# 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. Inform the PRC team if you have commenced your position as Principal since August of the previous year, as your access to the DoE Extranet may require updating.

- 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.

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 PowerPoint presentations on the

Tips and Teaching notes page. There is also a video on the PRC Support site that can be shown to students.

- Run a parent/carer information session regarding the Challenge rules and how to record books online. The PRC PowerPoint 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 Challenge opening and closing dates to your school community in your school newsletters, on your website, at school assemblies, through electronic reminder systems etc.

**Term 2**

- Frequently communicate Challenge opening and closing dates to your school community.

- Follow the PRC on Instagram - @PremiersReadingChallengeNSW and The Arts Unit for updates and information about the Challenge throughout the year. We frequently run on-demand Author/Illustrator events and competitions that your school may like to participate in.

- 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.

- 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.