

Premier's Reading Challenge

Tips for Coordinators for managing the Challenge - Public Schools

Term 1

- ☐ Ensure your name is ticked in AMU by your principal and your logon works.
- ☐ Visit the new [Premier's Reading Challenge Support website](#). It allows you to search for information about the PRC and also contact the PRC team.
- ☐ Set reminders for [opening and closing](#) dates in your calendar.
- ☐ To help you support the students participating, familiarise yourself with the [Rules of the Challenge](#).
- ☐ In a staff meeting, discuss the roles of class teachers and coordinators. Distribute 'Tips for Class Teachers' (from [PRC website](#)). Demonstrate to staff how students logon and how to record books.
- ☐ Provide the following information to parents and carers:
 - Challenge [opening and closing](#) dates
 - [Privacy information](#)
 - [How to log on](#) to the website and [add books](#) to a Student Reading Record (SRR)
 - A copy of '[Tips for Parents and Carers](#)'.
- ☐ Demonstrate to students, particularly from Year 3 onwards, how to log on, search the Booklists and add books to their SRR.

Ask K-2 Teachers to:

- Start a record of all books read to their class or
- Log on as one student and record the books read to the class on that student's SRR. Notify you when 30 books are recorded, so you can [copy the SRR to the whole class](#).

Term 2

- ☐ Read PRC Term 2 [Newsletter and e-reminder](#) for important information.
- ☐ Include PRC reminders in your school newsletter/blog/website homepage.
- ☐ Generate a '[Not Validated](#)' report. Provide the report to grade/class teachers to check all students (especially new students) are recorded.

Term 3

- ☐ Read PRC Term 3 [Newsletter and e-reminder](#) for important information.
- ☐ Coordinators need the final two weeks to:
 - [Contact the PRC Team](#) about any technical issues (these may take several days to resolve).
 - Publish [list of 'validated'](#) students so students/parents/carers can check.
 - [Check 'incomplete'](#) students and add any additional books they have read.
 - [Amend any student details](#) in 'Preferred Name' fields in ERN.
 - Remove two books from the SRR of any student who shows as 'complete' but is not to be validated.
 - [Generate the 'SRR Count'](#) report to ensure all students who have completed the PRC are validated.

Term 4

- ☐ Check the [website](#) for the Challenge Completion certificate download and read instructions.
- ☐ [Generate the 'SRR Count'](#) report. Only students on this report have a validated SRR. Check all student names appear and are spelt correctly. Note which students are eligible for Gold (SRR count of 4) and Platinum certificates (SRR count of 7).
- ☐ [Amend any student details](#) in 'Preferred Name' fields in ERN.
- ☐ Alert office staff that the Gold and Platinum certificates and medals package will be arriving.