

Evidence Plan

How to fill in and submit your Reading Schools evidence plan.

- Go to the [Reading Schools website](#)
- Click on the 'Log in' link in the top right corner of the screen



The screenshot shows the top navigation bar of the Reading Schools website. It includes the Scottish Book Trust logo, the Reading Schools logo, and a menu with links for 'About', 'Articles', 'Resources', and 'Contact us'. The 'Log in' and 'Sign up' buttons are highlighted with red circles. The main content area features a large heading: 'Helping schools build and sustain a reading culture'. Below this is a sub-heading: 'An accreditation programme for schools that are committed to building a culture of reading for their learners and communities. It is brought to you by Scottish Book Trust.' At the bottom of this section are two buttons: 'Sign up →' and 'How it works →'. To the right of the text is a photograph of two young boys in school uniforms looking at a book together, set against a background of overlapping green and orange geometric shapes.

- Fill in your Email address and password, then click on the Log in button at the bottom left of the page

Log in

If this is your first time using the Reading Schools website, please [sign up](#) for an account.

The screenshot shows a login form with the following elements: an email input field containing 'helen.symington@scottishbooktrust.com', a password input field with masked characters, a 'Remember me' checkbox, a 'Log in' button circled in red, and links for 'Sign up', 'Forgot your password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'. Two red arrows point to the email and password fields.

- Click on 'View' to see your school application

Welcome Helen Symington

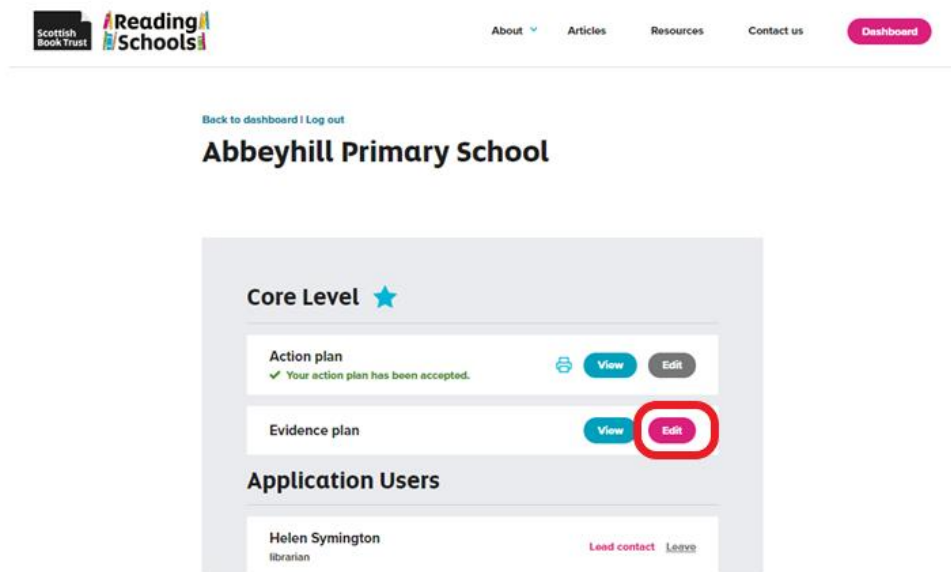
Your dashboard is where you can start a new Reading Schools application or access any previous applications.

You can be a contact and work on more than one school's Reading School application at the same time.

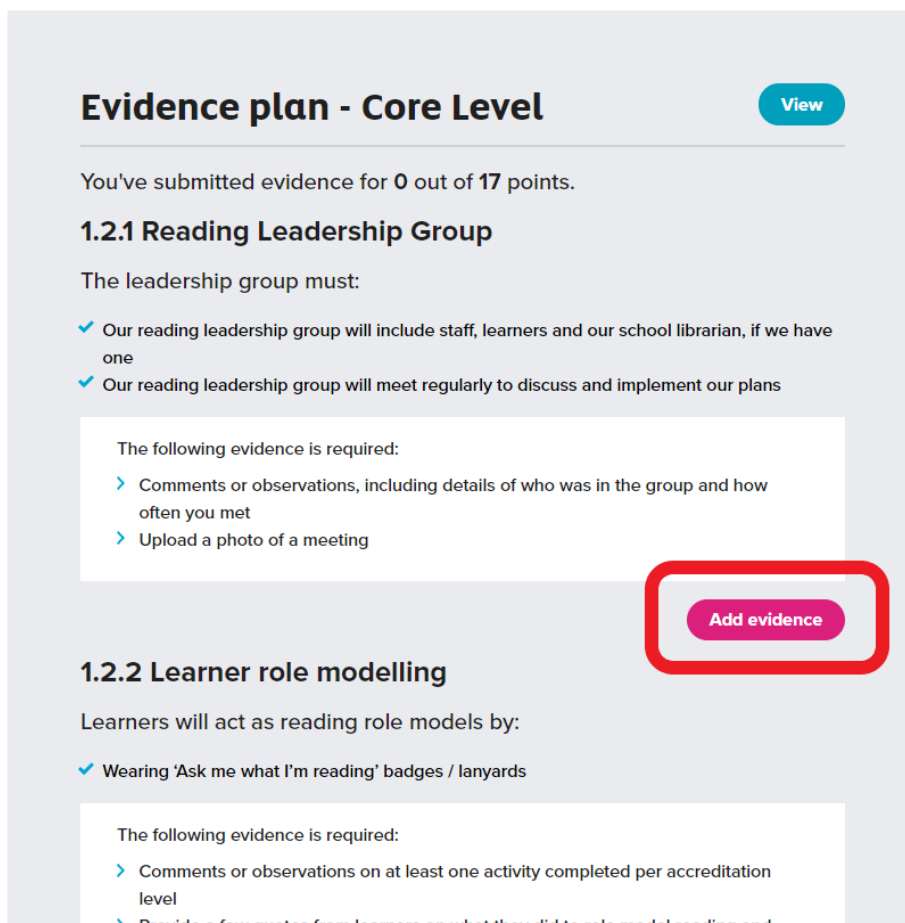
If you have saved or submitted an application for a Reading School, you will find this in the 'Your applications' section.

The dashboard shows a 'Signed in successfully.' message, a 'Your applications' section with a card for 'Abbeyhill Primary School' (Core Level, last updated 27/09/21) and a 'View' button circled in red, and a 'New application +' button at the bottom.

- Click 'Edit' beside your Evidence plan



- You fill in evidence for each section of the framework by clicking on 'Add evidence'



Evidence can include comments, observations and links, quotes, photos, documents or videos. Click on 'Add . . .' for each section to add evidence. We recommend that you include quotes from pupils and teachers and photos where possible