



St Brigid's College  
Horsham

# Parent Access Module (PAM)

Information Handbook for Parents and Guardians

Name:

User Name:

Password:

# 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 interface with a green header. The header includes the school logo, the text 'St Brigid's College Parent Access Module', and a login status 'Logged in as: Mr. & Mrs. L. Butler'. Navigation buttons for 'HOME', 'MY SETTINGS', and 'LOGOUT' are present. The main content area is divided into several sections: 'Students' with a 'Show Inactive Students' checkbox and profiles for Jack Butler (Year 9/Kildare 1) and Taylor Butler (Year 12/Kildare 1); 'Knowledge Bank' with links for iPads, Parent Letters and Forms, VCE - Students, and Year Level Handbooks; 'School Links' with 'Parent Info' and 'St Brigid's Grade Descriptors'; 'Daily Messages' containing 'Home Room Prayer' and 'Meals on Wheels today' information; and 'Events' listing 'Meals on Wheels' from 9th to 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".

Parents can use PAM to view your child's timetable, daily messages, extra-curricular opportunities and notes regarding excursions, camps, sporting events, competitions and so on. 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 Annual Medical and Consent 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 by Monday 7th December 2020.**

All student reports are made available on PAM, including our regular Teacher Advisor Reports as well as and Semester and Yearly Progress Reports. You will be notified by a Skoolbag alert 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**

Open [www.stbc.vic.edu.au](http://www.stbc.vic.edu.au)    Select on **School Community**.

Access Parent Access Module (PAM).

Enter Username                    (First three letters are **capital letters**, next three are **numbers**).

Enter Password                    (First two letters are **capital letters**, next three are **numbers**).

Select student name (*top left corner in blue text*).

This will bring up a list including Booklist. Click on **Booklist** to open.

View instructions on how to use PAM on our school website – [www.stbc.vic.edu.au](http://www.stbc.vic.edu.au)

[www.stbc.vic.edu.au](http://www.stbc.vic.edu.au) → Teaching & Learning → Parent Access Module → Watch '**User Guide Video**'

If you require further assistance, please contact the St Brigid's College office on (03) 5382 3545.