

# Parent Access Module (PAM) Manual



Developed by and for the  
SIMON Schools Community

## 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 Brigid's College.

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



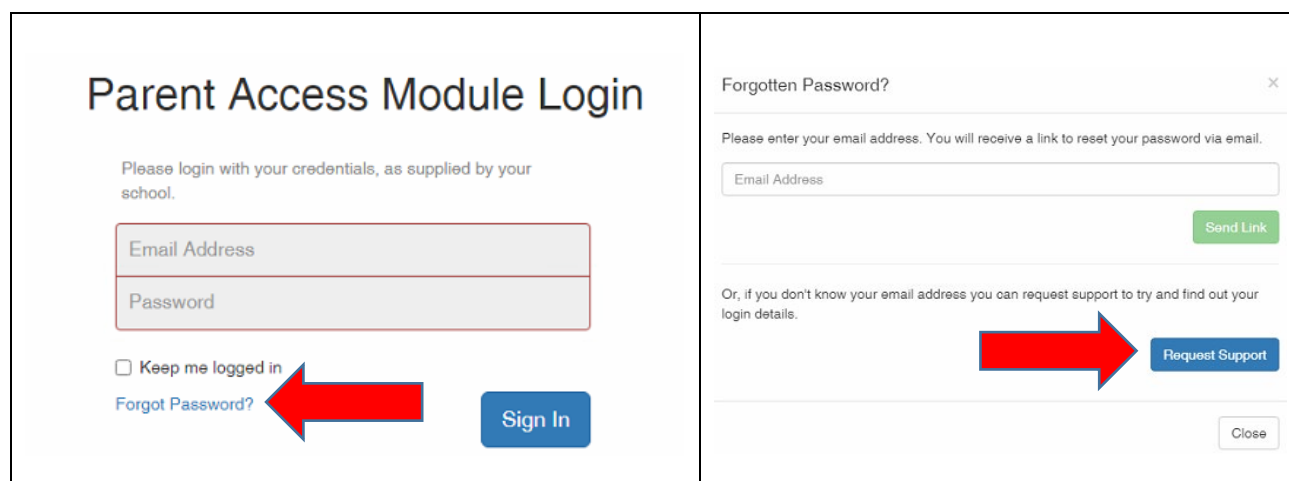
With the introduction of PAM, you will now have access to the following for your child(ren):

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

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.stbc.vic.edu.au/Login/Default.aspx> 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. This document is designed to inform you of the best way to access PAM.

If you have any questions about PAM, please contact the St Brigid's College Front Office on (03) 5382 3545 or [info@stbc.vic.edu.au](mailto:info@stbc.vic.edu.au)



**Parent Access Module Login**

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

Email Address

Password

Keep me logged in

[Forgot Password?](#)

[Sign In](#)

Forgotten Password?

Please enter your email address. You will receive a link to reset your password via email.

Email Address

[Send Link](#)

Or, if you don't know your email address you can request support to try and find out your login details.

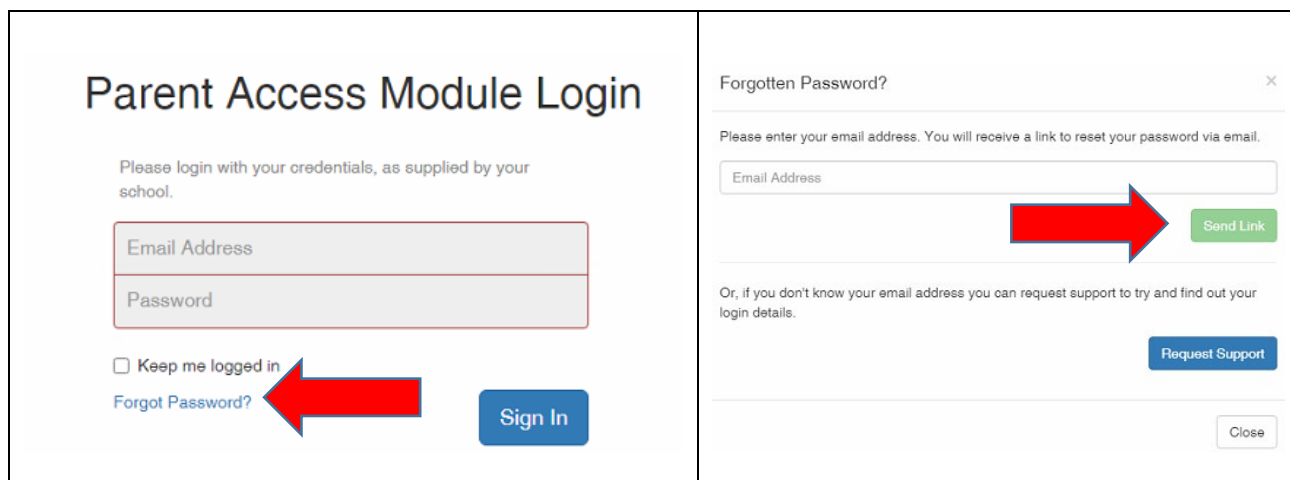
[Request Support](#)

[Close](#)

## Logging in to PAM

When you head to [PAM](#) 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**.

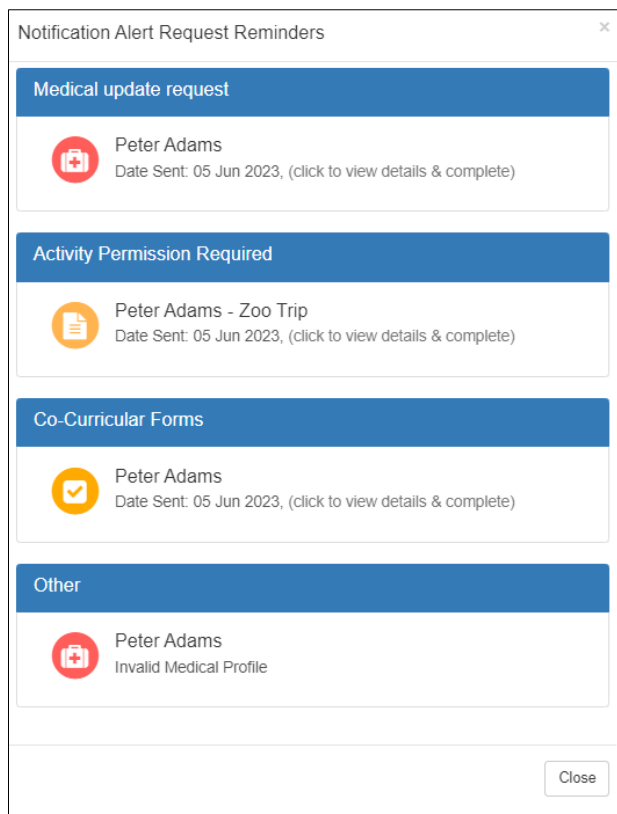
If you have forgotten your password, click the **Forgot Password?** option, enter your Email Address and click **Send Link**. An email with a link to reset your password will be sent to your current PAM login.



The image shows two parts of the PAM interface. On the left is the main login page titled "Parent Access Module Login". It asks the user to login with credentials from their school. There are input fields for "Email Address" and "Password". Below these is a checkbox for "Keep me logged in" and a "Forgot Password?" link. 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?" pop-up window. It asks for an email address to receive a password reset link. There is an input field for "Email Address" and a green "Send Link" button. A red arrow points to the "Send Link" button. Below this is an option to "Request Support" and a "Close" button.

## Notifications and Alerts

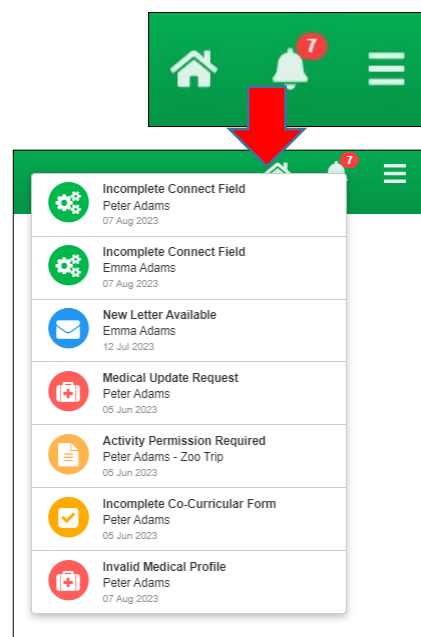
When logging into PAM for the first time, you may see **Notification Alert Request Reminders** pop-up. Each reminder provides a link to the specific section of PAM that you need to action and will continue to pop-up every time you access the PAM Home Page.



The image shows a "Notification Alert Request Reminders" pop-up window. It lists several reminders for Peter Adams, all dated 05 Jun 2023. The reminders are: "Medical update request", "Activity Permission Required" (for a Zoo Trip), "Co-Curricular Forms", and "Other" (for an Invalid Medical Profile). Each reminder includes a red icon and a link to view details and complete the request. 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' next to it. A red arrow points to the bell icon. Below the header, a list of notifications is displayed, including "Incomplete Connect Field" for Peter Adams and Emma Adams, "New Letter Available" for Emma Adams, "Medical Update Request" for Peter Adams, "Activity Permission Required" for Peter Adams, "Incomplete Co-Curricular Form" for Peter Adams, and "Invalid Medical Profile" for Peter Adams.

# 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 'Parent Information' and 'Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)'. Under 'School Links', there are links for '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'. The 'Daily Messages' section shows a message titled 'Years 8 - 12 Subject Change Procedure' with a 'View Attachment' link. Below the messages is a 'Calendar' section showing the date 'Oct 18 - 24, 2021' and a calendar grid for Monday, October 18, 2021, with events for '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 section, 4. Parent Teacher Interviews link, 5. Parent Notified Absences link, 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

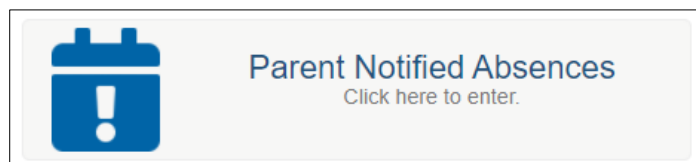
When Parent Teacher Interviews are made available, the button on the right will appear in PAM, and we will let you know when you can make bookings to see your child's teacher/s.



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**.



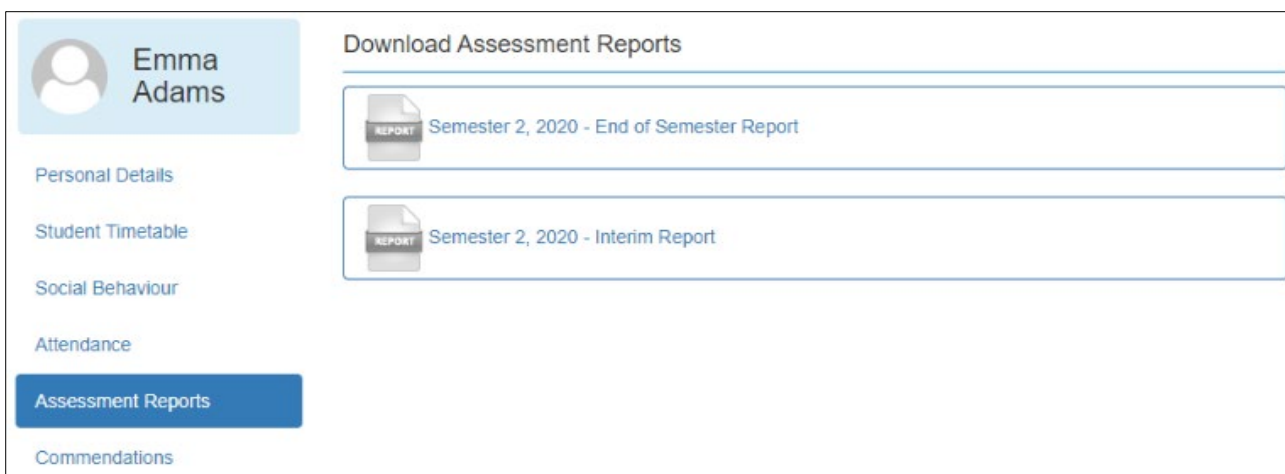
After this time, the usual method will apply by ringing the student absentee line 1234 5678. Parents are asked to inform the college of any absences as soon as possible. If notification has not been received by the college by **9.00am**, parents/carers will receive a SMS alerting them of their child's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

## Student Assessment and Reporting

St Brigid's College 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.*



## 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

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<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

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Current Enrolment Details

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

The screenshot shows the 'Learning Tasks' interface for Emma Adams. On the left is a sidebar with navigation options: Personal Details, Student Timetable, Social Behaviour, Attendance, Assessment Reports, Commendations, Letters, Booklist, Lesson Plans, Learning Tasks (highlighted), Email Staff, and Medical Profile. The main content area is titled 'Learning Tasks' and includes a 'Classes' dropdown set to '2021, Semester 1'. Below this are two summary boxes: '0 Active Tasks' and '3 Overdue Tasks'. A list of classes follows, each with a dropdown arrow and details on task counts and overdue status:

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

This screenshot provides a detailed view of tasks for 'VCE Biology 3 (Class: D) (9 tasks)'. The teacher is identified as 'Dr C Wellington'. A 'Course Overview' button is visible. The tasks listed are:

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

**Email Staff**

Semester: 2021, Semester 1

Please select at least one staff member from the below list and provide a message.

Name	Class
Ms Caroline Delaney	11 Homeroom
✓ Mrs Donna Kneale-Little	11 Homeroom
Mr Marko Bishop	11 Study Block
Mrs Donna Kneale-Little	11 Study Block
✓ 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

Message:

This is a test message

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.

### 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 shows a user interface for 'Student Attendance' for a user named Emma Adams. On the left is a navigation menu with options: Personal Details, Student Timetable, Social Behaviour, Attendance (highlighted), Assessment Reports, Commendations, Letters, Booklist, Lesson Plans, Learning Tasks, Email Staff, Medical Profile, Sick Passes, School Activities, Connect, and NAPLAN. The main content area is titled 'Student Attendance' and includes a dropdown menu set to '2021, Semester 1'. Below this are three report sections, each with a 'View Report' button:

- 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.
- 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.
- 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.

### 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 St Brigid's College. 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

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

#### CONTACTS

<b>Dentist</b>	John McDonald (Home)	0420945739
<b>Dentist</b>	John McDonald (Mobile)	0420945739
<b>Dentist</b>	John McDonald (Work Mobile)	0420945739
<b>Dentist</b>	John McDonald (Work)	0420945739

#### SUMMARY

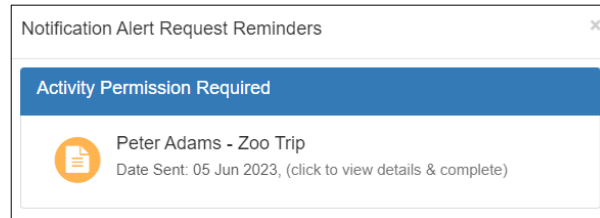
##### MEDICAL CONDITIONS

**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 <input type="button" value="View"/>

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.

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.

**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 workflow for managing Connect Fields. On the left, the user profile for Emma Adams is shown with a sidebar menu where 'Connect' is highlighted. Below the menu is a table of 'Incomplete Connect Fields' with the following data:

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

Clicking on the 'Connect' menu item leads to a detailed view of the 'Photographic Permission Form' Connect Field. This view includes a warning message, a description, options (Yes/No), and a 'View Connect Documents' section showing 1 document. A 'Complete' button is visible at the bottom right. A separate 'Incomplete Connect Fields' panel on the right lists the same field for Michael Adams and Tess Adams, with a red arrow pointing from this panel to the detailed view.