

2 September 2020

Dear Parents/Legal Guardians

At St Columba's College we take the health and safety of our students seriously. The College uses SIMON as a learning and school management system offering student reporting and assessment for parent engagement and communication. SIMON offers a Parent Access Module known as PAM.

Parents are required to provide medical details through the Parent Access Module (PAM). This module provides you with the opportunity to update medical information promptly and accurately while providing the College with instant access to the emergency information provided by you.

St Columba's College will provide to the Parents/Legal Guardians of our new students, a username and password to access PAM. These details will be sent out via email towards the end of the year. This will be your username for the duration of your daughter's time at the College.

You can use a PC, laptop, tablet or smartphone to access all features of PAM including: -

- Granting permission to events and activities
- Reporting
- Correspondence
- Reporting an absence and checking attendance
- Booking Parent Teacher interviews
- Medical contacts and consent
- Consent for photo permissions, College Counsellors and water activities
- Medical checklist including asthma, allergies, seizures, diabetes and anaphylactic
- Health insurance and ambulance cover

As the College will be using information from PAM in regards to student wellbeing, first aid, reporting, excursion and event permission, it is essential that Parents/Legal Guardians access their PAM account and complete the profile to ensure your daughter is able to participate fully in College activities and day to day operations.

Students without their medical profile completed will not be permitted to engage in offsite events. From the College's perspective, this information will be visible to staff members at St Columba's College in relation to your daughter and will be managed in accordance with the Privacy Act.

We thank you for your support and cooperation as we work together to enhance the health and safety of your daughter during her time at St Columba's College. Should you have any queries regarding the using PAM at St Columba's College please feel free to contact Ms Janet McGuire, Administration Coordinator via the College on 9337 5311.

Yours sincerely



Ms Rita Grima
Principal