NSW Department of Education

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. If you are unable to log in, submit a support request here.
- Log onto the PRC website and download all existing student usernames and passwords. Distribute passwords to students prior to the challenge opening.
- 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 Arts Unit website.
- 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. Once accounts have been created, access and download student log on details and distribute.
- Explore the 25th anniversary resource kit for a collection of resources that can help you encourage reading, participate in challenges and celebrate students as they progress through the PRC.
- Introduce the Challenge and rules to students. Use the Introduction to the NSW Premier's Reading Challenge video and 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.
- Work with classroom teachers to identify any students with additional learning needs who would benefit from participating in the 3-10 challenge. Adjust the challenge level of any identified students.
- 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.

© NSW Department of Education, Aug-26

- Promote the *Book bites* podcast in your classrooms and school library. Listen to an episode and use the classroom resources to explore the first chapter of a PRC book, or download and print a *Book bites* poster available on the Tips and Teaching notes page.
- Include an article in your school's newsletter about the Challenge opening. Consider adding a post to your school's social media channels and internal noticeboards using our social media templates. Use the templates on the Tips and Teaching notes page.
- Notify the PRC team of any students who are new to your school, as they may need their previous accounts merged. Please provide a spreadsheet containing the student's first and last name, grade, date of birth, and if possible, their previous school name.
- Follow the PRC Instagram account, @PremiersReadingChallengeNSW and The Arts Unit Facebook page for updates and information throughout the year.
- Include a reminder to parents and students to read and access their local public library over the school holidays using the template on the Tips and Teaching notes page.

Note: Student passwords do not change unless reset by coordinators or the PRC team. Student passwords can now be downloaded from the PRC website. If you are a new coordinator and do not have the ability to download these files, contact the PRC team.

Term 2

- Continue to upload any new students who arrive at your school throughout the year. 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.
- Acknowledge students as they log every 5 books or reach a personal reading goal with the PRC progression award template on the Tips and Teaching notes page.

© NSW Department of Education, Aug-26

- Celebrate students who have already finished the Challenge by displaying their names in the library or their classrooms. Use one of the Canva templates provided by the PRC (found on the Tips and Teaching notes page) or create your own.
- Include reminders about the Challenge and exciting PRC titles in your library in your school's newsletter, social media pages and internal noticeboards. Use the templates on the Tips and Teaching notes page.
- Include a reminder to parents and students to read and access their local public library over the school holidays using the template on the Tips and Teaching notes page.

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.
- Continue to acknowledge students as they log every 5 books or reach a personal reading goal with the PRC progression award template on the Tips and Teaching notes page.
- Continue to celebrate students who have already finished the Challenge by displaying their names in the library or their classrooms. Use one of the Canva templates provided by the PRC (found on the Tips and Teaching notes page) or create your own.
- Monitor student participation and motivate students to continue reading and logging books before the Challenge closes.
- Include an article in your school's newsletter **two weeks before the Challenge closes,** reminding students to complete their reading records. Use the newsletter and social media templates on the Tips and Teaching notes page.
- 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 one of the Canva templates provided by the PRC (found on the Tips and Teaching notes page) or create your own.

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

© NSW Department of Education, Aug-26

Term 3 – one the Challenge closes

- Identify any students eligible for the Gold or Platinum certificate or PRC Medal. Coordinators will be unable to identify which students are eligible for the Medal once the Challenge closes to Coordinators.
- Publish the Challenge closed newsletter found on the Tips and Teaching notes page and Publish a list of 'validated' students so teachers/students/parents/carers can check. Complete and validate any students' reading records as needed.
- Check student names are spelt correctly and amend any student details in 'Preferred Name' fields in ERN if needed.
- 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

- Publish the Term 4 newsletter (found on the Tips and Teaching notes page) congratulating all students who completed the Challenge this year and identify any milestone award recipients. This will prompt students or parents/carers to contact you if they missed the deadline.
- **For any students who missed the deadline:**
    - If a student's reading record is **complete but not validated,** email the PRC team with the student's name and grade. They can validate the reading record for you.
    - If a student's reading record is **incomplete**, instruct the student/parent/carer to provide you with a list of all the titles they read to complete the Challenge, then submit a **post-challenge validation request.**

© NSW Department of Education, Aug-26

- 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.
- In mid-November, notify your front office staff to expect your school's Gold, Platinum and PRC medal package. The first listed coordinator at your school will automatically receive the Australia Post tracking information from the sender **PRC_SBM** via email.
    - Contact the PRC team to report any damaged or misprinted certificates, who will organise a reprint.
- Download and print Challenge Completion certificates. If needed, amend any student details in the PRC website. PRC coordinators can adjust names without contacting the PRC team, and certificates will regenerate with the correct name after approximately one hour.

© NSW Department of Education, Aug-26

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.

If you use the links provided in this document to access a third-party's website, you acknowledge that the terms of use, including licence terms set out on the third-party's website apply to the use which may be made of the materials on that third-party website or where permitted by the *Copyright Act 1968* (Cth). The department accepts no responsibility for content on third-party websites.