Parent Access Module (PAM) Manual

Welcome to PAM

Welcome to the Parent Access Module (PAM)! This document is to provide you with all the essential information about how you can use PAM to become much more involved and connected with the everyday learning of your children at St Therese's Primary School.

PAM works in conjunction with our SIMON application to deliver targeted and relevant information.

Via PAM, you will have access to the following for your child(ren):

Student Information:	Parent Actions
• Daily Messages and School Calendars	• Parent Notified Absences
• Student Timetable	• Student Medical Profile
• Student Attendance Information	• Teacher Communication
• Student Assessment Reports	• School Activity/Excursion Permission
• School Knowledge Banks	
• School Links	

Each of these sections of PAM will allow you to see and become involved with everything that your children are involved with at school. PAM can be accessed through the following link: **https://pam.stkennington.catholic.edu.au/** or via the SIMON Everywhere App.

We strongly encourage you to visit PAM frequently and become further involved with your child's education at St Therese's Primary School. This document is designed to inform you of the best way to access PAM.
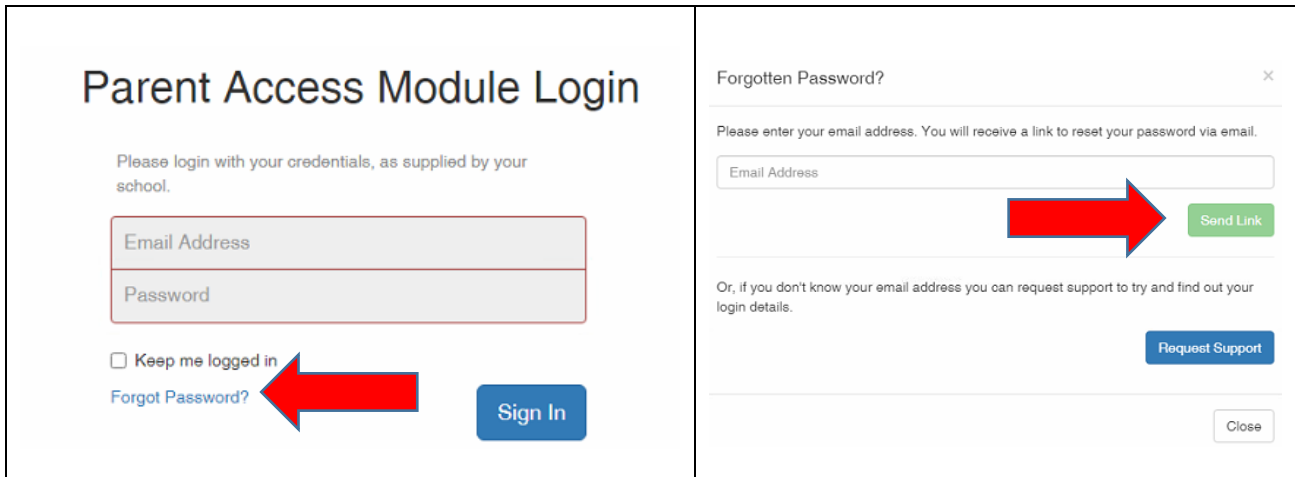
If you have any questions about PAM, please contact our PAM Support via the **Forgot Password?** option then select **Request Support**, or alternatively contact us on 5443 3200.

Logging in to PAM

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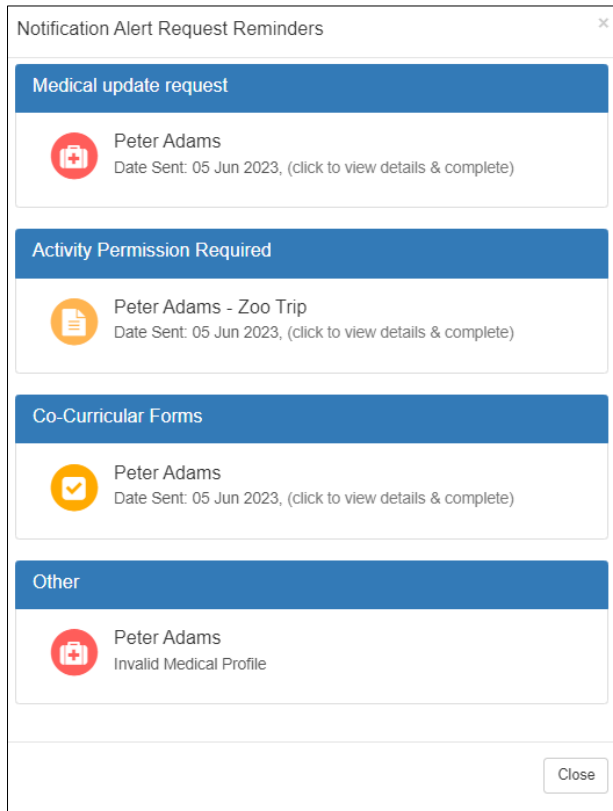
If you have forgotten your password, click the **Forgot Password?** option, enter your Email Address and click **Send Link**. An email with a link to reset your password will be sent to your current PAM login.
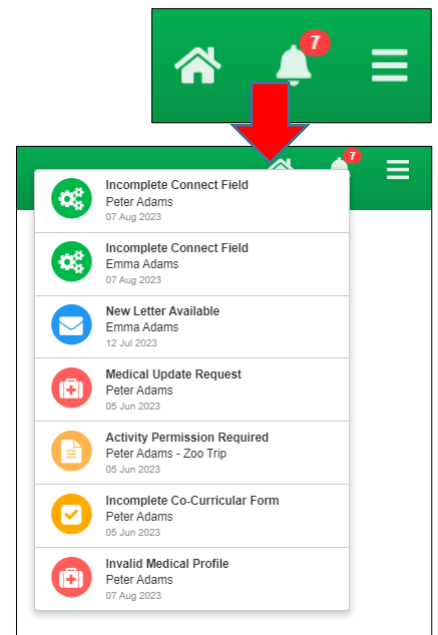

Notifications and Alerts

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.

1. **Students:** Your child(ren) will appear here. Find out information about each child's school journey by clicking on them, this is where you will access your child's School Information such as assessment reports, school activities, medical profiles, etc.

2. **Parent Teacher Interviews:** This section will allow you to make Parent Teacher Interview bookings when an interview run is opened by the school.

3. **Parent Notified Absences:** This section will allow you to submit a Parent Notified Absence for your child(ren).

4. **Daily Messages:** This shows school-wide messages that are created from the main Daily Message system within SIMON. They are targeted to specific year levels, homerooms or the entire student body, these messages may also be sent as an email.

5. **Knowledge Banks:** These contain information curated by us for ease of access that you may need to regularly refer to.

6. **School Links:** These links are provided by us for quick access to resources that are hosted externally to the school.

7. **Calendar:** The Calendar shows school-wide events that affect everyone, such as pupil-free days, but also shows School Activities and Learning Area tasks specific to your child(ren) on the PAM profile.

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.

Parent Notified Absences (PNA)

Parents and Carers can notify the school of their child's absence by clicking on the Parent Notified Absences link, Absences notified by this method must be completed by **9.00am.**
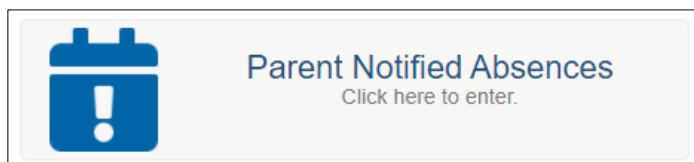

After this time, the usual method will apply by ringing the student absentee line 5443 3200. Parents are asked to inform the school of any absences as soon as possible. If notification has not been received by the school by **9.00am**, parents/carers will receive a SMS alerting them of their child's absence.

Student Assessment and Reporting

At the end of each semester, the **End of Semester** Assessment Reports will be available to parents.

We will send notification to all parents when reports become available on PAM.
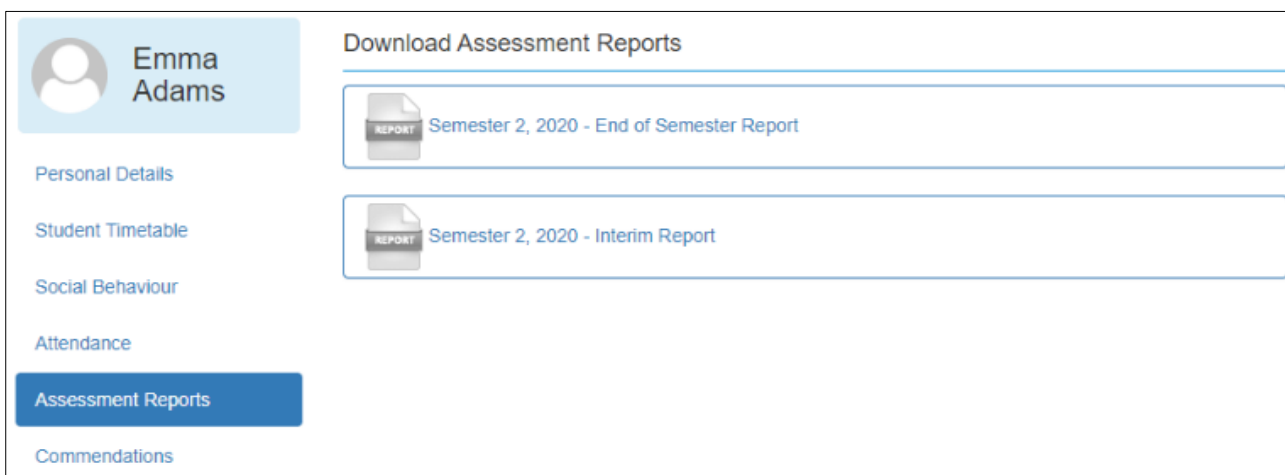
Personal Details

This is general student and enrolment information regarding your child. *Note: If any of this information is incorrect, please contact the school <u>immediately</u> to correct this information.*

Emailing your child's teachers

Your PAM account gives you access to emailing your child's class teachers, either individually for a specific subject, or to all the class teachers at the same time.

To access the **Email Staff** page:

- Click on your child's name/photo at the top of your PAM home page.
- On the following page, choose the **Email Staff** option.
- Select one or more staff members (*sample only below).*
- Write your message and click **Send Message**

Knowledge Banks

Knowledge Banks can be found on your PAM home page. The documents in Knowledge Banks are updated as required, so please keep an eye on these if you are looking for information/forms etc.

Student Attendance

In Student Attendance, this allows you to generate and review attendance information for your child(ren) in real-time based on the selected semester.

Each attendance component is described below:

Attendance Summary

- <u>Unexplained absences</u> occur if a parent has not contacted the School to explain an absence.

- <u>School passes</u> reflect different reasons why a student may be out of class or late to school.

- <u>School Activities</u> are used to record all activities when a student is absent from class, such as Excursions, Camps, or similar activities. These activities are recorded in the overall student attendance.

Class Attendance Percentage

The class Attendance Percentage Report lists all classes and the attendance percentage for each class for your child.

Period History

The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester.

Medical Profile

Within the Medical profile page are all vital medical information and photo permissions for each individual child and needs to be updated whenever necessary. Please take the time to fill this information in. This information is used by our school staff administering first aid, paramedics, hospital staff (in case of emergency) as well as teachers when taking students off campus for excursions and camps. The Medical Profile **must** be completed. You will be reminded to update this information every time you give consent for your child to attend a Camp or excursion. We may request that your profile be revalidated at any stage.

Note: You <u>cannot</u> save medical information in a draft format so please ensure you have all the information you need before attempting to fill in the form, including immunisation details and digital copies of any asthma/anaphylaxis/critical medical action form.

Emma Adams

- Personal Details
- Student Timetable
- Social Behaviour
- Attendance
- Assessment Reports
- Commendations
- Letters
- Booklist
- Lesson Plans
- Learning Tasks
- Email Staff
- **Medical Profile**
- Sick Passes
- Connect
- School Activities
- Co-Curricular
- NAPLAN

Medical Profile

Edit Details

GENERAL

Medicare	Number: **999999999**, Expiry: **Jun 2023**, Line Number: **4**
Healthcare Cardholder	Card Number: **112233**, Expiry: **27 Jul 2023**
Ambulance Cover	Membership Number: **999999999**
Private Health	Fund Name: **Fund**, Fund Membership Number: **1213132**

CONTACTS

Dentist	John McDonald (Home)	0420945739
Dentist	John McDonald (Mobile)	0420945739
Dentist	John McDonald (Work Mobile)	0420945739
Dentist	John McDonald (Work)	0420945739

SUMMARY

MEDICAL CONDITIONS 🚩

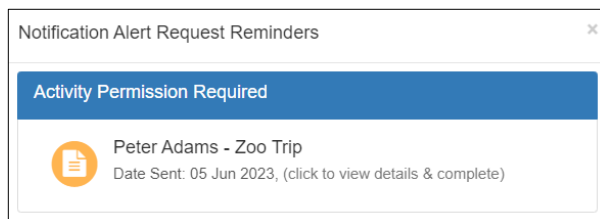|	
Asthma	- Triggers: **trigger** - Last Hospitalisation Date: **25 Jul 2023** - Last Hospitalisation Details: **Last day** - Asthma Medication: **Yes** - Prevention Medication: **P** - Relief Medication: **R** - Symptoms - usual: **S** - Symptoms - worsening: **W** - Symptoms - wheezing: **W** - Symptoms - chest tightness: **C**

School Activities

You will use your PAM account to authorise your child's participation in excursions and camps through the School Activities section of PAM. For each excursion, camp, or activity, you will receive an automated email asking you to give consent for your child to participate. To do this, log into PAM or click on the link in the email to login to PAM and approve the School Activity. Notifications will also show in the **Notification Alert Request Reminders** window and exist in the bell. School Activities can also be accessed from the Menu for each child.

To consent (or not consent), fill in all questions and click **Confirm** when done.

While giving permission for your child to attend the excursion, you are also agreeing that the Medical Profile for your child is up to date. If it is not up to date, a link is provided for you to do this.

Please be aware that without your consent, your child will be unable to attend the activity and will be required to stay at school with alternative arrangements. Consent is required as soon as possible to allow bus bookings and activities to be booked on the number of students attending.

After giving your consent, you can access the information about the camp or excursion, log back into PAM and click on "School Activities", and then choose the relevant activity your child was involved in.
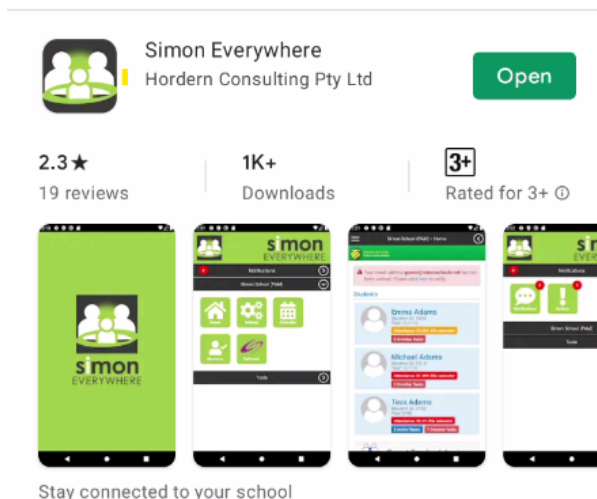
SIMON Everywhere

We are pleased to announce to parents 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.

The new App include the same features that you will find on a laptop or iPad when you log into PAM.

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 school 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.