Parent Access Module

PAM

USER GUIDE
FOR PARENTS

15 March 2018

Dear Parents,

We are pleased to announce the release of the Parent Access Module (PAM).

PAM is an extension of the Learning Management System used by your son within iSimonds. PAM provides real time access to keep you updated with your son's progress, important dates and messages, attendance and punctuality records.

You will be able to view the following information in due course through PAM:

- Daily messages and upcoming events

- Student information and timetable

- Student attendance

- Assessment tasks, due dates, task details

- Real time feedback on assessment tasks

- Six weekly review of your son's "Approaches to Learning" in all subjects

- End of semester reports (archived from now forward)

- Parent Teacher Online Bookings

- School links

- Behavioural Tracking

You must have College provided credentials to access PAM. Your login details have been sent to you separately.

If necessary, you can phone the school offices [Year 7-10 tel: 9321 9200 or VCE tel: 9403 6800] to retrieve your credentials, for assistance with PAM or with any other aspects of IT or, alternatively, email helpdesk@sccmelb.catholic.edu.au for assistance.

This user guide will provide you with information about how you can use PAM to become more involved and connected with the everyday learning of your son at school.

We encourage you to visit PAM frequently.

Sincerely,

Mr Robert Anastasio
Deputy Principal | Head of St Brigid's VCE Campus

Mrs Helen Koutoulogenis
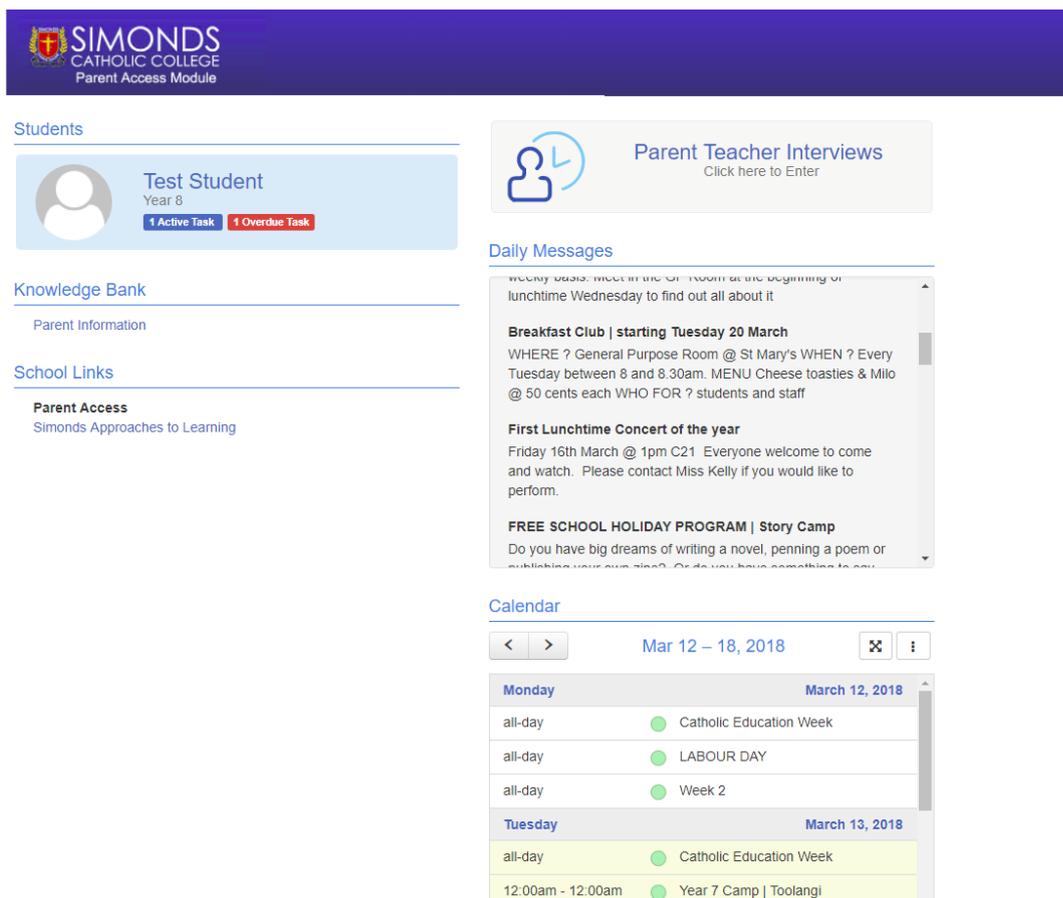**Deputy Principal | Head of St Mary's 7-10 Campus**

SIMONDS
CATHOLIC COLLEGE

PAM Login Screen

The PAM login screen can be accessed through the Simonds Catholic College website or through the following direct link: https://pam.sccmelb.catholic.edu.au
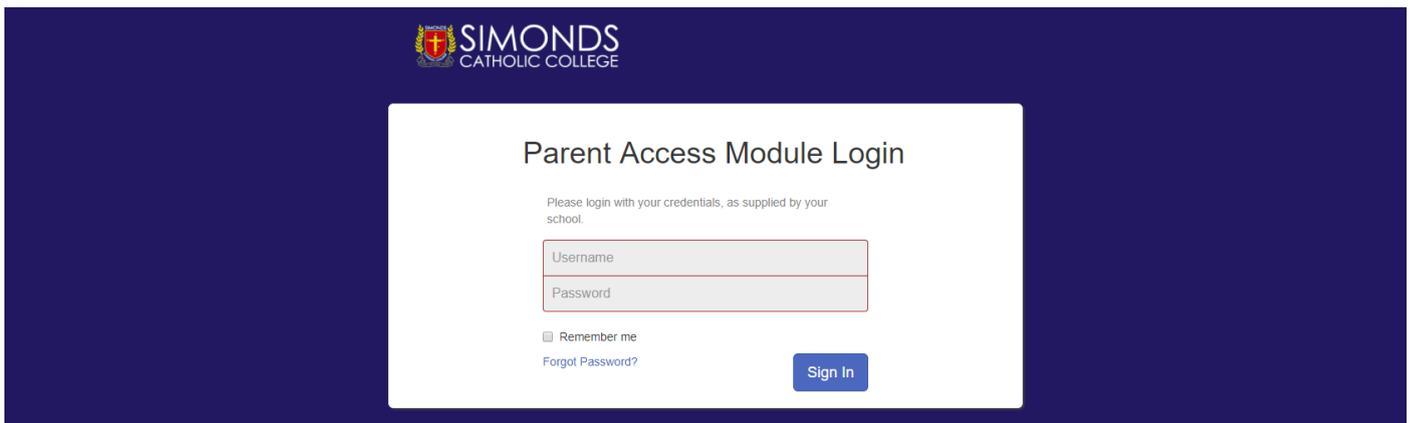
PAM Home Page

Once logged in, you will see the PAM Home Page.

Daily Messages - a bulletin board that students also see at school. General messages from staff pertaining to classroom events, sport, class changes and general reminders are posted here.

Upcoming Events & Calendar - the College calendar, listing upcoming events.

School Links - useful links to College documents, reports, publications and resources will be found here.
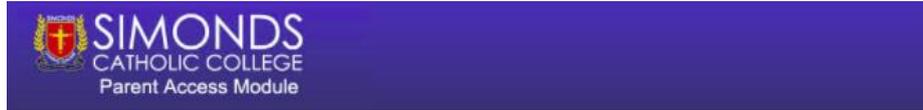
Students - lists each of your enrolled children linked to your parent account. Clicking their student photo or name takes you to that student's page.
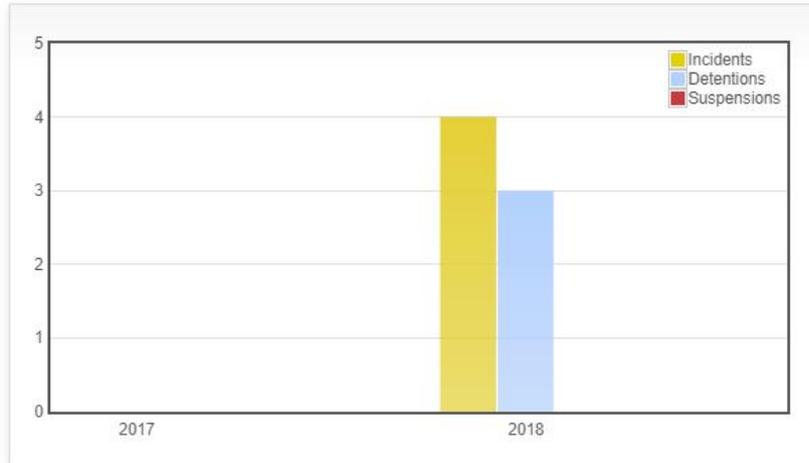
Student Pages

If you have more than one son enrolled, their name and photo will appear on the same Home Page. By selecting your son's name, you can access other areas of PAM relating to him from the left-hand panel.

Personal Details

Contains your son's details and enrolment information. Contact the College office immediately should any of this information require updating.

Student Timetable

Displays the full student timetable for the current cycle, the complete list of student's classes and teachers, and the start and end times for all lessons. It is an active timetable and will indicate whole school events.

Behavioural Tracking   Displays the number of incidents, detentions and suspensions for any year in which the student is enrolled.

If you have a specific question about an incident in Behavioural Tracking, contact should be made with the relevant Year Level Coordinator.

Attendance   Three reports are available

1. Attendance Summary

Simonds Catholic College

Attendance Summary Report (St Mary's 7-10 Campus)

2018, Semester 1

This report shows the class attendance for scheduled classes for the options shown in the Report Options section above.

Test Student   (Year: 9, Hse: Mannix)

* Overall School Attendance: 81.54%	Class Attendance: 81.41%	(Based on minutes, not roll counts)

Unexplained Absences and Follow Up (Class Rolls Affected)

Absent Without Reason: 0	Followed Up 0

School Passes (Class Rolls Affected)

Late to School Pass: 2	Leave Pass: 5	Sick Pass: 0
Late to Class: 3	Class Pass: 0	

School Initiated Absences (Class Rolls Affected) / **Parent Initiated Absences (Class Rolls Affected)**

School Related Absence: 0	Parent Notified Absence: 29
School Acknowledged Absence: 1	

* Class percentage may be lower compared to overall school percentage as student may have participated in extra-curricular activities during normal class time.

- **Unexplained Absences** occur if a parent has not contacted the College to explain an absence.

- **School Passes** reflect different reasons why a student may be out of class or late to school.

- **School Acknowledged Absence (SAA)** is used to record all activities that a student is absent from class, such as an excursion, sport, mass, community engagement or similar activities. These activities are recorded in the overall student attendance and a list of all activities will be recorded on semester reports.

Please note that counts are measured in periods not days.

2. Period History

Simonds Catholic College

Individual Attendance Summary
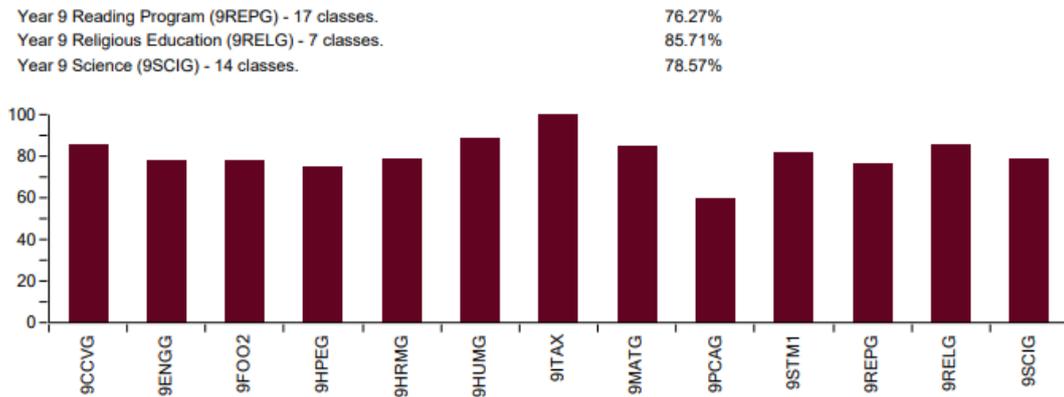
Test Student

This report is an daily attendance summary. The attendance key is displayed below.

1 = Present   0 = Absent   U = Unmarked   F = Absent (Followed Up)   T = Late to Class   # = No Roll Mark   ! = Attendance Alert
N = Parent Notified Absence   R = School Related Absence   A = School Acknowledged Absence
P = Late to School Pass   L = Leave Pass   S = Sick Pass (School)   H = Sick Pass (Home)   C = Class Pass

Thursday 01 February 2018	1-1-1-1-1-1-1	Friday 02 February 2018	1-1-1-1-1-1-1-1
Monday 05 February 2018	[P1]-1-L-L-L-L-L	Tuesday 06 February 2018	1-1-1-1-1-1-1-1
Wednesday 07 February 2018	1-1-1-1-1-1-1	Thursday 08 February 2018	1-1-1-1-1-1-1-1
Friday 09 February 2018	N-N-N-N-N-N-N-N	Monday 12 February 2018	N-#-#-#-#-#-#
Tuesday 13 February 2018	N-N-N-N-N-N-N-N	Wednesday 14 February 2018	N-#-N-N-N-N-N
Thursday 15 February 2018	N-N-N-#-N-N-N-#	Friday 16 February 2018	1-#-##-1-1-1-#
Monday 19 February 2018	1-1-1-1-1-1-1-1	Tuesday 20 February 2018	[1A]-#-#-#-#-#-#-#
Wednesday 21 February 2018	#-#-#-#-#-#-#	Thursday 22 February 2018	#-#-#-#-#-#-#
Friday 23 February 2018	#-#-#-#-#-#-#	Monday 26 February 2018	1-1-[T1]-1-1-1-1
Tuesday 27 February 2018	[T1]-[T1]-1-1-1-1-1-1	Wednesday 28 February 2018	1-1-1-1-1-1-1
Thursday 01 March 2018	[P1]-1-1-1-1-1-1-1	Friday 02 March 2018	1-#-#-#-#-#-#
Monday 05 March 2018	1-1-1-1-1-1-1	Tuesday 06 March 2018	1-1-1-1-1-1-1
Wednesday 07 March 2018	1-1-1-1-1-1	Thursday 08 March 2018	1-1-1-1-1-1-1

3. Class Attendance Percentage and Period History

Breakdown of attendance percentage for all classes.

Year 9 Reading Program (9REPG) - 17 classes.   76.27%
Year 9 Religious Education (9RELG) - 7 classes.   85.71%
Year 9 Science (9SCIG) - 14 classes.   78.57%

Learning Areas

This section allows parents to monitor Homework and Assessment Tasks.

Results of teacher assessed work will be available here a few weeks after the submission due date.

Assessment Reports

This is where all school reports are downloaded.

Ongoing information about your son's performance on individual tasks will be available in the Learning Areas section. At the end of each semester, the College will issue a formal Semester Report. These reports will be available for download and they may be saved or printed, as required. Copies of your son's reports will be archived in this section for your reference.

As well, teachers will be providing more frequent (every six weeks) feedback on your son's effort in the Approaches to Learning reports. *To view assessment and attendance reports, you will require a recent version of Adobe Acrobat Reader. It can be downloaded for free at http://get.adobe.com/reader/*

Letters

Formal communication letters will appear here.

Parent Teacher Interviews
Click here to Enter

Bookings for Parent Teacher Interviews will be made through PAM. The College will notify parents indicating that the parent teacher interviews can now be booked through PAM a few weeks before the scheduled dates.

PAM Updates

Updates on PAM will be provided through the Knowledge Bank link on the opening page of PAM. If you have any questions about PAM or the content contained in PAM, you should make contact with the College Office, who will answer your question or direct you to the most appropriate person who can answer your questions.