



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 will 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

Simon Everywhere is now available on App Store and Google Play.

Your school has joined the growing Simon Everywhere community. By installing the Simon Everywhere app, you will be able to receive push notifications direct to your phone. Plus you will have easy access to all of the great PAM features, such as Assessments, Reports, Activity Permissions and more.

- Search "Simon Everywhere" on App Store or Google Play and install the app
- Launch Simon Everywhere and register with your name and mobile number
- Click Add School and locate your school from the list
- Enter your existing PAM credentials

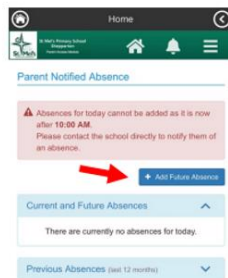


How to – Parent Notified Absence in PAM

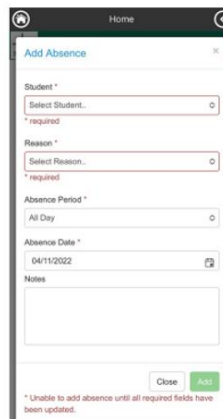
1. Sign into PAM on Simon Everywhere and click on Parent Notified Absences



2. Select 'Add Absence'



3. Enter required fields



4. Absence will be added and can be edited or deleted if required

