SIMON EVERYWHERE - SETTING UP YOUR APP

The College has implemented a new easy to navigate app called *Simon Everywhere.* It delivers PAM accessibility with easy login using existing PAM credentials, plus the ability for parents to communicate directly with teachers, and for the College to communicate directly with families. This app will deliver instant notification to your mobile phone and make signing into PAM, logging absences, late and early leave passes, completing activity consents and monitoring your child's progress even easier. You can download the app from Google Play or the App Store. Please see the instructions below to assist you.

Setting up Simon Everywhere to access PAM

1. Download the App
   - GET IT ON Google play
   - Download on the App Store

2. Click on the Menu

3. Click on + to add School

4. Choose Sacred Heart College Kyneton Select 'login'

5. Login using your PAM username and password

Your app log in details are the same as your PAM user name & password.

To reset your PAM password or to ask for help please email pam@shckyneton.catholic.edu.au

The app home screen (shown below) provides clear shortcuts to: Home (your PAM home page), the College Calendar, Absences (to notify the College of a daily absence), College Newsletters and the Online Uniform Shop.

The Simon Everywhere app is designed to provide easy access to all your College information and communications.

simon EVERYWHERE

Notifications

Sacred Heart College Kyneton (PAM)

- Home
- Settings
- Calendar
- Absences
- Newsletter
- Uniforms
- Groups

Tools

RECORDING YOUR STUDENTS ABSENCES/LATE AND LEAVE PASSES

The simplest way to use PAM and keep up to date with activity permissions, sick passes, absences, and your child's education is to download the SIMON Everywhere App. If you need some help setting this up please reach out to our Administration Team, we would be happy to help you.

We want this module to be your one stop shop for all things Sacred Heart College. If you have any suggestions, feedback, or issues in regard to PAM please contact us via email - pam@shckyneton.catholic.edu.au

Introducing Parent Notified Absences via SIMON Everywhere

We are pleased to announce our families now have access to Parent Notified Absences through PAM. This is a simple and efficient way for you to notify the College of your child's all day or partial day absence, as well as late arrivals and early leave passes. Please see the links below for instructions and further guidelines on how to use this new feature.

We would also like to take this opportunity to remind families of the College attendance expectations.

Attendance is compulsory for all students enrolled at Sacred Heart College and participation in all major College events is an expectation of enrolment.

- All passes (all day, partial day, arriving late or leaving early) must now be entered via PAM.

- Passes can be entered by parents/carers in PAM any time (preferably prior to 9am) on the day of your students' absence.

- If the College is not notified of an absence an SMS will be sent to the parent/carer at approximately 9.30am.

- Students must report to a Student Reception to Sign in or out of the College, if arriving late or leaving early.

- Students Yrs 7 - 9 are required to be collected from General Reception by a parent/carer/ emergency contact due to our Child Safety requirements and duty of care commitments. However, being a rural school and close to town centre, there are times when students are required to walk to an appointment or other event. If this is the circumstance please ensure you make a note in your childs pass to state that you are authorising your child to depart the College unsupervised.

- Students Yrs 10 – 12 can leave the College after signing out without supervision.
- If a student is going to be absent for an extended period (more than five school days), such as a family holiday or surgery, parents need to inform the Principal via email to principal@shckyneton.catholic.edu.au giving as much notice as possible.
- Senior students (those studying VCE, VET and VCAL) are to refer to the specific information relating to attendance requirements found in the Senior School Policy Handbook.

Click here to view a document which provides a step by step process for logging a PNA (Parent Notified Absence).

Click here for a YouTube showing the process for logging a PNA (Parent Notified Absence).

GIVING PERMISSION FOR SCHOOL ACTIVITIES

School Activities via SIMON Everywhere

School Activities are any Incursion, Excursion or Camp that your child has the opportunity to participate in as part of their education at Sacred Heart College. All students must have consent from their Parent/Carer and an up to date Medical Profile to attend any activity. Consent is given via PAM which can be easily accessed and completed via the SIMON Everywhere App. Instructions on how to find and complete Activity Consent for your child are provided below.

Parents/Carers will receive an email when there are Activities requiring consent or Tasks to complete, they will also see a red circle with a number that indicates how many actions you need to complete.

By clicking on the Actions Button, you will see a list of activities or tasks that need to be completed, as shown in the image on the right.

Clicking on this will lead you straight to the permission request, which will outline details of the activity – What, Where, When. You will need to complete all consent buttons at the bottom of the information and click confirm to complete the permission request. ***Note***: ***Your Childs medical profile must be up to date for you to give permission and for your child to attend and activity.***

Another way that you can view your child's activities is by clicking the home button, this will take you to your home page.
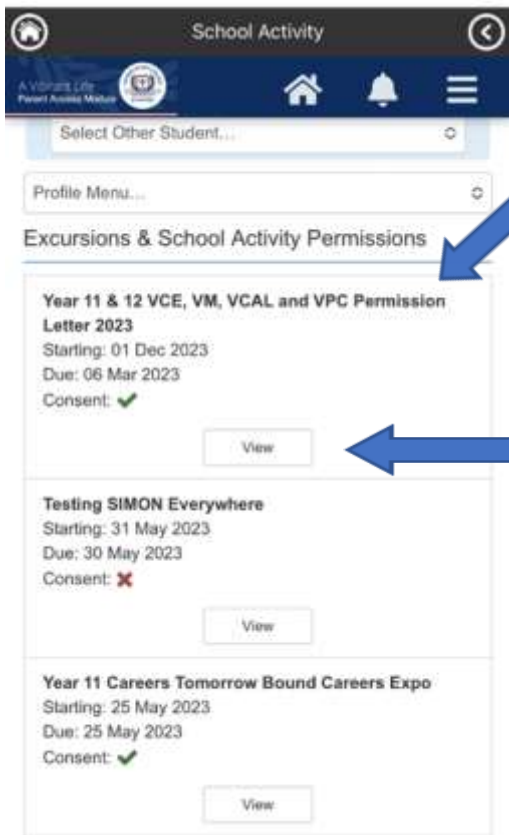
Click on your Child's Name, this will take you to their individual Student Profile.

Click on Profile Menu to drop down the list of options and select School Activities.
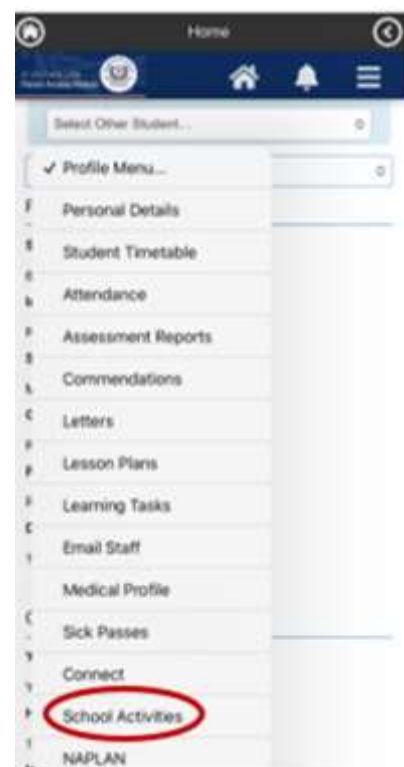
Continued overpage

GIVING PERMISSION FOR SCHOOL ACTIVITIES

This will take you to a list of all Excursions & School Activities permissions for your Child. You can see from the image that it is clear what you have consented to (ticked) and what you have declined (crossed).

If you need to view the details of your Childs upcoming activity, please click view.

This will show you the activity details.

Once you have completed viewing, simply click 'Return' to go back to the previous screen.
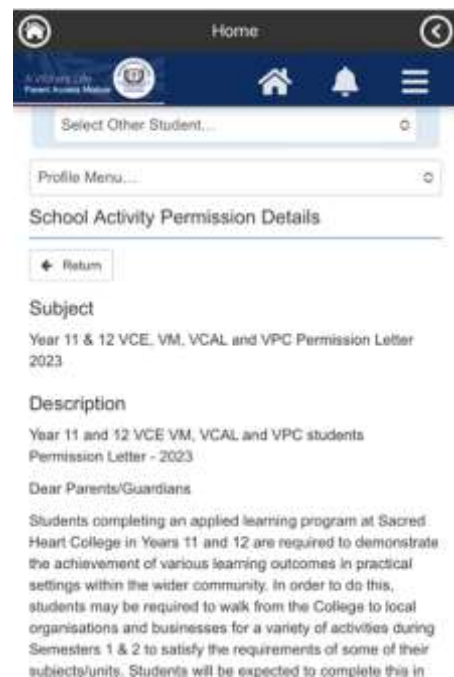
EMAILING YOUR STUDENT'S TEACHER

1.

Click on the Home button. Then select your students name.

2.

Select the profile menu, and then select Email Staff from the drop-down menu.

Profile Menu...
✓ Personal Details
Student Timetable
Attendance
Assessment Reports
Commendations
Letters
Lesson Plans
Learning Tasks
Email Staff
Medical Profile
Sick Passes

3.

Select all staff you wish to send your email to by clicking on their name.

Note: the list will only include your students' teachers.

4.

Type your email in the message box and when complete select Send Message