Hi everyone in schools and community and public libraries.

CONGRATULATIONS on your outstanding achievements in supporting reading and the Challenge in 2014. As I write this, students can relax but please continue to encourage them to keep reading.

Thank you very much for your great efforts in entering the data for the Premier’s Reading Challenge for 2014. I know this is such a busy time for you and I appreciate that entering student data is a time-consuming task. Congratulations to the many of you who have completed this task, with over 48,000 students already entered.

Medals are scheduled to arrive in schools in early November.

Please take 10 minutes to complete our survey. The Challenge survey this year can be completed via the links on the PRC website until 28 November. Please encourage staff, students and families to provide their valuable feedback in the interests of ongoing improvement of the Challenge. Many improvements have been made as a result of this constructive feedback.

Schools have until Friday 19 September to finish entering student data. If this is a problem for you please let me know so that I am aware that data may be coming through in the last week of school.

Adding extra students once you have completed the data entry process
The two weeks following the conclusion of the Challenge from 5 September to 19 September is to ensure that all student reading records are collected and data is entered. It would be appreciated if you would accept student reading records right through until Friday 19 September providing you are confident the student completed reading for the Challenge by 5 September.

To add a second batch of data, just repeat the process for new or existing students.

Please note that it is much easier to add students now rather than deal with issues after the data has been prepared for awards during the school holidays.

Please check for student reading records in classes where teachers may be away on long service or sick leave, as the relief teacher may not be aware students have completed the Challenge.

Please also check with teachers regarding students who are on holidays or away from school and may have completed the Challenge but have not been able to submit their student reading records.

DECD schools
As you enter data you will get an email letting you know how many students have been entered to date. This email is not necessarily the total of completed students for your school. You will receive an email the day after you enter students as names come into the Challenge database overnight. To get an accurate figure on the same day, you will need to run a report.
Non-Government Schools
Please remember to work in small batches and CHECK by running a report that all students are showing up on reports.

Public Libraries
If you know of home education families who are participating in the Challenge, please remind them to send in the completed student reading records as you see them coming through the library. All details of where to send the forms are on the student reading record. Please ask parents/caregivers to consider signing the top of the form if the student has earned a hall of fame medal and this will indicate that their name can be published on the Premier’s Reading Challenge hall of fame honour roll on the website.

Hall of fame Honour Roll on the Challenge website
Students who have completed the Challenge every year since it began will be eligible to receive the first reader for life gold awards (R4Lg) in 2014 and also have the opportunity to have their name included on the hall of fame honour roll on the Challenge website. This can be done at any time after they have achieved the hall of fame status. The consent to print their name will be required at the data entry stage, so there will be a YES to indicate the student has completed the Challenge and another YES to indicate there is consent to print the student's name (ONLY required for hall of fame students). For non-government schools it will be a tick instead of a YES. This information is also available on the Premier's Reading Challenge website.

NB: The student’s school will not be identified, only their name and the year that they achieved the hall of fame status will be featured.

Students who have changed from a non-government school to a DECD school
If you are aware of students who have completed the Challenge in previous years in a non-government school who now attend a DECD school, please email me their new EDID number so it can be added to the student's record to ensure the correct award is given. This is very important to maintain continuity of awards and to ensure that all awards are presented accurately.

Students whose surname has changed
If you are aware of any student who has completed the Challenge in previous years whose surname has changed this year, please forward changes by email so their records can be amended.

Students who have completed the Challenge for 2014 and have now left your school
If you have already collected a student reading record from a student who has since left your school, you can enter the record at your school and forward the award to the new school when it arrives. Alternatively, please let me know the student's name so they can be entered at the new school.

100% completion schools
Schools will go into a draw if they have 100% of their students completing the Challenge. Five schools will each win a collection of 12 books for their library and will be announced at the Premier's Reading Challenge Reception to be held on 21 November. Their books will be sent shortly afterwards and all schools with 100% participation will be celebrated by being showcased on the website.

Please don’t hesitate in contacting us, should you need more information or assistance.

Kind regards

Carmel
Carmel Jones
Manager, Premier’s Reading Challenge,
Level 2 West, 31 Flinders Street, Adelaide SA 5000
Courier: R11/9A Phone: 8226 2006 Fax: 8226 2005
Email: carmel.jones@sa.gov.au