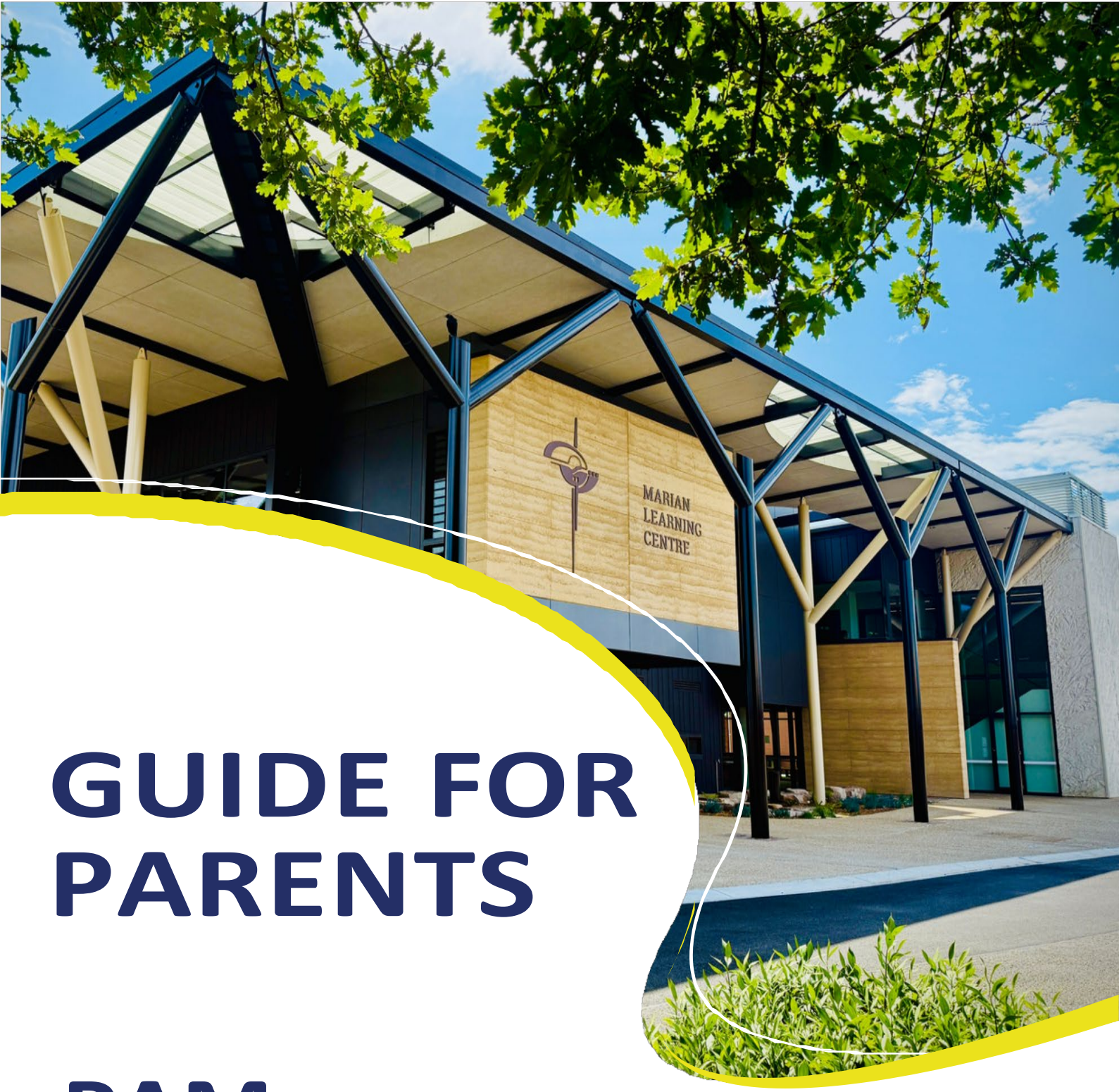


GUIDE FOR PARENTS

PAM

PARENT ACCESS MODULE

SIMON

EVERYWHERE

LAVALLA
CATHOLIC 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 Lavalla Catholic College.

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

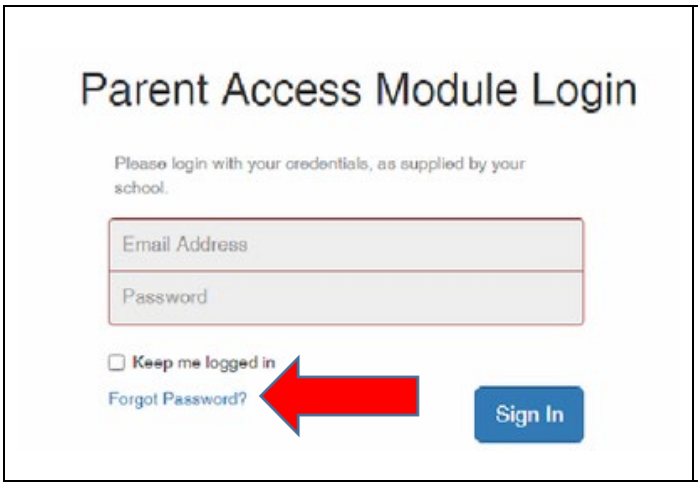
With the introduction of PAM, you will now have access to the following for your child(ren):

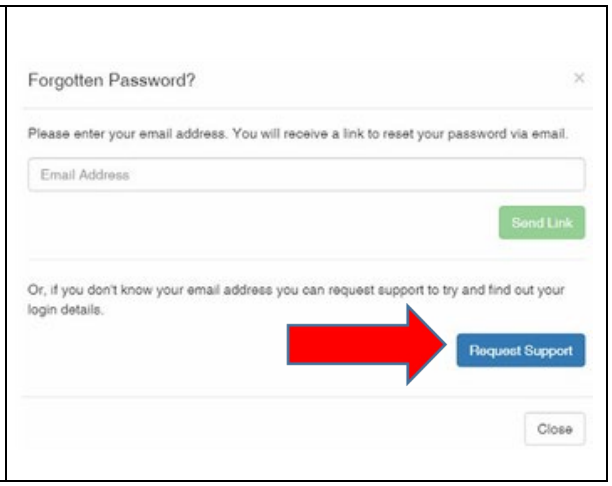
Student Information:	**Parent Actions**
• Daily Messages and School Calendars	• Parent Notified Absences
• Learning Tasks	• Student Medical Profile
• Student Timetable	• Teacher Communication
• Student Attendance Information	• School Activity/Excursion Permission
• Student Assessment Reports	• Co-Curricular Activity Selection
• Student Commendations	• Connect Fields
• School Knowledge Banks	• Connect Surveys
• School Links	
• NAPLAN Results	

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: pam.lavalla.vic.edu.au **(and also via the Lavalla Catholic College website)**

We strongly encourage you to visit PAM frequently and become further involved with your child's education at Lavalla Catholic College**.** 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 the college by phone.

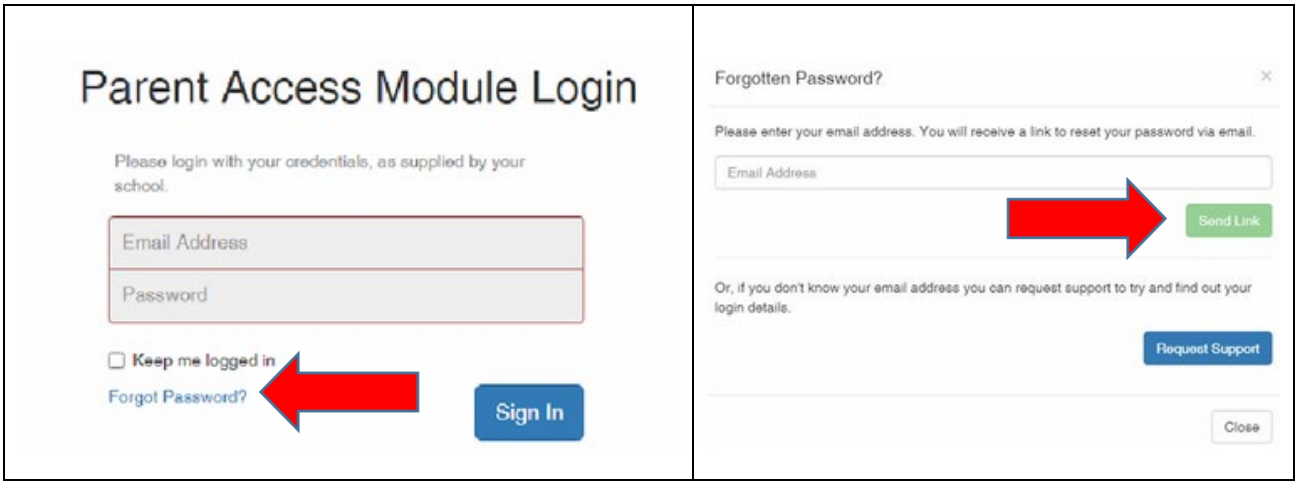




Logging in to PAM

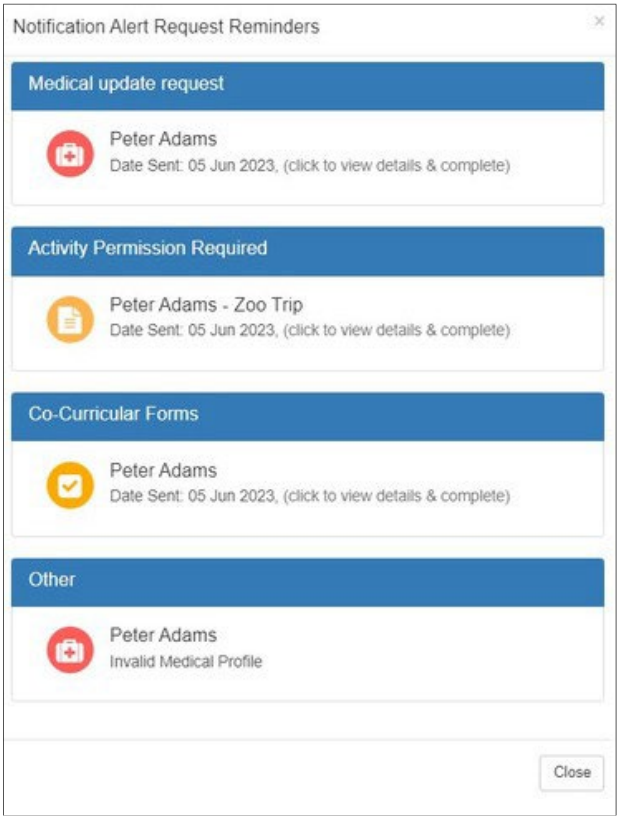
When you head to pam.lavalla.vic.edu.au you need to enter the username that was provided by the school and the password that you created when you received your PAM welcome email, then click **sign In.**

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.

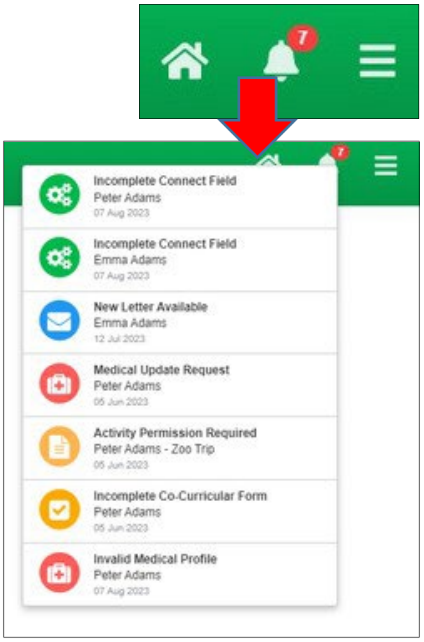


Notifications and Alerts

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.



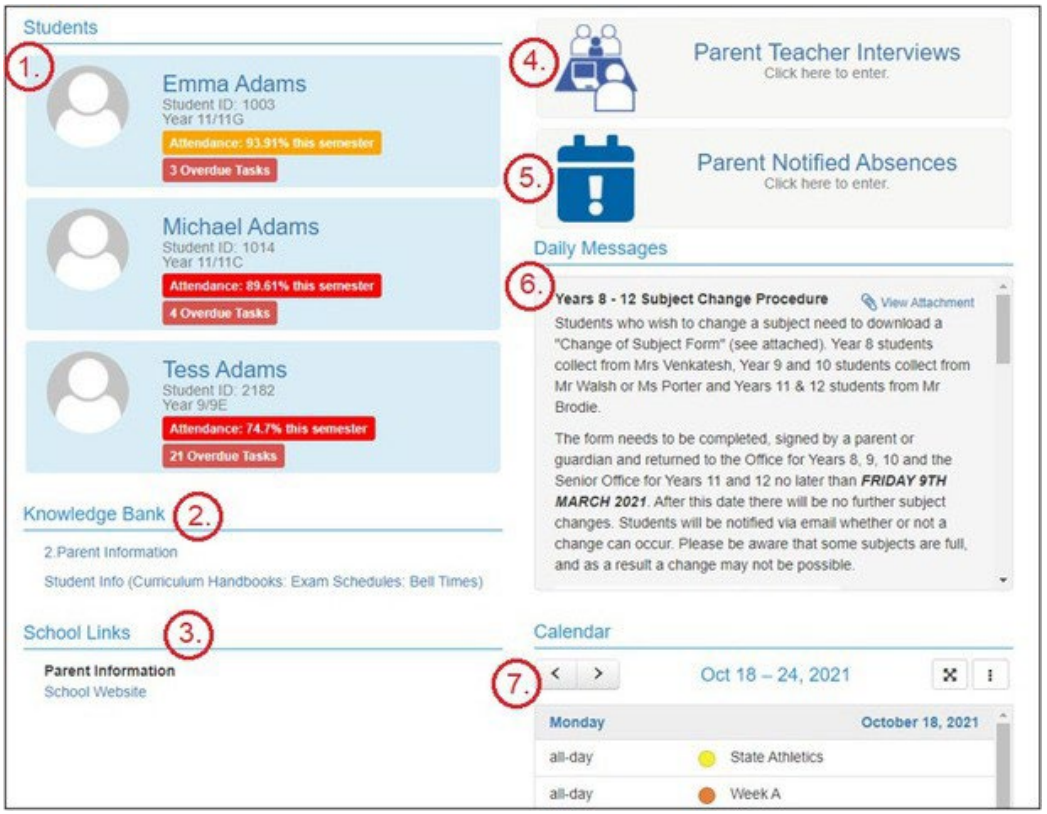
If you close this reminder screen, you can click on the 'alert bell' in the top corner of the screen. This will have a red number showing if there are any outstanding parent alerts.



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, 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 childs teacher/s.



If you have selected your interview virtually, a link to the selected teachers 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 should be completed by **10.00am.**



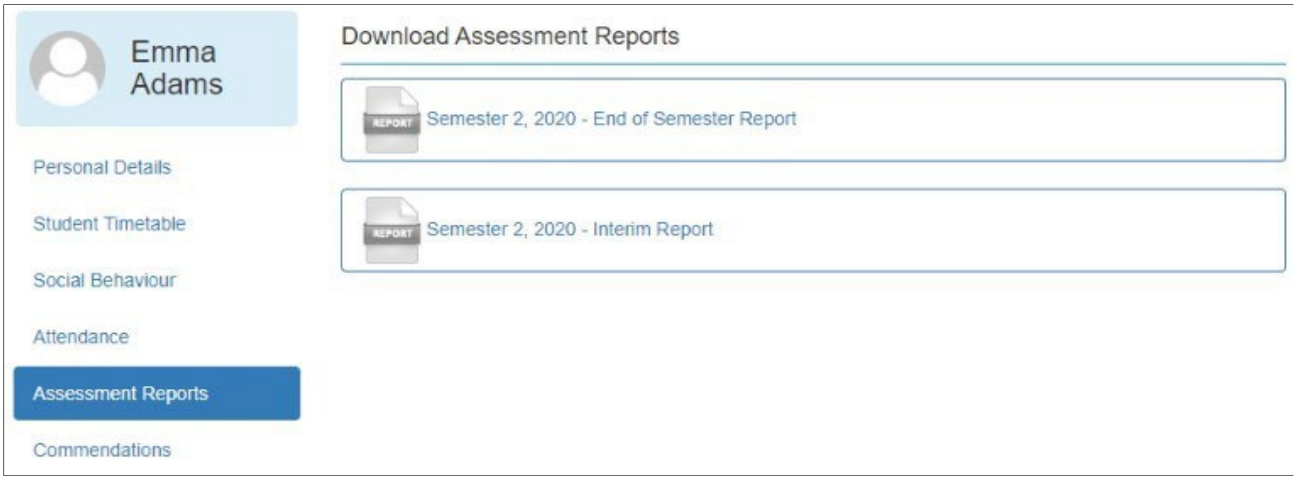
After this time, please contact the college by phone. Parents are asked to inform the college of any absences as soon as possible. If notification has not been received by the college by approximately **10.30am**, parents/carers will receive an SMS alerting them of their child's absence.

Student Assessment and Reporting

Lavalla Catholic 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.**

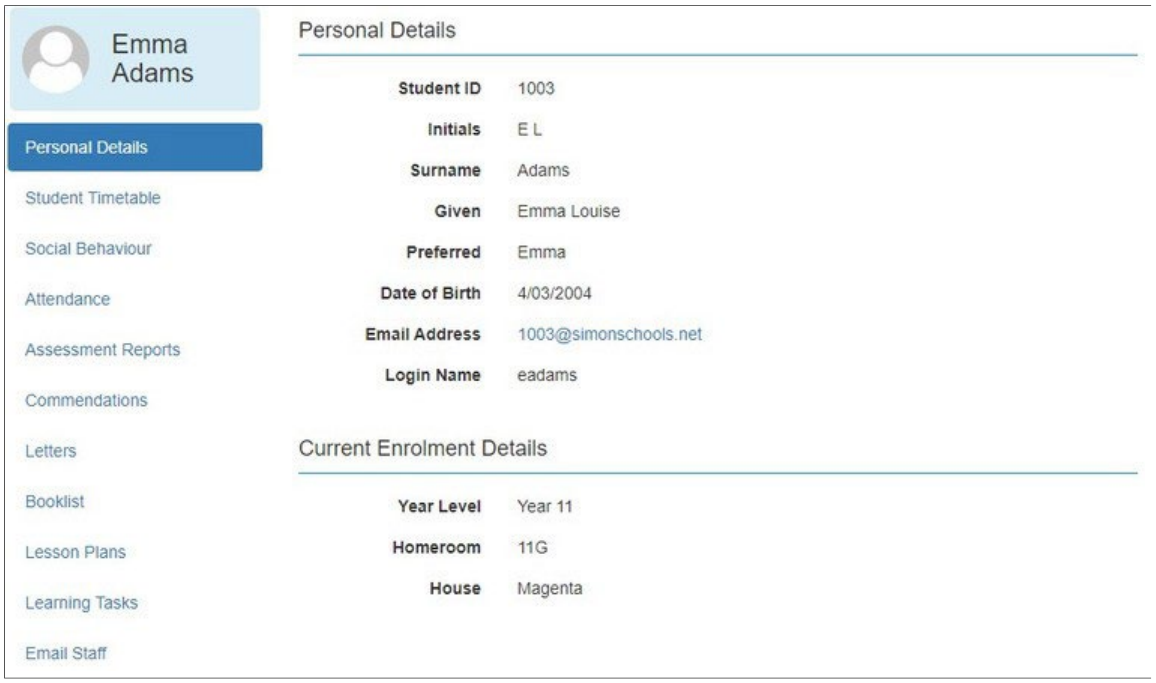
At the end of each semester, the **End of Semester** Assessment Reports will be available to parents.

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



Personal Details

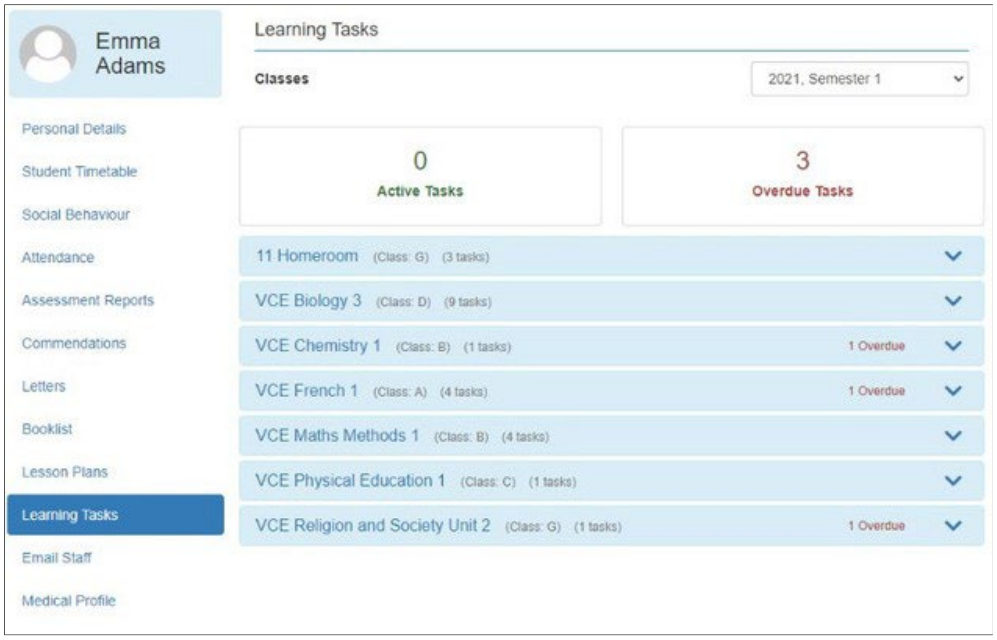
This is general student and enrolment information regarding your child. *Note: If any of this information is incorrect, please contact the school immediately to correct this information.*



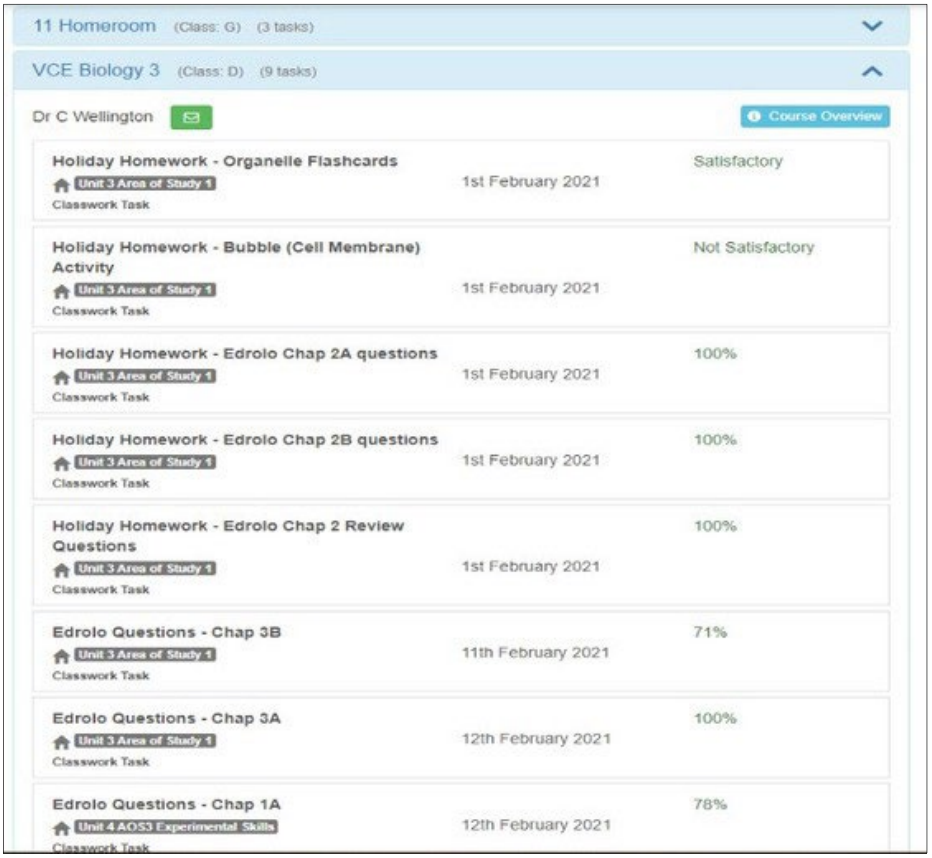
Learning Tasks

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

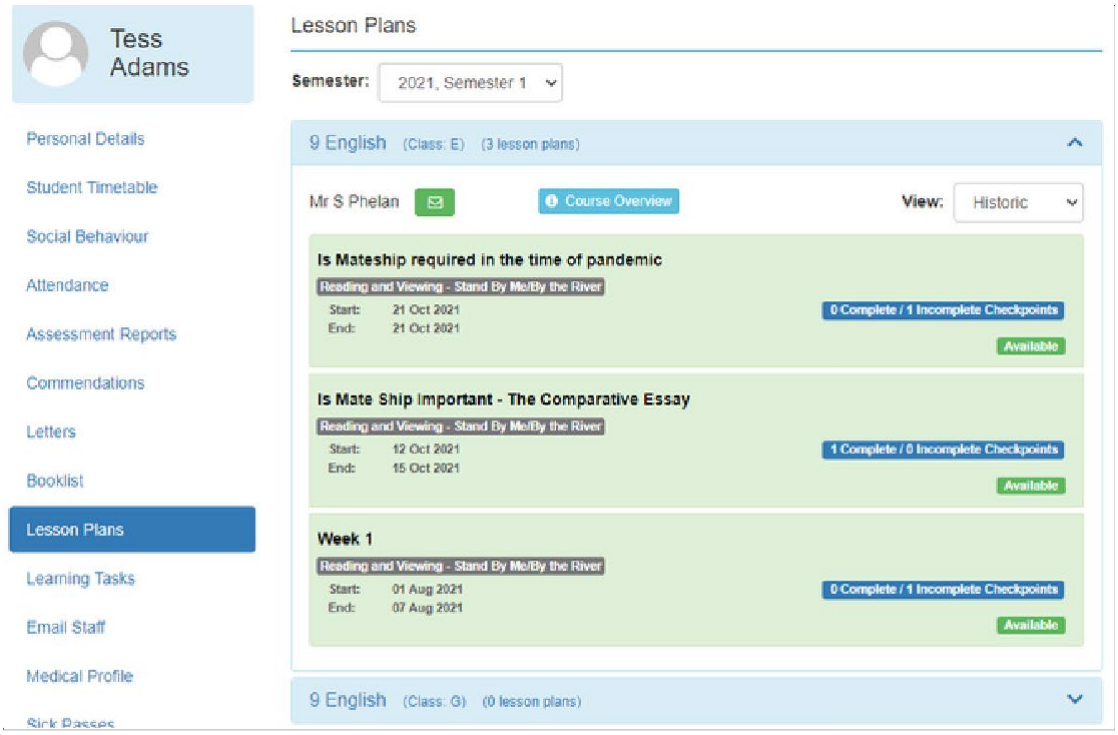


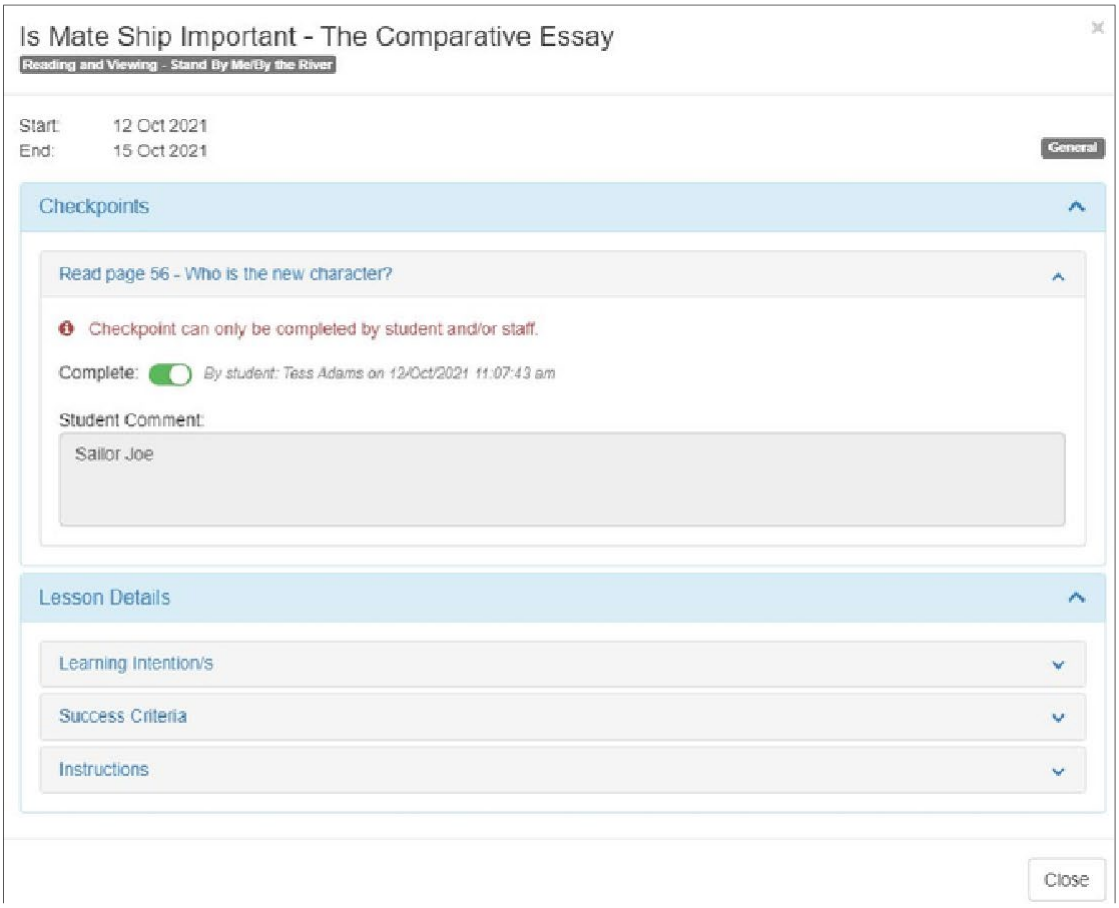
Example 2



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.



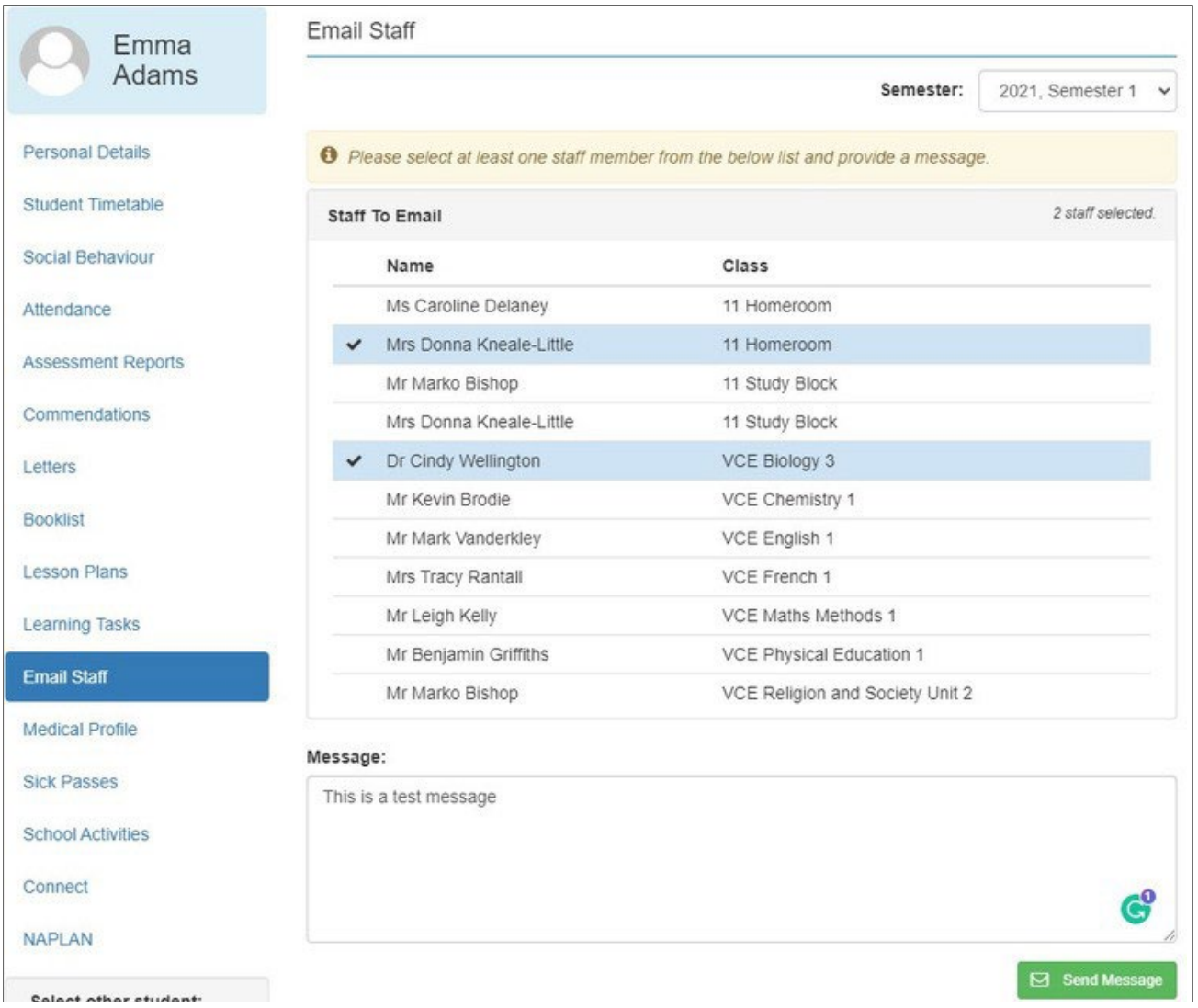


Emailing your child's teachers

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.

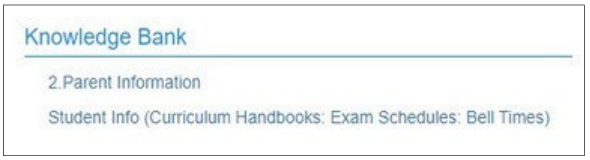
To access the **Email Staff** page:

- 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

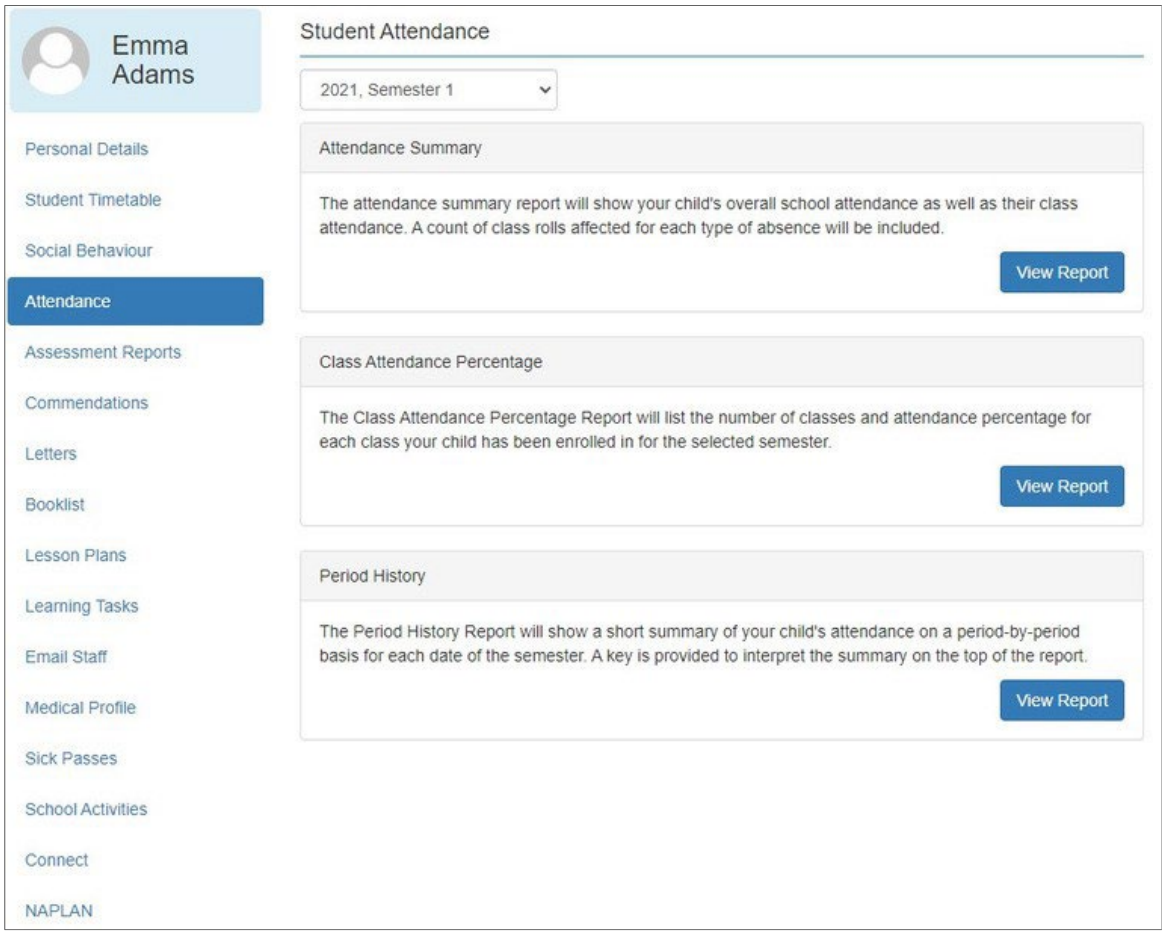
Knowledge Banks can be found on your PAM home page. The documents in Knowledge Banks are updated as required, so please keep an eye on these if you are looking for information/forms etc.



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

- 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.

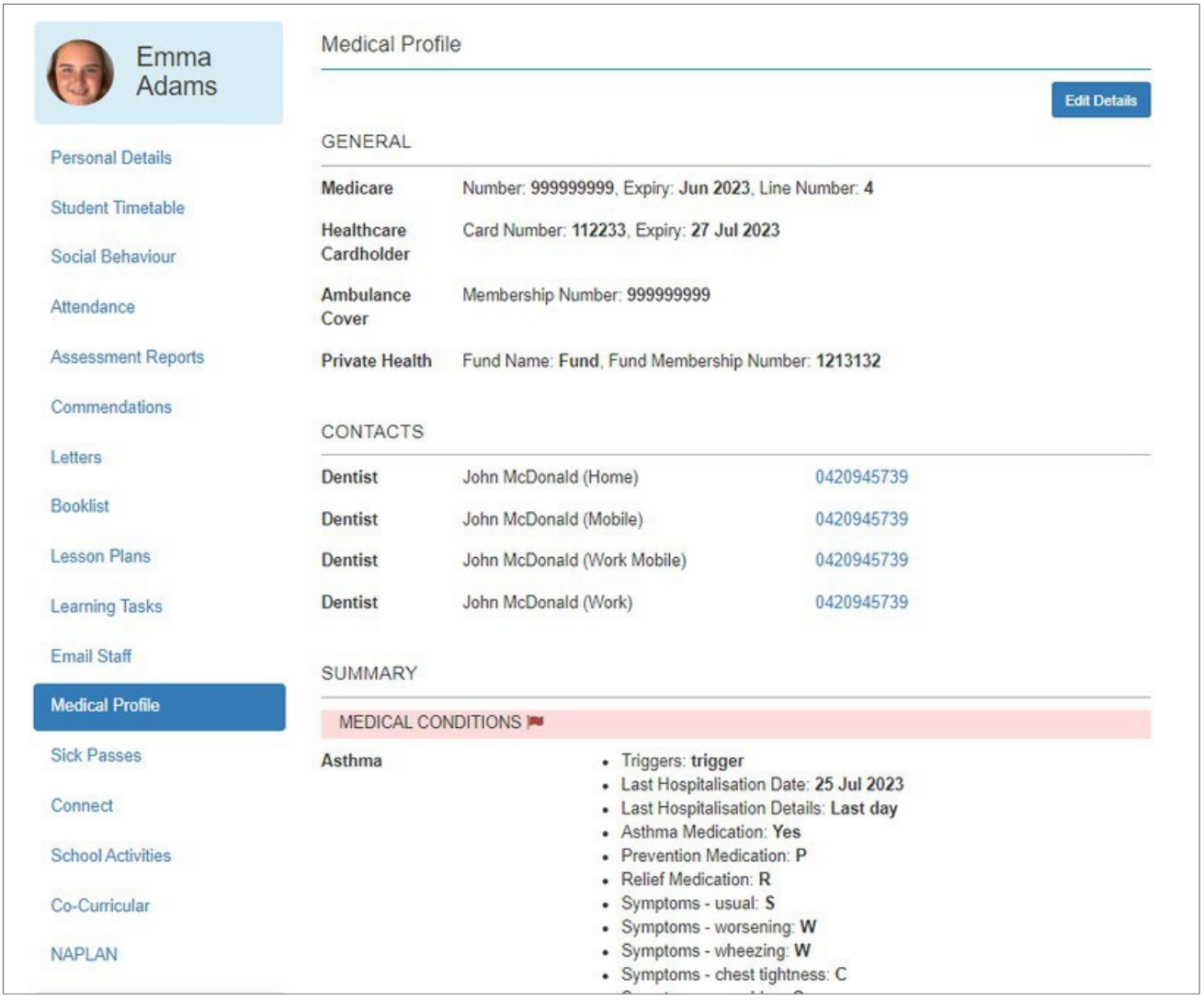
Period History

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

With in 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 **Lavalla Catholic 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.

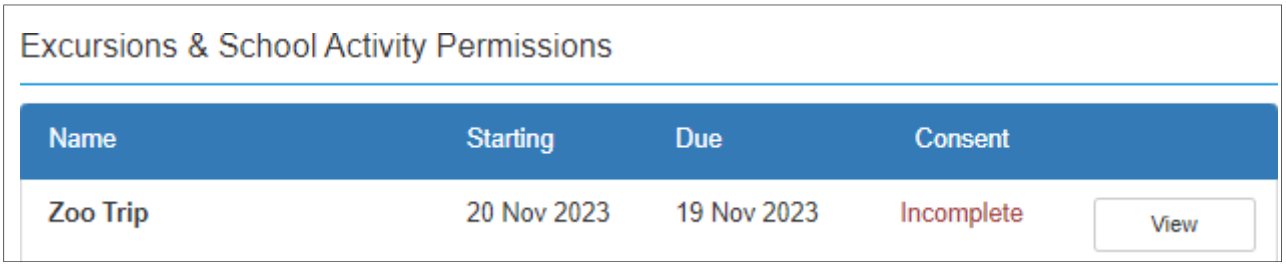
Note: You cannot save medical information in a draft format so please ensure you have all the information you need before attempting to fill in the form, including immunisation details and digital copies of any asthma/anaphylaxis/critical medical action form.

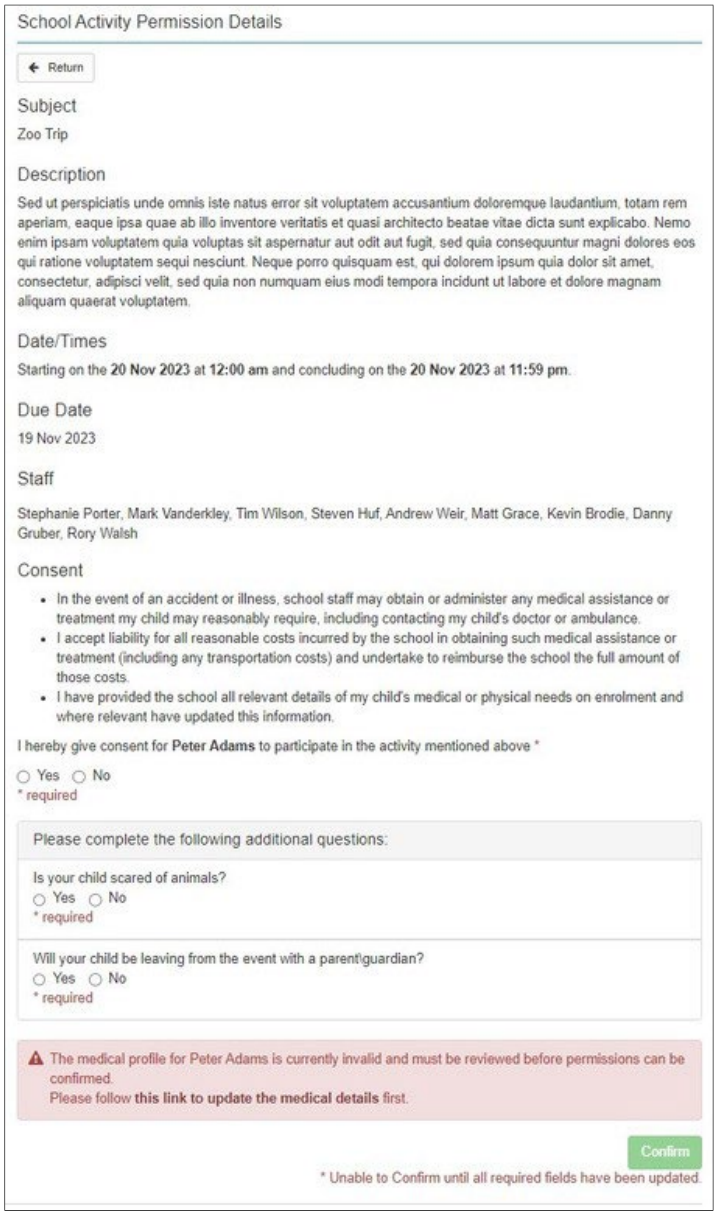


School Activities

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.







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.

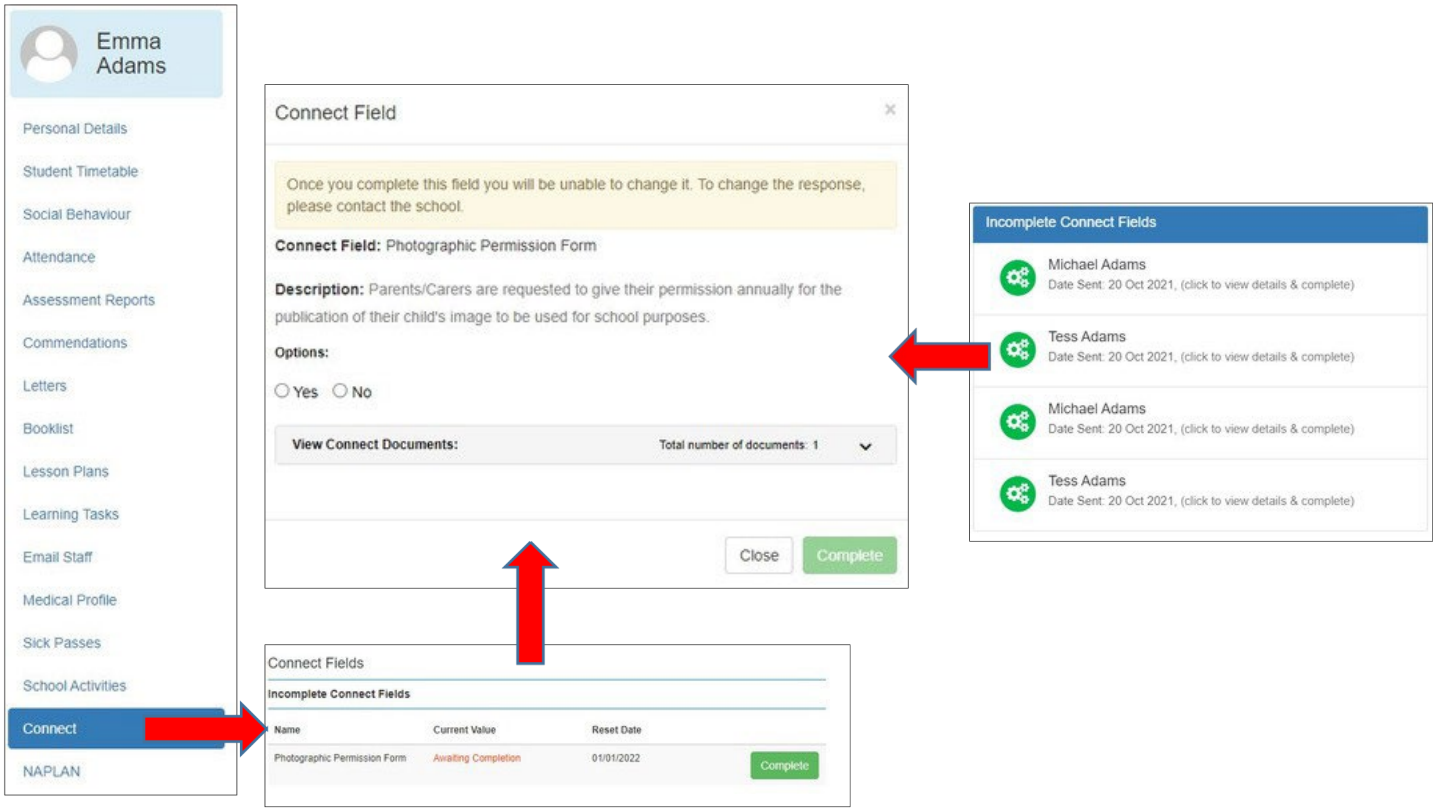
After giving your consent, you can access the information about the camp or excursion, log back into PAM and click on "School Activities", and then choose the relevant activity your child was involved in.

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.

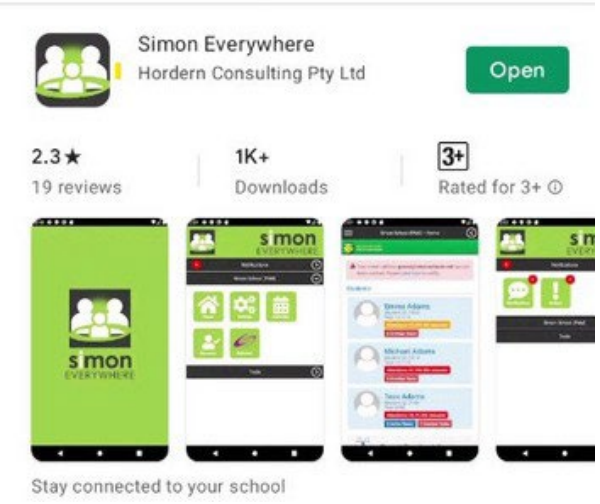
For example - during the year, our school will take photographs and videos, which may capture your child(ren)'s participation, directly or indirectly. We utilise a **Connect Field** to request permission from yourselves to publish this media in items like our school newsletter, Yearbook, Annual Report,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



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, **along with the SIMON Everywhere School Code, which is 255477.**

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.