

A woman with long brown hair, wearing a light blue button-down shirt, is looking at a computer monitor. A young boy with short brown hair, wearing a dark grey sweater over a white collared shirt and a dark tie, is also looking at the monitor. The background is a bright, out-of-focus office or classroom setting.

Implementation Guide

The process and importance of a strong implementation for Lexia programs.

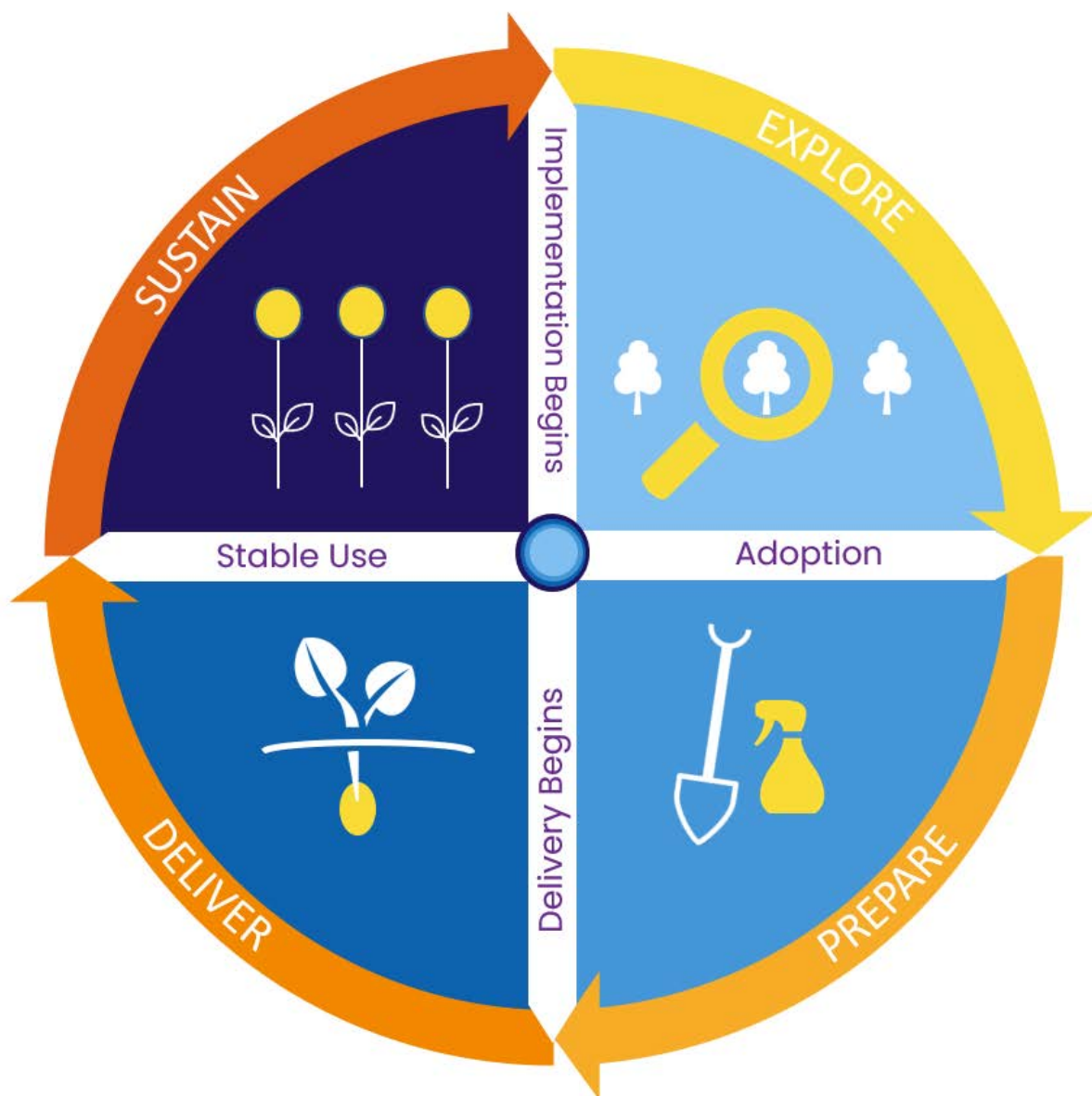
Implementation Guide

Introduction

Here at LexiaUK, we understand that a strong implementation of Lexia products is vital in ensuring that students and teachers see progress as quickly as possible.

Much of our implementation guidance is reflected in the EEF's report; Putting Evidence to Work: A School's Guide to Implementation (2021).

This report recommends that implementation should be treated as a process, not a single event and should take place over 4 main stages.



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The 4 Stages of Implementation

Explore

Ensure you have established the purpose for Lexia in school and that you have explored the program's suitability to achieve your goals.

Once you can clearly define the purpose of Lexia, you should keep this central to your implementation efforts.

Prepare

After establishing Lexia's purpose, it is time to begin preparing for its use in school.

This will involve formulating a clear and robust plan to ensure all staff are confident in putting the program into practice.

Delivery

Once your team is trained to use Lexia, you are ready to put this into practice in the delivery phase.

As the program is rolled out for the first time, ensure you are taking a flexible approach and are able to adapt to any challenges that may arise.

Sustain

After establishing the stable use of Lexia, it is important to ensure that implementation efforts are sustained for the long term.

This involves regularly revisiting how well you are doing against established goals by providing planning opportunities for staff to reflect and share best practice.

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To help facilitate the 4-stage implementation process, LexiaUK offers a high level of personalised and flexible support over the course of your license period.

All of our support is delivered online, or by phone, at a convenient time for you.

Below we outline what support is offered over the course of your licence period.



1

An Initial Consultation with an experienced team member, to allow us to fully understand your school and why you are implementing Lexia. From this point we can start to work towards your goals.

2

Development of a personalised Implementation Action Plan to help keep you and your team on track. This forms the basis of future support discussions with LexiaUK.

3

Initial training to assist with rollout. Over this period, we will ensure that all members of your team, at various levels, are confident in delivering the program.

4

After your initial rollout period, your Action Plan is reviewed, and you are handed over to our dedicated Implementation and Support team. Annually, a team member will meet with you online to review goals and provide additional training if needed.

5

In addition to your Annual Training Review, the Implementation and Support team are available to help you with anything you may need to sustain a strong implementation of Lexia. Contact us for additional support.

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Your Implementation Action Plan

Throughout your Implementation of Lexia, we support you in formulating and maintaining a clear plan to ensure that your team are prepared to carry out a successful rollout of the program.

Using the EEF's Implementation Plan template as a guide, our training is designed to support you in building your plan with the following steps:

Establishing Staff Roles

Having clear roles and responsibilities in place reinforces a strong implementation by allocating implementation activities clearly.

This allows you to draw from a wider range of expertise among your team and establish leadership roles at all levels. We suggest allocating staff to the following roles:

Senior Leader

A member of the Senior Leadership Team should be involved in Lexia to support with establishing school policy surrounding the program, incentivising best practice among staff and ensuring all relevant staff have access to training.

Lexia Coordinator

A Lexia Coordinator should be appointed to oversee the day-to-day use of Lexia across the school. This would be someone to coordinate the program's use at the school level; ensuring timetabling is in place for all target groups, identifying the students that will be using the program and engaging in high-level data analysis using myLexia reports.

Lexia Delivery

Consider which staff members or teams will be responsible for delivering Lexia. This team will develop the structure of Lexia sessions, share best practice and help develop the day-to-day processes that help Lexia run smoothly in school. Typically, this could be class teachers or your Learning Support team.

Lead Administration Support

Ensure you have someone who is responsible for any administration tasks surrounding Lexia. This person will help create and manage Lexia accounts and conduct end of year data cleansing tasks. To perform such tasks, this team member will require School Admin access to your school's myLexia account.

Lead IT Support

Finally, consider who will be supporting with any IT requirements. This person will ensure devices are available, up-to-date and correctly set-up. You may choose to name your IT Coordinator or Technician for this role.

If any of these roles change, make sure to get in touch and let our Implementation and Support Team know as we can offer support and training to get any staff new to these roles started on the program.

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Establishing your 'Why?'

When beginning your Implementation Plan, it is important to reflect on why you are choosing to implement Lexia. What purpose will the program have and what goals do you wish to achieve? Examples of this could include:

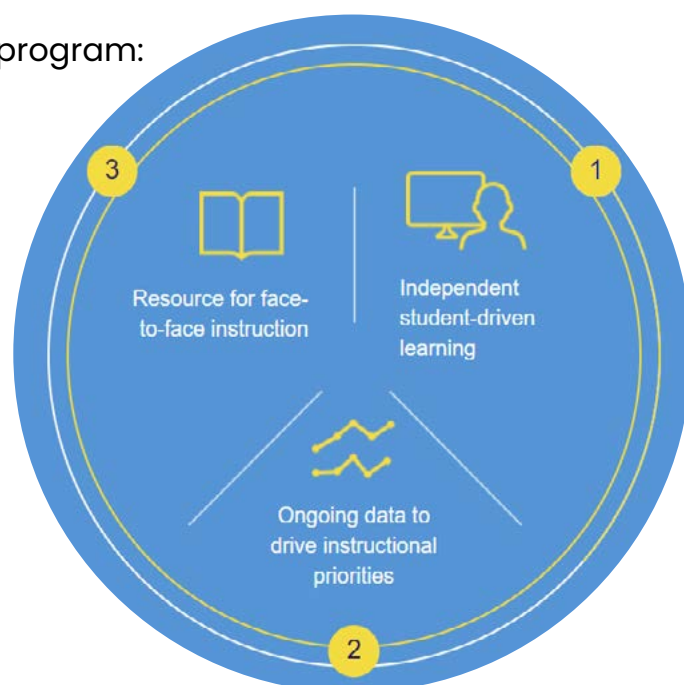
- To improve engagement in the wider curriculum by providing early intervention to struggling readers.
- To solidify phonics skills among Key Stage 1 to promote strong foundations for reading further up in school.
- To prepare KS3 students (aged 11-16) with the literacy skills required for the GCSE curriculum.
- To broaden the reach of reading intervention across school to ensure reading success is extended to all pupils.

'What?': Lexia's 3 Best Practice Goals

In order to build a solid foundation for your Implementation Plan, the EEF recommend identifying the 'Active Ingredients' of an approach and replicating these within your school context. We refer to these as our 3 Best Practice Goals.

Here are the 3 Best Practice Goals of the Lexia program:

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



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Implementation Action Points

The next step in establishing a robust implementation plan is to consider how the implementation of Lexia will take place, and what specific actions need to happen. Your dedicated Lexia team member will help you achieve the following points.

Prepare Staff

Establish staff roles and responsibilities.

Establish success criteria and your goals for Lexia Implementation.

Ensure key staff are trained to deliver and implement the Lexia program.

Ensure wider staff are aware of Lexia, its purpose and your implementation plan.

Launch Period

Technical/Logistical

Prepare devices and headphones for Lexia use and ensure they meet technical requirements.

Technician works with LexiaUK to set up the software promptly.

Establish the initial cohort to access Lexia and create accounts.

Getting Started

Timetable Lexia use into school day for each group to ensure consistent use.

Consider which classroom models will be implemented and how Lexia will look in the classroom.

Schedule staff data checks in myLexia and plan how staff will feedback progress.

Establish when and where paper-based resources, such as Lexia Lessons®, will be delivered.

Ongoing Tasks

Lexia Coordinator and Teachers check student usage and progress weekly.

Teachers provide additional support through Lexia's offline resources.

Regularly check in with LexiaUK and attend support sessions.

Regularly review and update your Implementation Plan.

**Usage is
key!**

Expand to home use,
summer school and
library sessions to
maximise impact!

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Setting your Implementation Goals

Finally, we recommend establishing some clear goals for the implementation of Lexia in school and sharing these with your staff.

Establishing a short, medium and long term goal can support success at every stage.

Short Term Goals

This may be something you would like to see within the first 2 weeks of implementing Lexia in school.

Examples of short term goals for the implementation of Lexia could include:

- New cohorts are added to myLexia and have completed their initial assessment.
- Lexia use is regularly timetabled into the school day.
- myLexia data check-ins for staff are planned in and are adhered to.

Medium Term Goals

Medium term goals may take place over the course of a term. These may include:

- 70% of pupils are consistently meeting their usage targets each week.
- Lexia Lessons© are planned and effectively delivered to students (when required).
- All relevant staff are able to access myLexia reports on a regular basis.
- All licences are utilised regularly.

Long Term Goals

Keeping the purpose of Lexia and your long-term goals in mind can support implementation success. Long-term goals may detail what you would like to see by the end of the academic year.

Examples of a long-term goal could be:

- Students are now working at their age-related expectations.
- Staff feel confident in using the myLexia reports successfully and are able to respond effectively to students' data.
- Students receive ongoing feedback from staff and success is regularly celebrated.

A clear and robust implementation plan is vital for an effective rollout of the Lexia program. A member of our Lexia team will use the implementation plan template on the next page to help get you started!

Your Implementation Plan

Purpose (Why?)
What needs to change? (e.g. student attainment, engagement, intervention scalability?)

School Information	
School Name	
Postcode	
Lexia Implementation Staff	
Senior Leader	
Lexia Coordinator	
Lead Administrator	
IT Technician	

License Information	
License Total	
Renewal Date	
Evaluation?	

Implementation Goals
Short term

Medium term

Long term

Successes so far
What has gone well?

Implementation Activities (How?)
Specific actions that will need to be taken:

Active Ingredients (What?)
The foundations of successful implementation:
1. Students are timetabled to interact with the software (typically 3-4 x 30-minute sessions / week)
2. Teachers utilise reports to monitor student performance (typically once / week)
3. If necessary teachers deliver extra pa-per-based instruction and practice (supplied by the system)