

## 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.

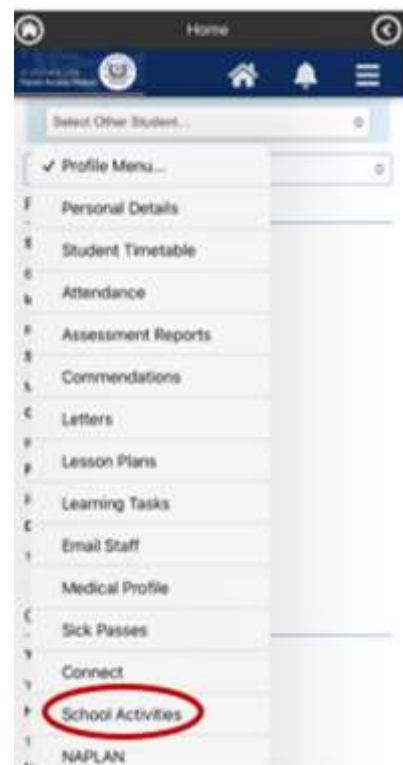
Clicking on this will lead you straight to the permission request, which will outline details of the activity – What, Where, When. You will need to complete all consent buttons at the bottom of the information and click confirm to complete the permission request. **Note: Your Childs medical profile must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



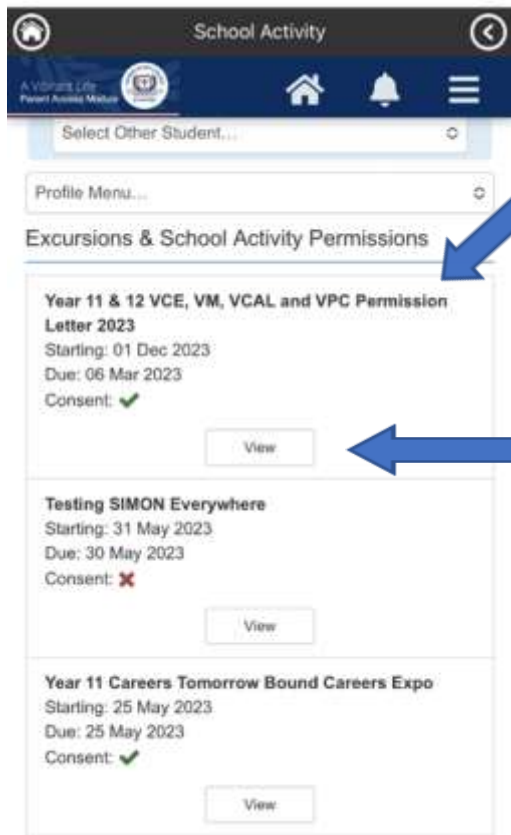
Click on your Child's Name, this will take you to their individual Student Profile.

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



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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 Child's 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.

