

Thursday, February 2, 2023

St Mel's on PAM (Parent Access Module) & SiMON (school communication app.)

Dear Families and Friends of St Mel's

School Stream will no longer be used by St Mel's from the end of February 2023 for parent communications and upload of absences. We have moved to PAM (Parent Access Module) which can be accessed from your phone through Simon Everywhere App. An email was sent recently with instructions on how to log in from our school office. If you have not received this email or are having trouble logging in, please contact the school office.

Instructions for Downloading the SiMON Everywhere App.

Once you receive your SiMON Login Details (email sent last week), please download the App Simon Everywhere and follow the instructions attached to this letter. Simon Everywhere allows you to get push notifications, unlike using an internet browser.

You will be able to use the Parent Notified Absences section to notify us that your child will be away. You will also need to fill in your child's medical information through PAM, as we will no longer be using paper copies. This is a requirement of the school and will need to be completed as soon as possible. Again, please contact the school if you are having any difficulty. All permission forms, student progress reports etc with be sent out via PAM this year.

We are planning to have an information session for anyone who has not been able to successfully sign in and needs extra support. Keep an eye out for the date. In the meantime, don't hesitate to call the office or pop in if you need any help. A reminder to check your PAM notifications daily for all school information, especially daily messages.

Kind Regards,

Chris Summers & the School Admin Team



How to - Parent Notified Absence in PAM

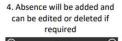
1. Sign into PAM on Simon Everywhere and click on Parent Notified Absences	2. Select 'Add Absence'
Home 📀	Home
Students	Parent Notified Absence
Child's Name Isker @ 2000 Ease Attordess: 8006 the sensets	Absences for today cannot be added as it is no after 10:00 AM. Prease contact the school directly to notify ther an absence.
Child's Name	Current and Future Absences
Attendesce: 300% this senseter	There are currently no absences for today.
Parent Notified Absences Click here to enter.	Previous Absences (will 12 months)
Daily Messages	
Upper Years (5/6) Camp- Aireys Inlet 14th-16th November, 2022	
Destination: Angahook Holiday Camp, Airey's Inlet, Anglesea	
Departure from school: 6:30am Monday 14th November	
Returning to school (Hamilton St): 5:00pm	

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Parent Notif	ied Absence			
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04/11/2022	All Day	0
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	04/11/2022	C)
Notes	Notes	

* Unable to add absence until all required fields have been updated.

3. Enter required fields



✓ Absence	successfully added.	
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		d Future Absence
Current and	Future Absence	^
Child's Na	ime	Edit Delate
Previous At	Sences (will 12 minimi)	~