

Premier's Reading Challenge

Tips for Principals and School Executives for managing the Challenge

Term 1 – prior to Challenge opening

- Discuss with your staff how the Premier's Reading Challenge (PRC) will be run. Consider sharing responsibility for the Challenge across the school.
- 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.
- Grant access to at least two PRC coordinators in case of leave occurring at key times of the Challenge:
 - Public schools – [Grant PRC coordinator access](#) to nominated staff members in MSA (Manage Staff Access).
 - Non-government schools – [See PRC Support site](#) for details on creating and managing PRC Coordinator accounts. Catholic schools can seek assistance regarding DoE accounts from your Diocese head office. Independent principals can complete [this form](#) requesting assistance with their account.
- Tell your school community about the PRC and who your PRC coordinators are. The PRC provides a newsletter template on the [Tips and Teaching](#) notes page.
- Incorporate the Challenge into the school literacy plan. Explore the [25th anniversary resource kit](#) for a collection of resources that can help your school encourage reading, participate in challenges and celebrate students as they progress through the PRC.

Note: Non-government DoE accounts expire every 12 months – ensure your Coordinators' accounts are reactivated.

Term 1 – Challenge open

- Ask teachers/teacher librarians to explain the rules of the Challenge and show students how to use the PRC website to enter books. The PRC provides presentations on the [Tips and Teaching notes](#) page. There is also a [NSW Premier’s Reading Challenge video](#) on The Arts Unit website that can be shown to students.
- Run a parent/carer information session regarding the Challenge rules and how to record books online. [The PRC presentations](#) can be edited to fit this purpose.
- Consider how your school will address the [privacy information](#) in the PRC website.
- To avoid an overwhelming workload towards the end of the Challenge, support your coordinators to manage the PRC workload across the year. For example, ask K-2 teachers to keep a list of PRC books read to the class.
- Frequently communicate with your school community in your school newsletters, on your website, at school assemblies, through electronic reminder systems etc. Use the social media and newsletter templates on the [Tips and Teaching notes page](#).

Term 2

- Frequently communicate [Challenge opening and closing dates](#) to your school community.
- Follow the PRC Instagram account, [@PremiersReadingChallengeNSW](#) and [The Arts Unit Facebook page](#) for updates and information throughout the year.
- Acknowledge students as they complete the Challenge at school assemblies or in the school newsletter.

Term 3

- Frequently communicate [Challenge opening and closing dates](#) to your school community. Use the end of Challenge newsletter template on the [Tips and Teaching notes](#) page.
- Ask your PRC coordinators to generate an [‘SRR Count’ report](#) for all grades one week before the student deadline. 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).

- 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. Use the newsletter template on the [Tips and Teaching notes page](#).
- Plan for how PRC coordinators who work part-time will manage the end of Challenge workload.

Note: Student reading records not validated by the Coordinator deadline can only receive an award by applying for a [post-Challenge validation](#). This form must be completed by the school's principal (or relieving principal). Students eligible for a Gold or Platinum certificate at the end of this process may not receive their award at the same time as other students.

Term 4

- Ensure your school has sufficient paper/card for printing Challenge Completion certificates.
- Plan how you will acknowledge PRC participation this year, e.g. as part of a school end-of-year ceremony or morning tea celebration.

Links to third-party material and websites

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