



How do I book a Primary Learning Conversation/Secondary 3 Way Learning Conversation?

There are two ways to book – using the SIMON Everywhere App or on the desktop version. The steps below will assist you book using either option.

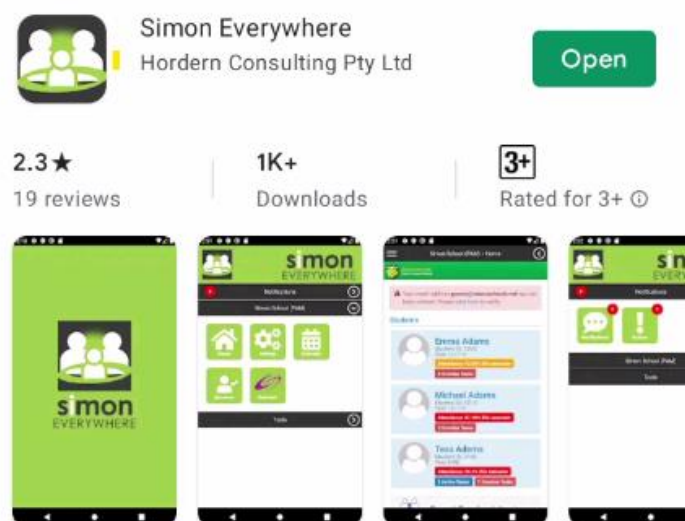
Step 1 - SIMON Everywhere App Instructions

The SIMON Everywhere app is available at our school for a quick and easy way to log into your PAM (Parent Access Module) account.

The SIMON Everywhere App can be downloaded free from the App Store or Google Play. Once you have downloaded the App, you will be asked to verify your mobile number. This will enable you to receive alert Push Notifications from us, you will then need to link your PAM account and login.

To login, you will need your usual PAM email address and password.

Please note: This App is 'device dependent' and different mobile devices might show slightly different screens to those shown here.



Stay connected to your school

Push Notifications

All parents who download the SIMON Everywhere app, will have the ability to receive school notifications by an alert from the App. Examples of immediate alerts could include reminders about college events or meetings, cancellation of sport training etc.

Please be aware that Push Notifications can only be received via the SIMON Everywhere App.

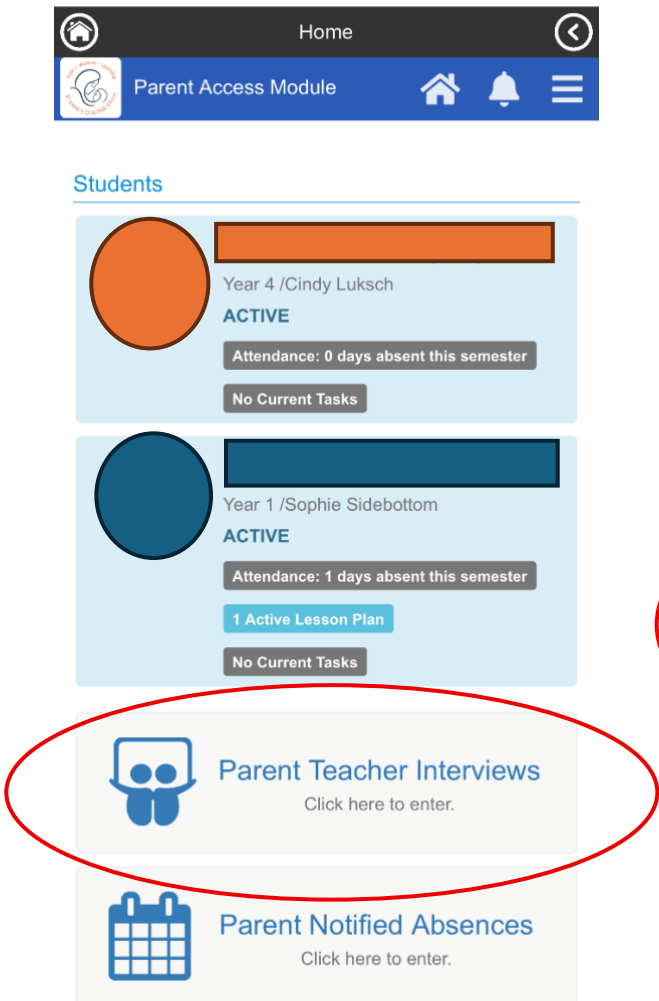


If you do not have the App, you will not receive these alerts.

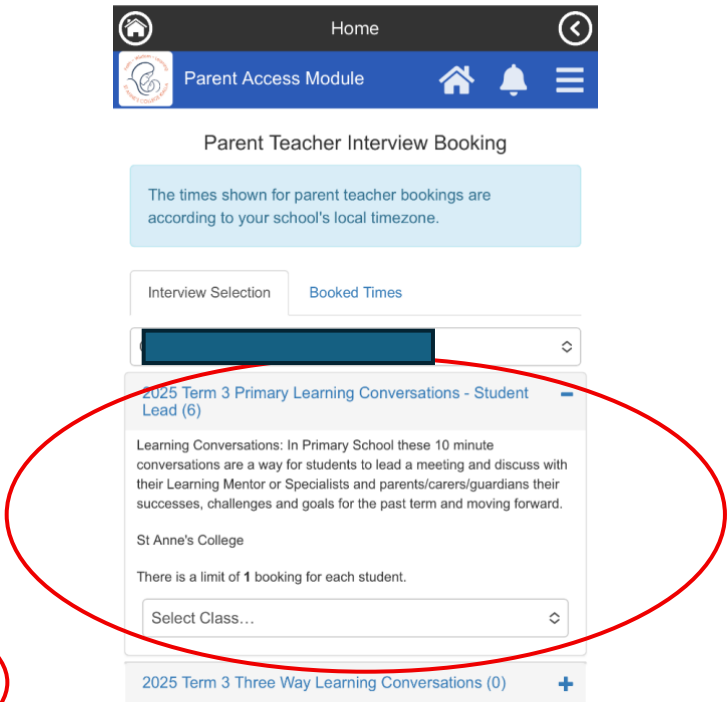
Step 2 – Once set up, on the home screen, click 'home'



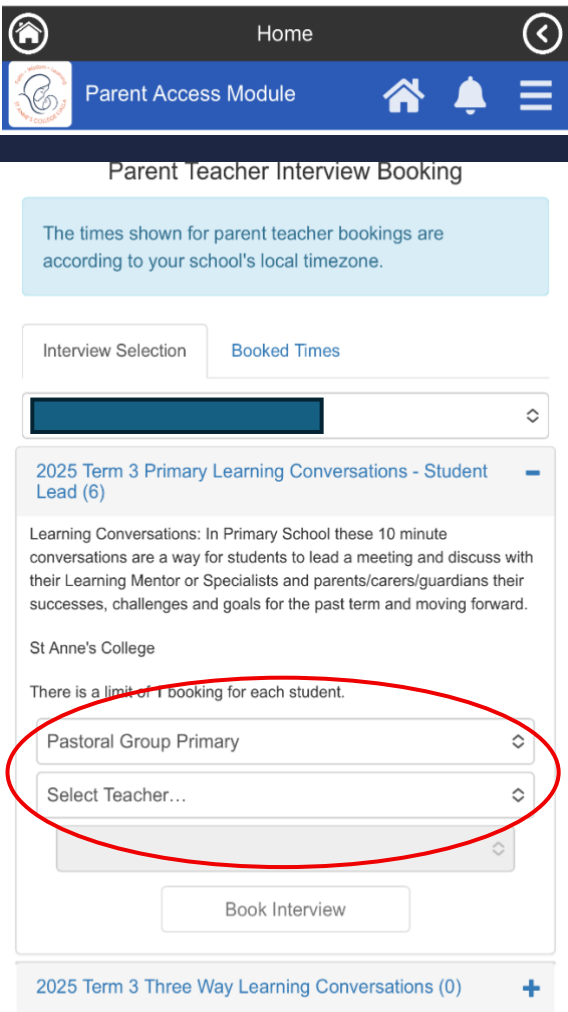
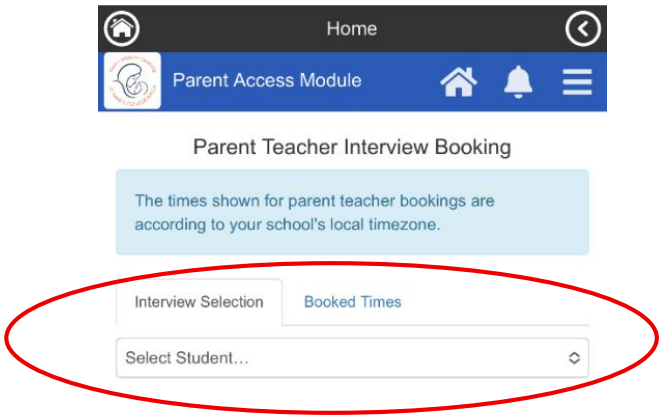
Step 3 – Click on Parent Teacher Interviews.



Step 5 – Select the class. For Primary students you can book your Learning Mentor or a Specialist. For Secondary students, you can choose any or all of their subject teachers.



Step 4 – Use the drop-down menu to select your child.



Home

Parent Access Module

Parent Teacher Interview Booking

The times shown for parent teacher bookings are according to your school's local timezone.

Interview Selection **Booked Times**

2025 Term 3 Primary Learning Conversations - Student Lead (6)

Learning Conversations: In Primary School these 10 minute conversations are a way for students to lead a meeting and discuss with their Learning Mentor or Specialists and parents/carers/guardians their successes, challenges and goals for the past term and moving forward.

St Anne's College

There is a limit of 1 booking for each student.

Pastoral Group Primary

Cindy Luksch

Select Interview Time...

Book Interview

2025 Term 3 Three Way Learning Conversations (0) +

Home

Success
Interview booking has been made successfully.

Parent Teacher Interview Booking

The times shown for parent teacher bookings are according to your school's local timezone.

Interview Selection **Booked Times (1)**

2025 Term 3 Primary Learning Conversations - Student Lead (6)

Learning Conversations: In Primary School these 10 minute conversations are a way for students to lead a meeting and discuss with their Learning Mentor or Specialists and parents/carers/guardians their successes, challenges and goals for the past term and moving forward.

St Anne's College

There is a limit of 1 booking for each student.

Pastoral Group Primary

Teacher: Sarah MacDonald

Select Interview Time...

Book Interview

2025 Term 3 Three Way Learning Conversations (0) +

Step 6 - When all the details are entered click **Book Interview**.

Home

Parent Access Module

Parent Teacher Interview Booking

The times shown for parent teacher bookings are according to your school's local timezone.

Interview Selection **Booked Times**

2025 Term 3 Primary Learning Conversations - Student Lead (6)

Learning Conversations: In Primary School these 10 minute conversations are a way for students to lead a meeting and discuss with their Learning Mentor or Specialists and parents/carers/guardians their successes, challenges and goals for the past term and moving forward.

St Anne's College

There is a limit of 1 booking for each student.

Pastoral Group Primary

Cindy Luksch

03:42pm - 16 September 2025

Book Interview

2025 Term 3 Three Way Learning Conversations (0) +

Logging in to PAM

When you head to <http://pam.sackialla.catholic.edu.au/> enter the username provided by the school and the password that you created when you received your PAM welcome email, then click **Sign In**. If you have forgotten your password, click **Forgot Password?**, enter your Email Address and click **Send Link**. An email with a link to reset your password will be sent to your current PAM login.

The image shows two side-by-side screenshots of the PAM login interface. The left screenshot is the 'Parent Access Module Login' page. It has a title, a sub-header 'Please login with your credentials, as supplied by your school.', and two input fields for 'Email Address' and 'Password'. Below these fields are a checkbox for 'Keep me logged in', a link for 'Forgot Password?' (with a red arrow pointing to it), and a blue 'Sign In' button. The right screenshot is the 'Forgotten Password?' page. It has a title, a sub-header 'Please enter your email address. You will receive a link to reset your password via email.', and an 'Email Address' input field. To the right of the input field is a green 'Send Link' button (with a red arrow pointing to it). Below this is a link for 'Request Support' and a 'Close' button at the bottom right.

Notifications and Alerts

When logging into PAM for the first time, you may see **Notification Alert Request Reminders** pop-up. Each reminder provides a link to the specific section of PAM that you need to action and will continue to pop-up every time you access the PAM Home Page.

If you close this reminder screen, you can click on the 'alert bell' in the top corner of the screen. This will have a red number showing if there are any outstanding parent alerts.

The image shows a 'Notification Alert Request Reminders' pop-up window. It has a title bar with a close button. The content is organized into four sections: 'Medical update request', 'Activity Permission Required', 'Co-Curricular Forms', and 'Other'. Each section contains a list of notifications for 'Peter Adams' with dates and links to view details. The 'Medical update request' section shows a notification from 05 Jun 2023. The 'Activity Permission Required' section shows a notification from 05 Jun 2023. The 'Co-Curricular Forms' section shows a notification from 05 Jun 2023. The 'Other' section shows a notification from 07 Aug 2023. A 'Close' button is at the bottom right.

PAM will also send notifications as emails to parents for specific items that need to be addressed, such as Medical Profile update requests, Activity Permissions and updating Connect Fields.

The image shows the PAM Home Page with a green header. In the top right corner, there is a notification bell icon with a red number '7' next to it. A red arrow points to the bell icon. Below the header, there is a list of notifications for 'Peter Adams' and 'Emma Adams' with dates and links to view details. The notifications include 'Incomplete Connect Field', 'New Letter Available', 'Medical Update Request', 'Activity Permission Required', 'Incomplete Co-Curricular Form', and 'Invalid Medical Profile'.

PAM Home Page

The Home Page of PAM is the main hub for accessing information about your children, with easy access to features that parents regularly use, such as the school Calendar, Parent Notified Absences and Daily Messages provided by the school.

The screenshot shows the PAM Home Page interface. On the left, under the 'Students' heading, there are three student profiles: Emma Adams (Student ID: 1003, Year 11/11G, Attendance: 93.91% this semester, 3 Overdue Tasks), Michael Adams (Student ID: 1014, Year 11/11C, Attendance: 89.61% this semester, 4 Overdue Tasks), and Tess Adams (Student ID: 2182, Year 9/9E, Attendance: 74.7% this semester, 21 Overdue Tasks). Below this is the 'Knowledge Bank' section with a link to '2. Parent Information' and 'Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)'. Further down is the 'School Links' section with links to 'Parent Information' and 'School Website'. On the right side, there are three main sections: 'Parent Teacher Interviews' with a 'Click here to enter.' link, 'Parent Notified Absences' with a 'Click here to enter.' link, and 'Daily Messages' which includes a 'Years 8 - 12 Subject Change Procedure' with a 'View Attachment' link. At the bottom right is a 'Calendar' section showing the date 'Oct 18 - 24, 2021' and a list of events for Monday, October 18, 2021, including 'all-day State Athletics' and 'all-day Week A'. Numbered callouts 1 through 7 are placed over various elements: 1. Emma Adams profile, 2. Knowledge Bank link, 3. School Links section, 4. Parent Teacher Interviews button, 5. Parent Notified Absences button, 6. Daily Messages section, and 7. Calendar section.

- 4. Parent Teacher Interviews:** This section on the screen shot above, will allow you to make Parent Teacher Interview bookings when an interview run is opened by the school.

Parent Teacher Interviews

When Parent Teacher Interviews are made available, the button on the right will appear in PAM, and we will let you know when you can make bookings to see your child's teacher/s.

If you have selected your interview virtually, a link to the selected teacher's virtual room will become available on the day of the interview on the **Booked Times** page. Log into PAM/SIMON Everywhere at the interview time and click on the link provided to enter the lobby of the teacher's virtual room.

A button with a blue icon of three people and the text 'Parent Teacher Interviews' and 'Click here to enter.'