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.

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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:
- a. Parent Notified Absences click here to register an absence
- b. **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
- c. Calendar shows all upcoming events, camps and activities
- d. 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

Home 🔇

Documentation for Families

- 00. Key Dates 202401. Year 7 Communications
- 02. Year 8 Communications
- 03. Year 9 Communications
- 04. Year 10 Communications
- **05. Year 11 Communications**
- 06. Year 12 Communications
- 07. Subject Selection Information
- 08. Senior School Workshop Evening
- D9. Booklists
- 10. College Handbooks
- 11. Policies, Procedures and Form
- 12. Student Devices
- 13. Service Scheme
- 14. Parent Engagement Partnership
- 15. Student Resources
- Strategic Plan 2022-2025



SIMON EVERYWHERE - Accessing Formal Letters continued \odot Home 2. Click on the Student you wish to look at. O Students 10:06 . ? 89 6 Home ۲ \bigcirc 1 3. Select Profile Menu Michael to open up a drop down list of options Show Past Students Profile Menu. 0 Personal Details Student ID Parent Notified Absences Click here to enter. ۲ Home **Daily Messages** 0 Prayer and Gospel An End to Waste Let us pray for an end to the ✓ Profile Menu.... Waste and desecration of God's creation 4. Select Letters from the drop Profile Mr 0 For access to the fruits of creation Personal Details down list To be shared equally among all people Persona And for communities and nations to find sustenance Student Timetable In the fruits of the earth and the water God has given us. Student IC Attendance 7048 Initials Assessment Reports 5. Select the Letter you wish to view. HMM Commendations Surname Marshall Letters Given Lesson Plans Hannah Ma Preferred 6 Home < Learning Tasks Hannah Email Staff Date of Bi (\mathbf{E}) 13/07/2008 Medical Profile Current Sick Passes Year Level Connect Year 10 Hom School Activities Profile Menu... ٥ 10A NAPLAN House Letters Title Overall school attendance warning 23rd July letter 2024