

# Premier's Reading Challenge

## Tips for Principals and School Executives for managing the Challenge

### Early Term 1

- D Discuss with your staff how the Premier's Reading Challenge (PRC) will be run. Consider sharing responsibility for the Challenge across the school.
- 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 Incorporate the Challenge in the school literacy plan.
- D 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 [PRC Support site](#) for details on managing PRC Coordinator accounts.
- D Tell your school community who the school PRC coordinators are.
- D **Non-gov Principals only** – inform the [PRC Team](#) 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

- D Ask class teachers/librarians to show students how to use the PRC website to enter books. There is a [video on the PRC Support site](#), that can be shown to students, that demonstrates how to do this.
- D 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.
- D Run a parent/carer information session regarding the [Challenge rules](#) and how to record books online.
- D 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

- D Frequently communicate [Challenge closing dates](#) to your school community.
- D Follow The Arts Unit on Facebook and the NSW PRC on Instagram for updates and information about the Challenge throughout the year. We frequently run Author/Illustrator events and competitions that your school may like to participate in.
- D Acknowledge students as they complete the Challenge at school assemblies or in the school newsletter.

### Term 3

- D Frequently communicate [Challenge closing dates](#) to your school community.
- D 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).
- D 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.
- D Plan for how PRC coordinators who work part-time will manage the end of Challenge workload.

### Term 4

- D Ensure your school has sufficient paper/card for printing Challenge Completion certificates.
- D Plan how you will acknowledge PRC participation this year, eg as part of a school end-of-year ceremony.