

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.

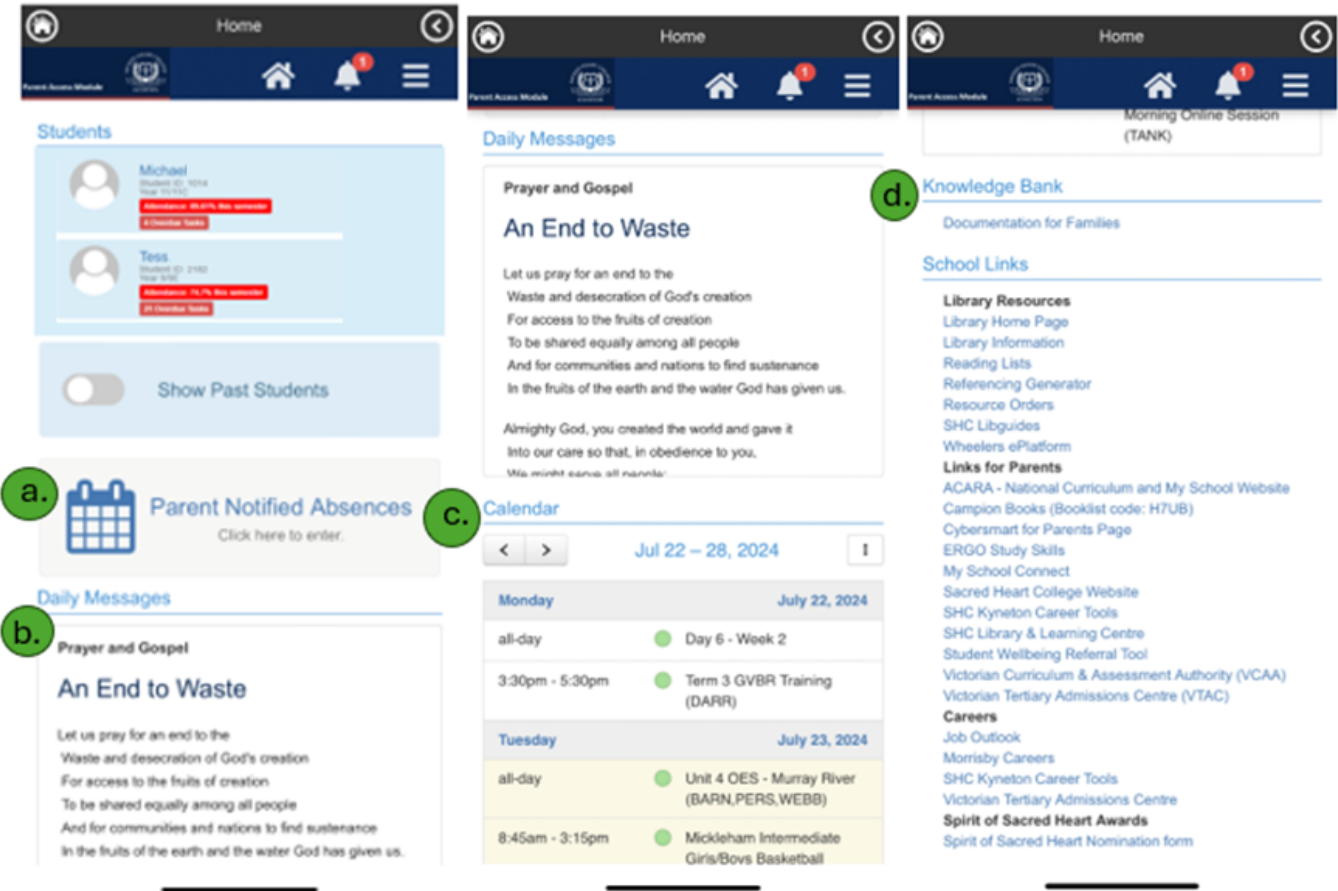
Here is how to find communications and several other useful documents:

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

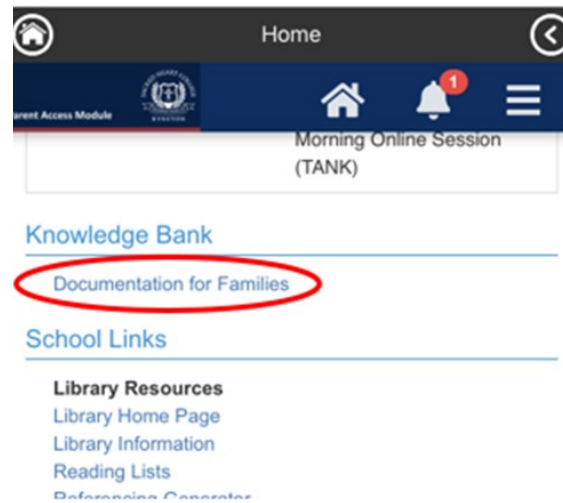


2. As you scroll up you will see a number of useful items:

- 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.



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

