



*With God First,
We Will Live, Learn
and Thrive*

ST THOMAS MORE SCHOOL

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IMPORTANT INFORMATION

At St Thomas More School we are constantly updating and improving our procedures and communication avenues. All Catholic schools in the Ballarat Diocese, both primary and secondary, use the PARENT ACCESS MODULE (PAM). Here at St Thomas More School we use PAM for many reasons and strongly encourage you to embrace this form of communication:

- Booking a Parent Teacher interview
- Accessing student reports (You can download both current and previous reports)
- Creating & updating medical information
- Giving permission for your child to go on an excursion and viewing excursion information
- Entering a student absence i.e. unwell, holiday, arriving late etc.

You will find a link on our school website or go to: <http://pam.stmalfredton.catholic.edu.au>. Your family's Username and Password are the same one you have been using to access your child's reports. We ask all families to go online and have a look around the webpage and complete a Medical Profile for your child/ren (this information is downloaded and taken on excursions so the staff have direct access to any medical needs). This must be completed before school commences in 2019 as we will no longer be sending out medical forms. All excursion permission forms will only be obtained through this format. Please make sure you monitor the email account you have provided as notifications will be sent to the email address provided when action is required by you. Here is a link to a short instructional video on how it works, please take the time to watch:

https://youtu.be/l1Cl8_rLOWY

Please keep your USERNAME and PASSWORD details in a safe place. If you require your password please contact the school office.

INSTRUCTIONS TO ACCESS PARENT ACCESS MODULE "PAM"

- <http://pam.stmalfredton.catholic.edu.au>
- LOGIN: use your Username provided
- PASSWORD: use your Password provided
- Sign in
- My Dashboard appears
- Check that your current email address is accurate and verify if needed
- Change your current email address if required
- Confirm your email address
- HOME

Please see over the page

Accessing Student Reports

You will be notified when the reports are ready to be accessed

- Enter your Username and Password
- Select a student
- Select: Assessment Reports
- Select: 2019 Semester 1

Making A Parent Teacher Interview Time

You will be notified when interview dates have been scheduled

- Enter your Username and Password
- Select: Parent Teacher Interviews button
- Select a student
- Select student's CORE group
- Choose a teacher from the drop down box
- Select Time
- Click - [Book Interview](#)

GIVING PERMISSION FOR AN EXCURSION

- Enter your Username and Password
- Select a student
- Select: Excursion Activities
- Click "View" on relevant excursion
- Read details of excursion and click "Approve"
- You will receive an email from St Thomas More School to verify your approval to attend the excursion

ADDING A PARENT NOTIFIED ABSENCE (PNA)

- Enter your Username and Password
- Click on the Hamburger on top right hand side (3 horizontal lines)
- Select: Parent Notified Absence (open until 8.55am on the day of absence)
- Click "Add Absence"
- Select student
- Enter details of absence

ADDING MEDICAL INFORMATION TO STUDENT PROFILE

- Enter your Username and Password
- Select a student
- Select: Medical Profile
- Complete Medical Details section (this can be updated at any time by you)
- Click: Confirm (to save)

Please store this information in a safe place so that you can refer to it when required.

Thank you for your co-operation in embracing new and efficient ways for communication, which will benefit all.

Yours sincerely,



Rosa Tocchet
Principal