Action Plan

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

Resource created by Scottish Book Trust

scottishbooktrust.com

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

![Login page](image_url)
• 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

New application +
• Click on ‘Edit’ beside your 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.
• You can add your own actions. Click on ‘Add another’

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

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

Edit Action plan - Core Level

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.
• You have successfully submitted your action plan

• If you receive an error message, check back through your plan for any sections you may have missed
• Those sections that need your attention will be highlighted in red

• 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.

Thank you so much for submitting your action plan for your Reading Schools accreditation. We are delighted to accept the action plan and look forward to hearing all about the excellent initiatives you are planning to put in place in school to build and sustain a whole school reading culture.

Your next step now is to survey your staff and learners using our Reader attitude surveys. [https://www.readingschools.scot/resources/attitude-surveys](https://www.readingschools.scot/resources/attitude-surveys)

We also recommend booking a place on our upcoming Becoming a Reading Schools CLPL webinar, which will go over the framework in more detail, taking place on either the 1st or 9th September. [https://www.readingschools.scot/clpl](https://www.readingschools.scot/clpl)

• 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.