Premier's Reading Challenge
Tips for Coordinators for managing the Challenge – Non-Government Schools

Term 1

- ☐ Ensure your name is ticked in AMU by your principal and your logon works. Record your secret question and answer prompt for retrieving your password. For any logon issues, please refer to the articles on the PRC Support site.
- ☐ 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 log on and 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'.
- ☐ Once the Challenge has opened, upload new students (including Kindergarten students).
- ☐ Keep a record of and distribute students' usernames and passwords.
- ☐ Demonstrate to students, particularly from Year 3 onwards, how to logon, search the Booklists and add books to their SRR.
- **Ask K-2 Teachers to:**
  - • Start a record of PRC 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

- ☐ Continue to upload any new students (including Kindergarten students).
- ☐ Read PRC Term 2 Newsletter and e-reminder for important information.
- ☐ Include PRC reminders in your school newsletter/blog/website homepage.
- ☐ Generate 'Not Validated' report. Provide to grade/class teachers to check all students (especially new students) are recorded and their details are correct.

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).
- ☐ Alert office staff that the Gold and Platinum certificates and medals package will be arriving.