Welcome to the Parent Access Module (PAM) of SIMON at Antonine College. This booklet 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 at Antonine College.

In 2013 SIMON was introduced as the Learning Management System (LMS) for all staff, students and parents. 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
- Knowledge banks (PAM user guide will be continually updated and available here)
- School links
- Student information and timetable
- Behavioural Tracking
- Student attendance
- Student Assessment and reporting
- Student commendations
- Learning areas
- 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 Antonine College website or through the following direct link:

http://pam.antonine.catholic.edu.au

We strongly encourage you to visit PAM frequently and become further involved with your child’s education at Antonine. This booklet is designed to inform you of the best way to access PAM.

If you have any questions about PAM, please make contact through the school office. 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 at Antonine College.

Yours faithfully

Sister Daad El-Azzi  
Principal

Mr Robert Fomiatti  
Deputy Principal – Teaching & Learning
Introduction
This is a perspective that outlines the information that is delivered for parents within PAM.

PAM Login Screen
Below is a sample of the PAM Login Screen.

My Settings
Parents can click on the “My Settings” button to change/add their email address or change their PAM password. You must change your password as soon as possible and record this in this booklet.
After a parent has logged into SIMON, the first options are outlined below:

- **Daily Messages**: These come from the main Daily Message system of SIMON. Users can choose not to display a message to parents when creating the message in SIMON.
- **Upcoming Events**: These come from the main calendar system of SIMON. Only events flagged as “Parent” will appear in this section.
- **Knowledge Bank**: Antonine has created a document system that allows key documents to be accessible to parents from the main school Document Management System (DMWS). This system will allow a single document to be managed without duplicating key documents.
- **School Links**: These come from the main School Links system of SIMON off the main work desk. These will be updated throughout the year.
- **Students**: Your child/children will appear here. Parents gain information to the student by clicking on the student.
Student Information

Personal Details: General student and enrolment information. **If any of this information is incorrect, the College office should be contacted immediately to correct this information.**

Student Timetable: Allows parents to view the current student timetable.
**Behavioural Tracking**: Lists the main student counts of Incidents, Detentions and Suspensions. This is designed as information for parents. Information relating to these remain private to the school.

*If you have a specific question about an incident in Behaviour Tracking, contact should be made with the relevant Head of Campus or Year Level Coordinator to discuss this incident.*
**Student Attendance:** This allows parents to review attendance information. These 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 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.

**Class Attendance Percentage and Period History**

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<tr>
<th>Cedar Campus</th>
<th>St Joseph Campus</th>
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<td>- The Class Attendance Percentage Report lists the number of classes and attendance percentage for each class during homeroom and period 4.</td>
<td>- The Class Attendance Percentage Report lists the number of classes and attendance percentage for all classes.</td>
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<tr>
<td>- The period history is also only marked twice a day during homeroom and period 4.</td>
<td>- The period history is marked for homeroom and all classes throughout the day.</td>
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**Student Assessment and Reporting:** This allows Antonine to use the SIMON Reporting system to deliver various reports to the school, for example; “Mid” and “End” of Semester Reports. *The College will provide an SMS and for all parents as each report becomes available on PAM.*

**Student 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.
**General Booklist:** The SIMON booklist module can produce custom booklists for students that can be downloaded in PAM. *Booklists will be available during Term 4.*

**Learning Areas:** This section’s first screen that shows parents tasks (Homework or Assessment) that are active (start date has begun) and are currently due.
Click on the > Display Learning Area Task Summary: This will show a semester update of the number of tasks “Complete”, “Active”, and “Overdue”.

A parent can click on a subject or number on the grid to review the relevant information.

The “View Details” button will display the specifics of the Task. This same information can be reviewed by a teacher in the student profile of the main SIMON website. If you have a question about a specific homework task, assessment task or overdue task, contact should be made with the subject teacher.
NOTE: Inactive Classes on the main Learning Areas grid refer to classes that the student has had a task set for, but they are no longer enrolled in the class. This allow the student to still submit work even though their classes may have changed. Mostly useful for schools that have rotating electives.

Parent Teacher Interviews

All bookings for parent teacher interviews will also be available through PAM. Once these bookings are available, the College will send an SMS and email to all parents indicating that the parent teacher interviews can now be booked through PAM.

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 question.