Faith ~ Wisdom ~ Learning
ST ANNE'S COLLEGE KIALLA

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.
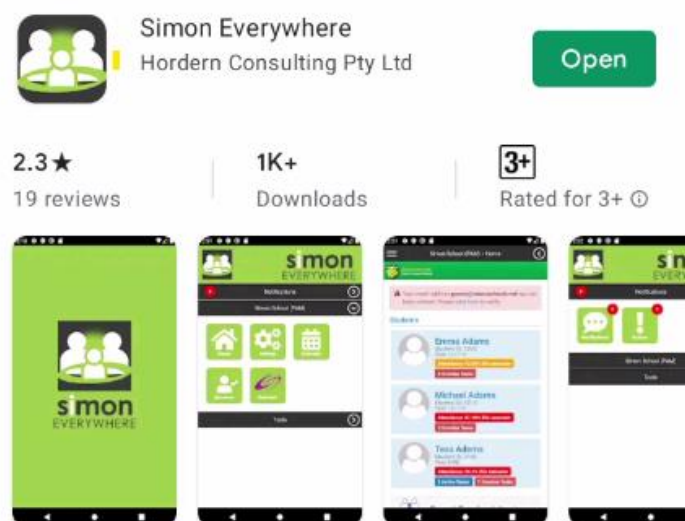
Step 1 - SIMON Everywhere App Instructions

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.

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.
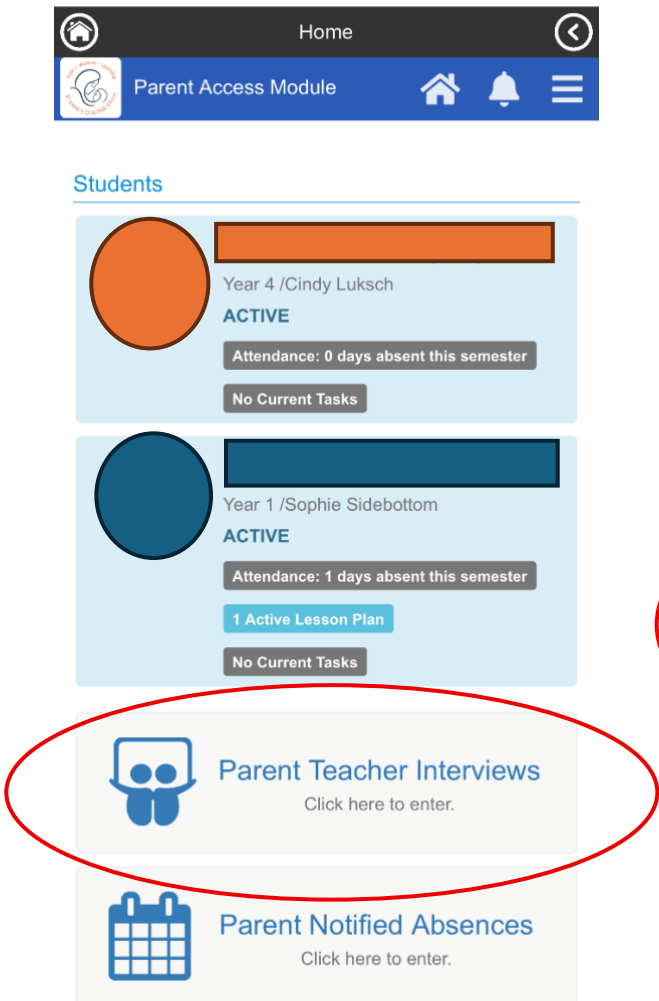

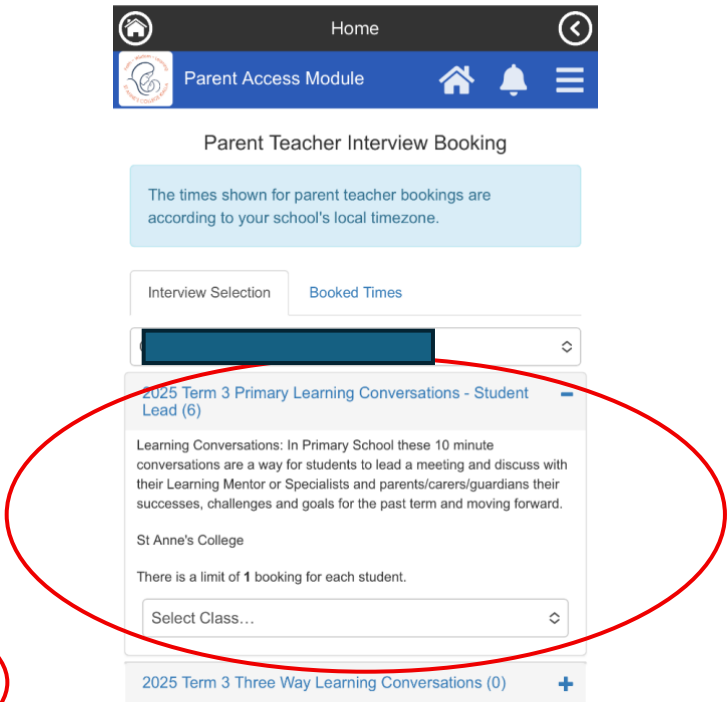If you do not have the App, you will not receive these alerts.

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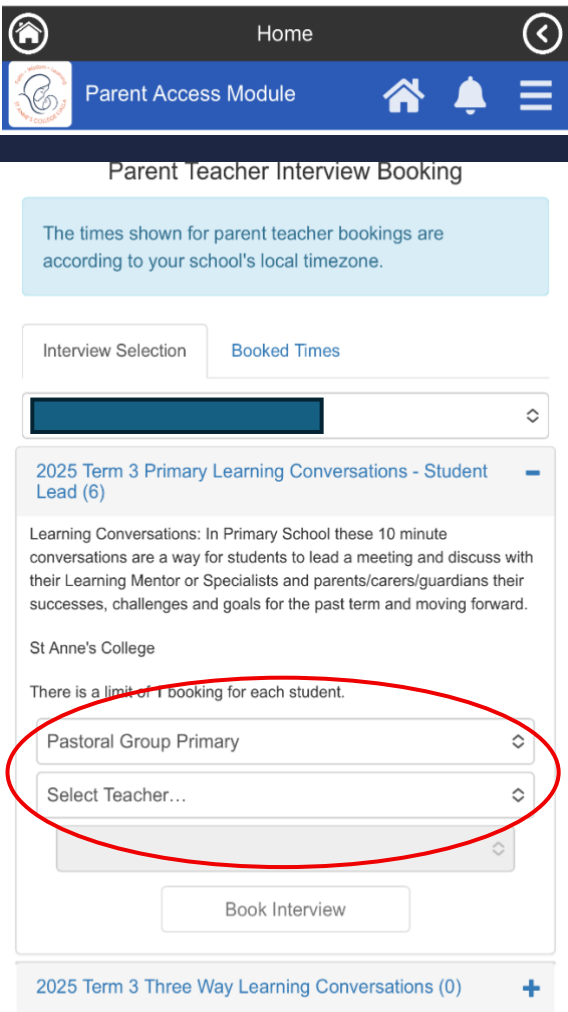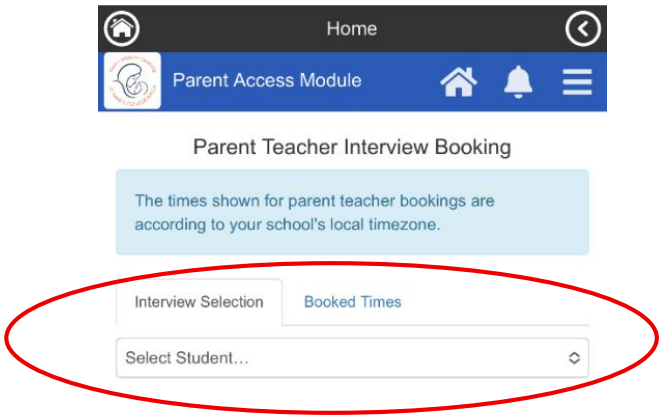

St Anne's College

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.

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

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.

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.

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.

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.

4. **Parent Teacher Interviews:** This section on the sheen 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.