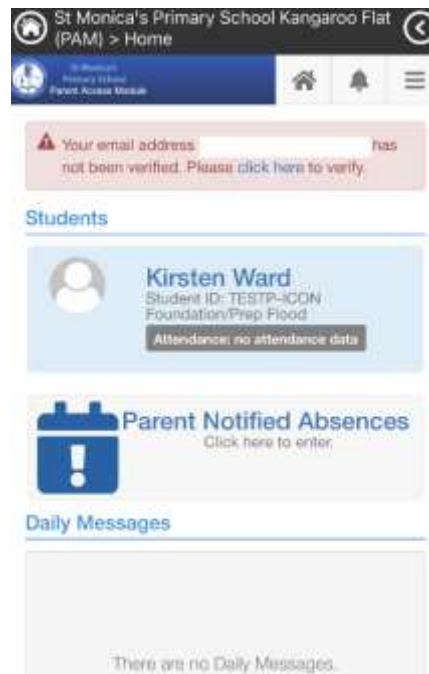


When you first login you will see this screen:



Click on the home button to enter into your family profile

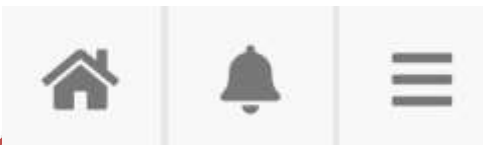
Your home screen will look similar to this but will list your child/ren:





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There are buttons located in the top right corner:



Home Button:

This button will always take you back to the home screen

Notifications Button:

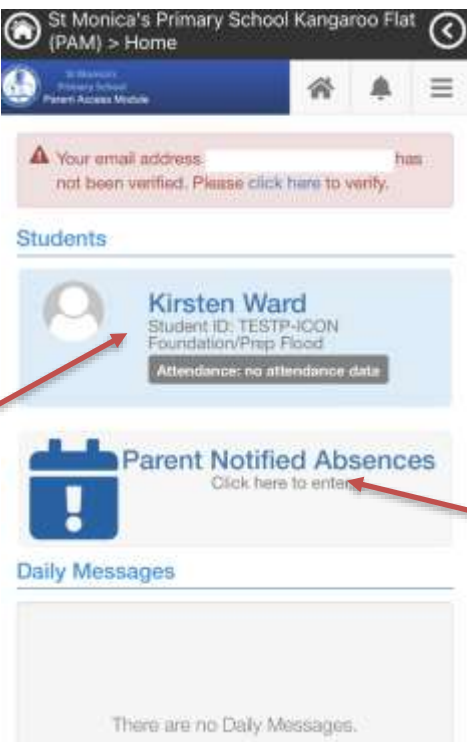
This will have a red notification dot if you have any tasks required of you. Eg: Excursion Permission Form, Medical Profile Update, Push Notification

Hamburger Button:

From here you can access the following:

- Home
- My Settings
- Calendar
- Parent Notified Absence

When you click on your child:



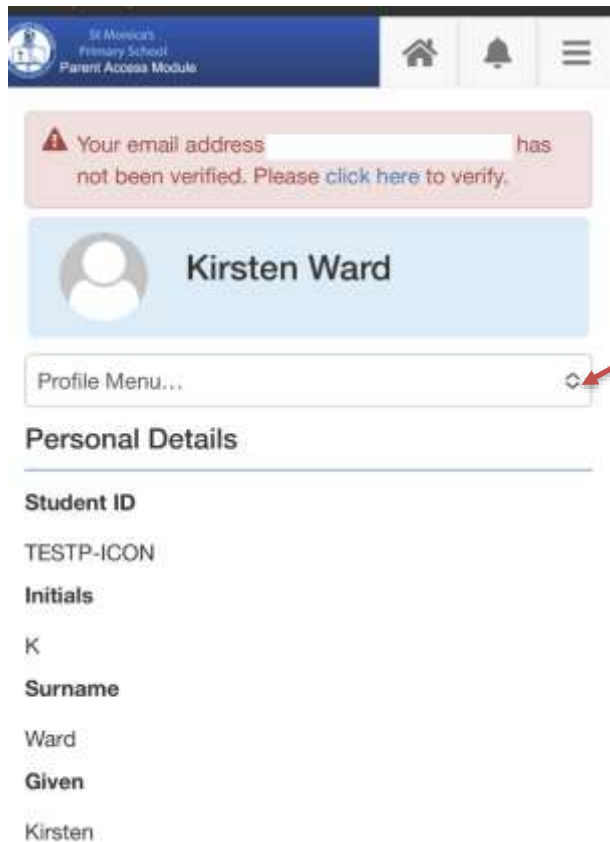
Click on your child

Note: You can add student absences by clicking here

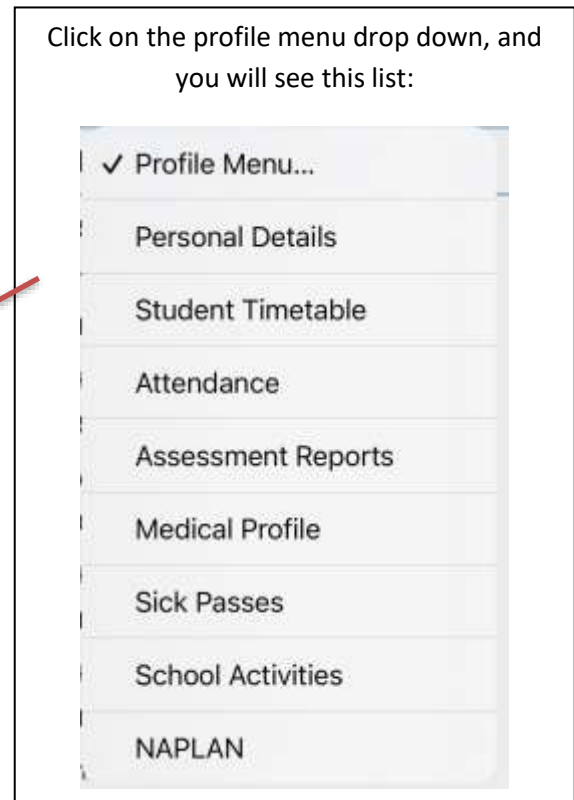


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You will be taken to their profile:



Click on the profile menu drop down, and you will see this list:



MENU Items Explained:

Personal Details: Your child's personal details (Name, DOB, etc.)

Student Timetable: This screen will show you your child's break times and class times but be aware specialist classes are not added to this timetable so it is not true and correct.



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Attendance: This option will allow you to access your child's attendance in different reports

Student Attendance

2022, Semester 1

Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

[View Report](#)

Class Attendance Percentage

The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.

[View Report](#)

Period History

The Period History Report will show a short summary of your child's attendance on a period-by-

Assessment Reports: This option will allow you to view your child's school reports for as long as they have attended St Monica's

Download Assessment Reports

-  Semester 2, 2021 - End of Semester Report
-  Semester 1, 2021 - End of Semester Report
-  Semester 2, 2020 - End of Semester Report
-  Semester 2, 2018 - End of Semester Report
-  Semester 1, 2018 - End of Semester Report
-  Semester 1, 2017 - End of Semester Report



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Medical Profile: This screen is extremely important, it should always have your child's most up to date medical details. This is required to be updated AT LEAST once per year.

Sick Passes: If your child has visited sickbay and you have not received a hand written incident form or phone call you will be able to view the details here.

School Activities: This screen will give you all the details for your child's upcoming school activities such as excursions and camps, even after you have signed the permission form, details of the school activity can be found here.

Kirsten Ward

Profile Menu...

Excursions & School Activity Permissions

Queen Victoria Market Excursion
Starting: 28 Apr 2022
Due: 07 Apr 2022
Sent: 23 Mar 2022
Consent: ✓

View

Click on view

School Activity Permission Details

← Return

Subject

Queen Victoria Market Excursion

Description

The intended destination is: Queen Victoria Market

Mode of Transport: Bus

Year Level/s involved: 5/6

Number of Student participants: 85

Number of Staff Participants: 10

Adult/Student Ratio: 1:9

The teacher/s in charge of this excursion is: Matthew Curnow, Colm Feeney, Jessica Mangan and Nicole Knight

Student Requirements:

-Wear Full PE uniform

-Bring along morning tea and lunch in a labelled plastic bag

-Bring a drink bottle

-Students may bring \$10 to spend at the market

-Students may bring along a book to read on the bus

NAPLAN: This screen will show your child's NAPLAN results if your child has participates and once the school has uploaded it.