

SchoolBase Guide for Parents and Pupils



What is SchoolBase?

SchoolBase is the portal Stonar uses to share information with our parents and pupils.

Through SchoolBase you can see the school calendar, documents, lesson timetables, attendance, book clubs/wraparound care and much more.

Parents can view information for each of their children at the School.

Pupils in the Senior School can view their own information.

This document is to help familiarise you with SchoolBase and its various icons.

Access SchoolBase

Log in at <https://schoolbase.online/Logon?>

Domain name: stonar

Username and password: An email will be sent to you from the Admissions Department confirming this

Stonar School

stonar

Username

Password

Login

SchoolBase App

You can access some of SchoolBase's features through the SchoolBase App, available for android and iOS devices.

To use the app, take the following steps:

- Download the app on your phone or other device
- Our school code / domain is 7323

Your username and password is the same as for the portal.






Enable push notifications from the app to be immediately informed of new notices added to the portal.





Help






If you have any problems using SchoolBase please contact Yzanne Martin Hallett who will be happy to assist you.
(y.martin.hallett@stonarschool.com)




Guide to SchoolBase's icons and functionality

The table below lists SchoolBase's functions and indicates whether they are available to Prep School Parents, Senior School Pupils and / or Senior School Parents.

Icon	Functionality	Prep School Parent	Senior School Pupil	Senior School Parent
 Change Password	<p>Change the password you use to log in to the Parent Portal</p> <p><i>Input current password (available from Admissions) and select new password</i></p> <p><i>E-mail IT Helpdesk if password forgotten for a reset</i></p>	✓	✓	✓
 Student Information	<p>View and edit pupil details</p> <p><i>Parents confirm consents and edit their children's details: personal and contact information, medical conditions</i></p> <p><i>Changes updated live to the pupil record on the School database</i></p> <p><i>Relevant staff are informed</i></p> <p><i>'Documents' tab allows uploading of documents for Admissions, or any other purpose</i></p>	✓	✓	✓
 Parent/Contact Information	<p>View and edit parent / carer information</p> <p><i>We are required to have a minimum of two emergency numbers</i></p> <p><i>Changes are updated live to the pupil record on the School database</i></p> <p><i>Relevant staff are informed</i></p>	✓	✗	✓
 Attendance	<p>View average attendance for current term and year</p> <p><i>View every instance of absence a child has accrued for the given period</i></p>	✓	✓	✓
 Merits and Concerns	<p>View Merits, Head's Commendations and Academic Concerns</p> <p><i>Information can be filtered by date</i></p>	✓	✓	✓

Icon	Functionality	Prep School Parent	Senior School Pupil	Senior School Parent
 Co-curricular Booking	<p>Book activities for pupils</p> <p><i>Only relevant co-curricular activities are shown</i></p> <p><i>Activities booked show in the 'Real Time Timetable'</i></p> <p><i>Information includes: activity name, staff member in charge, start and finish times, duration and capacity of the group</i></p> <p><i>Join Group: If there are spaces available click the 'Join Group' button to book a place</i></p> <p><i>Leave Group: Leave the activity using the 'Leave Group' button</i></p> <p><i>Clashes: If pupils are already booked on an activity which is happening at the same time as another group, the 'Clash' Button will show and you will not be able to book</i></p> <p><i>Waiting List: Once an activity has reached capacity, pupils can be added to the waiting list (if the school has enabled this option), by using the 'Join Waiting List' button</i></p>	✓	✓	✓
 Parents' Consultations	<p>Book appointments with teaching staff and Tutors</p> <p><i>Used in the Prep School to book slots for Parent Consultations</i></p> <p><i>Mr Cunningham will inform you when bookings are live and will provide instructions on how to use this area</i></p>	✓	✗	✗
 Public Exam Information	<p>View individual external exam entries and timetable</p> <p><i>Parent Portal does not display pupil exam results as this would be a breach of data protection. Results can be found on the Pupil Portal</i></p>	✗	✓	✓
 Calendar	<p>View activities and events associated with your area of the school as well as a general overview of events</p> <p><i>Click on an event for more information (e.g. start and end time)</i></p> <p><i>View by day / week / month (top left)</i></p> <p><i>Go to a specific date or event (top right)</i></p> <p><i>Import the calendar into your personal calendar using these links:</i></p> <p>Prep School Senior School Both Schools</p>	✓	✓	✓

Icon	Functionality	Prep School Parent	Senior School Pupil	Senior School Parent
 <p>Letters and Documents</p>	<p>View Documents / Reports published to you</p> <p><i>Includes Stonar / Prep Matters, academic reports, trip letters and other important documents</i></p> <p><i>By default, it shows only documents published in the current academic year but this can be changed using the filters on the left-hand side</i></p> <p><i>Search for specific documents by type, keyword and for parents, which child it is associated with</i></p> <p><i>Unread documents are displayed first with the newest at the top. Previously opened documents are shown next, again in reverse chronological order</i></p> <p><i>Clicking on the entry for a document expands that item to show more details and allow you to download the file for viewing and / or saving</i></p>	✓	✓	✓
 <p>Noticeboard</p>	<p>Announcements: e.g. new documents added to the portal / trip return times / emergency school closures etc.</p> <p><i>Enable notifications on the app to receive alerts when new announcements are made</i></p>	✓	✓	✓
 <p>Lesson Timetable</p>	<p>View real-time individual pupil timetables</p> <p><i>Parents can view the timetable for each of their children</i></p> <p><i>Current day / time is highlighted</i></p> <p><i>Shows the time, subject, room and teacher for each lesson</i></p> <p><i>Co-curricular information is also provided on the 'Real Time Timetable'</i></p>	✓	✓	✓
 <p>Homework Timetable</p>	<p>View homework subjects scheduled for each day</p> <p><i>Homework is set through Satchel:one, log on details are</i></p>	✓	✓	✓
 <p>Library Information</p>	<p>View books currently on loan, overdue books and loan history</p>	✓	✓	✓

Icon	Functionality	Prep School Parent	Senior School Pupil	Senior School Parent
 Library Catalogue	<p>View library catalogue and reserve books</p> <p><i>The Learning Resources Manager will provide further information in school</i></p> <p><i>Also have a 'New Books in the Library' and 'Library Suggested Reading' gadget on their portal</i></p>	X	✓	X
	<p>Share images from around the school</p> <p><i>The School also shares images on Twitter and Facebook</i></p>	✓	✓	✓
<p>Links from the portal to websites used at Stonar</p> 	<p>To support learning at Stonar School we use the following sites</p> <p><i>Where log in details are required, these will be provided by relevant teaching staff</i></p>	✓	✓	✓

Our Pupil and Parent Portals are developing all the time. When new areas are added we will inform you and provide instructions on how to use them.