

Action Plan

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



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 green and orange shapes.

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

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?

- 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

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

- 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

Reading Schools

Home | Action | Resources | Contact us | **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

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.

- Providing certificates
- Awarding small prizes such as book tokens, stickers etc.
- Awarding points 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.

[Add another](#)

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 following mandatory actions.

- Using the Reading Schools online surveys to assess and monitor the level of interest, 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

[Add another](#)

[Previous](#)

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 Scottish Book Trust logo and the Reading Schools logo. 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

The screenshot shows the Reading Schools dashboard for Abbeyhill Primary School. At the top left is the Scottish Book Trust logo and the Reading Schools logo. The navigation menu includes 'About', 'Articles', 'Resources', 'Contact us', and a pink 'Dashboard' button. Below the navigation, there are links for 'Back to application' and 'Log out'. The main heading is 'Abbeyhill Primary School'. A message says 'Welcome to your Action Plan.' followed by instructions: '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.' A red rounded rectangle highlights a message box that says 'Please check your Action Plan for errors'. Below this, the 'Edit Action plan - Core Level' section is shown with a 'View' button. A horizontal menu contains tabs for '1.2', '1.3 Leadership of change' (which is highlighted in blue), '1.5', '2.2', '2.3', '2.5', and '3.2'. Below the tabs, the text '1.3.1 Whole-school action plan' is visible.

- 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](#)

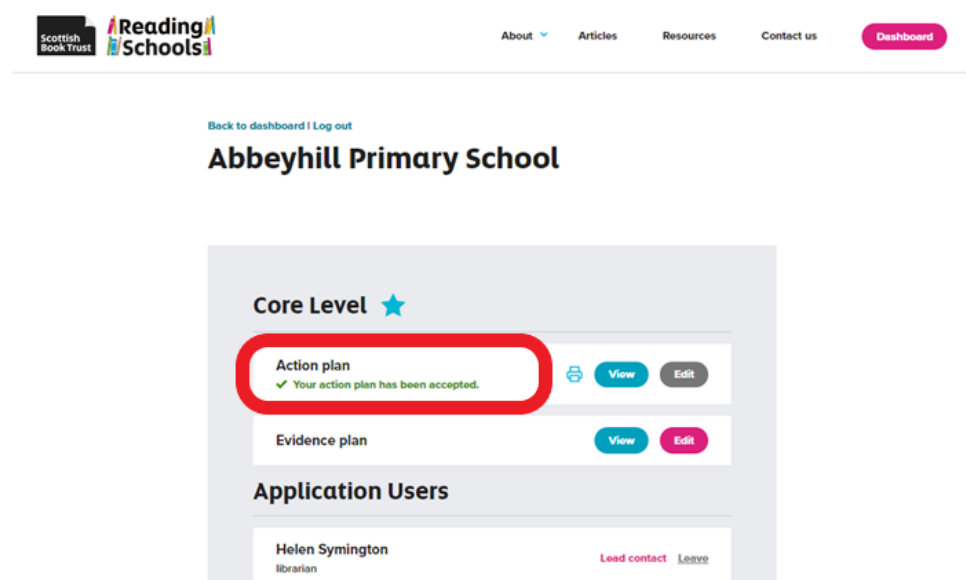
- You will be notified by email when your action plan has been accepted and there will be a notification on your Reading Schools Dashboard



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>

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>



Scottish Book Trust Reading Schools

About Articles Resources Contact us Dashboard

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

Abbeyhill Primary School

Core Level ★

Action plan
✓ Your action plan has been accepted. [View](#) [Edit](#)

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

Application Users

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

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