

Tips for Principals and School Executive for Managing the Premier's Reading Challenge (PRC)

Early Term 1

- ☐ Discuss with your staff how the Premier's Reading Challenge will be run. Consider sharing responsibility for the Challenge across the school.
- ☐ Incorporate the Challenge in the school literacy plan.
- ☐ Grant access to at least two PRC coordinators in case of leave occurring at key times of the Challenge:
 - Gov schools – Grant PRC coordinator access to nominated staff members in AMU (Access Management Utility).
 - Non-gov schools – See 'full instructions' on *Logon Instructions* page of [PRC website](#).
- ☐ Tell your school community who the school PRC coordinators are.
- ☐ **Non-gov Principals only** – inform the PRC Team (prc@det.nsw.edu.au) if you have commenced your position as Principal since August of the previous year as your access to the DEC Extranet may require updating.

Term 1

- ☐ Ask class teachers/librarians to show students how to use the PRC website to enter books.
- ☐ To avoid an overwhelming workload towards the end of the Challenge, support your coordinators to manage the PRC workload across the year. Eg ask K-2 teachers to keep a list of PRC books read to the class.
- ☐ Consider how your school will address the privacy information in the PRC website.
- ☐ Run a parent/carer information session regarding the Challenge rules and how to record books online.
- ☐ Frequently communicate Challenge opening and closing dates to your school community in your school newsletters, on your website, at school assemblies, through electronic reminder systems (eg SMS) etc.

Term 2

- ☐ Frequently communicate Challenge closing dates to your school community.
- ☐ Acknowledge students as they complete the Challenge at school assemblies or in the school newsletter

Term 3

- ☐ Frequently communicate Challenge closing dates to your school community.
- ☐ Early in Week 7, ask your PRC coordinators to generate an 'SRR Count' report for all grades. Only students on this report are eligible for a certificate. Check all student names appear and are spelt correctly. Let your PRC coordinators know of any issues before the Challenge closes. Note which students are eligible for Gold (SRR count of 4) and Platinum certificates (SRR count of 7).
- ☐ Publish your list of validated students in your school newsletter or website and encourage any students who feel they should be on the list to contact the PRC coordinators before the Challenge closes.
- ☐ Plan for how PRC coordinators who work part-time will manage the end of Challenge workload.

Term 4

- ☐ Ensure your school has sufficient paper/card for printing Challenge Completion certificates.
- ☐ Plan how you will acknowledge PRC participation this year eg as part of a school end-of-year ceremony and/or by showing the online PRC acknowledgement video.