

01 February 2024

Dear Parents and Guardians (Year 7 and New Students)

Welcome to the 2024 school year. I hope that you have had a good break and are looking forward to all that the year will bring.

The purpose of this letter is to provide you with the information about accessing the Parent Access Module (PAM) on our Learning Management System. Through PAM, families are able to:

- Enter and update student medical information.
- Give permission for excursions and camps.
- Access school notices.
- View student attendance, reports and submission of work.

On Thursday 01 February 2024 all new families will receive an email from noreply@crystalbans.catholic.edu.au. This email contains your User Name for the Parent Access Module (PAM) and instructions on how to set your password.

Please ensure that you keep the User Name and Password in a safe place as you will need to use it regularly throughout the year.

On the College website there are a number of videos in English, Arabic, Dinka and Vietnamese to assist families in using the Parent Access Module (PAM).

If you are having difficulties, please contact the office and will arrange a time for you to visit to work through the process, or assist you over the phone.

The first task to be completed on PAM is the Student Medical Form. This needs to be done by Monday 11 February 2024. Students cannot attend an offsite activity without an up to date medical form.

Families are reminded that all students with asthma need an Asthma Management Plan from their doctor. This can be uploaded with the medical form or you can bring it to the school and we will upload. This is also the case for students with anaphylaxis and other serious medical conditions.

The College Privacy Policy and Standard Collection Notice can be found on the College website.

If you have any questions or need assistance to complete the forms, please contact the College office on 9366 2544.

Yours sincerely,



Christina Utri
Principal