

# First time logging into Reading Schools

## How to log in to the Reading Schools website.

- 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. On the left is the Scottish Book Trust logo. In the center are links for 'About', 'Articles', 'Resources', and 'Contact us'. On the right are 'Log in' and 'Sign up' buttons, with 'Log in' circled in red. Below the navigation is a hero section with the heading 'Helping schools build and sustain a reading culture' and 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.' There are two buttons: 'Sign up' and 'How it works'. To the right is a photograph of two children reading a book together, set against a background of overlapping geometric shapes in orange and green.

Scottish Book Trust

Reading Schools

About Articles Resources Contact us

Log in Sign up

## Helping schools build and sustain a reading culture

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.

Sign up → How it works →

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

Scottish Book Trust Reading Schools

About Articles Resources Contact us Log in Sign up

## Log in

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

Email  
helen.symington@scottishbooktrust.com

Password  
.....

Remember me

[Log in](#)

[Sign up](#)  
[Forgot your password?](#)  
[Didn't receive confirmation instructions?](#)  
[Didn't receive unlock instructions?](#)

You will be taken to your Dashboard. Click on 'New application' button beneath 'Your applications'

Scottish Book Trust Reading Schools

About Articles Resources Contact us Dashboard

[Edit details](#) | [Log out](#)

## Dashboard

### 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.

### Your applications

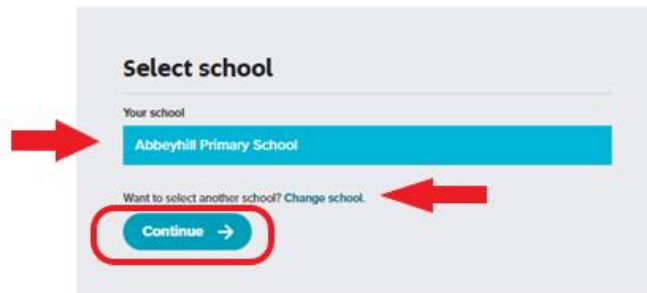
[New application +](#)

- The school you selected when signing up will be highlighted as 'Your school'. Click on the 'Continue' button found below this.

Note; If your school is incorrect or if you wish to sign up for more than one school, please see the How to guide for how to 'Change school'.

[Back to dashboard](#) / [Log out](#)

## New application



**Select school**

Your school

Abbeyhill Primary School

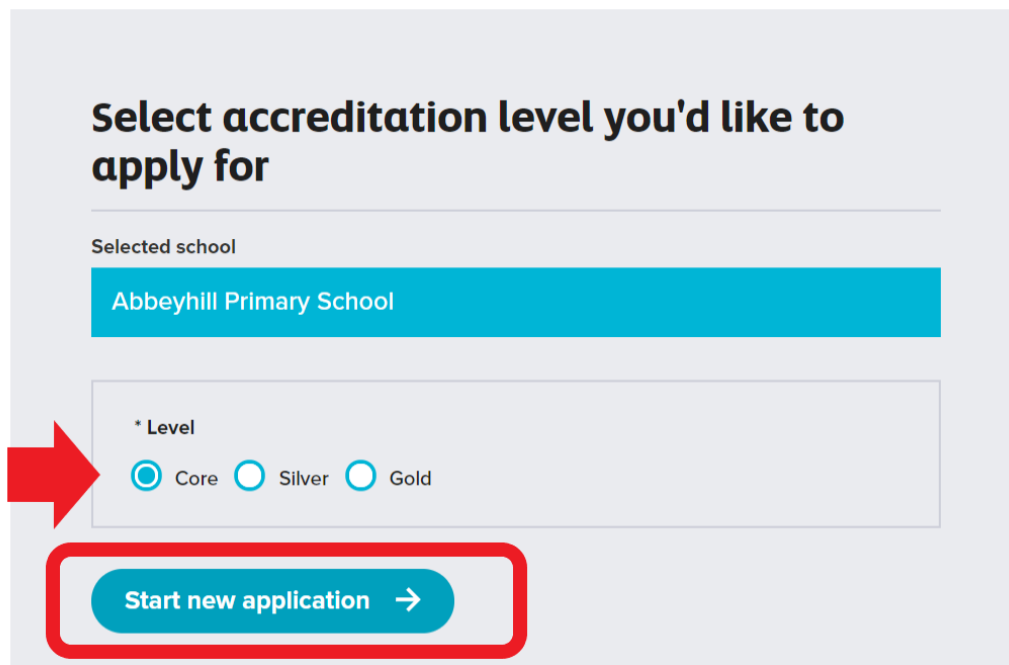
Want to select another school? [Change school.](#)

[Continue →](#)

This screenshot shows a form titled 'Select school'. It has a text input field containing 'Abbeyhill Primary School'. Below the field is a link that says 'Want to select another school? Change school.' At the bottom of the form is a blue button with the text 'Continue →'. Red arrows point to the school name and the 'Change school' link. A red circle highlights the 'Continue' button.

Select which level of accreditation you wish to apply for (Core, Silver or Gold) and click on 'Start new application' button

## New application



**Select accreditation level you'd like to apply for**

Selected school

Abbeyhill Primary School

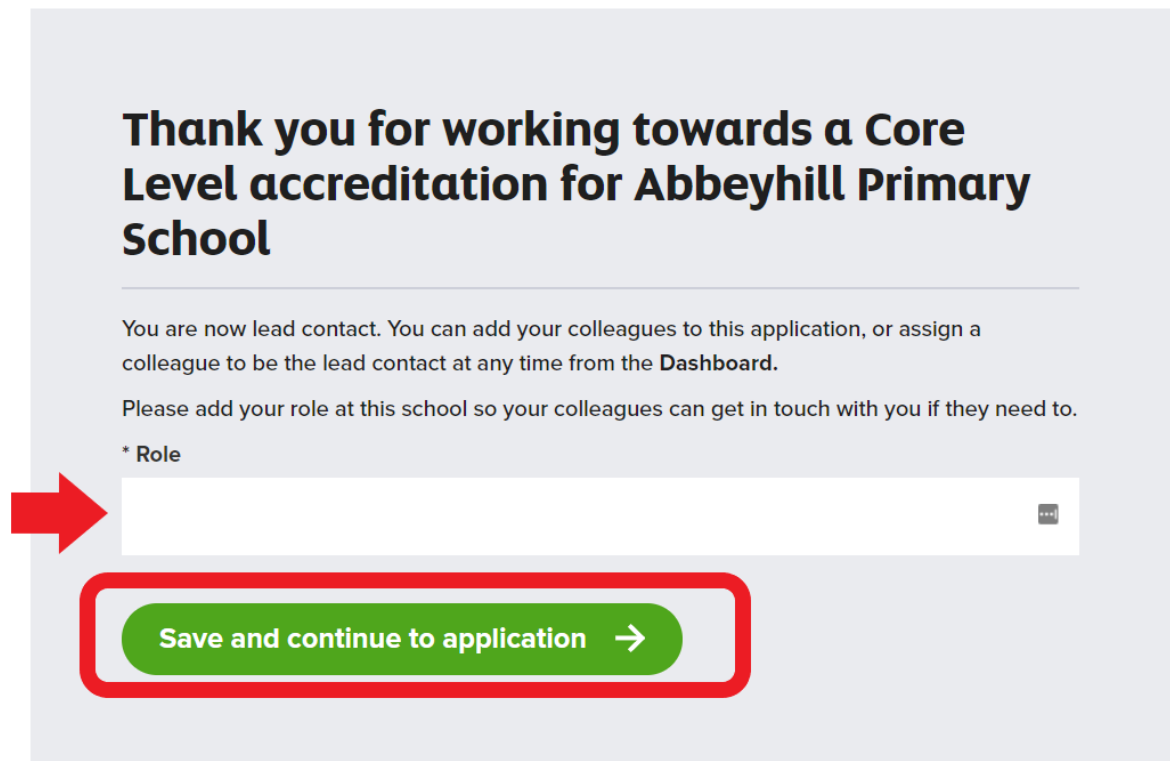
\* Level

Core  Silver  Gold

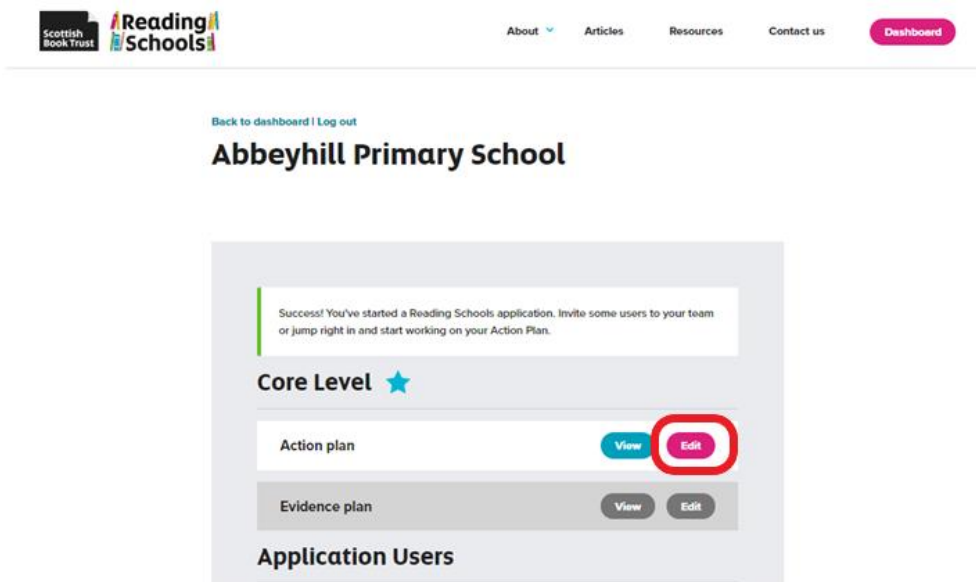
[Start new application →](#)

This screenshot shows a form titled 'Select accreditation level you'd like to apply for'. It displays 'Selected school' as 'Abbeyhill Primary School'. Below this is a section for '\* Level' with three radio button options: 'Core', 'Silver', and 'Gold'. The 'Core' option is selected. At the bottom of the form is a blue button with the text 'Start new application →'. A red arrow points to the 'Core' radio button, and a red circle highlights the 'Start new application' button.

- Choose your role within your school and click on ‘Save and continue to application’ button



- You can now start your action plan. Click on ‘Edit’ beside Action Plan.



- Work through your Action plan by clicking the appropriate boxes for your school's action plan. Please note that some actions are mandatory and some ask for a

maximum of 3 actions to be selected.

**Edit Action plan - Core Level** [View](#)

**1.2 Leadership of Learning** 1.3 1.5 2.2 2.3 2.5 3.2

### 1.2.1 Reading Leadership Group

We expect Reading Schools to form a reading leadership group who input into your action plan and meet regularly to discuss progress and ideas.

**The leadership group must:**

Please confirm that you will complete both of these mandatory actions

- Our reading leadership group will include staff, learners and our school librarian, if we have one
- Our reading leadership group will meet regularly to discuss and implement our plans

[Add another +](#)

### 1.2.2 Learner role modelling

- You can add your own actions. Click on 'Add another'

**Edit Action plan - Core Level** [View](#)

**1.2 Leadership of Learning** 1.3 1.5 2.2 2.3 2.5 3.2

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[Add another +](#)

### 1.2.2 Learner role modelling

- Add your planned action into the free text box that appears.

**Edit Action plan - Core Level** [View](#)

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- 

- You can navigate between the action plan sections by clicking on the 'next' button at the bottom of the screen

### 1.2.5 Staff knowledge of contemporary children's literature

We expect Reading Schools to support staff to develop their knowledge and awareness around contemporary children's literature.

**We will make staff aware of contemporary children's literature by:**

Please confirm that you will complete this mandatory action

- \* Sharing new book lists and other appropriate resources

[Next →](#) [Add another +](#)

- Or by clicking on the framework sections along the top of the page

## Edit Action plan - Core Level View

1.2 Leadership of Learning 1.3 1.5 2.2 2.3 2.5 3.2

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### 1.2.2 Learner role modelling

We expect Reading Schools to show how learners visibly promote reading and recommend books to one another.

- Once you have filled in each section of your action plan, click on 'Submit Action Plan' at the bottom of the page

Reading Schools

Home - Action - Review - Content - **Submit**

Back to application | Log out

## Abbeyhill Primary School

Welcome to your Action Plan.

Each criteria will be marked with a green tick when you have successfully met the requirements. Some criteria require all mandatory actions to be checked whereas others only require a maximum of 3 to be checked.

Once you have fulfilled each criteria, you can submit your plan for review. Any changes to the Action Plan are automatically saved.

### Edit Action plan - Core Level

1.0 1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 2.0 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 3.0 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 4.0 4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9 5.0 5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.8 5.9 6.0 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8 6.9 7.0 7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9 8.0 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8 8.9 9.0 9.1 9.2 9.3 9.4 9.5 9.6 9.7 9.8 9.9 10.0 10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.8 10.9 11.0 11.1 11.2 11.3 11.4 11.5 11.6 11.7 11.8 11.9 12.0 12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8 12.9 13.0 13.1 13.2 13.3 13.4 13.5 13.6 13.7 13.8 13.9 14.0 14.1 14.2 14.3 14.4 14.5 14.6 14.7 14.8 14.9 15.0 15.1 15.2 15.3 15.4 15.5 15.6 15.7 15.8 15.9 16.0 16.1 16.2 16.3 16.4 16.5 16.6 16.7 16.8 16.9 17.0 17.1 17.2 17.3 17.4 17.5 17.6 17.7 17.8 17.9 18.0 18.1 18.2 18.3 18.4 18.5 18.6 18.7 18.8 18.9 19.0 19.1 19.2 19.3 19.4 19.5 19.6 19.7 19.8 19.9 20.0 20.1 20.2 20.3 20.4 20.5 20.6 20.7 20.8 20.9 21.0 21.1 21.2 21.3 21.4 21.5 21.6 21.7 21.8 21.9 22.0 22.1 22.2 22.3 22.4 22.5 22.6 22.7 22.8 22.9 23.0 23.1 23.2 23.3 23.4 23.5 23.6 23.7 23.8 23.9 24.0 24.1 24.2 24.3 24.4 24.5 24.6 24.7 24.8 24.9 25.0 25.1 25.2 25.3 25.4 25.5 25.6 25.7 25.8 25.9 26.0 26.1 26.2 26.3 26.4 26.5 26.6 26.7 26.8 26.9 27.0 27.1 27.2 27.3 27.4 27.5 27.6 27.7 27.8 27.9 28.0 28.1 28.2 28.3 28.4 28.5 28.6 28.7 28.8 28.9 29.0 29.1 29.2 29.3 29.4 29.5 29.6 29.7 29.8 29.9 30.0 30.1 30.2 30.3 30.4 30.5 30.6 30.7 30.8 30.9 31.0 31.1 31.2 31.3 31.4 31.5 31.6 31.7 31.8 31.9 32.0 32.1 32.2 32.3 32.4 32.5 32.6 32.7 32.8 32.9 33.0 33.1 33.2 33.3 33.4 33.5 33.6 33.7 33.8 33.9 34.0 34.1 34.2 34.3 34.4 34.5 34.6 34.7 34.8 34.9 35.0 35.1 35.2 35.3 35.4 35.5 35.6 35.7 35.8 35.9 36.0 36.1 36.2 36.3 36.4 36.5 36.6 36.7 36.8 36.9 37.0 37.1 37.2 37.3 37.4 37.5 37.6 37.7 37.8 37.9 38.0 38.1 38.2 38.3 38.4 38.5 38.6 38.7 38.8 38.9 39.0 39.1 39.2 39.3 39.4 39.5 39.6 39.7 39.8 39.9 40.0 40.1 40.2 40.3 40.4 40.5 40.6 40.7 40.8 40.9 41.0 41.1 41.2 41.3 41.4 41.5 41.6 41.7 41.8 41.9 42.0 42.1 42.2 42.3 42.4 42.5 42.6 42.7 42.8 42.9 43.0 43.1 43.2 43.3 43.4 43.5 43.6 43.7 43.8 43.9 44.0 44.1 44.2 44.3 44.4 44.5 44.6 44.7 44.8 44.9 45.0 45.1 45.2 45.3 45.4 45.5 45.6 45.7 45.8 45.9 46.0 46.1 46.2 46.3 46.4 46.5 46.6 46.7 46.8 46.9 47.0 47.1 47.2 47.3 47.4 47.5 47.6 47.7 47.8 47.9 48.0 48.1 48.2 48.3 48.4 48.5 48.6 48.7 48.8 48.9 49.0 49.1 49.2 49.3 49.4 49.5 49.6 49.7 49.8 49.9 50.0 50.1 50.2 50.3 50.4 50.5 50.6 50.7 50.8 50.9 51.0 51.1 51.2 51.3 51.4 51.5 51.6 51.7 51.8 51.9 52.0 52.1 52.2 52.3 52.4 52.5 52.6 52.7 52.8 52.9 53.0 53.1 53.2 53.3 53.4 53.5 53.6 53.7 53.8 53.9 54.0 54.1 54.2 54.3 54.4 54.5 54.6 54.7 54.8 54.9 55.0 55.1 55.2 55.3 55.4 55.5 55.6 55.7 55.8 55.9 56.0 56.1 56.2 56.3 56.4 56.5 56.6 56.7 56.8 56.9 57.0 57.1 57.2 57.3 57.4 57.5 57.6 57.7 57.8 57.9 58.0 58.1 58.2 58.3 58.4 58.5 58.6 58.7 58.8 58.9 59.0 59.1 59.2 59.3 59.4 59.5 59.6 59.7 59.8 59.9 60.0 60.1 60.2 60.3 60.4 60.5 60.6 60.7 60.8 60.9 61.0 61.1 61.2 61.3 61.4 61.5 61.6 61.7 61.8 61.9 62.0 62.1 62.2 62.3 62.4 62.5 62.6 62.7 62.8 62.9 63.0 63.1 63.2 63.3 63.4 63.5 63.6 63.7 63.8 63.9 64.0 64.1 64.2 64.3 64.4 64.5 64.6 64.7 64.8 64.9 65.0 65.1 65.2 65.3 65.4 65.5 65.6 65.7 65.8 65.9 66.0 66.1 66.2 66.3 66.4 66.5 66.6 66.7 66.8 66.9 67.0 67.1 67.2 67.3 67.4 67.5 67.6 67.7 67.8 67.9 68.0 68.1 68.2 68.3 68.4 68.5 68.6 68.7 68.8 68.9 69.0 69.1 69.2 69.3 69.4 69.5 69.6 69.7 69.8 69.9 70.0 70.1 70.2 70.3 70.4 70.5 70.6 70.7 70.8 70.9 71.0 71.1 71.2 71.3 71.4 71.5 71.6 71.7 71.8 71.9 72.0 72.1 72.2 72.3 72.4 72.5 72.6 72.7 72.8 72.9 73.0 73.1 73.2 73.3 73.4 73.5 73.6 73.7 73.8 73.9 74.0 74.1 74.2 74.3 74.4 74.5 74.6 74.7 74.8 74.9 75.0 75.1 75.2 75.3 75.4 75.5 75.6 75.7 75.8 75.9 76.0 76.1 76.2 76.3 76.4 76.5 76.6 76.7 76.8 76.9 77.0 77.1 77.2 77.3 77.4 77.5 77.6 77.7 77.8 77.9 78.0 78.1 78.2 78.3 78.4 78.5 78.6 78.7 78.8 78.9 79.0 79.1 79.2 79.3 79.4 79.5 79.6 79.7 79.8 79.9 80.0 80.1 80.2 80.3 80.4 80.5 80.6 80.7 80.8 80.9 81.0 81.1 81.2 81.3 81.4 81.5 81.6 81.7 81.8 81.9 82.0 82.1 82.2 82.3 82.4 82.5 82.6 82.7 82.8 82.9 83.0 83.1 83.2 83.3 83.4 83.5 83.6 83.7 83.8 83.9 84.0 84.1 84.2 84.3 84.4 84.5 84.6 84.7 84.8 84.9 85.0 85.1 85.2 85.3 85.4 85.5 85.6 85.7 85.8 85.9 86.0 86.1 86.2 86.3 86.4 86.5 86.6 86.7 86.8 86.9 87.0 87.1 87.2 87.3 87.4 87.5 87.6 87.7 87.8 87.9 88.0 88.1 88.2 88.3 88.4 88.5 88.6 88.7 88.8 88.9 89.0 89.1 89.2 89.3 89.4 89.5 89.6 89.7 89.8 89.9 90.0 90.1 90.2 90.3 90.4 90.5 90.6 90.7 90.8 90.9 91.0 91.1 91.2 91.3 91.4 91.5 91.6 91.7 91.8 91.9 92.0 92.1 92.2 92.3 92.4 92.5 92.6 92.7 92.8 92.9 93.0 93.1 93.2 93.3 93.4 93.5 93.6 93.7 93.8 93.9 94.0 94.1 94.2 94.3 94.4 94.5 94.6 94.7 94.8 94.9 95.0 95.1 95.2 95.3 95.4 95.5 95.6 95.7 95.8 95.9 96.0 96.1 96.2 96.3 96.4 96.5 96.6 96.7 96.8 96.9 97.0 97.1 97.2 97.3 97.4 97.5 97.6 97.7 97.8 97.9 98.0 98.1 98.2 98.3 98.4 98.5 98.6 98.7 98.8 98.9 99.0 99.1 99.2 99.3 99.4 99.5 99.6 99.7 99.8 99.9 100.0

#### 3.2.1 Rewarding progress and recognising personal achievements

We expect Reading Schools to recognise and celebrate the reading achievements of all learners.

**We will reward the progress of individual learners by:**

Please select a maximum of three of the below actions.

- Promoting excellence
- Awarding staff/prize such as book awards, stickers etc.
- Awarding prizes through the school's included rewards system
- Having class / school awards to recognise effort, eg 'reader of the week' or 'reader who has made the most recommendations' etc.

**3.2.2 Monitoring progress**

We expect Reading Schools to use meaningful data to guide their own and track progress.

**We will track our progress by:**

Please confirm that you will complete the four mandatory actions.

- Using the Reading Schools online surveys to assess and monitor the most 'effective', engagement and confidence within reading for pleasure
- Monitoring the impact of your Reading Schools programme to help inform school to plan reading and activities
- Taking part in Reading Stock Take evaluation, which will be used to plan more your evaluation for future evaluation

**Submit your Action Plan**

Are you ready to submit your Action Plan?

**Submit Action Plan**



- You have successfully submitted your action plan

The screenshot shows the Reading Schools dashboard for Abbeyhill Primary School. At the top left is the logo for Scottish Book Trust and Reading Schools. The navigation menu includes 'About', 'Articles', 'Resources', 'Contact us', and a pink 'Dashboard' button. Below the navigation, there are links for 'Back to dashboard' and 'Log out'. The main heading is 'Abbeyhill Primary School'. A red rounded rectangle highlights a green message box that says 'Successfully submitted your Action Plan.' Below this, the 'Core Level' section is marked with a blue star. It contains three cards: 'Action plan' (with 'View' and 'Edit' buttons), 'Evidence plan' (with 'View' and 'Edit' buttons), and 'Application Users' (listing Helen Symington, Librarian, with 'Lead contact' and 'Leave' links).

- If you receive an error message, check back through your plan for any sections you may have missed

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