

Premier's Reading Challenge

Tips for Coordinators for managing the Challenge - Public Schools

Term 1

- D Ensure your name is ticked in AMU by your principal and your logon works.
- D Visit the [Premier's Reading Challenge Support website](#). It allows you to search for information about the PRC, instructions on using the PRC website and how to contact the PRC team.
- D Set reminders for the [opening and closing](#) dates in your calendar.
- D To help you support the students participating, familiarise yourself with the [Rules of the Challenge](#).
- D In a staff meeting, discuss the roles of class teachers and coordinators. Distribute 'Tips for Class Teachers' (from [PRC website](#)) and show staff how students logon and how to record books on the new student website. There is a [video on the support site that you can show that demonstrates how to do this](#).
- D Provide the following information to parents and carers:
 - Challenge [opening and closing](#) dates
 - [Privacy information](#) and the [Challenge Rules](#)
 - [How to log on to the website and add books to a Student Reading Record \(SRR\)](#)
 - A copy of '[Tips for Parents and Carers](#)'.
- D 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

- D Read PRC Term 2 [Newsletter](#) for important information. Follow The Arts Unit Facebook page and the @NSWPRC Instagram account for updates and information throughout the year. We regularly run Author/Illustrator events and competitions.
- D Include PRC reminders in your school newsletter/blog/website homepage.
- D Generate a '[Not Validated](#)' report. Provide the report to grade/class teachers to check all students (especially new students) are recorded.

Term 3

- D Read PRC Term 3 [Newsletter](#) for important information.
- D 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

- D Check the [website](#) for the Challenge Completion certificate download and read instructions.
- D [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).
- D [Amend any student details](#) in 'Preferred Name' fields in ERN.
- D Alert office staff that the Gold and Platinum certificates and medals package will be arriving.