

PARENT ACCESS MODULE (PAM)

The St Brigid's College Parent Access Module (PAM) is an interactive, online, school based website for parents.

The screenshot shows the PAM website interface. At the top, there is a green header with the St Brigid's College logo on the left, the text "St Brigid's College Parent Access Module" in the center, and "Logged in as: Mr. & Mrs. L. Butler" on the right. Below the header are three buttons: "HOME", "MY SETTINGS", and "LOGOUT". The main content area is divided into several sections: "Students" with a "Show Inactive Students" checkbox and two student profiles (Jack Butler and Taylor Butler) showing their active and overdue tasks; "Daily Messages" with a "Home Room Prayer" and "Meals on Wheels today" section; "Knowledge Bank" with links for iPads, Parent Letters and Forms, VCE - Students, and Year Level Handbooks; "School Links" with a link for Parent Info; and "Events" with a calendar showing "Meals on Wheels" on 9th and 13th May, and "St Brigid's College Open Day" on 15th May.

PAM is a personalised and secure 'live' school access website where you can keep up to date with information and activities within the school and track your child's academic progress on a daily basis. PAM User Guide is available on our School website under "School Community", alternatively go to pam.stbc.vic.edu.au. You can now also use PAM via the SIMON Everywhere App on your phone. This can be downloaded via the App Store or Google Play Store.

Parents can use PAM to schedule parent teacher interview times, view your child's timetable, daily messages, extra-curricular opportunities and notes regarding excursions, camps, sporting events, competitions and so on. Parent permission for camps, excursions, sporting events etc. must be completed via PAM. An email will alert you to an activity awaiting parent approval, or via a notification on your device if you are using the SIMON Everywhere App. PAM also includes links to student home study and assessment tasks and the resources required to complete them. Parents can monitor assessment and home study task due dates and email teachers directly to discuss their child's progress.

Assessment and feedback on your child's academic development occur in 'real time' at St Brigid's College. As each piece of assessment is completed, teacher marks and feedback regarding performance on the task are made available to parents on PAM. Any concerns can be addressed immediately, without the long wait for end of semester reports. Parents also have the opportunity to 'comment' and feedback to a teacher regarding your child's performance.

The Medical form for your child is to be completed online via PAM. To access, log onto Pam, click on your child's name and then click on Medical Profile (left hand side). Please ensure you input an emergency contact other than yourself who can be reached if we are unable to contact you in an emergency. This needs to be completed at your earliest convenience prior to the commencement of the school year. Please also verify your email address when prompted via PAM. All correspondence will be sent to this email address.

Parents are also able to notify the school via PAM if the child/ren are going to be absent from school. This can be found in the top right hand corner on the PAM homepage

All student reports are made available on PAM, including our regular Teacher Advisor Reports and Semester and Yearly Progress Reports. You will be notified when they become available, and can access them at a time that suits you as they remain available on your personalised module at all times. The school has two iPads available to parents to access PAM if you do not have internet access at home.

The interactive and live Parent Access Module is an excellent way to keep up to date with your child's secondary education and with activities and opportunities within the College.

Instructions to gaining access to your booklist.

- www.stbc.vic.edu.au * Click on School Community
- * Access Parent Access Module (PAM)

Enter USERNAME ----- (email address

PASSWORD ----- (enter password

Click on Students name (in blue – top left hand corner) and this will bring up a list including Booklist, click on Booklist to open.

View instructions on how to use PAM through our school website.

www.stbc.vic.edu.au → Teaching and Learning → Parent Access Module → Watch 'User Guide Video'.