

Premier's Reading Challenge

Tips for Coordinators for managing the Challenge – Non-Government Schools

Term 1

- D 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](#).
 - 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 [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 Once the Challenge has opened, [upload new students](#) (including Kindergarten students).
 - D Keep a record of and distribute students' usernames and passwords.
 - D 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

- D Continue to [upload any new students](#) (including Kindergarten students).
- D Read PRC [Term 2 Newsletter](#) for important information. Check out 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 throughout the year.
- D Include PRC reminders in your school newsletter/blog/website homepage.
- D 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

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