



**A guide to getting  
the most out of**



**LoveReading**

4 SCHOOLS **SHARING BOOK LOVE**

***Encourage more  
children to read  
for pleasure***

## **Introduction**

LoveReading4Schools is here to support teachers, school librarians and parents by reviewing and recommending great books, right across the subject range. Our overall mission is to promote reading for pleasure with quality texts that are perfectly pitched for the age group and the curriculum. We tend to avoid blockbusters, classic or set texts, known to everyone, so that we can include poetry, stunning information texts and inspirational books in which all children and young people can find themselves reflected.

We all know that trying to find books that engage, excite and resonate with children, is a real challenge. You want books that encourage them to put the screens down, cuddle up with a great book, lose themselves, fly through and savour every word. Literacy skills are crucial for learning across all subjects and it's critical for children to read well to make their way in the modern world. So we are here to support schools, teachers, school librarians and parents to encourage our children, our future generation to read more, to find THAT book that will inspire them to read more, and again and again.

## **Contents**

<a href="#">Our Site Features</a> .....	4
<a href="#">The Sign Up Process</a> .....	5
<a href="#">Creating Reading Lists</a> .....	8
<a href="#">Adding Single Books To Your List</a> .....	9
<a href="#">How To Edit Your Reading Lists</a> .....	10
<a href="#">How To Download Lists To Print / Use Offline</a> .....	11
<a href="#">How To Add Lists To Your Favourites</a> .....	12
<a href="#">How To Purchase Books From Our Partners</a> .....	13
<a href="#">How To Manage Your School Page(s)</a> .....	14
<a href="#">How To Share Your School Page With Parents &amp; Others</a> .....	15
<a href="#">Sharing Book Love</a> .....	16

## **Our Site Features**

- You can search for books by [year group](#), [age range](#) and [subject area](#).
- You can read [reviews](#) from our experts, our panels of children reader reviewers, our school librarian reviewers and our teacher reviewers.
- You can download opening extracts for most of our books. [Here](#) is an example of an extract.
- You can review our Recommended Reading Lists by Year Group – and buy them at the click of a button.
- We also create other reading lists of interest to schools today in the current educational landscape, take a look at our recent [Inspirational Books list](#) for example.
- You can create your own tailored book lists and save them to your school's profile – then share these with your colleagues and parent community.
- You can access [free resources](#) from several of our partners, to help support you in your school.

### **And it's all free...**

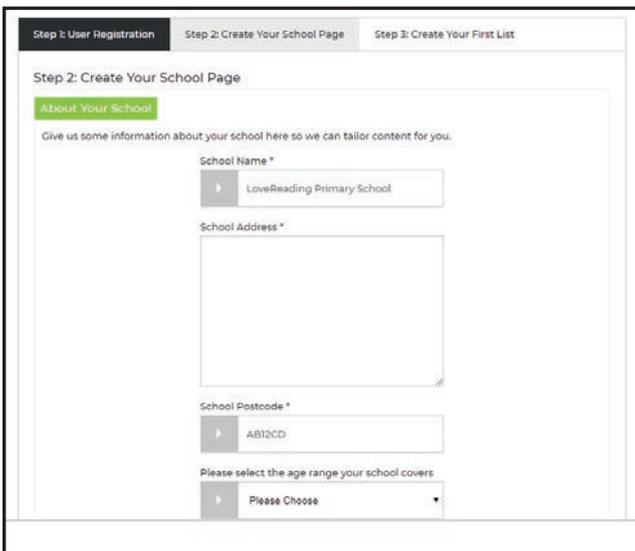
In addition, you can buy these reading lists or any other of the 300,000 books featured on the site at the click of a button via our partnership with Browns Books for Students the UK's leading supplier to schools and colleges.

## The Sign Up Process

To access our features, all you have to do is [sign up](#). The process is very simple, just click 'Login/Register' at the top of the website (next to the search bar). If you are new, just click 'sign up now'- or click the 'sign up' link above.^^

You will be directed to a page with options for signing up. If you work within a school (teacher/librarian/admin), please select 'For Schools' and parents, pick 'For Parents'. If neither option describes you, please select the third option, 'For Others'.

### Step 1: User Registration

The image shows a screenshot of a web registration form. At the top, there are three tabs: 'Step 1: User Registration' (selected), 'Step 2: Create Your School Page', and 'Step 3: Create Your First List'. Below the tabs, the heading 'Step 2: Create Your School Page' is displayed. A green box labeled 'About Your School' contains the instruction: 'Give us some information about your school here so we can tailor content for you.' The form includes several input fields: 'School Name \*' with the text 'LoveReading Primary School', 'School Address \*' (a large empty text area), 'School Postcode \*' with the text 'AB12CD', and a dropdown menu for 'Please select the age range your school covers' with the text 'Please Choose'.

The first step is to create your account.

Make sure all information is spelt correctly.

Please register your work email address - as we need this for verification purposes.

The password entered here will be your private login password. On step 2 we will create a password for your school page that you can share with others.

Fig. 1: User Registration Step 1

## The Sign Up Process Continued

### Step 2: Create Your School Page

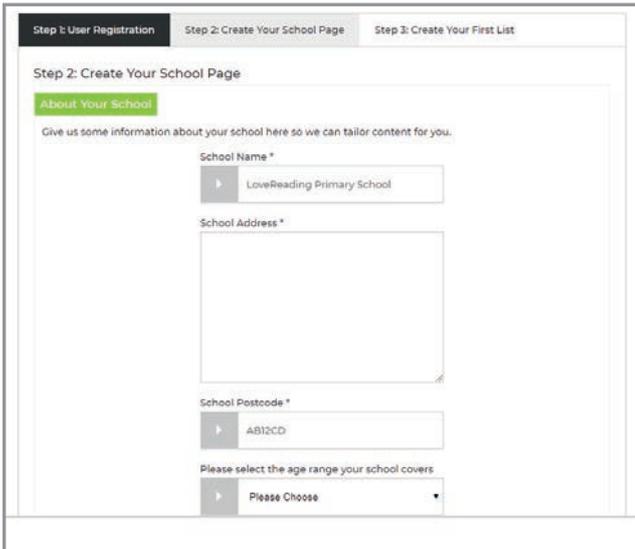


Fig. 2: User Registration Step 2

For schools, just fill in the details as required.

Make sure all information is spelt correctly.

Please register your work email address - as we need this for verification purposes.

Selecting age ranges you wish to look at now will help personalise your selection of the first batch of recommended books.

#### Protect Your Page

It is important you create a school page password.

You have the ability to send this password to parents who want to access the site and follow your school page.

A good password ensures you can protect your page.

**Do not** make this password the same as your private log-in password. (the password from step 1).

**At this point your school page has been created and will be verified by a member of our team. In the mean time you can start creating lists and getting your page ready to go. If the school already exists you will be given the option to request access to manage the page yourself. This is manually verified by a member of our team.**

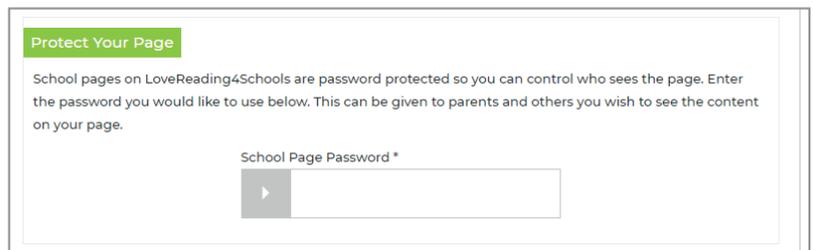


Fig. 3: Your school page is protected by the password entered here.

## The Sign Up Process Continued

### Step 3: Create Your First List

A great way of maximising your school's page is to tailor your own recommended reading lists by year group.

#### We recommend using Option 1: Use a Template.

From here, you can select a single book, or select books to add to a set reading list. Or you can wholeheartedly add the LoveReading4Schools' recommendations for each year group to your school's page, then add additional titles as appropriate. For example, you may wish to add your core texts to the list tailoring it further to your school's needs.

For example, if you wanted to use our pre-selected books for year 8 students you would select copy next to the title 'Year 8 (age 12-13)'. From here you can edit the title, description and deselect any books you don't want on the list before adding it to your school. Once created your list can be edited later via the lists section of your account page.

Step 3: Create Your First List

Thank you for creating a page for your school IZZIES TEST SCHOOL . All newly created schools are verified manually by a member of our team. In the mean time you can start making reading lists for your school below. We'll let you know once your page is verified and you can start sharing it.

**Option 1: Use A Template**

These lists have been carefully curated to give you the perfect base of books for students of all ages.

Year 3 (age 7-8)   <a href="#">View</a>   <a href="#">Copy</a>	Super Readable books 7-9 years   <a href="#">View</a>   <a href="#">Copy</a>
Year 4 (age 8-9)   <a href="#">View</a>   <a href="#">Copy</a>	World War Two (WW2)   <a href="#">View</a>   <a href="#">Copy</a>
Year 5 (age 9-10)   <a href="#">View</a>   <a href="#">Copy</a>	Chris Riddell Books   <a href="#">View</a>   <a href="#">Copy</a>
Year 6 (age 10-11)   <a href="#">View</a>   <a href="#">Copy</a>	UKLA 2016 Shortlisted Titles   <a href="#">View</a>   <a href="#">Copy</a>
Year 7 (age 11-12)   <a href="#">View</a>   <a href="#">Copy</a>	Poetry Under 7's   <a href="#">View</a>   <a href="#">Copy</a>
Year 8 (age 12-13)   <a href="#">View</a>   <a href="#">Copy</a>	Poetry Over 7's   <a href="#">View</a>   <a href="#">Copy</a>
Year 9 (age 13-14)   <a href="#">View</a>   <a href="#">Copy</a>	Year 10 (age 14-15)   <a href="#">View</a>   <a href="#">Copy</a>
Year 2 (age 6-7)   <a href="#">View</a>   <a href="#">Copy</a>	UKLA 2017 Shortlisted Titles   <a href="#">View</a>   <a href="#">Copy</a>
Year 1 (age 5-6)   <a href="#">View</a>   <a href="#">Copy</a>	UKLA 2018 Shortlisted Titles   <a href="#">View</a>   <a href="#">Copy</a>
KS1 (5 - 7 yrs) - Reluctant Readers   <a href="#">View</a>   <a href="#">Copy</a>	UKLA 2019 Longlisted Titles   <a href="#">View</a>   <a href="#">Copy</a>
KS2 (7 - 11 yrs) - Reluctant Readers   <a href="#">View</a>   <a href="#">Copy</a>	Inspirational Book List - from Early Years to Key Stage 4   <a href="#">View</a>   <a href="#">Copy</a>
KS3 (11 - 14 yrs) - Reluctant Readers   <a href="#">View</a>   <a href="#">Copy</a>	Inspirational Book List - KS1   <a href="#">View</a>   <a href="#">Copy</a>
Super Readable books 9-12 years   <a href="#">View</a>   <a href="#">Copy</a>	Inspirational Book List - KS2   <a href="#">View</a>   <a href="#">Copy</a>
Super Readable books 12+ years   <a href="#">View</a>   <a href="#">Copy</a>	Inspirational Book List - KS3   <a href="#">View</a>   <a href="#">Copy</a>
Teenage Reading   <a href="#">View</a>   <a href="#">Copy</a>	Inspirational Book List - KS4   <a href="#">View</a>   <a href="#">Copy</a>
World War One (WW1)   <a href="#">View</a>   <a href="#">Copy</a>	KS4 (14 - 16 yrs) - Reluctant Readers   <a href="#">View</a>   <a href="#">Copy</a>
Reception   <a href="#">View</a>   <a href="#">Copy</a>	Early Years (3 - 5 yrs) - Reluctant Readers   <a href="#">View</a>   <a href="#">Copy</a>
Diverse Voices   <a href="#">View</a>   <a href="#">Copy</a>	

Fig. 4: Once your school is created you can create your first list here.

## Creating More Lists

### Copy an existing list

If you see a list you like the look of you can copy the whole list of books to your school page by clicking the blue button stating: 'Copy this list to your school page'.

Now just simply name your list, select your school, untick any books you do not wish to have featured on your list and click 'create list with selected books'. Any

lists you create can be edited later via the lists section of your account page.

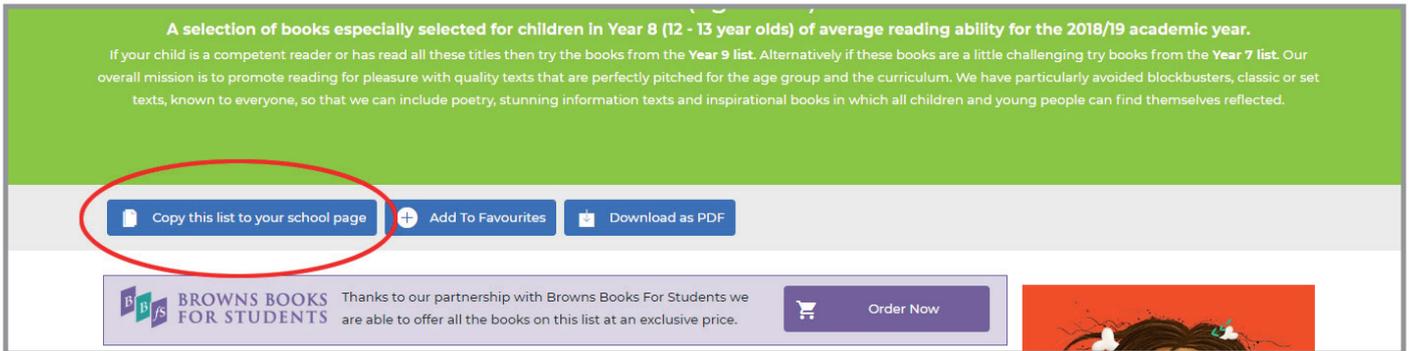


Fig. 5: Use the circled copy list button to create your own copy of the list you are looking at

### Create a new list

You can create a new list from scratch at any time via the [create new list page](#) found in your account section of the website.

All you have to do is give the list a name, select your school and optionally a key stage and description (Fig. 6).

Fig. 7: Add books to your new reading list

Once the list is created you have the option to add books to it (Fig. 7) or you can add books later as you browse the site.

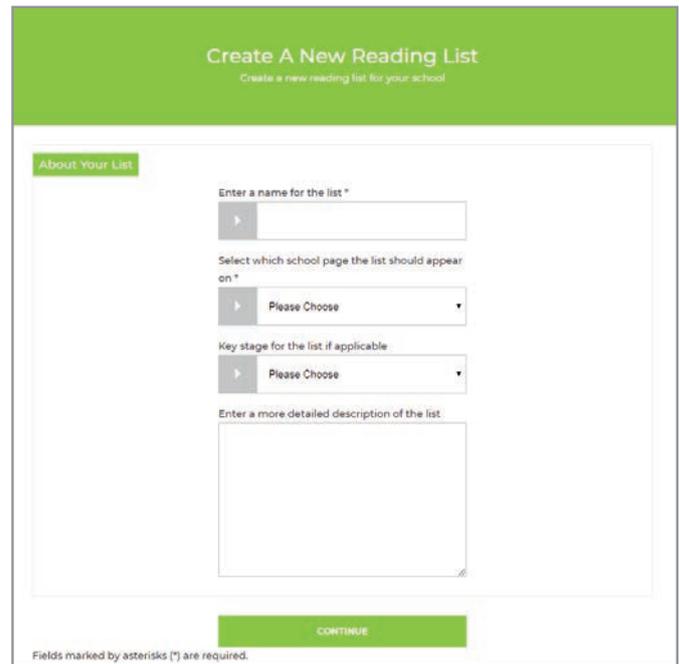
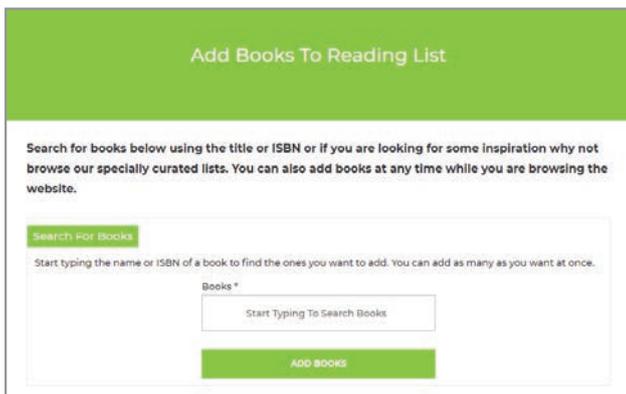


Fig. 6: The create new reading list form



## Adding Single Books To Your Lists

If you wish to add a singular book to one of your reading lists, you can simply click onto the book page of the book you like, and on the left hand side should be the image of the book. Below is an option to 'Add To A Reading List' (Fig. 8). You will also see this button next to each book when browsing lists and genres (Fig. 9). From here you will get a pop up (Fig. 10) where you can either choose an existing list or add to a new list. If you select a new list, it will bring you back to the page shown earlier about creating new reading lists and the process is exactly the same.

Fig. 8: The **Add to A Reading List** button as seen on the book page

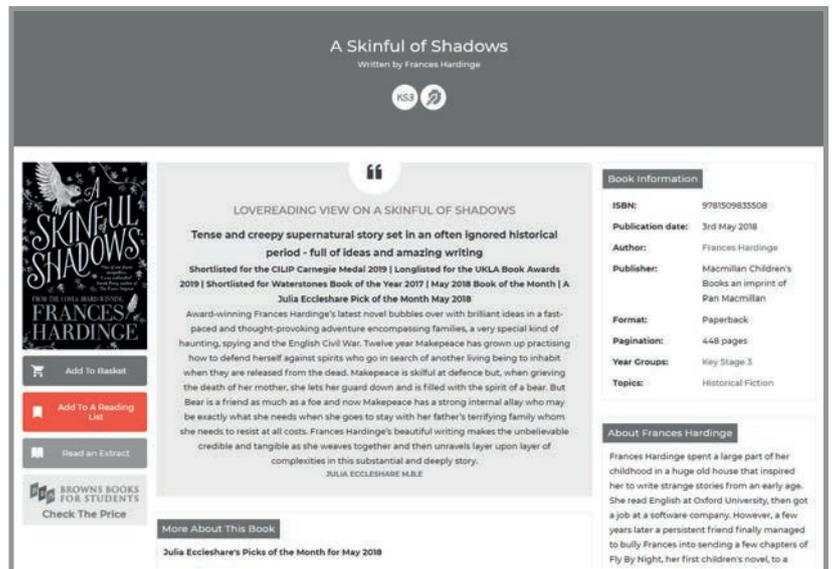
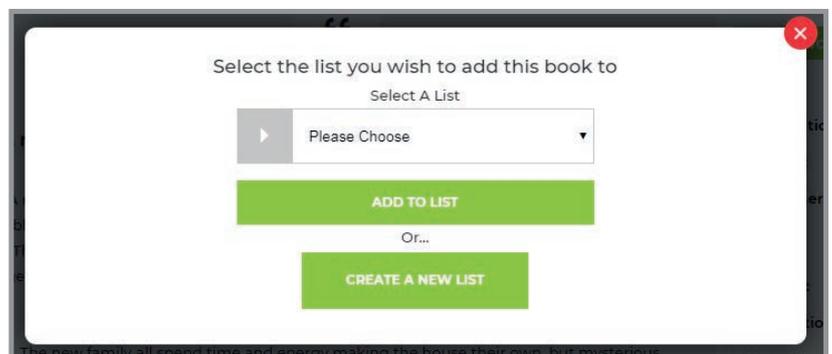


Fig. 9: The **Add to A Reading List** button as seen when browsing lists or genres

Fig. 10: This popup appears when you select **Add to A Reading List**



## How To Find And Edit Your Reading Lists

Reading lists can be accessed through the school dashboard they are attached to. To access the school dashboard go to My Account -> My Schools ([www.lovereadingschools.co.uk/my-account/my-schools](http://www.lovereadingschools.co.uk/my-account/my-schools)) and click on the school page your list is attached to. In the school dashboard click on Manage School Reading Lists. From here you can edit the details of the list, publish draft lists, delete lists and also add and remove books.

The screenshot shows the 'LoveReading School Manage Lists' page. At the top, there is a search bar and navigation links for 'My Account' and 'My Basket'. Below the navigation, there are several menu items: 'BROWSE BY YEAR GROUP', 'BROWSE BY TOPIC', 'BROWSE READING LISTS', 'SCHOOLS LOVE', 'READING SCHEMES', 'COMPETITIONS', 'BLOG', 'RESOURCES', and 'ABOUT US'. The main content area has a green header with the text 'LoveReading School Manage Lists' and a sub-header 'Below you can find all the reading lists currently on your school's page.' Below this is a green button labeled 'CREATE A NEW READING LIST'. The main content is a table with the following data:

List Name	Status	Book Count	Book Actions	List Actions
-Year 2 (age 6-7)	Published	22	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
-Year 2 (age 6-7)	Published	21	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Year 5	Published	73	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Year 6	Published	74	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Year 6	Published	73	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Year 6 testing	Published	73	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Test List 17th Dec	Published	5	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Create List Testin	Published	5	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Test List 29th January	Published	0	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>
Test List	Draft	0	<a href="#">Add / Remove Books</a>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete List</a>   <a href="#">Publish List</a>

## Downloading Lists For Printing / Offline Use

If you need to print out any list you find on the site or need it available offline each list has a handy Download as PDF option (Fig. 11). Clicking this button will create a nicely formatted PDF that you can use offline or print out.

When you click the button you will get a popup telling you the list is being prepared (Fig. 12). Once the list is ready you will get a new popup with a download button (Fig. 13). **NOTE:** If the list is quite large this might take a few seconds.

Fig. 11: The **Download as PDF** button is highlighted at the top of the list page

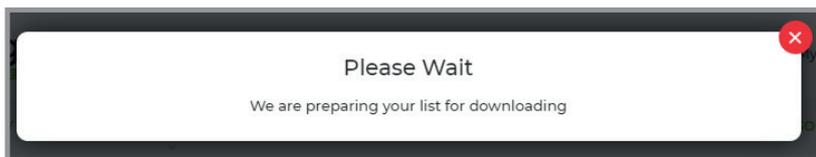
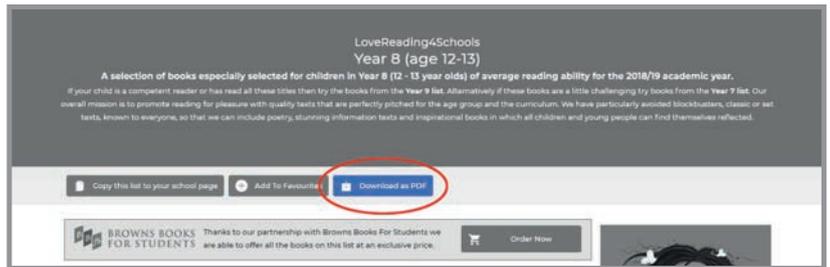


Fig. 12: While the list is being prepared you will see this message

Fig. 13: When the list is ready you will get this message. Just click download now to get your list



## Adding Reading Lists To Your Favourites

If you like the look of certain reading lists but don't necessarily want it on your school's page you can use our Add To Favourites button. This is at the top of each of the reading list pages (Fig. 14).

this selection of books, you can add them to your favourites. Just select the middle button, Add To Favourites. Use this if you want to keep the list handy but don't want it on your school page.

You can view all the lists you have added to your favourites in the [My Account](#) section of the website.

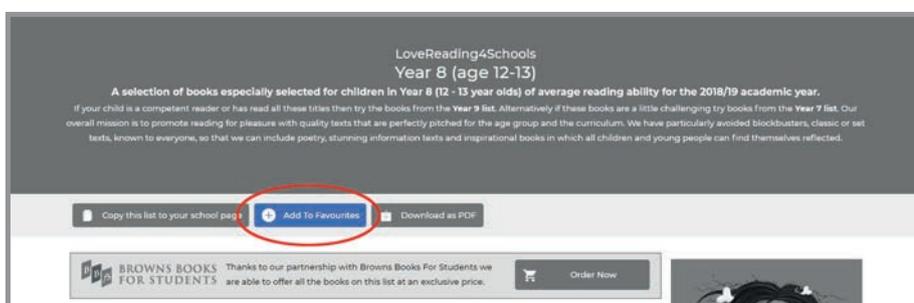


Fig. 14: The **Add To Favourites** button on the reading lists page

## Purchasing Books

Thanks to our partnership with Browns Books For Students you can get quotes directly from LoveReading4Schools. At the top of each list you will find an Add List To Basket button (Fig. 15). This will add the entire list to your basket. You will also see on individual books a similar Add To Basket button (Fig. 16).

On the basket page (Fig. 17) you can alter the quantities you desire below each image of the book (Fig. 17).

Additionally, if you are making a purchase on behalf of your school, please remember to add the school name and postcode. Your order confirmation will be sent and Browns will email you with a quote.

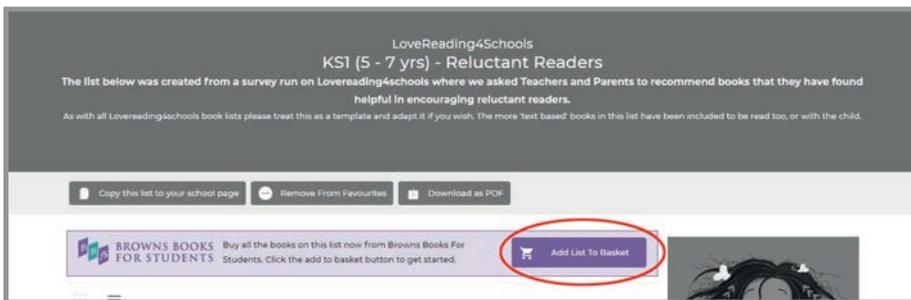


Fig. 15: The **Add To Basket** button on the reading lists page

Fig. 16: The **Add To Basket** button on an individual book page

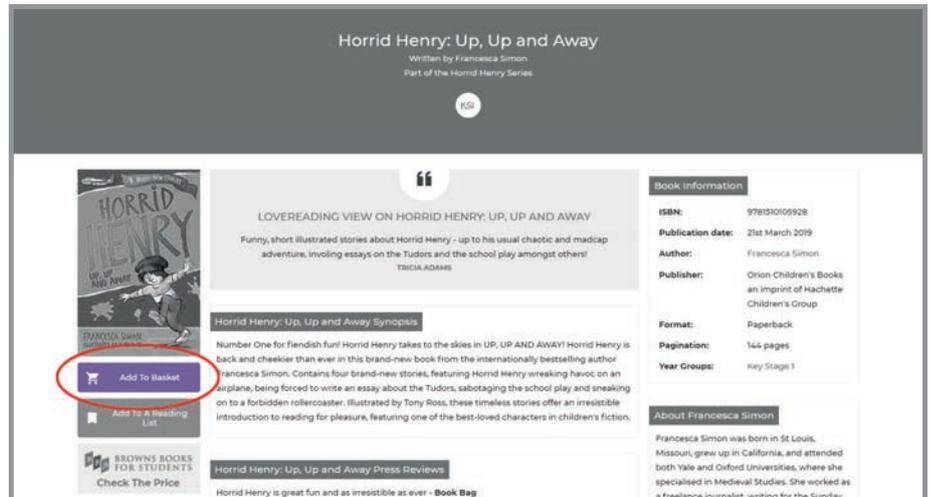
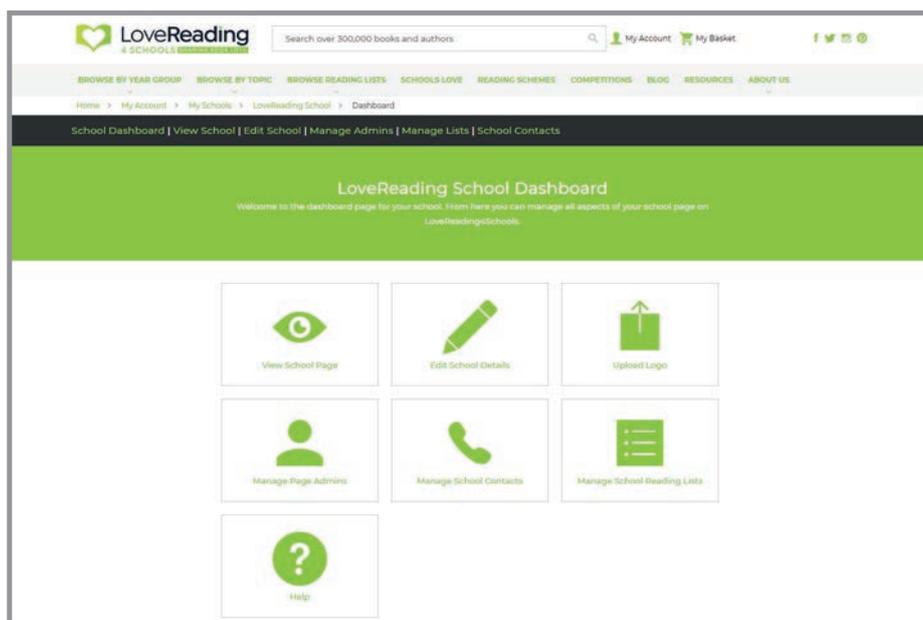


Fig. 17: The **Basket** page

# Managing Your School Page(s)

To access and manage any school pages you have created make sure you are logged in to the website then click on My Account -> My Schools ([www.lovereadingschools.co.uk/my-account/my-schools](http://www.lovereadingschools.co.uk/my-account/my-schools)). From here click on the school page you want to manage to access the dashboard (pictured below).



## Dashboard Options

### **View School Page**

Takes you to the school page itself

### **Edit School Details**

Edit details including the school name, address and the password for the page.

### **Upload Logo**

Upload a logo for your school. Logos are best uploaded as a 512px square image with a background colour.

### **Manage Page Admins**

Control who has access to edit your school page. You might want to add colleagues to help run the page

### **Manage School Contacts**

Add various contact details for the school and control how much is visible to those who have access to your school's page.

### **Manage School Reading Lists**

This is where you will find all the reading lists you have created for your school page.

### **Help**

A link to this guide should you need to access it again in future.

## Sharing Your School Page

### Share with parents / others

If you would like to share your school link to parents and others, here is how to easily do this. All you need to do is send them the URL for your school's page and the password you set up when the page was created.

This information can be found on your school's page (**Fig. 18**) which can be accessed from the schools tab in My Account (<https://www.lovereadingschools.co.uk/my-account/my-schools>).

The first time they visit the site they will be asked to register then enter the password for the school to gain access. Once they have inputted the password once they will be able to view the school every time they come back to the site.

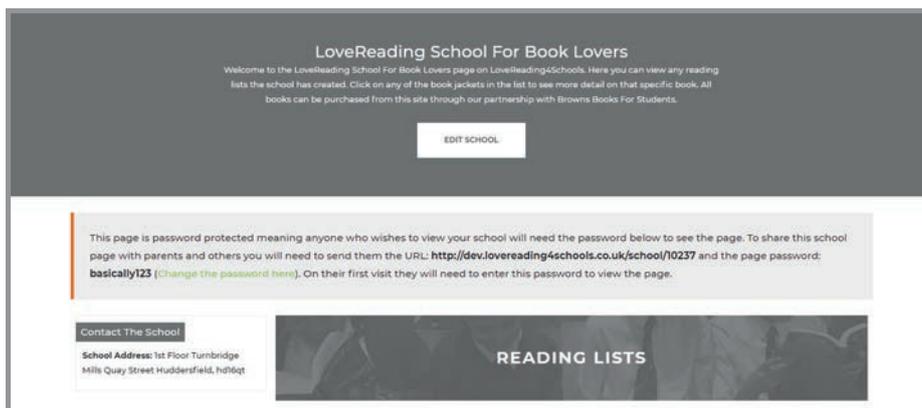


Fig. 18: The information in the highlighted area shows both the URL and password for the page.

## **Sharing Book Love**

If you want to share LoveReading4Schools with parents, or colleagues at your school, you can share the message using some of the resources below.

You can email a friend or someone who you think would love this website, or share the book love on your own website or social channels.

[www.lovereadingschools.co.uk/share](http://www.lovereadingschools.co.uk/share)

We also have posters which you can download and post in your library to help support your students, you can access them here.

We will shortly be printing LoveReading4Schools bookmarks too, so do get in touch if you'd like a batch!

Our sister website [LoveReading4Kids](http://LoveReading4Kids) is the biggest and best recommendation site for children's books. Our passion for children's books ranges from toddlers to teens and ensures that whatever the age, whatever the interest, that you have a steady stream of brilliant book recommendations for your pupils. Many teachers use this site as an enhancement for supporting reading lessons enabling staff to share so many different texts and authors with their children.

LoveReading4Kids enables teachers to recommend so many books to children and allows them to read the first chapter to see if the book piques their interest. One teacher recently commented that LoveReading4Kids is "gold dust...it's so useful"

You can also visit our KidsZone, full of free resources and activities, [here](#).

Thanks for helping us to share the book love and get more kids reading.

LoveReading's job is one of curation, presenting a selected list of regular reading recommendations for their audiences. These selections are delivered by the team of editorial experts and are complemented by their kids and teacher [consumer reading review panels](#).

Working alongside the School Library Association and the Youth Libraries Group we have also recruited a Librarian Panel of Reviewers.

If you or your pupils are interested in joining the consumer review panel email us at [bookreviews@lovereadingschools.co.uk](mailto:bookreviews@lovereadingschools.co.uk).

If you have any other queries, questions or suggestions about how we can support you further in your school, please don't hesitate to contact us on:  
03064640231 or [customerservice@lovereadingschools.co.uk](mailto:customerservice@lovereadingschools.co.uk)