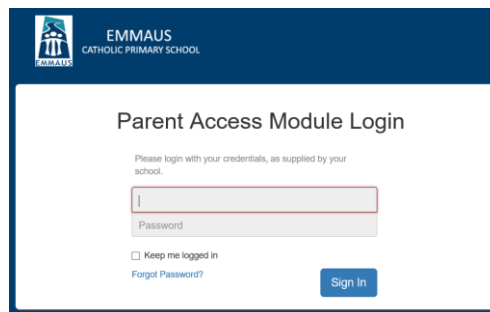# Parent Access Module (PAM)

The Parent Access Module (PAM) enables parents to access a range of their child's school related information. This includes attendance records, current/past school reports and sick passes. It also allows parents to record absences, add a transport pass for occasional bus travel or make a temporary change to existing transport schedules. There is also "Daily Messages" where you can find reminders of upcoming school events, our school calendar and our "Knowledge Base" where you can access Newsletters and Community Leadership Team meeting minutes and agendas.

For best results ensure you have the latest browser updates.

Open your chosen browser and type in the address. http://pam.emtclear.catholic.edu.au

This will take you to the login screen for Emmaus where you need to enter your PAM login details. If you do not have these details or need a password reset, please contact the administration team.

When you login for the first time, you will see an option at the top of the screen to "click here" to add an email address. Enter your preferred email address and follow the prompts to verify. Once your email address has been verified, it can then be used as your username.

⚠ Your account requires an email address. Please click here to add an email address.

Adding PAM to your mobile device
We recommend that you add the PAM website to the home screen of your mobile device. This will provide easy access to PAM and will appear as an app on your device.
Android device:
- Open Google Chrome
- Type in search http://pam.emtclear.catholic.edu.au
- Using the Chrome menu at the top of the screen, tap the Overflow icon:
- Select "Add to Home Screen"
- Enter PAM as the name for the shortcut.

Apple device:
- Open Safari
- Type in search http://pam.emtclear.catholic.edu.au
- Using the Safari menu at the bottom of the screen, tap the Share icon:
- Select "Add to Home Screen"
- Enter PAM as the name for the shortcut.

PAM will now appear as a link on your mobile home screen.
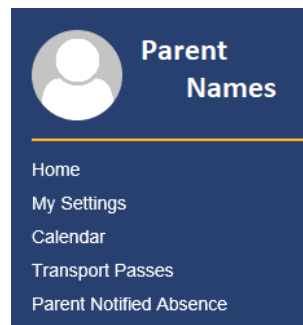
Multiple ways to access information on PAM

Homepage – access to Knowledge Bank, School Links, Daily Messages, Calendar and Parent Notified Absences.
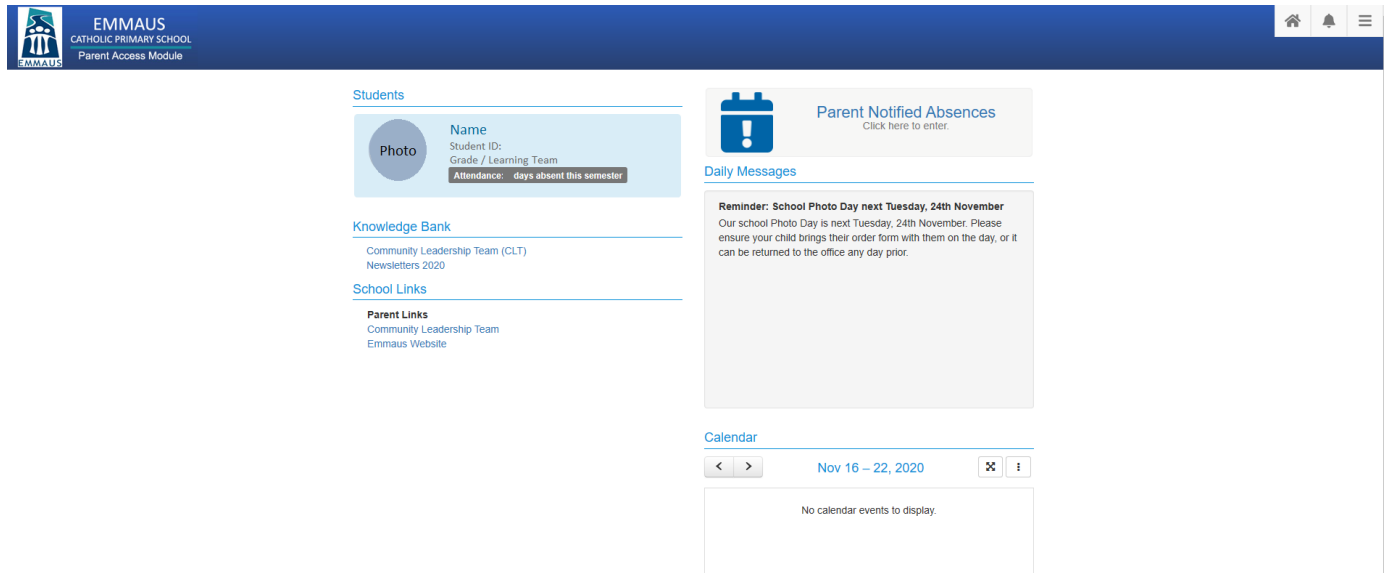
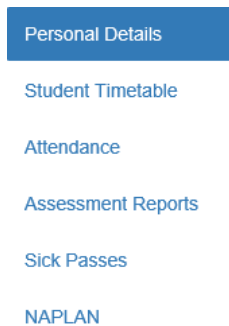**Three lines at the top right of the home page** - access to My Settings, Calendar, Transport Passes and Parent Notified Absence.
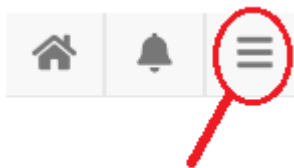

Click on your child's photo on the home page – access to Attendance, Assessment Reports, Sick Passes and NAPLAN overview.

The next part of this document will provide instructions on how to use the various functions within PAM.

Record your child's absence

To enter your child's absence in PAM, click on "Parent Notified Absences" on your homepage or click on the three line (hamburger) at the top right of the screen:

Parent Notified Absences
Click here to enter.
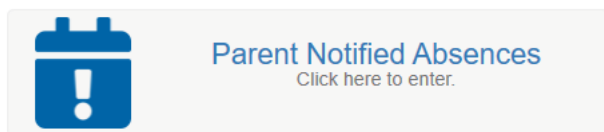
Click on the "+ Add Future Absence" button and complete the form (see below):

Add Absence ✕

Student *

Select Student.. ⌄
* required

Reason *

Select Reason.. ⌄
* required

Absence Period *

All Day ⌄

Absence Date *

19/11/2020 📅

Notes

[   ]

[Close] [Add]

* Unable to add absence until all required fields have been updated.

All absences need to be added before 9:00 am on the day of absence.

Please note you can select the following Absence Periods:
All Day – for a full day absence
* **Arriving Late** – if you know in advance your child will be late, you can complete this form and enter your estimated arrival time. When you get to school, you will need to update the actual time of arrival on Kiosk via the iPad at reception.
* **Leaving Early** – if you need to collect your child early, you can complete this form and enter your estimated departure time. When you get to school to collect your child, you will need to update the actual departure time on Kiosk via the iPad at reception.
* **Partial** – if you need to collect your child during the day but will be dropping them back. Both the estimated departure time and return time will need to be updated on the iPad with the actual times.
Multi-day (max of 7) – for multiple absence days, ie. family holidays or prolonged illnesses.

* As an alternative, instead of recording into PAM, "Arriving Late", "Leaving Early" and "Partial" passes can also be recorded directly in Kiosk (via the iPad at reception) when you drop off or collect your child from school.

Attendance records

To view your child's attendance, click on their photo on your homepage.

Click on "Attendance" and you will be able to view an "Attendance Summary" and your child's "Class Attendance Percentage". The "Period History" is not as relevant in primary school, but does give you a daily break down as to whether your child was present or absent for the morning and afternoon roll.

Student Attendance

2020, Semester 2 ⌄

Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

View Report

Class Attendance Percentage

The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.

View Report

Period History

The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

View Report

Sick Passes

If your child attends First Aid (sick bay) during the day, staff will complete a "Sick Pass" for your child.

To view your child's Sick Passes, click on their photo on your homepage, then click on "Sick Passes" and you will be able to view all passes for your child, with the most recent at the top.

This pass will include the reason they attended First Aid, symptoms, location and treatments.

When a Sick Pass is created, an email will also be sent to parents (to your nominated email address in PAM) with all details.

Sick Passes

Date	Absence Time	Reason
17 Nov 2020	From 2:07 pm to 2:13 pm	Received a cut/abrasion

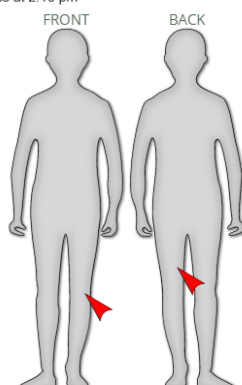**Reason:** Received a cut/abrasion
Location: School Yard
Symptoms: None
Treatments: The affected area cleaned and a bandaid applied
General Notes: None provided
Status: Student returned to class at 2:13 pm

FRONT   BACK

Transport Passes

Transport Passes can be completed in PAM to add occasional bus travel for your child or make a temporary change to existing transport schedules.

From the homepage, click on the three line "hamburger" at the top right and select "Transport Passes".

Transport Passes

⚠ Transport passes for today cannot be updated here as it is now after **2:30 PM**.
Please contact the school directly to notify them of any necessary updates.

18/11/2020 📅

Student	Scheduled Transport	Actual Transport	
			Edit

|◄ ◄ **1** ► ►| 10 ▼ | | 1 - 1 of 1 items |

To add a new travel arrangement:
- Ensure the date is set to the travel date.
- Click on Edit.
- Find the bus / walking bus you wish to add your child to and click "+Add".
- Click on Save at the bottom.

This bus / walking bus will now show in "Actual Transport".

To edit an existing travel arrangement:
- Ensure the date is set to the travel date.
  The child's regular travel arrangement will appear under "Scheduled Transport" and "Actual Transport".
- Click on Edit.
- At the top, Actual Travel will be listed so click "-Remove" to remove that bus / walking bus.
- If you wish to add a different travel arrangement, find the relevant option and click "+Add".
- Click on Save at the bottom.

Now under "Actual Transport" it should be blank (unless you added a new bus / walking bus).

Any permanent changes to existing transport schedules will need to be communicated to the administration team via phone or email.

Assessment Reports

To review your child's report, click on their photo on your homepage.

Click on "Assessment Reports" and you will be able to view and download your child's report.

Your child will receive a report each semester.

Download Assessment Reports

REPORT Semester 2, 2020 - End of Semester Report

REPORT Semester 1, 2020 - End of Semester Report

Daily Messages

There is a "Daily Messages" section on the PAM homepage. Here we will record any parent reminders such as upcoming events or items of interest.

Calendar

There is a School Calendar on the PAM homepage. This calendar will have events listed such as excursions, whole school sports days, pupil free days, etc.

The default is a List view (which we recommend) showing a weekly list of events.

Knowledge Banks

There is a Knowledge Bank on the PAM homepage. This will give you access to a number of different documents, such as our weekly school newsletter and the Community Leadership Team meeting minutes and agendas.

School Links

There is a School Links section on the PAM homepage. This provides parents with links to different websites you may like to access, such as our Emmaus website, or specific pages within our website such as our Community Leadership Team.

School Links

Parent Links
Community Leadership Team
Emmaus Website
Life at Emmaus