

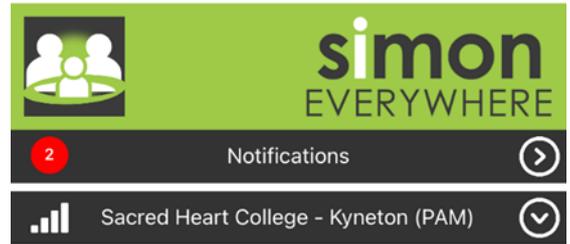
SIMON EVERYWHERE - Accessing Communications

Including: Subject Selection Information, Policies, Procedures & Forms

When the College sends out communications to families for a whole year level or to the whole school eg: information about health notifications, subject selection, course manuals, Yr Level exam procedures etc. A copy of any correspondence is always kept in SIMON Everywhere – Documentation for Families.

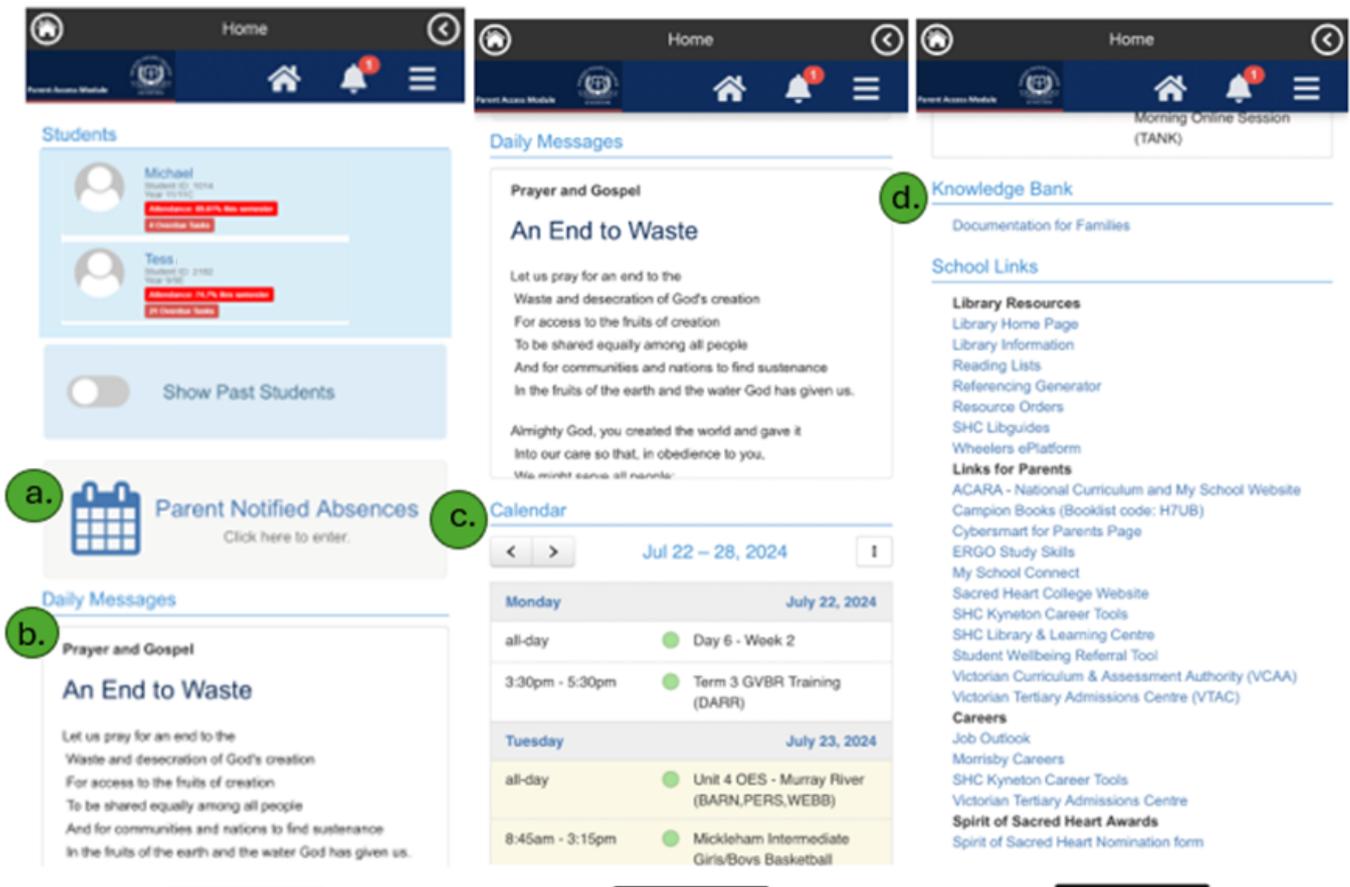
Here is how to find communications and several other useful documents:

1. From the home screen of your SIMON Everywhere App choose the Home button

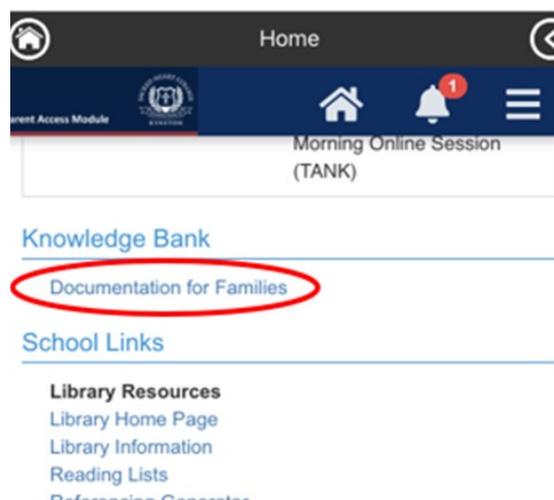


2. As you scroll up you will see a number of useful items:

- Parent Notified Absences** – click here to register an absence
- Daily Messages** – These are for students and families, information on upcoming sports team sign ups, events, uniform changes, requests for students to see IT and communications to families
- Calendar** – shows all upcoming events, camps and activities
- Knowledge Banks** – Documentation for Families shows all communications, policies procedures and forms.



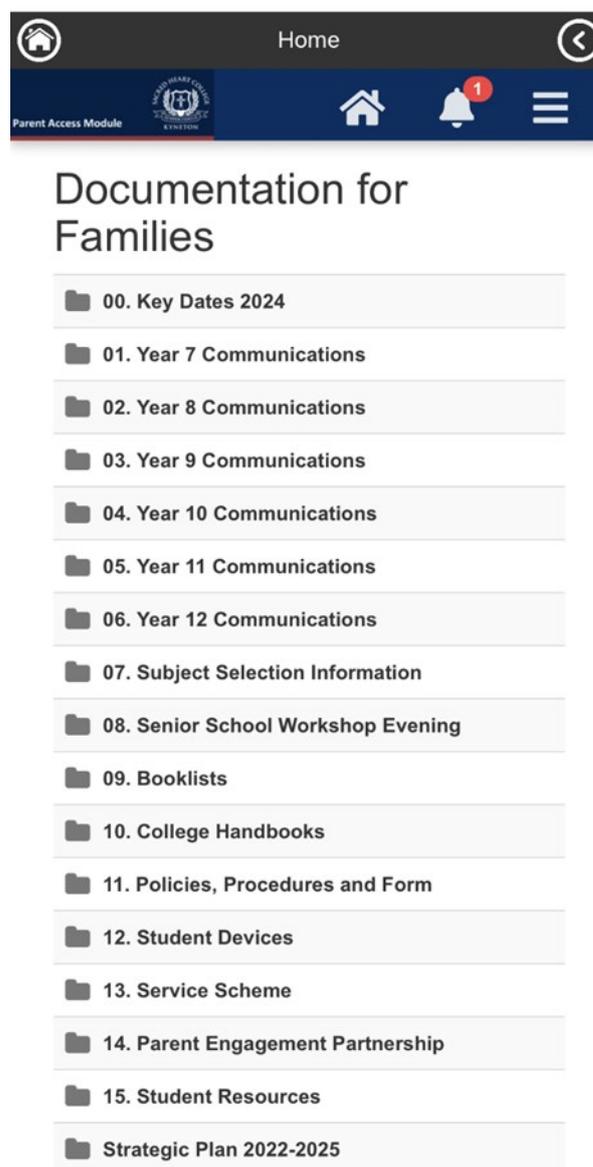
3. Click on Documentation for Families,
under Knowledge Banks



4. Documentation for Families includes:



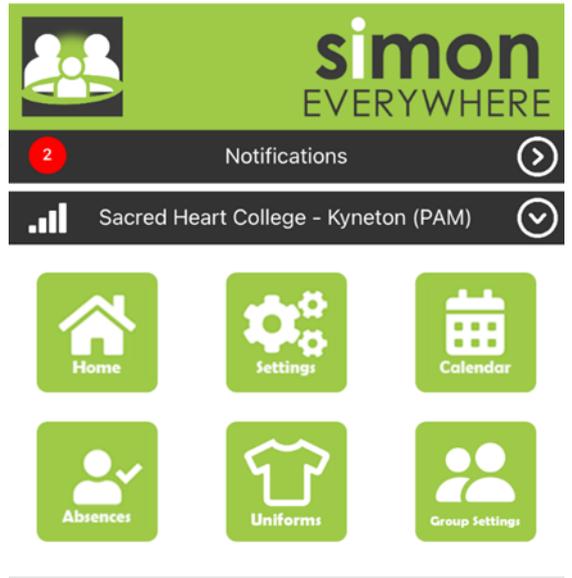
- Communications are divided into year level specific lists to make it easy for you to find items specific to your students' year level
- Subject Selection information, divided into year level specific - these include change of unit forms, recordings of information sessions, course manuals & subject selection process information.
- Senior School Workshop Evening contains all the presentations and information provided on the night
- Booklists – updated in Term 4 these are the items required for each year level to begin the year
- College Handbooks – All things SHC, from student devices, who to contact when, how to get wellbeing support, first aid, behaviour expectations, uniforms, canteen and much more
- Policies, Procedures and Forms – important policies and procedures for families reference along with regularly used forms such as Asthma and Anaphylaxis Action Plans, change of details form, and medication authority forms
- Also our strategic plan, Key dates for the year including student free days and parent engagement information



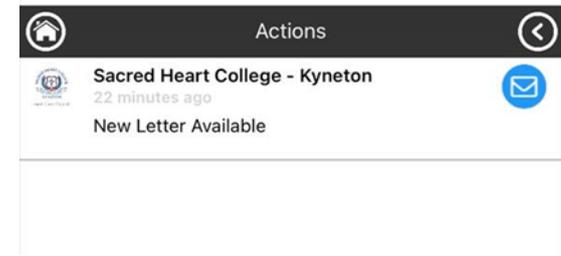
SIMON EVERYWHERE - Accessing Formal Letters

If you receive an email advising that you have a new letter from the school please do the following:

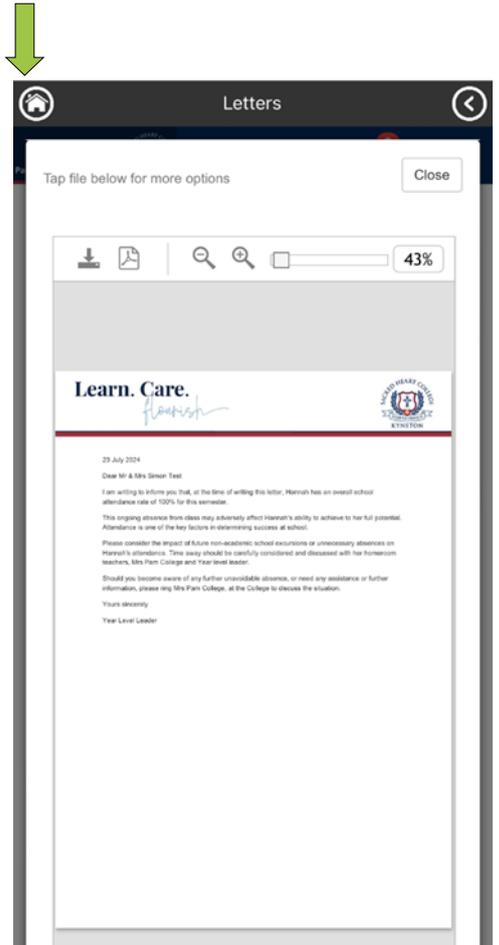
1. From the home screen of your SIMON Everywhere App you will see a red circle with a number next to notifications indicating that you have notifications and/or actions to complete.



2. Use the drop down arrow to open up the notifications menu. Then click on the actions icon.



3. Click on the item New Letter Available, to open up the letter and view/download/print.



Viewing all letters received after the initial view:

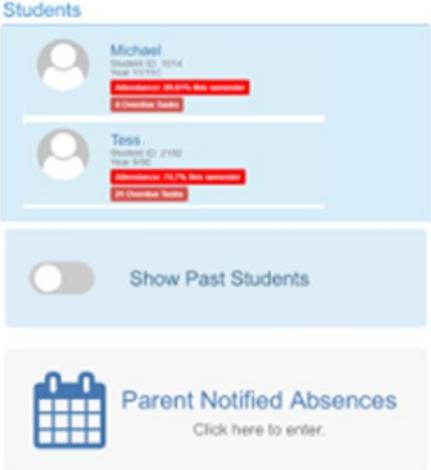
1. From the home screen of your SIMON Everywhere App choose the Home button



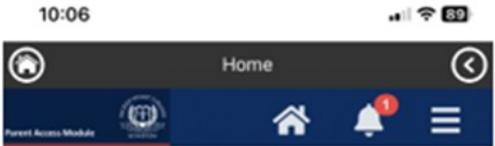
SIMON EVERYWHERE - Accessing Formal Letters *continued*



2. Click on the Student you wish to look at.



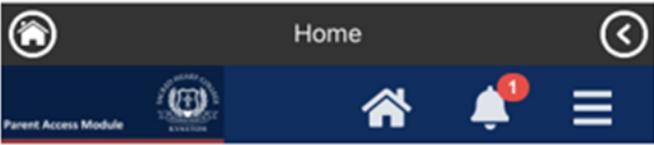
3. Select Profile Menu to open up a drop down list of options



4. Select Letters from the drop down list



5. Select the Letter you wish to view.



Letters

Title	Date
 Overall school attendance warning letter	23rd July 2024