## **SIMON EVERYWHERE - Accessing Communications**

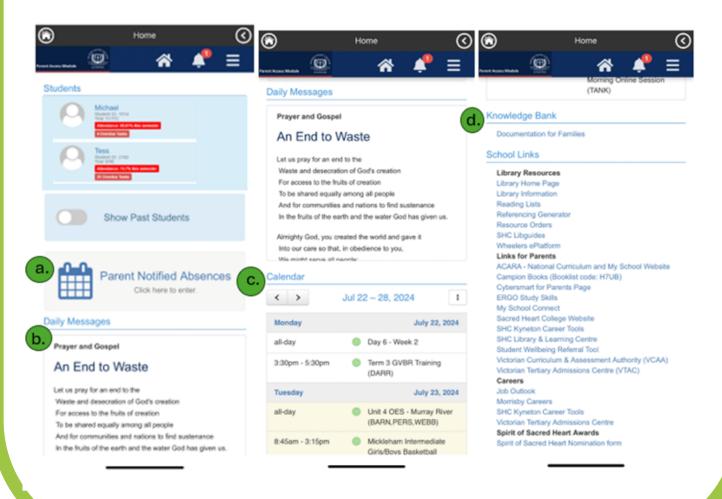
## Including: Subject Selection Information, Policies, Procedures & Forms

When the College sends out communications to families for a whole year level or to the whole school eg: information about health notifications, subject selection, course manuals, Yr Level exam procedures etc. A copy of any correspondence is always kept in SIMON Everywhere – Documentation for Families.

Here is how to find communications and several other useful documents:

**1.From the home screen of your SIMON Everywhere App** choose the Home button

- 2. As you scroll up you will see a number of useful items:
- a. Parent Notified Absences click here to register an absence
- b. **Daily Messages** These are for students and families, information on upcoming sports team sign ups, events, uniform changes, requests for students to see IT and communications to families
- c. Calendar shows all upcoming events, camps and activities
- d. Knowledge Banks Documentation for Families shows all communications, policies procedures and forms.



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arent Access Module	*	L 🕴 🗄
	Morning O (TANK)	nline Session
Knowledge Bank		
Documentation for Fa	milies	
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Reading Lists		

3. Click on Documentation for Families, under Knowledge Banks

## 4. Documentation for Families includes:

- Communications are divided into year level specific lists to make it easy for you to find items specific to your students' year level
- Subject Selection information, divided into year level specific these include change of unit forms, recordings of information sessions, course manuals & subject selection process information.
- Senior School Workshop Evening contains all the presentations and information provided on the night
- Booklists updated in Term 4 these are the items required for each year level to begin the year
- College Handbooks All things SHC, from student devices, who to contact when, how to get wellbeing support, first aid, behaviour expectations, uniforms, canteen and much more
- Policies, Procedures and Forms important policies and procedures for families reference along with regularly used forms such as Asthma and Anaphylaxis Action Plans, change of details form, and medication authority forms
- Also our strategic plan, Key dates for the year including student free days and parent engagement information

Home 🔇

## Documentation for Families

- 00. Key Dates 202401. Year 7 Communications
- 02. Year 8 Communications
- 03. Year 9 Communications
- 04. Year 10 Communications
- 05. Year 11 Communications
- 06. Year 12 Communications
- 07. Subject Selection Information
- 08. Senior School Workshop Evening
- 09. Booklists
- 10. College Handbooks
- 11. Policies, Procedures and Form
- 12. Student Devices
- 13. Service Scheme
- 14. Parent Engagement Partnership
- 15. Student Resources
- Strategic Plan 2022-2025