



Summary of Applications & Communication in our School

School Newsletter

The school produces a newsletter weekly during the school term. It is vital that parents/guardians read the newsletter to keep up to date with what is happening in the school. The newsletter can be accessed via PAM, parents will be emailed a copy and hardcopies are also available from the school office.

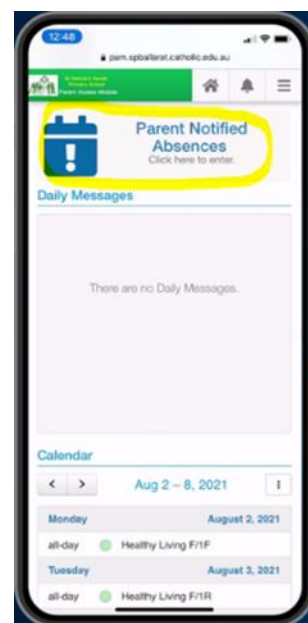
PAM – Parent Access Module



PAM is an online tool which provides parents with quick, easy and confidential access to a range of information specific to their child.

PAM is accessed via the website pam.spballarat.catholic.edu.au and each parent/guardian will be supplied with a relevant log-in and password by the school. It is recommended to select My Settings and change your password. To access My Settings click on the 3 bars in the right hand corner of the screen. We also suggest you add the PAM icon to your phone Home Screen for easy access – please see the instructions on our website in the Contacts and Links section or by clicking on the following link - [Adding PAM icon to phone HOME screen.](#)

On the initial PAM Home screen you are able to submit a Parent Notified Absence, access the Daily Messages, the Calendar, newsletters and other school links. The Home screen will also enable you to book 3 way chats (parent-teacher-child interviews) when they are open.



The newsletter and important adhoc messages will also be sent home via email, so please ensure your up to date email address is in your PAM profile. For changes in contact information (ie. address or phone numbers) please update the school office directly on 03 5332 7680 or email Michelle or Julia on info@spballarat.catholic.edu.au.

To access the information relating directly to your child - click on your child's name and in the drop down box you will be able to access all of the information relevant to that child. This information includes access to your child's medical profile, permission forms (School Activities), attendance records, assessment reports and other relevant information.

The Parent Access Module provides parents the opportunity to update vital medical information promptly and accurately while providing the school with instant access to the emergency information provided by parents.

In the drop down menu in your child's profile you will find School Activities, this is the section to accept or deny permission for excursions. Permission is required through PAM before children can leave the school grounds for an excursion. Children without permission will not be allowed to leave the school – verbal permission is not acceptable.

School Website

Our school website address is www.spballarat.catholic.edu.au, the website provides a direct link to the Skoolbag App as well a lot of information about the school. It is recommended you take some time to visit our website and become familiar with its content.

QuickCliq – Online Ordering for Canteen

How to get started

- QuickCliq is free to set up and easy to use
- Register at www.quickcliq.com.au
- **SIGN UP** and complete the registration form
- Receive a link via email to **ACTIVATE** your account before logging in
- **ADD STUDENT**, add your child's details, select their school and save to your account
- **ADD CREDIT** to your online wallet before ordering
- Select **MEAL ORDER** and you're good to go

Orders can be placed up to 28 days in advance. You can view your completed orders via the Active Orders or Transaction History tabs in your account.

QuickCliq is a cashless way to pay for canteen orders. Parents/guardians will need to set up an account online at <https://www.quickcliq.com.au/>. Follow the instructions to set up your account. Canteen orders close 8.45am on Friday mornings.

Parent Handbook

The Parent Handbook is a document which provides information to our school community including the following items –

School Motto Vision & Mission	Features of our School
History of Our School	Enrolment Information
Curriculum Overview	Child Safety
Forms & Expectations	General & Classroom Information
Student Leadership	Food at School
Getting to and from School	Becoming Involved at School
Health & Well Being	School Finances & Fees
Uniform	Our High Five and School Prayer

A hardcopy of the Parent Handbook is available at the office or online on our School Website in the Contacts & Links drop down menu in Forms and Downloads.