



Implementation & Support Guide

LexiaUK®

Success through support:

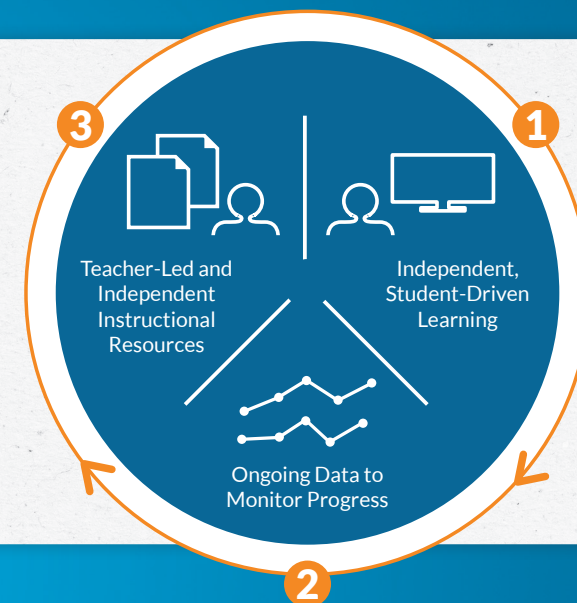
Having partnered with thousands of schools across the UK, we know that our products are extremely effective in accelerating literacy skills when school leaders, teachers and pupils receive the support they require.

This guide provides information on what to consider when implementing Lexia. It also illustrates the level of support available throughout the duration of your license term. To assist in getting the most out of Lexia, we recommend you work towards our Three Best Practice Goals:

Lexia's Three Best Practice Goals:

1. Students are timetabled to interact with the program (typically 3 x 20-30 min/week)
2. Teachers utilise reports to monitor student performance (typically once/week)
3. If necessary, students receive additional support based on their performance (paper-based lesson plans and resources are provided by the system)

For further reading, we recommend the EEF guidance report: Using Digital Technology to Improve Learning, 2018.



Achieving these goals:

To achieve these goals, Lexia includes a high level of personalised and flexible support over the course of your license period. All support is delivered online, at a time convenient to you. Please see the chart which provides an illustration of our typical level of support over a 3-year license period.

- Lexia Consultant
- Lexia Support

	Support Session Type	Lexia staff	School lead	Teaching staff
Launch Period	Initial consultation (ID needs & goals)		✓	
	Planning & tech set-up		✓	
	Launch training		✓	✓
	Progress review & data coaching		✓	✓
	Additional session (optional)			✓
Ongoing Support	Handover call/email		✓	
	6 month review (optional)		✓	
	12 month review/goal setting		✓	
	24 & 36 month review & goal setting		✓	

	Support Session Type	Lexia staff	School lead	Teaching staff
Anytime/Optional*	Data Coaching			✓
	Review/goal setting		✓	
	Database admin training			✓
	Refresher training			✓
	New staff training			✓
	Lexia paper-based resources training			✓
	Technical support		✓	
Unlimited	Telephone support		✓	✓
	Live or recorded webinar training		✓	✓

Note: all sessions are delivered remotely/online. Site visits may be chargeable. * up to 3x45 min p.a.



Implementation Checklist

To achieve your goals, we have compiled a helpful checklist to facilitate your planning:

Staffing roles and responsibilities (see diagram):

- Establish roles & responsibilities (see diagram)
- Confirm success criteria and milestones
- Ensure your LexiaUK support team member is aware of your goals
- Plan to ensure the Three Best Practice Goals are reviewed regularly
- Ensure wider/all staff are aware of Lexia, its purpose and plans to implement

Launch period – identified staff ensures:

Logistical/Technical

- Ensure hardware is available and meets technical requirements
- Good quality headphones are available
- Technician works with LexiaUK to promptly set up the software
- Consider where Lexia will be used and the size of each target group
- Establish launch training and start date

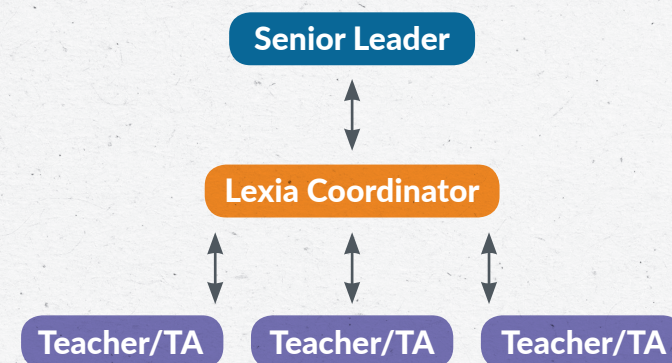
Getting started

- Key staff are trained by a LexiaUK consultant
- All staff are aware of the Three Best Practice Goals
- After 4-6 weeks' use, review progress and student data with Lexia UK consultant

Ongoing Tasks

- Lexia Coordinator checks usage and student progress weekly
- Teachers check their students' progress at least 1x per week
- Teachers provide additional support through Lexia's offline resources
- Lexia Coordinator internally reviews progress with leadership (termly)
- Regularly check-in with LexiaUK and attend support sessions
- Annually, review against success criteria and plan for upcoming year
- Consider expanding Lexia within your school or Trust

Staffing roles/responsibilities



Senior Leader is typically responsible for the school's literacy strategy. Their role is to assist in supporting implementation, e.g. staffing, timetable and hardware needs.

Lexia Coordinator is the main contact between your school and LexiaUK. Responsible for maintaining the Three Best Practice Goals, the Coordinator reports progress to leadership.

Teacher/TA's run regular Lexia sessions, accessing the program's data and paper-based resources to inform planning and instruction.

Usage is key! In addition to timetabling into lessons and withdrawal, Lexia can be expanded through: homework club, use in tutor time, home use, summer schools and library sessions