

Premier's Reading Challenge

Tips for coordinators managing the Challenge – Non-Government Schools

Term 1 – prior to Challenge opening

- New non-government coordinators will need a DoE account created by their principal, and this account needs to be granted PRC Coordinator access. Refer to the [help guides](#).
- All non-government DoE accounts require reactivation every 12 months. Ask your principal to [re-activate your DoE account](#) when necessary, and test your login details work.
- Visit and bookmark 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.
- Set reminders for the [opening and closing](#) dates in your calendar.
- To help you support 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](#)) and show staff how students log on and how to record books on the Student Experience website using the [video on the PRC support site](#).
- Provide the following information to parents and carers:
 - Challenge opening and closing dates
 - [Privacy information](#) and the [Challenge rules](#)
 - How to log onto the [Student Experience site and add books Student Reading Record \(SRR\)](#) (A PDF of these instructions can be found on the [Tips and Teaching notes page](#))

Note: Coordinators have limited access to PRC website functions until the Challenge opens. Students are not able to log into the PRC website until the challenge opens.

Term 1 – Challenge open

- [Upload new students](#) (including Kindergarten students). Check all uploaded student names are spelt correctly, and if needed, [amend their names and DoE IDs](#).
- Keep a record of and distribute students' usernames and passwords.
- Introduce the Challenge and rules to students. Use the appropriate Challenge level PowerPoint presentation on the [Tips and Teaching notes page](#). Demonstrate to students, particularly from Year 3 onwards, how to [log on, use the Student Experience site and add books](#)
- Ask K-2 teachers to:
 - Start a record of all books read to their class, or
 - Log in as one student and record the books read to the class on that student's SRR. Ask teachers to notify you once 30 books are recorded, [so you can copy the SRR to the whole class](#).
- Read the Term 1 [newsletter](#) and view the [Term 1 booklist](#) updates. Add a label or sticker to new PRC titles already in your library. Purchase any PRC titles that meet your library's collection development goals.
- Create a display in your school library to promote new or popular PRC titles and encourage students to borrow these.
- Include an article in your school's newsletter about the Challenge opening. Use the newsletter template on the [Tips and Teaching notes page](#). Consider adding a post to your school's social media channels and internal noticeboards.
- Notify the PRC team of any students who are new to your school, as they may need their previous accounts merged.
- Follow The Arts Unit Facebook page and the @TheArtsUnit Instagram account for updates and information throughout the year.

Note: Student passwords do not change unless reset by coordinators or the PRC team. If your school's password details have been lost, you will need to request a [bulk password reset](#).

Term 2

- Continue to [upload any new students](#) (including Kindergarten students). If they have participated in the Challenge previously, contact the PRC team to merge student accounts.
- Read the PRC Term 2 [newsletter](#) for important information and view the [Term 2 booklist](#) updates. Add a label or sticker to new PRC titles already in your library. Purchase any PRC titles that meet your library's collection development goals.
- Generate a ['Not Validated' report](#). Provide the report to grade/class teachers to check all students (especially new students) are recorded.
- Celebrate students who have already finished the Challenge by displaying their names in the library or their classrooms. Use the Canva [template](#) provided by the PRC or create your own.
- Include reminders about the Challenge in your school's newsletter, social media pages and internal noticeboards.

Term 3 – prior to Challenge closing

- Read the PRC Term 3 [newsletter](#) for important information and view the [Term 3 booklist](#) updates. Add a label or sticker to new PRC titles already in your library. Purchase any PRC titles that meet your library's collection development goals.
- Include an article in your school's newsletter about the Challenge closing. Use the newsletter template on the [Tips and Teaching notes page](#). Consider adding a post to your school's social media channels and internal noticeboards.
- [Monitor student participation](#) and motivate students to continue reading and logging books before the Challenge closes.
- [Validate](#) the SRRs of students who have completed the Challenge as needed.
- Celebrate students who have already finished the Challenge by displaying their names in the library or their classrooms. Use the Canva [template](#) provided by the PRC or create your own

Note: Coordinators can continue to add to students' reading records and validate their SRRs until the Coordinator deadline, which is two weeks after the student deadline.

Coordinators need the final two weeks to:

- [Contact the PRC team](#) about any technical issues (these may take several days to resolve).
- [Publish a list of 'validated'](#) students so teachers/students/parents/carers can check
- Check student names are spelt correctly and [amend names if needed](#) to ensure certificates have the correct spelling.
- 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 students have the correct Challenge participation history. Contact the PRC team if previous Challenge history is missing.

Once the PRC closes to coordinators, only the PRC team can alter or validate SRRs.

Term 4

- Read the November [newsletter](#) for alerts about when Challenge Completion certificates are ready to download and anticipated arrival dates for Gold and Platinum awards and Medals
- Generate the ['SRR Count' report](#). Note which students are eligible for Gold (SRR count of 4) and Platinum certificates (SRR count of 7). These students' certificates are posted to the school by the PRC team.
- [Contact the PRC team](#) for your Australia Post Tracking number and alert office staff that the Gold and Platinum certificates and medals package will be arriving.
- [Download and print Challenge Completion certificates](#).
- If needed, [amend any student details](#) in the PRC website.

Links to third-party material and websites

Please note that the provided (reading/viewing material/list/links/texts) are a suggestion only and implies no endorsement, by the New South Wales Department of Education, of any author, publisher, or book title. School principals and teachers are best placed to assess the suitability of resources that would complement the curriculum and reflect the needs and interests of their students.

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