



Action Plan

How to fill in and submit your action plan on the Reading Schools website

Resource created by Scottish Book Trust

[scottishbooktrust.com](https://www.scottishbooktrust.com)



Scottish Book Trust is a registered company (SC184248) and a Scottish charity (SC027669).

Scottish Book Trust
inspiring readers and writers

Reading Schools

About this resource

A step by step guide to filling in, submitting and downloading your Action Plan on the Reading Schools website.

How to fill in and submit your Action Plan on the Reading Schools website.

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



- 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.

A screenshot of the Reading Schools login form. It features two input fields: 'Email' with the value 'helen.symington@scottishbooktrust.com' and 'Password' with a masked password. Below the fields is a checkbox for 'Remember me'. A red circle highlights the 'Log in' button. To the right of the form are 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.

Signed in successfully.

Your applications

Abbeyhill Primary School
Core Level ★
Last updated: 27/09/21

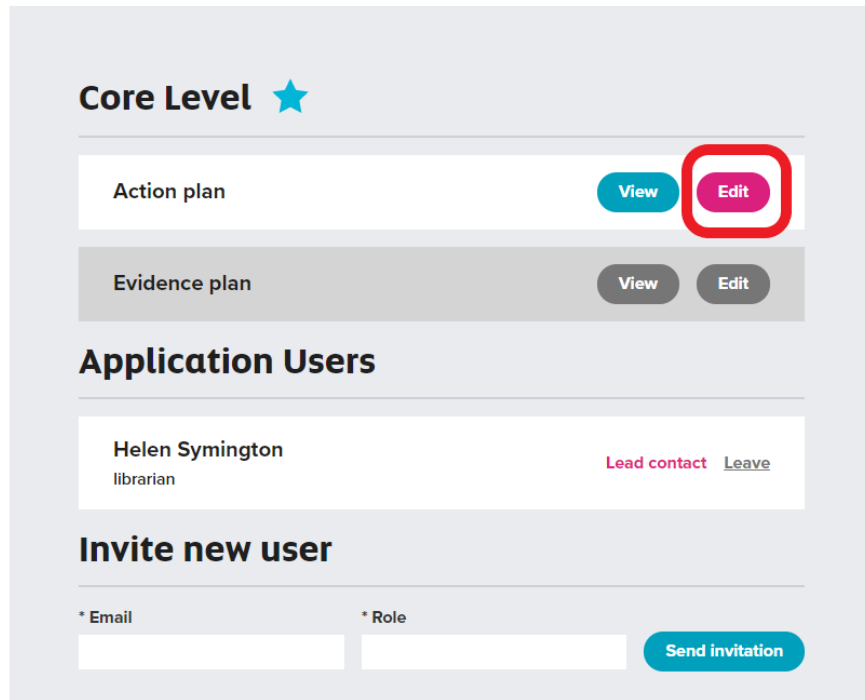
[View](#)

[New application +](#)

- Click on 'Edit' beside your Action plan

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

Abbeyhill Primary School



Core Level ★

Action plan [View](#) [Edit](#)

Evidence plan [View](#) [Edit](#)

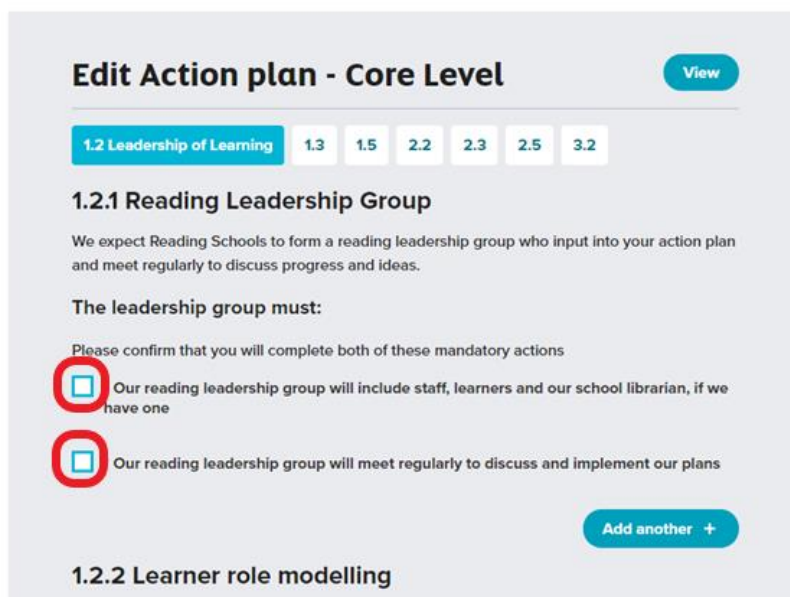
Application Users

Helen Symington
librarian [Lead contact](#) [Leave](#)

Invite new user

* Email * Role [Send invitation](#)

- 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

1.2.1 Reading Leadership Group

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The leadership group must:

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* 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

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

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

- 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

[Add another +](#)

[Next →](#)

- 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](#)

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

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

The screenshot shows the 'Abbeyhill Primary School' page on the Reading Schools website. The page is titled 'Edit Action plan - Core Level' and contains two sections: '3.2.1 Forwarding progress and recognising personal achievements' and '3.2.2 Monitoring progress'. Each section has a list of actions to be completed, with checkboxes next to them. At the bottom of the page, there is a 'Submit your Action Plan' button, which is highlighted with a red circle. The page also features a 'Back to application Log out' link at the top left and a 'Submit' button at the top right.

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

3.2 Forwarding 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 small prizes such as bookmarks, stickers etc.
- Awarding prizes through the school's individual rewards system
- Having class / school events to recognise effort, eg. 'reader of the month' or 'reader who has made the most recommendations' etc.

3.2.2 Monitoring progress

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

We will track our progress by:

Please confirm that you will comply to three from monitoring actions.

- Using the Reading Schools online coverage to assess and monitor learners' interests, engagement and confidence within reading for pleasure
- Monitoring the impact of your Reading Schools programme to help inform school to plan setting and activities
- Taking part in Reading Trust Zone activities, which will be used to give your programme feedback

Submit your Action Plan

Are you ready to submit your Action Plan?

Submit Action Plan

- You have successfully submitted your action plan

Scottish Book Trust Reading Schools

About Articles Resources Contact us Dashboard

Back to dashboard | Log out

Abbeyhill Primary School

Successfully submitted your Action Plan.

Core Level ★

Action plan [View](#) [Edit](#)
Your action plan is under review.

Evidence plan [View](#) [Edit](#)

Application Users

Helen Symington [Lead contact](#) [Leave](#)
Librarian

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

Scottish Book Trust Reading Schools

About Articles Resources Contact us Dashboard

Back to application | Log out

Abbeyhill Primary School

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

Please check your Action Plan for errors

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

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

1.3.1 Whole-school action plan

- Those sections that need your attention will be highlighted in red

Please check your Action Plan for errors

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:

A minimum of 2 criteria from these criteria must be selected
Please confirm that you will complete both of these mandatory actions

This criteria is required and must be selected

* Our reading leadership group will include staff, learners and our school librarian, if we have one


This criteria is required and must be selected

* Our reading leadership group will meet regularly to discuss and implement our plans

1.2.2 Learner role modelling

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

- Once your action plan has been submitted successfully, it will be reviewed by Reading Schools' staff. You will receive an email confirming your submission

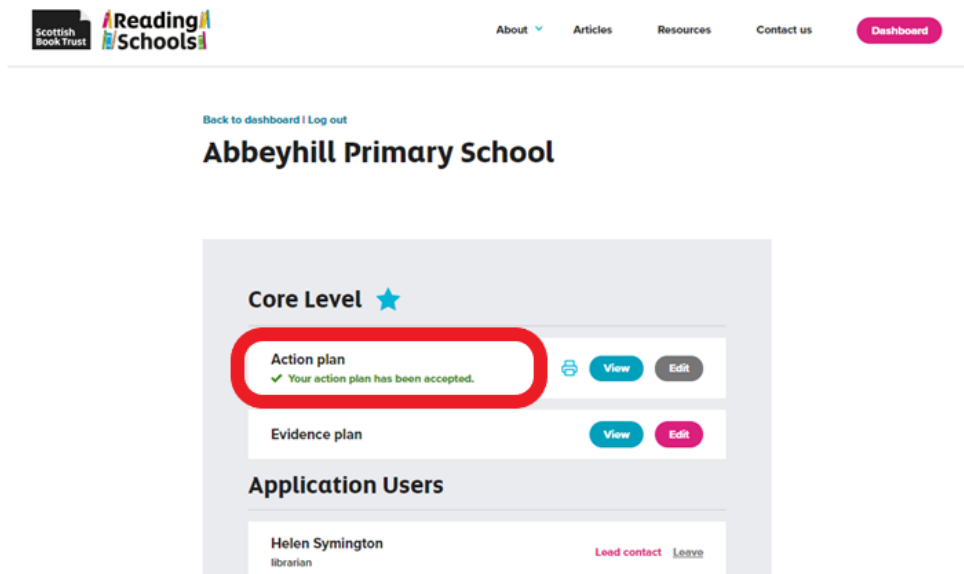
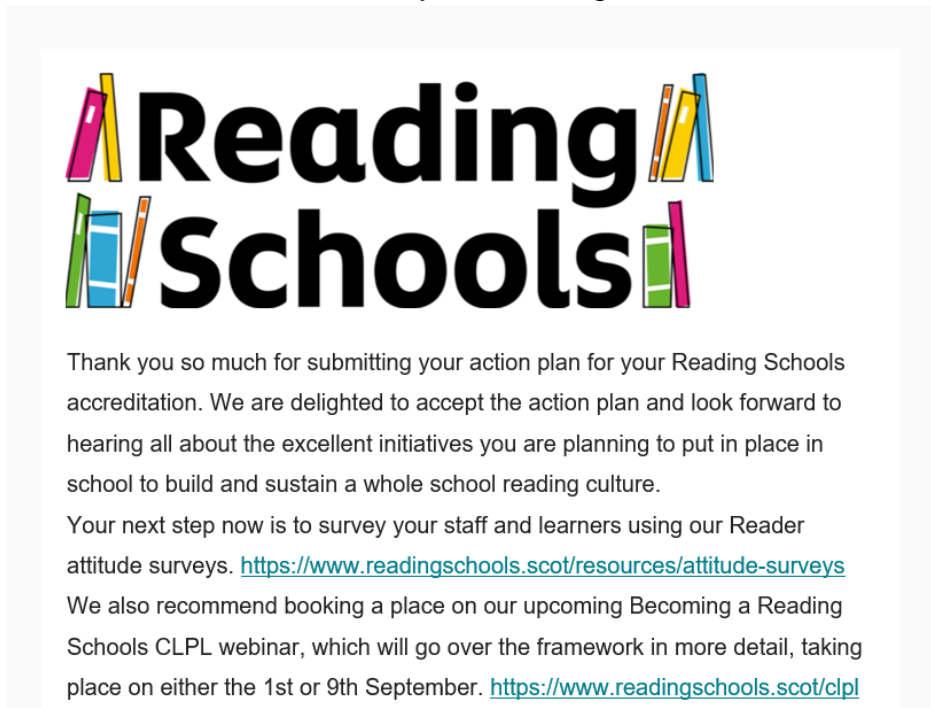


Thank you for submitting your Action Plan

We will let you know once it's been reviewed. This can take up to 14 working days, so don't worry if you don't hear from us before then.

[View your dashboard](#)

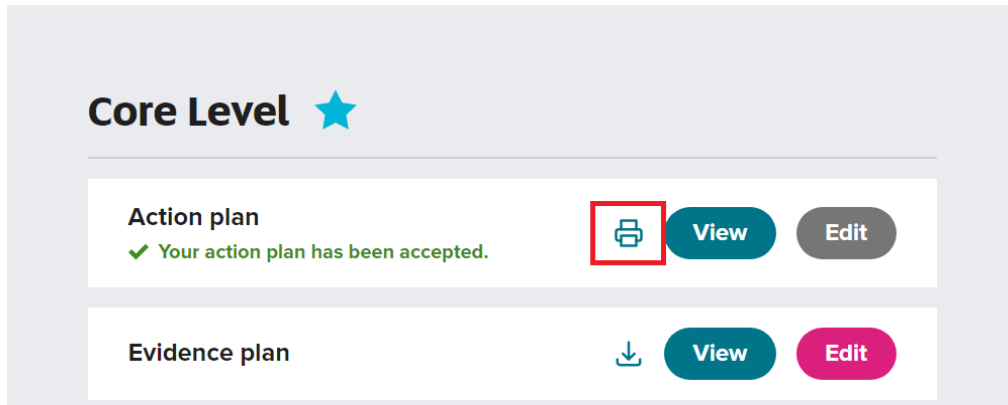
- You will be notified by email when your action plan has been accepted and there will be a notification on your Reading Schools Dashboard



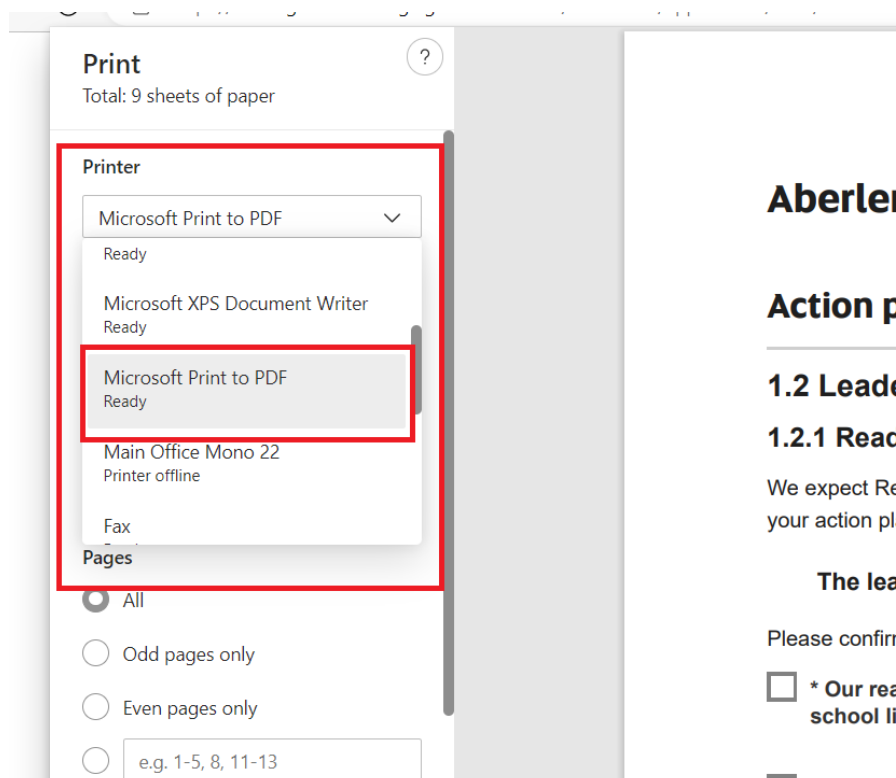
- You can now start submitting evidence into your evidence plan.

Downloading and sharing your Action Plan as a PDF document

- Next to your action plan, on your dashboard, there will be a small printer icon:



- Clicking this icon will give you your printer options. From here you can scroll through your list of available printers, until you reach the option 'Microsoft Print to PDF' – this might look a little different on your computer, or may simply say 'Print to PDF':



- Press the print button, as if to print your document, but instead it will generate a PDF file of your action plan, giving you the option to save it to your computer.
- You can now email/share your Action Plan document with colleagues.