

Parent Access Module (PAM) Manual



Developed by and for the
SIMON Schools Community
With thanks to Assumption
College

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 [SCHOOLNAME].

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



With the introduction of PAM, you will now have access to the following for your child(ren):

Student Information:	Parent Actions
<ul style="list-style-type: none">• Daily Messages and School Calendars• Learning Tasks• Student Timetable• Student Attendance Information• Student Assessment Reports• Student Commendations• School Knowledge Banks• School Links• NAPLAN Results	<ul style="list-style-type: none">• Parent Notified Absences• Student Medical Profile• Teacher Communication• School Activity/Excursion Permission• Co-Curricular Activity Selection• Connect Fields• Connect Surveys

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: [INSERT PAM LINK HERE] [and is also available via the school's website].

We strongly encourage you to visit PAM frequently and become further involved with your child's education at [SCHOOLNAME]. 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 [SCHOOL NUMBER]

The image shows two screenshots from the PAM interface. The left screenshot is the 'Parent Access Module Login' page, featuring a title, a login instruction, two input fields for 'Email Address' and 'Password', a 'Keep me logged in' checkbox, a 'Forgot Password?' link with a red arrow pointing to it, and a 'Sign In' button. The right screenshot is a 'Forgotten Password?' dialog box with a close button (X), an instruction to enter an email address, an input field, a 'Send Link' button, an alternative instruction for users who don't know their email address, a 'Request Support' button with a red arrow pointing to it, and a 'Close' button.

Logging in to PAM

When you head to [INSERT PAM LINK HERE], you need to enter the username that was 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 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.

The image shows two parts of the PAM interface. On the left is the main login page titled "Parent Access Module Login". It includes a heading "Please login with your credentials, as supplied by your school." Below this are two input fields: "Email Address" and "Password". There is a checkbox for "Keep me logged in" and a link for "Forgot Password?". A red arrow points to the "Forgot Password?" link. A blue "Sign In" button is at the bottom right. On the right is a "Forgotten Password?" modal. It asks the user to "Please enter your email address. You will receive a link to reset your password via email." There is an "Email Address" input field and a green "Send Link" button. A red arrow points to the "Send Link" button. Below this, it says "Or, if you don't know your email address you can request support to try and find out your login details." with a blue "Request Support" button. A "Close" button is 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.

The image shows a "Notification Alert Request Reminders" pop-up window. It has a close button in the top right corner. The window is divided into four sections, each with a blue header and a list of reminders. The first section is "Medical update request" with a red medical icon, listing "Peter Adams" with a date of "05 Jun 2023". The second section is "Activity Permission Required" with a yellow document icon, listing "Peter Adams - Zoo Trip" with a date of "05 Jun 2023". The third section is "Co-Curricular Forms" with a yellow checkmark icon, listing "Peter Adams" with a date of "05 Jun 2023". The fourth section is "Other" with a red medical icon, listing "Peter Adams" with the note "Invalid Medical Profile". A "Close" button is at the bottom right.

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.

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" above it. A red arrow points from the bell icon to a notification list. The notification list contains several items: "Incomplete Connect Field" for Peter Adams (07 Aug 2023), "Incomplete Connect Field" for Emma Adams (07 Aug 2023), "New Letter Available" for Emma Adams (12 Jul 2023), "Medical Update Request" for Peter Adams (05 Jun 2023), "Activity Permission Required" for Peter Adams - Zoo Trip (05 Jun 2023), "Incomplete Co-Curricular Form" for Peter Adams (05 Jun 2023), and "Invalid Medical Profile" for Peter Adams (07 Aug 2023).

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%, 3 Overdue Tasks), Michael Adams (Student ID: 1014, Year 11/11C, Attendance: 89.61%, 4 Overdue Tasks), and Tess Adams (Student ID: 2182, Year 9/9E, Attendance: 74.7%, 21 Overdue Tasks). Below this is the 'Knowledge Bank' section with a link to '2. Parent Information' (Student Info, Curriculum Handbooks, Exam Schedules, Bell Times). Under 'School Links', there is a link to 'Parent Information' (School Website). On the right side, there are three main sections: 'Parent Teacher Interviews' (Click here to enter.), 'Parent Notified Absences' (Click here to enter.), and 'Daily Messages'. The 'Daily Messages' section shows a message titled 'Years 8 - 12 Subject Change Procedure' with a 'View Attachment' link. Below this is a 'Calendar' section showing the date 'Oct 18 - 24, 2021' and a list of events for Monday, October 18, 2021: 'all-day State Athletics' and 'all-day Week A'. Red circles with numbers 1 through 7 are overlaid on the image to highlight specific features: 1. Emma Adams profile, 2. Knowledge Bank link, 3. School Links link, 4. Parent Teacher Interviews button, 5. Parent Notified Absences button, 6. Daily Messages section, and 7. Calendar section.

- 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, NAPLAN results 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

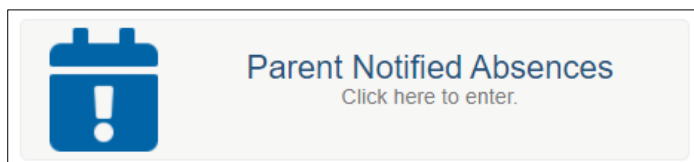
When Parent Teacher Interviews are made available, the button on the right will appear in PAM, and we will let you know when you can make bookings to see your child's teacher/s.



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 college of their child's absence by clicking on the Parent Notified Absences link, Absences notified by this method must be completed by **9.00am**.



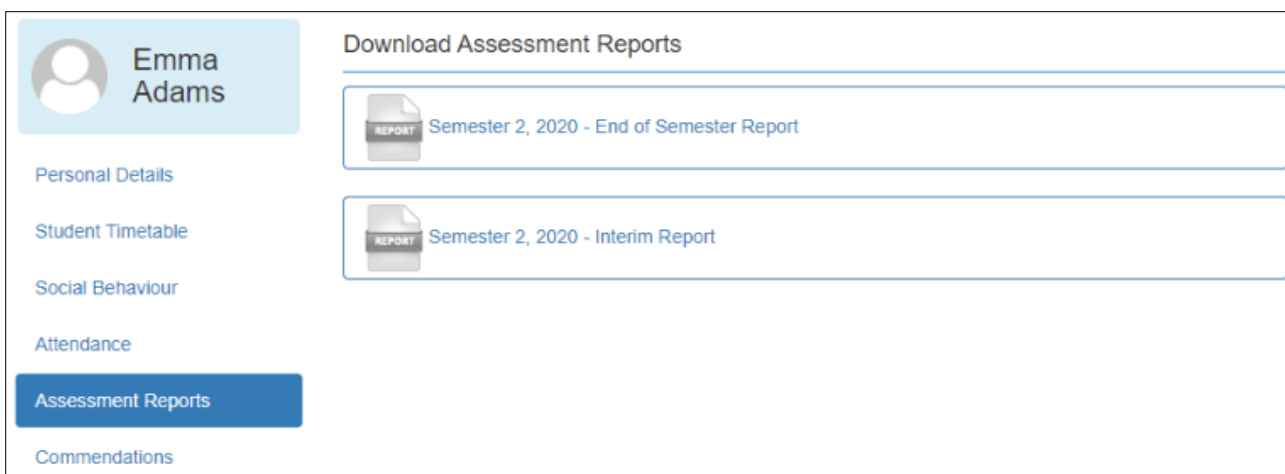
After this time, the usual method will apply by ringing the student absentee line 1234 5678. Parents are asked to inform the college of any absences as soon as possible. If notification has not been received by the college by **9.00am**, parents/carers will receive a SMS alerting them of their child's absence.

Student Assessment and Reporting

[SCHOOLNAME] uses a 'continuous reporting' method to allow parents to see in 'real time' how their child(ren) 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.

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

A screenshot of a user interface for Emma Adams. On the left is a vertical navigation menu with a profile picture and name "Emma Adams" at the top. Below the name are several menu items: "Personal Details", "Student Timetable", "Social Behaviour", "Attendance", "Assessment Reports" (highlighted in a blue box), and "Commendations". On the right side of the interface, under the heading "Download Assessment Reports", there are two report download buttons. The first button shows a "REPORT" icon and the text "Semester 2, 2020 - End of Semester Report". The second button shows a "REPORT" icon and the text "Semester 2, 2020 - Interim Report".

Personal Details

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



Emma Adams

Personal Details

Student ID 1003

Initials E L

Surname Adams

Given Emma Louise

Preferred Emma

Date of Birth 4/03/2004

Email Address 1003@simonschools.net

Login Name eadams

Current Enrolment Details

Year Level Year 11

Homerom 11G

House Magenta

Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commendations

Letters

Booklist

Lesson Plans

Learning Tasks

Email Staff

Learning Tasks

The **Learning Tasks** module in PAM will show all active and all overdue tasks for your child (*Example 1*). By clicking on each individual task, you will have access to the feedback given by your child’s class teacher (*Example 2*).

Example 1

Emma Adams

Learning Tasks

Classes: 2021, Semester 1

0 Active Tasks **3 Overdue Tasks**

Class	Tasks	Overdue
11 Homeroom (Class: G)	3 tasks	0
VCE Biology 3 (Class: D)	9 tasks	0
VCE Chemistry 1 (Class: B)	1 tasks	1 Overdue
VCE French 1 (Class: A)	4 tasks	1 Overdue
VCE Maths Methods 1 (Class: B)	4 tasks	0
VCE Physical Education 1 (Class: C)	1 tasks	0
VCE Religion and Society Unit 2 (Class: G)	1 tasks	1 Overdue

Example 2

11 Homeroom (Class: G) (3 tasks)

VCE Biology 3 (Class: D) (9 tasks)

Dr C Wellington Course Overview

Task Title	Date	Completion
Holiday Homework - Organelle Flashcards Unit 3 Area of Study 1 Classwork Task	1st February 2021	Satisfactory
Holiday Homework - Bubble (Cell Membrane) Activity Unit 3 Area of Study 1 Classwork Task	1st February 2021	Not Satisfactory
Holiday Homework - Edrolo Chap 2A questions Unit 3 Area of Study 1 Classwork Task	1st February 2021	100%
Holiday Homework - Edrolo Chap 2B questions Unit 3 Area of Study 1 Classwork Task	1st February 2021	100%
Holiday Homework - Edrolo Chap 2 Review Questions Unit 3 Area of Study 1 Classwork Task	1st February 2021	100%
Edrolo Questions - Chap 3B Unit 3 Area of Study 1 Classwork Task	11th February 2021	71%
Edrolo Questions - Chap 3A Unit 3 Area of Study 1 Classwork Task	12th February 2021	100%
Edrolo Questions - Chap 1A Unit 4 AOS3 Experimental Skills Classwork Task	12th February 2021	78%

Lesson Plans

The Lesson Plans and Extras left for your child(ren) will be visible in PAM. This allows you as a parent, to look at what is being delivered to your child(ren) and be aware of any homework. Your school may also engage with you for additional checkpoints that you as parents can complete.

Tess Adams

Lesson Plans

Semester: 2021, Semester 1

9 English (Class: E) (3 lesson plans)

Mr S Phelan [Course Overview](#) View: Historic

Is Mateship required in the time of pandemic

Reading and Viewing - Stand By Me/By the River

Start: 21 Oct 2021 End: 21 Oct 2021 **0 Complete / 1 Incomplete Checkpoints** Available

Is Mate Ship Important - The Comparative Essay

Reading and Viewing - Stand By Me/By the River

Start: 12 Oct 2021 End: 15 Oct 2021 **1 Complete / 0 Incomplete Checkpoints** Available

Week 1

Reading and Viewing - Stand By Me/By the River

Start: 01 Aug 2021 End: 07 Aug 2021 **0 Complete / 1 Incomplete Checkpoints** Available

9 English (Class: G) (0 lesson plans)

Is Mate Ship Important - The Comparative Essay

Reading and Viewing - Stand By Me/By the River

Start: 12 Oct 2021 End: 15 Oct 2021 General

Checkpoints

Read page 56 - Who is the new character?

Checkpoint can only be completed by student and/or staff.

Complete: By student: Tess Adams on 12/Oct/2021 11:07:43 am

Student Comment:
Sailor Joe

Lesson Details

Learning Intention/s

Success Criteria

Instructions

Close

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**

The screenshot displays the 'Email Staff' interface. At the top left, the user's name 'Emma Adams' is shown next to a profile icon. A 'Semester' dropdown menu is set to '2021, Semester 1'. A yellow warning box states: 'Please select at least one staff member from the below list and provide a message.' Below this is a table titled 'Staff To Email' with 2 staff selected. The table has columns for 'Name' and 'Class'. The message input field contains the text 'This is a test message'. A green 'Send Message' button is at the bottom right.

Name	Class
Ms Caroline Delaney	11 Homeroom
<input checked="" type="checkbox"/> Mrs Donna Kneale-Little	11 Homeroom
Mr Marko Bishop	11 Study Block
Mrs Donna Kneale-Little	11 Study Block
<input checked="" type="checkbox"/> Dr Cindy Wellington	VCE Biology 3
Mr Kevin Brodie	VCE Chemistry 1
Mr Mark Vanderkley	VCE English 1
Mrs Tracy Rantall	VCE French 1
Mr Leigh Kelly	VCE Maths Methods 1
Mr Benjamin Griffiths	VCE Physical Education 1
Mr Marko Bishop	VCE Religion and Society Unit 2

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.

Knowledge Bank

[2.Parent Information](#)

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

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:

The screenshot displays the 'Student Attendance' interface for Emma Adams. On the left is a navigation menu with 'Attendance' selected. The main content area features a dropdown menu for '2021, Semester 1'. It contains three report sections: 'Attendance Summary', 'Class Attendance Percentage', and 'Period History', each with a 'View Report' button.

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 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 all vital medical information for each individual child needs to be updated 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 [SCHOOLNAME]. 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 cannot 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

Medical Profile

[Edit Details](#)

- 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

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

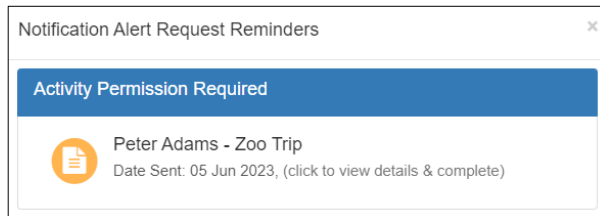
MEDICAL CONDITIONS 🚩

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, 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 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.



Excursions & School Activity Permissions				
Name	Starting	Due	Consent	
Zoo Trip	20 Nov 2023	19 Nov 2023	Incomplete	View

School Activity Permission Details

[← Return](#)

Subject
Zoo Trip

Description
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

Date/Times
Starting on the 20 Nov 2023 at 12:00 am and concluding on the 20 Nov 2023 at 11:59 pm.

Due Date
19 Nov 2023

Staff
Stephanie Porter, Mark Vanderkley, Tim Wilson, Steven Huf, Andrew Weir, Matt Grace, Kevin Brodie, Danny Gruber, Rory Walsh

Consent

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.
- I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for Peter Adams to participate in the activity mentioned above *

Yes No
* required

Please complete the following additional questions:

Is your child scared of animals?
 Yes No
* required

Will your child be leaving from the event with a parent/guardian?
 Yes No
* required

⚠ The medical profile for Peter Adams is currently invalid and must be reviewed before permissions can be confirmed. Please follow this link to update the medical details first.

[Confirm](#)

* Unable to Confirm until all required fields have been updated.

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.

Connect

Connect is a feature of PAM that allows you as a parent to provide consent and agreement of policies or statements that apply to your child(ren). The consent and non-consent responses are saved in our SIMON as **Connect Fields**, which are seen by relevant staff members.

For example - during the year, our school will take photographs and videos, which may capture your child(ren)'s participation, directly or indirectly. We utilise a **Connect Field** to request permission from yourselves to publish this media in items like our school newsletter, Yearbook, Annual Report, College website, social/digital media, and newspapers.

When a notification for an Incomplete Connect Field appears in PAM, click on it to go to the relevant Connect Field. Alternatively, click on your child, go to Connect and it will take you to all incomplete Fields awaiting completion, where you need to select the one that is awaiting completion. Fill out all questions, review the documents in the Connect Field and complete the response.

The screenshot illustrates the PAM Connect interface. On the left is a sidebar for user Emma Adams, with the 'Connect' option highlighted. The main area is divided into two sections. The top section is a 'Connect Field' form for a 'Photographic Permission Form'. It includes a warning message, a description, options (Yes/No), and a 'View Connect Documents' section showing one document. The bottom section is a table of 'Incomplete Connect Fields'.

Name	Current Value	Reset Date	Action
Photographic Permission Form	Awaiting Completion	01/01/2022	Complete

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)	

SIMON Everywhere

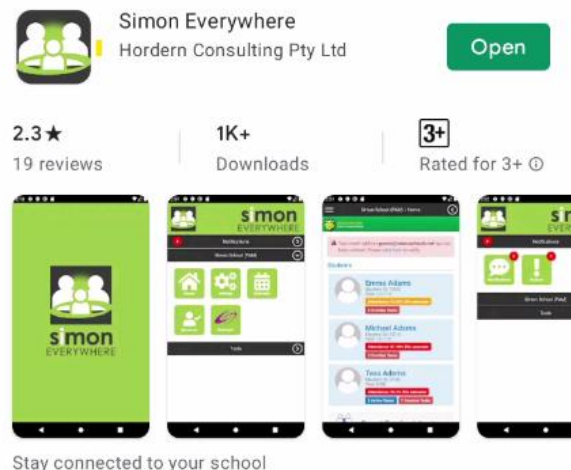
We are pleased to announce to parents the SIMON Everywhere app is available at our school for a quick and easy way to log into your PAM (Parent Access Module) account.

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 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.

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