



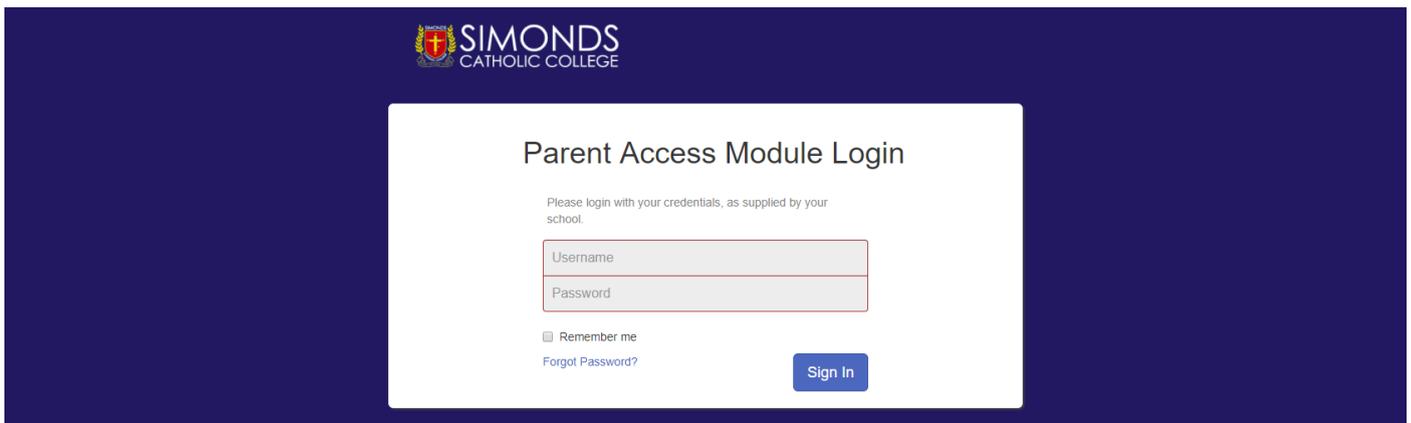
Parent Access Module

PAM

USER GUIDE  
FOR PARENTS

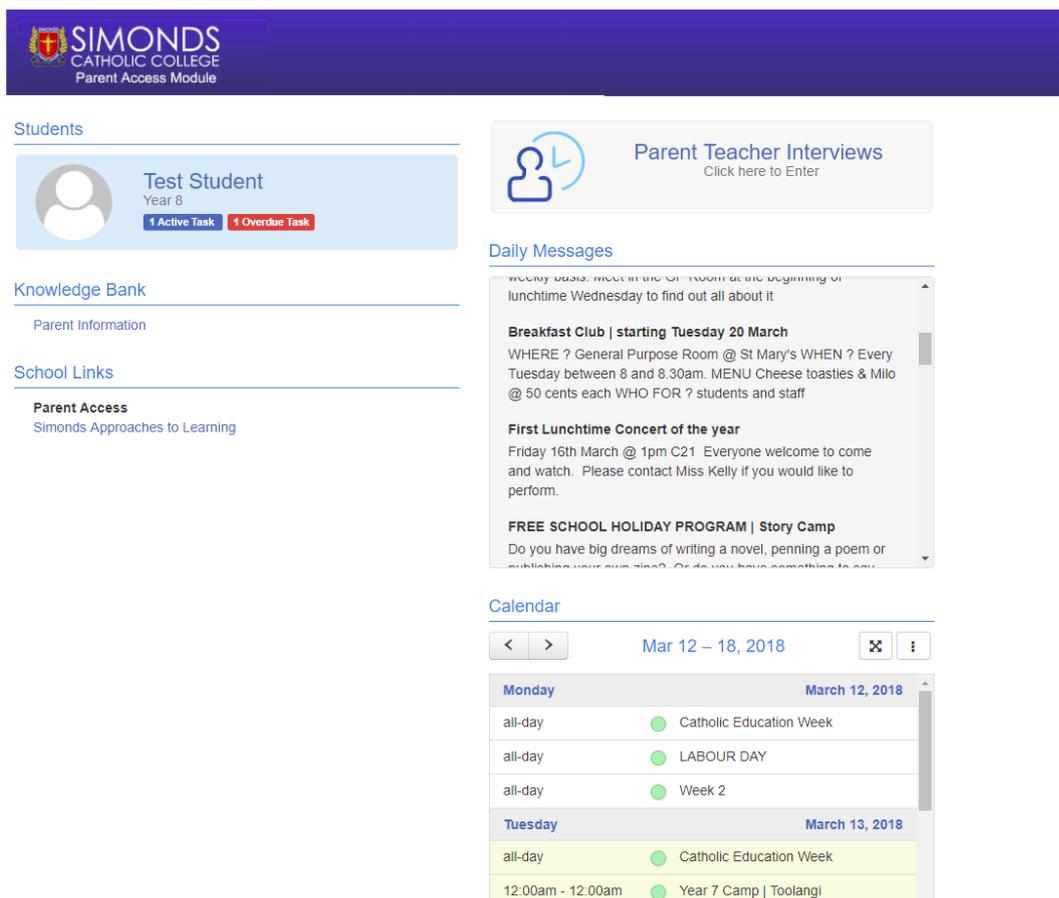
## PAM Login Screen

The PAM login screen can be accessed through the Simonds Catholic College website or through the following direct link: <https://pam.sccmelb.catholic.edu.au>



## PAM Home Page

Once logged in, you will see the PAM Home Page.



[Daily Messages](#) - a bulletin board that students also see at school. General messages from staff pertaining to classroom events, sport, class changes and general reminders are posted here.

[Upcoming Events & Calendar](#) - the College calendar, listing upcoming events.

[School Links](#) - useful links to College documents, reports, publications and resources will be found here.

[Students](#) - lists each of your enrolled children linked to your parent account. Clicking their student photo or name takes you to that student's page.



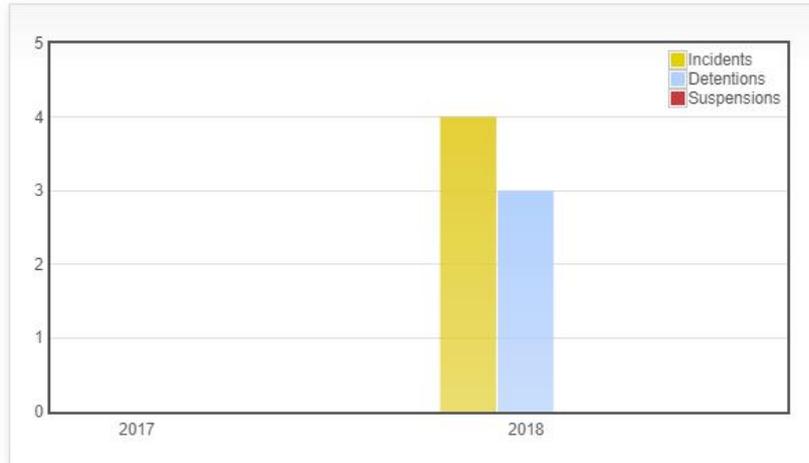
## Behavioural Tracking

Displays the number of incidents, detentions and suspensions for any year in which the student is enrolled.

If you have a specific question about an incident in Behavioural Tracking, contact should be made with the relevant Year Level Coordinator.



### Behavioural Tracking



## Attendance

Three reports are available



Test Student

Personal Details

Student Timetable

Behavioural Tracking

Attendance

Assessment Reports

Letters

Learning Areas

Medical Profile

### Student Attendance

2018, Semester 1

#### Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

[View Report](#)

#### Period History

The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

[View Report](#)

## 1. Attendance Summary



Student Attendance - Test Student

[Return to Student Profile](#)

Please use the buttons below to print or save a copy of this report. Or download [here](#).

### Simonds Catholic College

#### Attendance Summary Report (St Mary's 7-10 Campus)

#### 2018, Semester 1

This report shows the class attendance for scheduled classes for the options shown in the Report Options section above.

**Test Student** (Year: 9, Hse: Mannix)

* Overall School Attendance: 81.54%	Class Attendance: 81.41%	(Based on minutes, not roll counts)
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**Unexplained Absences and Follow Up (Class Rolls Affected)**

Absent Without Reason: 0	Followed Up: 0
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**School Passes (Class Rolls Affected)**

Late to School Pass: 2	Leave Pass: 5	Sick Pass: 0
Late to Class: 3	Class Pass: 0	

**School Initiated Absences (Class Rolls Affected)**

School Related Absence: 0	Parent Initiated Absences (Class Rolls Affected)
School Acknowledged Absence: 1	Parent Notified Absence: 29

\* Class percentage may be lower compared to overall school percentage as student may have participated in extra-curricular activities during normal class time.

- 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.

Please note that counts are measured in periods not days.

## 2. Period History



Student Attendance - Test Student

[Return to Student Profile](#)

Please use the buttons below to print or save a copy of this report. Or download [here](#).

### Simonds Catholic College

#### Individual Attendance Summary

#### Test Student

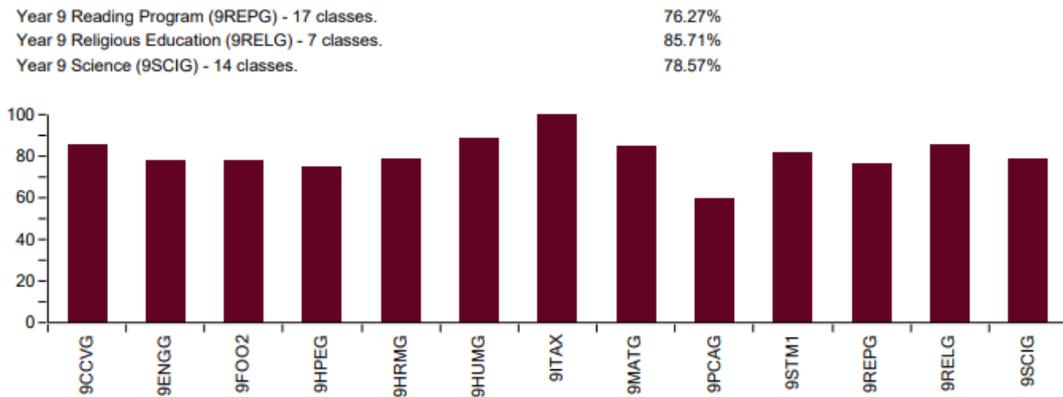
This report is an daily attendance summary. The attendance key is displayed below.

1 = Present	0 = Absent	U = Unmarked	F = Absent (Followed Up)	T = Late to Class	# = No Roll Mark	! = Attendance Alert
N = Parent Notified Absence	R = School Related Absence	A = School Acknowledged Absence				
P = Late to School Pass	L = Leave Pass	S = Sick Pass (School)	H = Sick Pass (Home)	C = Class Pass		

Thursday 01 February 2018	1-1-1-1-1-1-1	Friday 02 February 2018	1-1-1-1-1-1-1
Monday 05 February 2018	[P1]-1-L-L-L-L-L	Tuesday 06 February 2018	1-1-1-1-1-1-1
Wednesday 07 February 2018	1-1-1-1-1-1-1	Thursday 08 February 2018	1-1-1-1-1-1-1
Friday 09 February 2018	N-N-N-N-N-N-N-N	Monday 12 February 2018	N-#####
Tuesday 13 February 2018	N-N-N-N-N-N-N-N	Wednesday 14 February 2018	N-N-N-N-N-N
Thursday 15 February 2018	N-N-N-N-N-N-N-#	Friday 16 February 2018	1-##-1-1-1-#
Monday 19 February 2018	1-1-1-1-1-1-1	Tuesday 20 February 2018	[1A]#####
Wednesday 21 February 2018	#####	Thursday 22 February 2018	#####
Friday 23 February 2018	#####	Monday 26 February 2018	1-1-[T1]-1-1-1-1-1
Tuesday 27 February 2018	[T1]-[T1]-1-1-1-1-1-1	Wednesday 28 February 2018	1-1-1-1-1-1-1
Thursday 01 March 2018	[P1]-1-1-1-1-1-1-1	Friday 02 March 2018	1-#####
Monday 05 March 2018	1-1-1-1-1-1-1	Tuesday 06 March 2018	1-1-1-1-1-1-1
Wednesday 07 March 2018	1-1-1-1-1-1-1	Thursday 08 March 2018	1-1-1-1-1-1-1

### 3. Class Attendance Percentage and Period History

Breakdown of attendance percentage for all classes.



### Learning Areas

This section allows parents to monitor Homework and Assessment Tasks.

**Test Student**

- Personal Details
- Student Timetable
- Behavioural Tracking
- Attendance
- Assessment Reports
- Letters
- Learning Areas
- Medical Profile

#### Learning Areas

Classes 2018, Semester 1 ▾

6  
**Active Tasks**

3  
**Overdue Tasks**

**Year 9 Civics and Citizenship** (1 tasks) 1 Active ↑

Mr L Scerri ✉

**Quiz** Active Not Yet Submitted

**Influencing Citizens' Choices** 22nd March 2018

Class Task

**Year 9 English** (2 tasks) 1 Active ▾

**Year 9 Food Technology** (1 tasks) 1 Active ▾

**Year 9 Humanities** (1 tasks) 1 Active ▾

**Year 9 Mathematics** (1 tasks) 1 Active ▾

**Year 9 Product Engineering** (1 tasks) 1 Overdue ↑

Mr E Nikolaidis ✉

**Workshop and Machine Safety Training** Overdue Not Yet Submitted

**Workshop and Machine Safety** 27th February 2018

Class Task

**Year 9 Religious Education** (2 tasks) 1 Active ▾

Results of teacher assessed work will be available here a few weeks after the submission due date.

## Assessment Reports

This is where all school reports are downloaded.

Ongoing information about your son's performance on individual tasks will be available in the Learning Areas section. At the end of each semester, the College will issue a formal Semester Report. These reports will be available for download and they may be saved or printed, as required. Copies of your son's reports will be archived in this section for your reference.

As well, teachers will be providing more frequent (every six weeks) feedback on your son's effort in the Approaches to Learning reports. *To view assessment and attendance reports, you will require a recent version of Adobe Acrobat Reader. It can be downloaded for free at <http://get.adobe.com/reader/>*

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## Letters

Formal communication letters will appear here.

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### Parent Teacher Interviews

[Click here to Enter](#)

Bookings for Parent Teacher Interviews will be made through PAM. The College will notify parents indicating that the parent teacher interviews can now be booked through PAM a few weeks before the scheduled dates.

## 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 questions.

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