

PAM AND SIMON

PARENT HELP GUIDE

Kilbreda College

A Kildare Education Ministries School in the Brigidine Tradition



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KEY

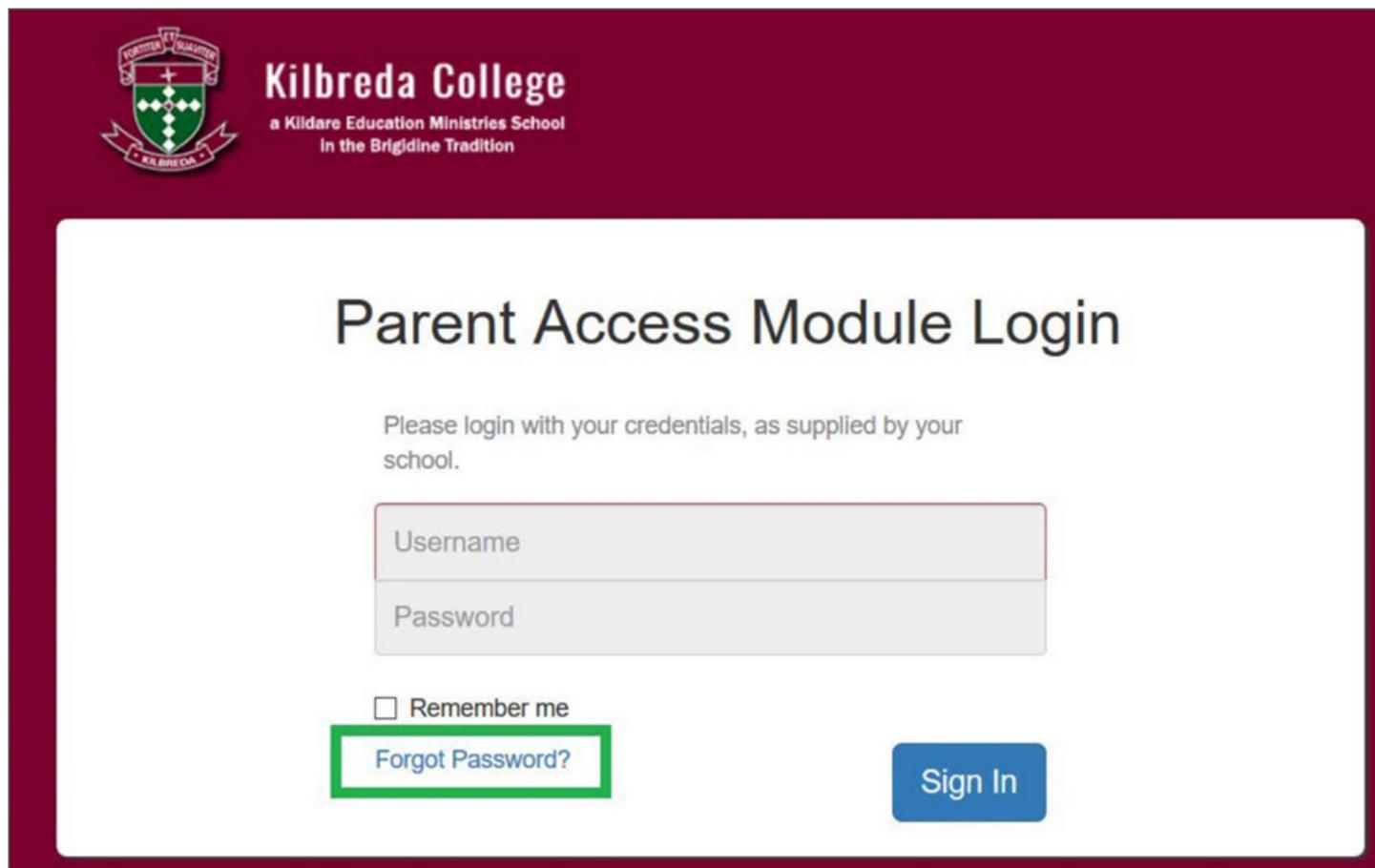
LINK TO PAM	Go to https://pam.kilbreda.vic.edu.au
LINK TO SIMON	Go to https://simon.kilbreda.vic.edu.au

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Accessing PAM

To login to PAM:

1. Go to <https://pam.kilbreda.vic.edu.au>
2. When logging in for the first time, you will need to click the Forgot Password link (shown below in green). This will send an email to your nominated email address with a link to reset your password. If the email doesn't arrive within the hour, be sure to check your junk mail folder in case the email isn't recognised. Once you've set your new password, return to <https://pam.kilbreda.vic.edu.au> to login to PAM.



The screenshot shows the login interface for the Parent Access Module (PAM) at Kilbreda College. At the top left is the school's crest, followed by the text "Kilbreda College" and "a Kildare Education Ministries School In the Brigidine Tradition". The main heading is "Parent Access Module Login". Below this is a prompt: "Please login with your credentials, as supplied by your school." There are two input fields: "Username" and "Password". Below the fields is a checkbox labeled "Remember me". A green-bordered button labeled "Forgot Password?" is highlighted with a green box. To the right is a blue button labeled "Sign In".

3. Enter your username and newly created password and click the blue sign in button.

Note: Your username will be your email address.

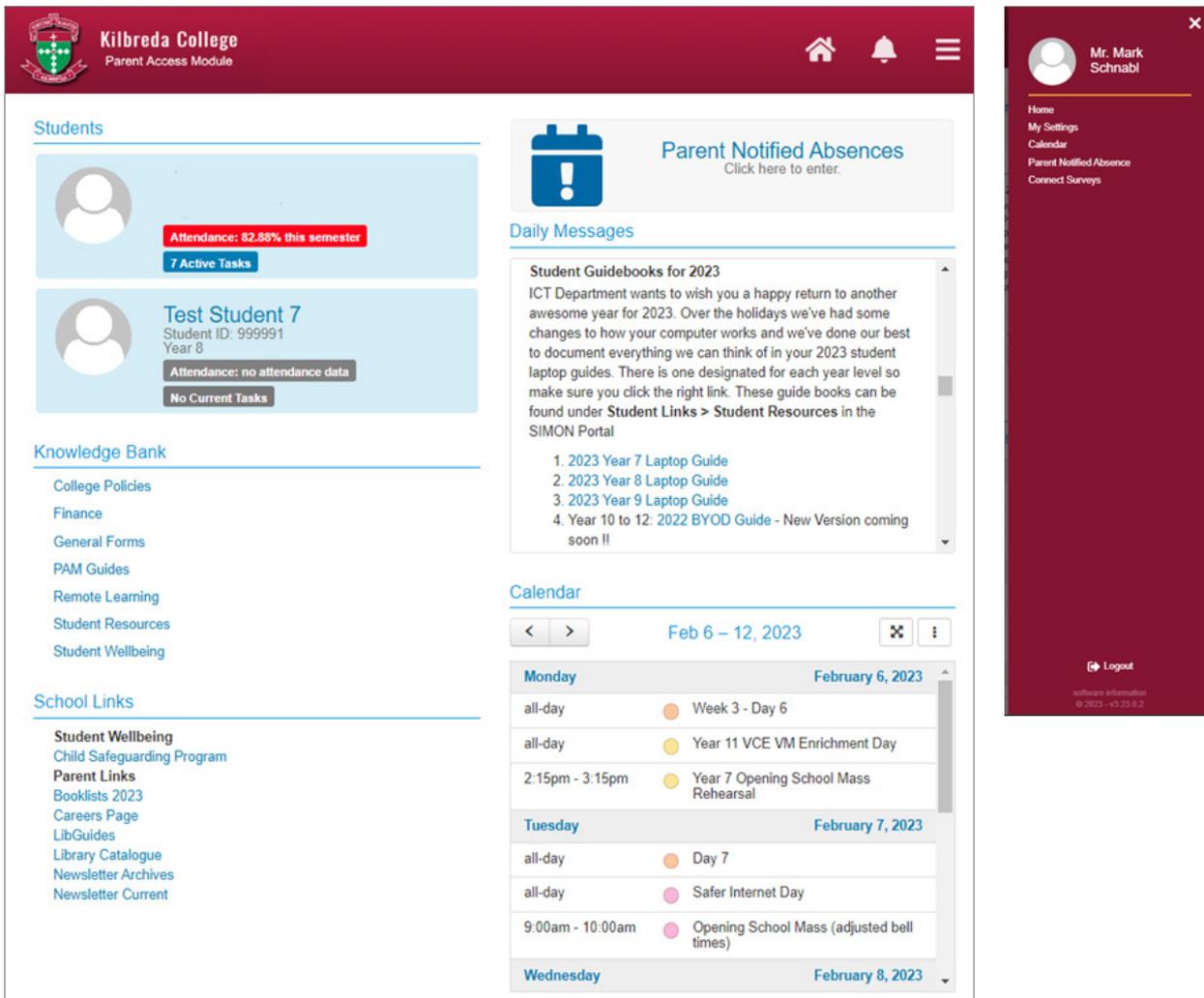
If you are unable to access PAM, please contact the Kilbreda College IT Department for assistance on 9581 7800 or PAM@kilbreda.vic.edu.au

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PAM Homepage

The screenshot below shows an example of the PAM Homepage. There are 3 important icons in the top right menu:

-  • The home icon will take you back to the homepage no matter where you are in SIMON.
-  • The bell displays the notifications that relate to you.
A number on the bell displays how many notifications you have. These notifications can be related to numerous things.
-  • The three horizontal lines (known as the hamburger icon) displays a collapsed right-side menu with extra links.



Important components on this page include the Knowledge Bank (parent resources), School Links, Daily Messages and the Calendar.

The Calendar component can be viewed in more detail by pressing the  icon, you can choose a day, week, month or list view.

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Information About My Child

Parents can access information about their child in PAM including personal details, student timetable, attendance, assessment reports and letters. To access this section in PAM:

1. On the homepage, under the “Students” heading, click on the name of the child (parents of multiple students will see all their children listed). The text of your child’s name is a link to the next screen so try and click on part of the text that displays your child’s name.
2. You will now see a new page with 11 headings down the left side of the screen (shown right). The information you can access in each section includes:

Personal Details

- Name, DOB, Email, Year Level, Homeroom, House.

Student Timetable

- A full 10-day cycle timetable.
- Timetable key and bell times for each day.

Attendance

- Attendance Summary report.
- Class Attendance report.
- Period history report.

Assessment Reports

- End of semester reports are available to download here.

Letters

- Any student-specific letters the school generates through SIMON will appear here.

Lesson Plans

- This is where the teachers set out the plans for the class they are teaching

Learning Tasks

- This is where you can see the active tasks your child is working on

Personal Details
Student Timetable
Attendance
Assessment Reports
Letters
Lesson Plans
Learning Tasks
Email Staff
Medical Profile
School Activities
NAPLAN
Select other student: Test Student 7

Classes 2023, Semester 1

7
Active Tasks

0
Overdue Tasks

Yr 12 VCAL VM Literacy (Class: 001) (1 tasks)	1 Active	▼
Yr 12 VCEVM Projects (Class: 001) (6 tasks)	6 Active	▼

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Email Staff

Here you are able to highlight the staff members who you would like to email and send a message

Semester: 2023, Semester 1 ▼

i Please select at least one staff member from the below list and provide a message.

Staff To Email 2 staff selected.

Name	Class
✓ Ms Felicia Limogiannis	Year 12 Homeroom
Ms Felicia Limogiannis	Year 12 PASTORAL
Mrs Patricia Moloney	Yr 12 VCAL VM Literacy
Mrs Jenny Gamble	Yr 12 VCAL VM Literacy
Ms Felicia Limogiannis	Yr 12 VCE VM Numeracy
✓ Ms Ruth Myers	Yr 12 VCEVM Enrichment Day
Mr Vincent Camera	Yr 12 VCEVM Fitness
Mrs Jenny Gamble	Yr 12 VCEVM Projects
Mrs Patricia Moloney	Yr 12 VCEVM Religious Education
Mrs Angela Tracey	Yr 12 VCEVM TAFE
Mr Christopher McPhee	Yr 12 VCEVM VET
Mrs Angela Tracey	Yr 12 VCEVM WORK

Message:

✉ Send Message

Medical Profile

All the Medical information about your child that we need to know about:

- Medicare / Ambulance / Private health details
- Immunisations
- Medical Consent

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School Activities

Excursions and School Activity Permissions

Name	Starting	Due	Consent	
Confirmation of Enrolment for 2023 (Year 11 2022)	24 Feb 2023	23 Feb 2023	✓	View
Year 12 2023 - Street Access Permission	24 Feb 2023	24 Feb 2023	✓	View
YEAR 12 2023 Instrumental/Vocal lessons	24 Feb 2023	23 Feb 2023		View
VCE VM Enrichment Day Year 12	13 Feb 2023	12 Feb 2023	✓	View



Consent

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.
- I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for _____ to participate in the activity mentioned above *

Yes No

Please complete the following additional questions:

I confirm that my daughter will continue enrolment at Kilbreda College in 2023.

Yes No

As Parents/Carer's, I/we have read and acknowledged to the Parent/Guardian/Carer Code of Conduct.

Yes No

As Parents/Carer's, I/we have ensured that our child has read and acknowledged the Student Code of Conduct.

Yes No

I have reviewed and ensured that the student medical details are true and up to date *

* required

Responded: _____

Note: You have up until the due date to make further changes to this consent form.

[Confirm](#)

Naplan

- Naplan results comparing the student to the state average

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Updating My Daughter's Medical Details

Before updating your daughter's medical details, here is a checklist of what you will require whilst filling out these forms.

	Medicare Card
	Health Care Card
	Ambulance Cover Information
	Private Health Care Information
	Details/ action plans for any medical conditions/ allergies/ mental health/ physical disability/ development disorder
	Medical history
	Surgical history
	Medications
	Blood type
	Immunisation history

It is fundamental for parents to input their daughter's medical details.

These medical details can be viewed and edited by you in two ways.

The first way to update and view your daughter's details is from the notification bell when you first log into your PAM.

1. On the homepage when you first log in, you will see that you have a notification in the top right corner.



2. When you open the 'Bell', select the 'Medical Profile' for your daughter.

This is displayed as a notification as PAM recognises that your daughter's medical details are not up to date.



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Updating My Daughter's Medical Details (continued)

3. This will direct you to your daughter's medical information where you are required to fill in the correct details.

Medical Details

- GENERAL
- CONTACTS
- MEDICAL CONDITIONS
- ALLERGIES
- MENTAL HEALTH
- PHYSICAL DISABILITY
- DEVELOPMENT DISORDER
- MEDICAL HISTORY
- SURGICAL HISTORY
- MEDICATIONS
- MEDICAL TREATMENT
- CONSENT
- IMMUNISATION
- OTHER
- SAVE RECORD

Back to Top ^

Please take a few minutes to complete this medical form. All fields and yes/no options are required.

GENERAL

Medicare no * Expiry Date * Line Number *

* required * required * required

Health Care Card Holder *

Yes No

* required

Ambulance Cover *

Yes No

* required

Private Health *

Yes No

* required

MEDICAL CONTACTS (optional)

+ Add contact

No contacts added

MEDICAL CONDITIONS

Anaphylaxis *

Yes No

4. Once you have completed the entirety of this form, you must select the 'confirmation' tick box and then 'Save Details'. (Please note that you are required to select **every** box to save the information when inputting initially, however, if you have documents you are required to upload this can be done at a later date by going back and editing the details.)

I confirm that the above details are true and up to date, and that these details will be available to school teachers and staff.

* required

Save Details

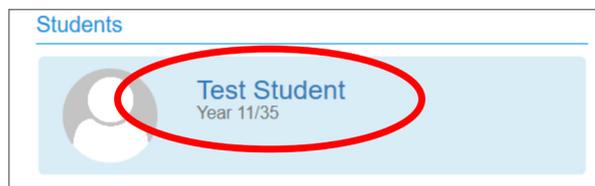
* Unable to Save Details until all required fields have been updated.

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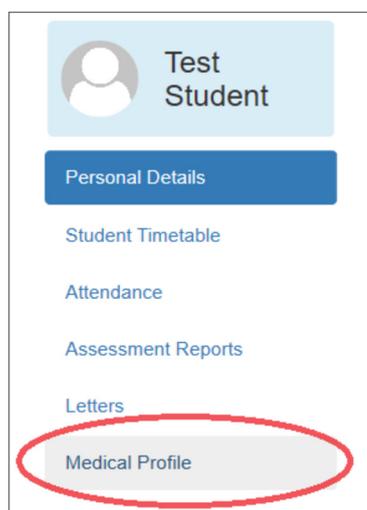
Updating My Daughter's Medical Details (continued)

An alternative way to view and update your daughter's medical details is through her profile.

1. On the homepage, you will see your daughter's name to the left. If you click on this it will take you to her profile.



2. On the left-hand side of your daughter's profile, it will display a list of menus. Here you select 'Medical Profile'. Here you will be able to access all your daughter's medical information and edit accordingly.



Please note:

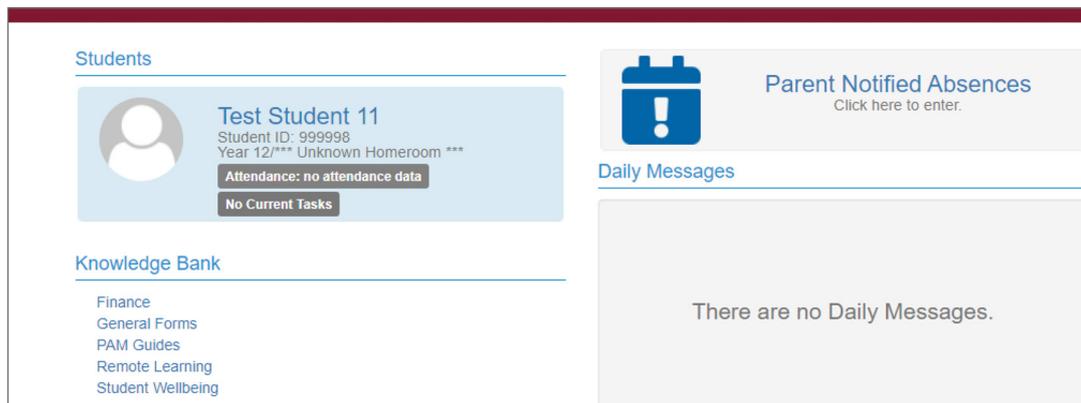
Due to the way the system is configured, there are some questions formatted as "I DO NOT give consent" which ask for a Yes/No response.

The way some of these questions are worded can be a bit confusing. For the example above of "I DO NOT give consent":

- If you do want to give consent for questions framed like this, select NO. This is a double-negative way of saying you actually do give consent.
- If you do not want to give consent, you will need to select YES. In this case, you are saying "Yes, I DO NOT give consent".

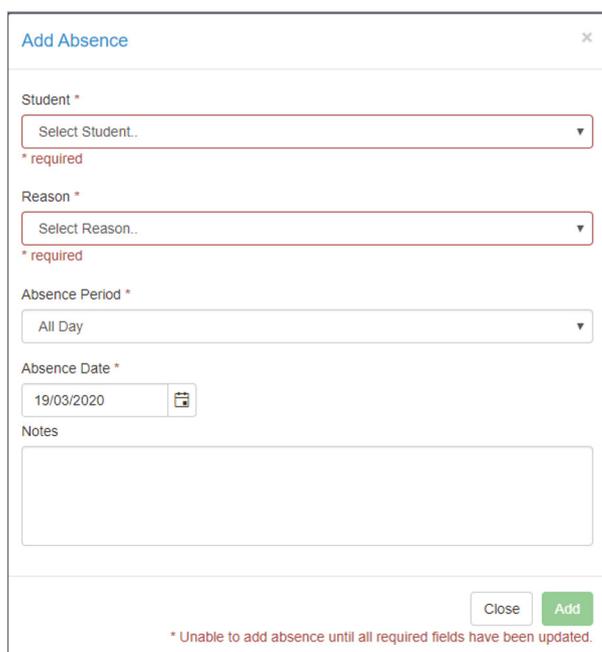
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Parent Notified Absence From PAM



The screenshot shows the PAM interface. On the left, under 'Students', there is a profile for 'Test Student 11' with Student ID: 999998, Year 12/***, and Unknown Homeroom ***. Below the profile are buttons for 'Attendance: no attendance data' and 'No Current Tasks'. Under 'Knowledge Bank', there are links for Finance, General Forms, PAM Guides, Remote Learning, and Student Wellbeing. On the right, there is a 'Parent Notified Absences' section with a calendar icon and a button that says 'Click here to enter.'. Below that is a 'Daily Messages' section with the text 'There are no Daily Messages.'

1. Click Add Future Absence button and enter the following:
 - a. Student Details
 - b. Reason
 - c. Absence Period (fill in relevant details)
 - d. Any other details you wish to let the school know of in 'NOTES'



The 'Add Absence' form contains the following fields:

- Student *: A dropdown menu with 'Select Student..' and a red border. Below it is the text '* required'.
- Reason *: A dropdown menu with 'Select Reason..' and a red border. Below it is the text '* required'.
- Absence Period *: A dropdown menu with 'All Day' and a red border.
- Absence Date *: A date input field with '19/03/2020' and a calendar icon.
- Notes: A large text area.

At the bottom right, there are 'Close' and 'Add' buttons. A red error message at the bottom reads: '* Unable to add absence until all required fields have been updated.'

2. Then press 'Add' button

Note: All Parent Notified Absences, need to be entered prior to 9:30am on the day of Absence.

If you have not entered a Parent Notified Absence by 9:30am on PAM, please call the Student Attendance Line to advise your daughter's absence on (03) 9581 7770

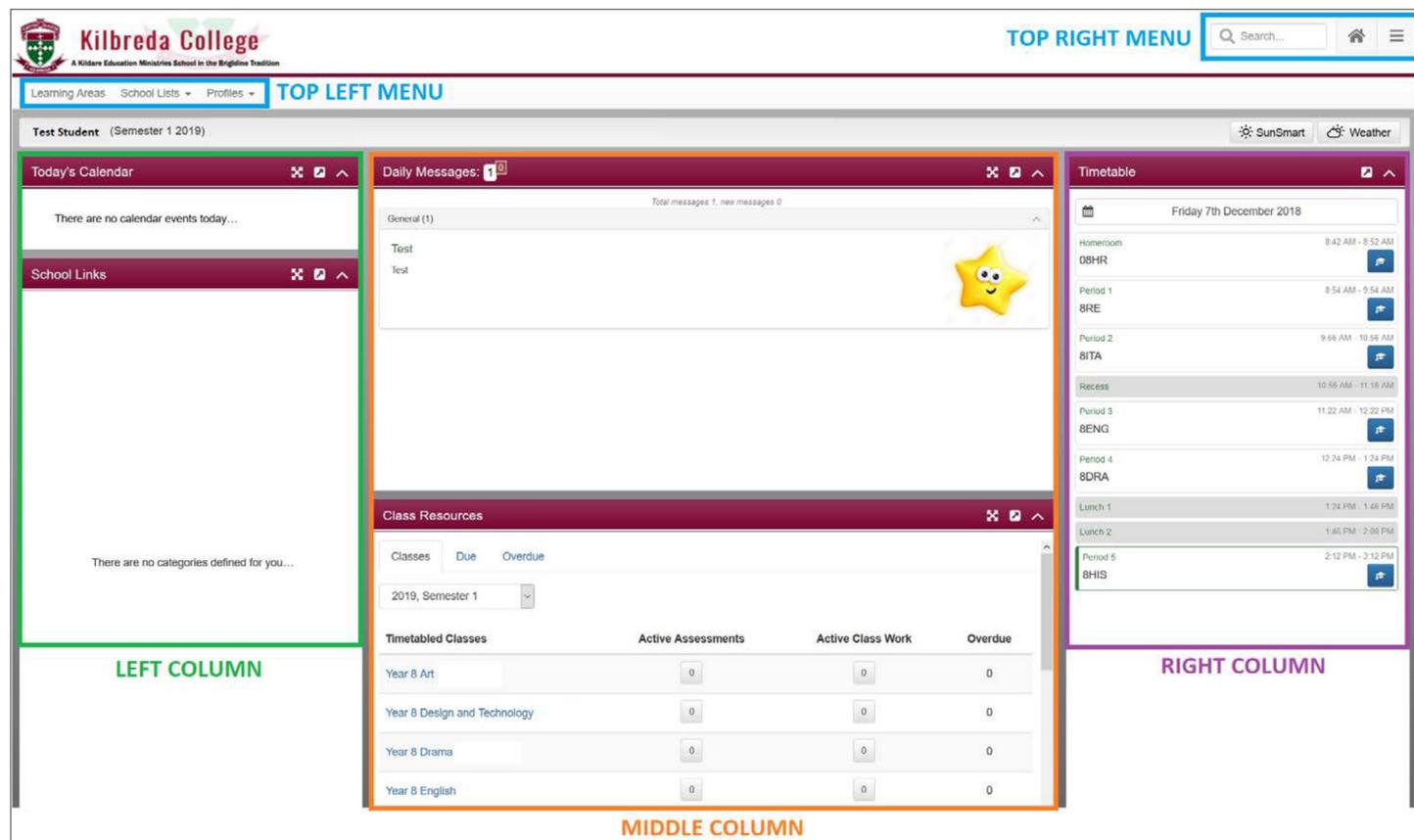
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What Does the Student Version of SIMON Look Like?

Students login to SIMON by going to <https://simon.kilbreda.vic.edu.au> and entering their Kilbreda username and password.

An example image of the student homepage is shown below.

Students will see lots of components and can click on the  icon to explore each component in more detail.



Kilbreda College
A Kilbreda Education Ministers School in the Anglican Tradition

TOP LEFT MENU
Learning Areas School Lists Profiles

TOP RIGHT MENU
Search... SunSmart Weather

Test Student (Semester 1 2019)

Today's Calendar
There are no calendar events today...

School Links

Daily Messages: 1
Total messages: 1, new messages: 0
General (1)
Test
Test

Class Resources
Classes Due Overdue
2019, Semester 1

Timetabled Classes	Active Assessments	Active Class Work	Overdue
Year 8 Art	0	0	0
Year 8 Design and Technology	0	0	0
Year 8 Drama	0	0	0
Year 8 English	0	0	0

Timetable
Friday 7th December 2018

Homeroom	Time
DBHR	8:42 AM - 9:52 AM
Period 1 BRE	9:54 AM - 9:54 AM
Period 2 BITA	9:56 AM - 10:56 AM
Recess	10:56 AM - 11:16 AM
Period 3 BENG	11:22 AM - 12:22 PM
Period 4 BDRA	12:24 PM - 1:24 PM
Lunch 1	1:24 PM - 1:46 PM
Lunch 2	1:46 PM - 2:08 PM
Period 5 BHRIS	2:12 PM - 3:12 PM

LEFT COLUMN
MIDDLE COLUMN
RIGHT COLUMN

Kilbreda College

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