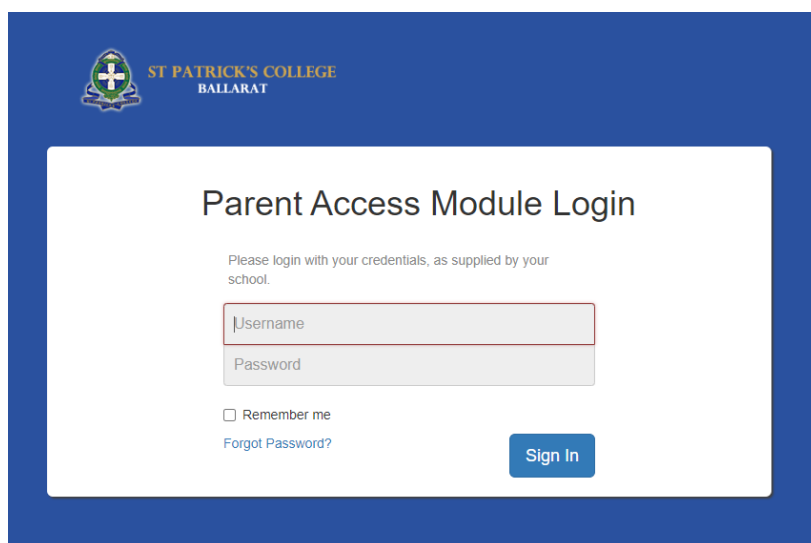# PARENT ACCESS MODULE (PAM)
Parent User Guide

The Parent Access Module (PAM) provides parents online access to a range of functions and information specific to their son(s) including his timetable, attendance records, daily messages, the College calendar, the student assessment area and Learning Areas. It is also allows parents to provide medical details, give excursions and school activity permissions, book parent teacher interviews and notify the College of their son(s) absence. This guide outlines the steps to access the various sections of PAM.

Accessing PAM:

Open your web browser, and type in the address https://pam.stpats.vic.edu.au into the address bar.
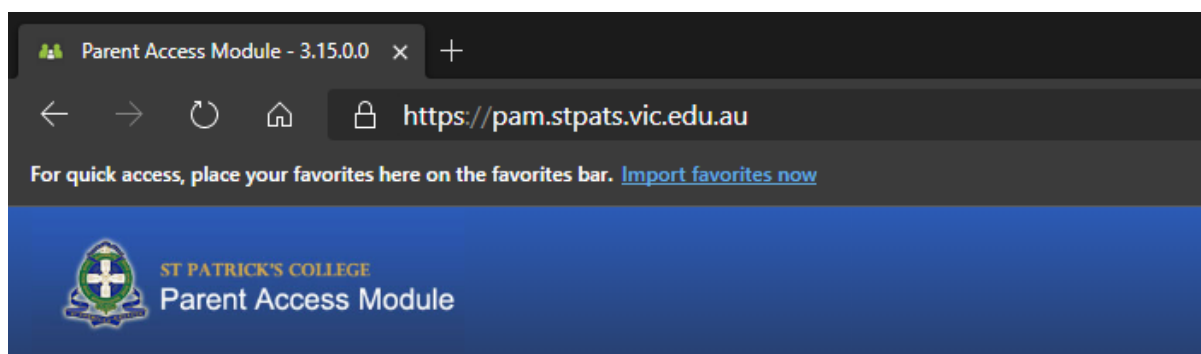
You will then be presented with the PAM log-in screen for St Patrick's College (as shown below). Enter your PAM Username and PAM Password as provided to you in the letter previously sent to parents regarding PAM access.

Parents requiring further assistance with their username and password are asked to phone 5331 1688 or email the College (adminsupport@stpats.vic.edu.au) to arrange this.

Home Page

Once logged-in, you will then be presented with the following screen:

Students – lists your son(s) at the College, with their student photo, Year Level, Homeroom and House.

Knowledge Bank – General information about various topics related to the College are available here

Daily Messages – is 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.

Calendar – the College calendar, listing upcoming events and assessment tasks.

Parent Notified Absence – you may add absences for your son, as well as viewing previous absences here

Parent Teacher Interviews (not shown) – PAM is used for booking parent / teacher interviews. Information on how to do this will be provided when the bookings are available

Main menu button – can be accessed from the top right corner icon:
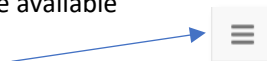
Reminder button – shows any current notifications that need to be actioned
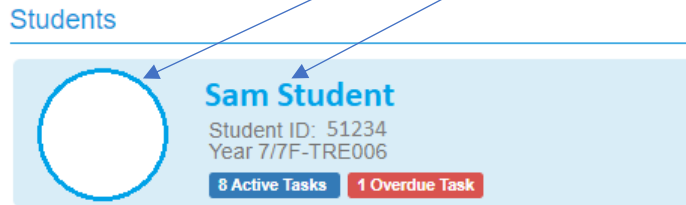
Home Button – takes you back to this page from other areas of PAM

Student Pages

From the Home page, you can click on your son's photo or name in the Students section to view more specific details.

When you click on the name of your son, you will be directed to a screen similar to the following:

The right-hand pane displays your son's Personal Details (as per the information we currently have). Note: Please contact the College if any of these details require updating.

The left-hand pane allows you to switch to other areas of PAM - Student Timetable, Behavioural Tracking, Attendance, Assessment Reports, Booklist, Learning Areas, Medical Profile, School Activities and NAPLAN.

Student Timetable – displays your son's full timetable for the current fortnightly cycle. Subjects, and teacher names are shortened in the timetable, however, a full key of what these are is available at the bottom of the timetable.

Behavioural Tracking – displays a simple graph about how many behavioural incidents your son has been involved in

Attendance – will take you to the attendance page where you have access to three different attendance reports. Select the semester and year combination you wish to review and then click the report you wish to view:

- Attendance Summary – a view of your son's overall attendance statistics
- Class Attendance percentages – a view of your son's attendance statistics to classes.
- Period history – a detailed view of your son's attendance at school for each session of each day.

Student Assessment – this area will enable you to access an electronic copy of your son's mid semester and end of semester reports. These can be viewed online, saved as a PDF or printed.

Note: to view assessment and attendance reports, you will require a recent version of Adobe Reader (or a similar compatible PDF viewing application). For more information about Adobe Reader, visit www.adobe.com

Learning Areas – provides you detailed information on previous, current and future assessment tasks and homework activities relevant to your son.

Clicking on the learning areas will show an overview of your son's class information:

Select the Year and Semester

Click the mailbox icon to email your son's teacher

Press the arrow to expand information about the class (expanded here for Art)

Clicking on one of the Tasks after expanding the class information will provide further information, including due dates, results and feedback.

Medical Profile – is a critical area of PAM where you view and update your son's medical details.

You will see an overview of the current medical data that the College has recorded. You can click the 'edit details' at any time to update your son's medical details. These profiles are available to staff at all times and it is critical that they are acrurate if there is ever a medical emergency.

Edit Details

Medical Details

← Return

- GENERAL
- CONTACTS
- MEDICAL CONDITIONS
- ALLERGIES
- MENTAL HEALTH
- PHYSICAL DISABILITY
- DEVELOPMENT DISORDER
- SURGICAL HISTORY
- MEDICATIONS
- IMMUNISATION
- CONSENT
- PHOTO CONSENT
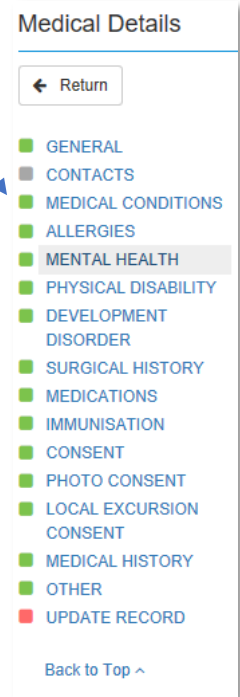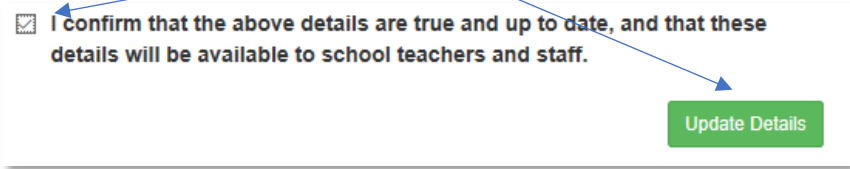- LOCAL EXCURSION CONSENT
- MEDICAL HISTORY
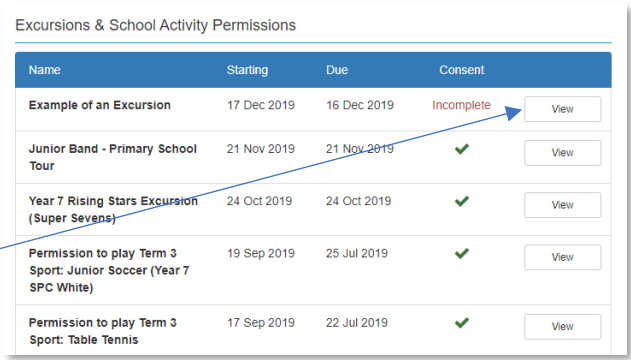- OTHER
- UPDATE RECORD

Back to Top ⌃
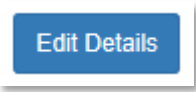
After entering the edit mode, you should carefully review all medical items. If you are entering for the first time that headings will change from red to green.

After reviewing and updating your sons medical record you will need to check the box confirming that the details are true and up to date and finally click the green 'Update Details' button.

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

Update Details

School Activities – The College requires consent for school activities and excursions through PAM. The main page displays on overview of current and past activities, the **Starting** date of the activity and the **Due** date for consent. If there are any activities with a **Consent** of 'incomplete' you will need to review and complete the consent request. Click the 'View' button to see details of the activity:

Excursions & School Activity Permissions

Name	Starting	Due	Consent	
Example of an Excursion	17 Dec 2019	16 Dec 2019	Incomplete	View
Junior Band - Primary School Tour	21 Nov 2019	21 Nov 2019	✔	View
Year 7 Rising Stars Excursion (Super Sevens)	24 Oct 2019	24 Oct 2019	✔	View
Permission to play Term 3 Sport: Junior Soccer (Year 7 SPC White)	19 Sep 2019	25 Jul 2019	✔	View
Permission to play Term 3 Sport: Table Tennis	17 Sep 2019	22 Jul 2019	✔	View

An example of the information provided for an excursion is shown here. Note that the type of info provided as well as its contents should be carefully reviewed as they are unique to each activity.

When you have understood the activity and are ready to complete the consent there may be some more information required. Carefully **review any additional questions**, then provide consent, and ensure that the student medical profile is accurate.

School Activity Permission Details

← Return

Subject
Example of an Excursion

Description
September 2, 2019

Dear Parents,

As part of the Year 10 Studio Art Photography program, your son has the opportunity to gain a greater understanding of artist practises and gallery exhibitions by attending the Liu Bolin / Camouflage exhibition at the Art Gallery of Ballarat.

Details of the excursion are set out below:

Date:
Thursday, September 19

Time:
9.00am to 12.25pm

Venue:
Art Gallery of Ballarat

Information:
Students will be given a guided tour of the Liu Bolin / Camouflage exhibition currently on display at the Gallery. Following the tour students will have the opportunity to view photo artworks displayed in businesses throughout Ballarat.

Transport:
Students will meet in the Art Room (PUR005) at 9.00am and will walk from the College to the Art Gallery. On return students will walk back to the College arriving at approximately 12:25pm.

Students are required to attend Pastoral Care Class prior to the excursion to be marked off the roll.

What to Wear:
Students are required to wear their full winter school uniform including suitcoat.

What to bring:
A camera/mobile phone camera
Morning tea/snack
Weather appropriate clothing.

Staff Attending:
Mr Matthew Taylor and Miss Katherine Clegg will be attending the day.

Please respond to this permission by Friday, September 13. If you have any queries, please contact me on 5322 4427 or via email at mtaylor@stpats.vic.edu.au

Yours sincerely,

Matthew Taylor
Year 10 Coordinator

Date/Times
Starting on the **27 Nov 2019** at **12:00 am** and concluding on the **27 Nov 2019** at **11:59 pm**.

Due Date
16 Dec 2019

NAPLAN – Displays your son's the NAPLAN results