

# Parent Access Module (PAM) Manual



Developed by and for the  
SIMON Schools Community

With thanks to Assumption  
School

## Welcome to PAM

Welcome to the Parent Access Module (PAM) of St. Mary's Donald. 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 child/children.

With the introduction of PAM, as a parent you will now be able to view the following information within SIMON, through PAM:



- Daily messages and upcoming events
- School links
- Student information and timetable
- Student attendance
- Student Assessment and reporting
- Student commendations
- Parent Teacher Online Bookings

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 SCHOOL website: <https://www.smdonald.catholic.edu.au>

Or, through the following direct link: <https://pam.smdonald.catholic.edu.au>

We strongly encourage you to visit PAM frequently and become further involved with your child's education at St. Mary's. This document is designed to inform you of the best way to access PAM. If you have any questions about PAM, please make contact with our PAM Support via the Forgot Password Button.


A screenshot of the 'Parent Access Module Login' page. The page has a dark green header with the 'SIMON SCHOOL' logo on the left. The main content area is white and contains the title 'Parent Access Module Login'. Below the title, there is a instruction: 'Please login with your credentials, as supplied by your school.' There are two input fields: 'Username' and 'Password', both with red borders and small icons on the right. Below the 'Password' field, there is a checkbox labeled 'Keep me logged in' and a link 'Forgot Password?'. A blue 'Sign In' button is located at the bottom right of the login area.

We look forward to assisting you with this fantastic opportunity to share in our collective efforts to provide the very best education for all students.

# Introduction

This is an outline of the information that is delivered for parents within PAM.

## PAM Login Screen



SIMON SCHOOL

Parent Access Module Login

Please login with your credentials, as supplied by your school.

Username

Password

☐ Keep me logged in

[Forgot Password?](#)

Sign In

## My Settings

Parents can click on the “My Settings” button to change/add their email address or change their PAM password.

[Parent Account Settings](#)

Change Email

Current Email Address

parent@simonschools.net

Current Password

New Email Address

Confirm New Email Address

Update Email

Change Password

Current Password


New Password

Confirm New Password


Update Password

# PAM Landing Page


## Students



**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




**Tess Adams**  
Student ID: 2182  
Year 9/9E  
Attendance: 74.7% this semester  
21 Overdue Tasks

## Knowledge Bank


2. Parent Information  
Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)

## School Links

Parent Information  
School Website



**Parent Teacher Interviews**  
Click here to enter.



**Parent Notified Absences**  
Click here to enter.

## Daily Messages

**Years 8 - 12 Subject Change Procedure** [View Attachment](#)

Students who wish to change a subject need to download a "Change of Subject Form" (see attached). Year 8 students collect from Mrs Venkatesh, Year 9 and 10 students collect from Mr Walsh or Ms Porter and Years 11 & 12 students from Mr Brodie.

The form needs to be completed, signed by a parent or guardian and returned to the Office for Years 8, 9, 10 and the Senior Office for Years 11 and 12 no later than **FRIDAY 9TH MARCH 2021**. After this date there will be no further subject changes. Students will be notified via email whether or not a change can occur. Please be aware that some subjects are full, and as a result a change may not be possible.

## Calendar

< > Oct 18 – 24, 2021

Monday	October 18, 2021
all-day	State Athletics
all-day	Week A

After a parent has logged into PAM, the first options are outlined below:

- **Daily Messages:** These come from the main Daily Message system of SIMON.
- **Upcoming Events:** These come from the main calendar system of SIMON. Only events flagged as "Parent" will appear in this section.
- **School Links:** These come from the main School Links system of SIMON off the main work desk. These are updated throughout the year.
- **Students:** Your child/children will appear here. Parents gain information to the student by clicking on the student. This is where you will find your child's School Reports.

## Parent Teacher Interviews

- **Parent-Teacher Interviews (Discussions):** These are held throughout the year. You will be informed in advance that bookings are open to make bookings to see your child's teacher/s. When bookings are open, there will be an additional button at the top of the page.



**Parent Teacher Interviews**  
Click here to enter.


- 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.

## Student Assessment and Reporting

YOUR SCHOOL uses a 'continuous reporting' method to allow parents to see in 'real time' how their students are learning. This information is found in **Learning Tasks**.


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


*The School will send notification to all parents as each report becomes available on PAM.*

**Emma Adams**

[Personal Details](#)  
[Student Timetable](#)  
[Social Behaviour](#)  
[Attendance](#)  
**[Assessment Reports](#)**  
[Commendations](#)  
[Letters](#)  
[Booklist](#)  
[Lesson Plans](#)  
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[Email Staff](#)  
[Medical Profile](#)  
[Sick Passes](#)  
[School Activities](#)  
[Connect](#)  
[NAPLAN](#)


**Download Assessment Reports**

 Semester 2, 2020 - End of Semester Report

 Semester 2, 2020 - Interim Report

## 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.



**Tess Adams**  
Student ID: 2182  
Year 9/9E  
**Attendance: 74.7% this semester**  
**21 Overdue Tasks**

### Knowledge Bank

#### 2. Parent Information

[Student Info](#) ([Curriculum Handbooks](#): [Exam Schedules](#): [Bell Times](#))


## Student Attendance

This allows parents to enter and review attendance information. This can be generated in real-time by the parents.

Each attendance component is described below:

### Attendance Summary

- Unexplained absences occur if a parent has not contacted the School to explain an absence.
- School passes reflect different reasons why a student may be out of class or late to school.
- School Activities is 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.



**Emma Adams**

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### Student Attendance

2021, Semester 1

#### Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

[View Report](#)

#### Class Attendance Percentage

The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.

[View Report](#)

#### Period History

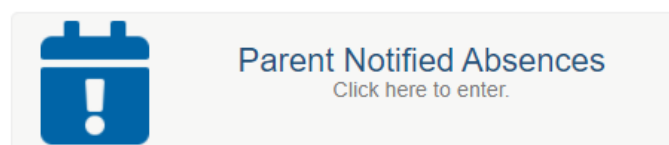
The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

[View Report](#)

## Parent Notified Absences (PNA's)


Parents and Carers are able to 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 03 5497 1116. Parents are asked to inform the school of any absences as soon as possible. If notification has not been received by the school by 9.30am, parents/carers will receive a SMS alerting them of their child's absence.










## Commendations

Within the main SIMON website in the student profile, schools can enter positive aspects of school life and achievement under Student Commendations. A complete list of commendations will also be published on the end of semester reports.


**Emma Adams**


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### Commendations

	<b>Sample</b> Merit Badge Awarded	17th June 2021
	<b>Academic Commendation</b> Academic Contribution	8th December 2020
	<b>Awarded &gt;90% on the end of year Science exam</b> Academic Contribution	27th November 2020
	<b>90% or more in combined French Listening and Reading CATs</b> Academic Contribution	23rd November 2020
	<b>Above 90% in CAT</b> Academic Contribution	19th November 2020
	<b>Excellent Effort on SAC</b> Academic Contribution	16th November 2020
	<b>&lt; 90% achieved in the science Genetics unit test.</b> Academic Contribution	16th November 2020

## Student Information Personal Details

This is general student and enrolment information. *If any of this information is incorrect, please contact the school immediately to correct this information.*


**Emma Adams**

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### Personal Details

<b>Student ID</b>	1003
<b>Initials</b>	E L
<b>Surname</b>	Adams
<b>Given</b>	Emma Louise
<b>Preferred</b>	Emma
<b>Date of Birth</b>	4/03/2004
<b>Email Address</b>	<a href="mailto:1003@simonschools.net">1003@simonschools.net</a>
<b>Login Name</b>	eadams

### Current Enrolment Details

<b>Year Level</b>	Year 11
<b>Homeroom</b>	11G
<b>House</b>	Magenta

## Medical Profile

Within the student profile page, Parents & Guardians are to enter vital medical information for each individual student and update whenever necessary. Please take the time to fill this information in. This information is used by our school nurses, 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 prior to your child starting at YOUR SCHOOL. You will be reminded to update this information every time you give consent for your child to attend a Camp or excursion.

**\*\*You cannot save this information half way through so please ensure you have all the information you need before starting, including immunisation details**


## How to give your consent for Excursions and Camps

You will use your PAM account to authorise your child's participation in excursions and camps. For each excursion, camp, retreat or permission, 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 excursion email. Once logged into PAM, you can either 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; or click on your child's name and then choose "School Activities" from the next menu. Click on each alert to read the message or permission. 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.

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 is possible to allow bus bookings and activities to be booked on the number of students attending.

If, after giving your consent, you wish to 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 is involved in.





Emma Adams

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Notification Alert Request Reminders


Other



Emma Adams  
Activity Permission Updated Details



Emma Adams  
Activity Permission Updated Details




Michael Adams  
Activity Permission Updated Details

### Example of "Alert Bell"



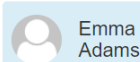
### Example of 'alert'



Excursion Permissions Required

11 Feb 2019

## How to access the PAM 'Connect' module



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NAPLAN

Name	Current Value	Reset Date	
Photographic Permission Form	Awaiting Completion	01/01/2022	<button>Complete</button>

During the year, our school will take photographs and videos, which may capture your child's participation, directly or indirectly. These may include, but are not limited to, our School newsletter, Yearbook, Annual Report, School website, social and digital media and newspapers.

We would like parental/carers permission to use these photos/videos. Please follow the instructions below to access the 'Connect' module in PAM to give your consent.

On your PAM homepage, the alert bell in the top corner will show any outstanding alerts. These alerts can be outstanding Medical Profiles; Excursion Permissions and now also outstanding Connect Fields.

Incomplete Connect Fields	
	Michael Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Tess Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Michael Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Tess Adams Date Sent: 20 Oct 2021, (click to view details & complete)

Once you have clicked on the relevant Connect Field, it will take you to all incomplete Fields awaiting completion.

By clicking on the green "Complete" button, you will then have access to read any attached documents before giving your permission (yes or no).

Connect Field ✕

Once you complete this field you will be unable to change it. To change the response, please contact the school.

Connect Field: Photographic Permission Form

Description: Parents/Carers are requested to give their permission annually for the publication of their child's image to be used for school purposes.

Options:

☐ Yes ☐ No

View Connect Documents: Total number of documents: 1 ▼

Close Complete

To go back into the Connect Field after giving your permission:

- click on your child's photo/name
- choose the 'Connect' option
- click on the relevant field

## How to log into the SIMON EVERYWHERE

We are pleased to announce to parents the SIMON Everywhere App for a quick and easy way to log into your PAM (Parent Access Module) account.

This App can be downloaded free from the App Store (for Mac users), or Google Play (Android users). The App is called "SIMON EVERYWHERE" (see example). 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 account and login.

To log in, you will need your usual PAM user name 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 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 Notifications can only be received via the App and not the PAM desktop version**



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

**Produced with the assistance of Assumption School Kilmore. The SIMON Team thanks them for their support.**

