Parent Access Module (PAM)

Frequently Asked Questions

What is PAM?
Sacred Heart Girls’ College has adopted SIMON as the preferred Learning Management System, which can now be accessed by staff, students and parents. SIMON supports our whole College community to effectively communicate assessment, feedback and reporting outcomes for our students.

Parents can access SIMON by logging onto our Parent Access Module (PAM).

PAM has the potential to support parents by providing a confidential space where we can share a wider range of information, so you can meaningfully engage with your daughter’s learning.

Who has access to PAM?
All parents (including parents of separated families) and residential guardians will have access to PAM. Non-residential parents will have a different login code however, you will have access to identical information about your daughter(s), unless the College has been advised otherwise.

Logging into PAM
Step 1: Go to the College website: www.shgc.vic.edu.au
Step 2: Click onto the link, Parent Access Module (PAM). You will now need to enter your PAM username and password.
Step 3: Your username is your family code which is generated by our College database. This will be your code which will stay with you as long as you have children at the College.
Step 4: You should now enter your password.

I forgot my password
On the PAM login page please follow the link that says Forgot Password.

A default password will then be emailed to your nominated email address which will allow you access to PAM. For assistance select the Request Support option.

What can parents currently do in PAM?
- View Daily Messages
- View Student Personal Details
- View Student Timetable
- View Student attendance
- View Student Assessments including reports

A quick guide to reading the timetable
To view you need to click on the Student link and Student Timetable link.
We run a fortnightly timetable. Each day is broken into morning and afternoon Homerooms of 10 minutes and five 65 minute lessons.

From the timetable page you can see which subjects your daughter is studying this semester and who is teaching that subject.

A quick guide to reading attendance data
Attendance is displayed as total school attendance and class attendance. Levels of attendance is calculated in minutes so if a student arrives late to school or class, this is reflected in their attendance levels.

It is important to note, we take attendance 7 times a day (at start of morning Homeroom, each Period and afternoon Homeroom), so when a student is absent for an entire day this is reflected as 7 absences.

Parent Notified Absence is an absence not related to school activity but the College has received formal notification by the parents (eg sick, appointment). This type of absence affects both school and class attendance.

School Acknowledged Absence is when a student participates in an activity that may take her out of class (for example sport, excursion or a co-curricular activity). This does not affect school attendance.

What will PAM do in the future?
There are many other functions that the College will adopt in the coming months using SIMON/PAM. Our aim is to use SIMON/PAM to facilitate regular feedback between teachers, students and parents on a wide range of academic performance, co-curricular participation and student wellbeing. We will keep parents informed of any new features that become available as they are rolled out through PAM.

Differences between PAM and CareMonkey
CareMonkey has been established for recording medical information and permission for student participation in excursions and to advise of the College activities and events. This is a discrete system, which is NOT linked to PAM and is managed by parents/guardians.

What if I have a query regarding PAM?
Please direct any questions or concerns to info@shgc.vic.edu.au