Spring Planning Pack

Maximising your Literacy Impact

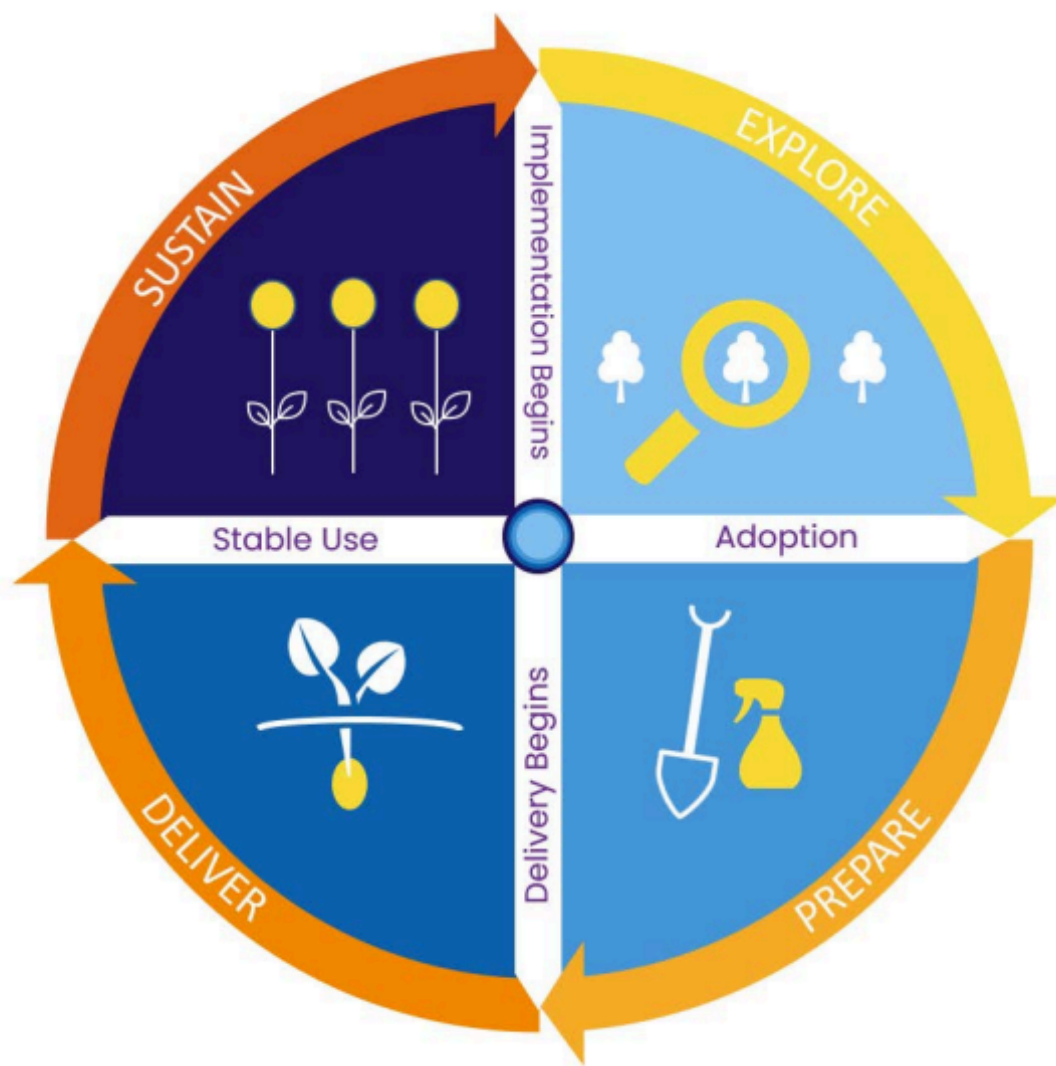**LexiaUK**®
LITERACY FOR ALL

www.lexiauk.co.uk

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; *A School's Guide to Implementation(2024)*.

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 in 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.

Implementation Guide

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 license 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 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 with anything you may need to sustain a strong implementation of Lexia. Contact us for additional support.

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 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 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.

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 include:
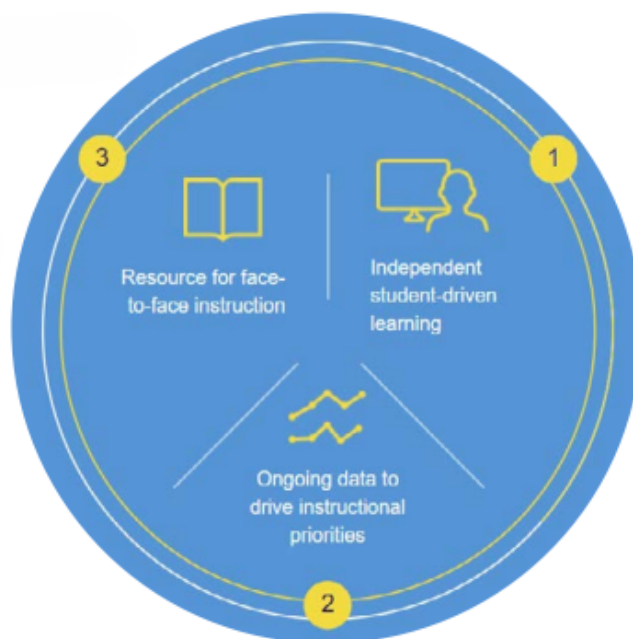
- To improve engagement in the wider curriculum by providing early intervention to struggling readers.
- To solidify phonics skills among Key Stage 1 to promote strong foundations for reading further up in school.
- To prepare KS3 students (aged 11-16) with the literacy skills required for the GCSE curriculum.
- 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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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 is regularly timetabled into the school day.
- myLexia data check-ins for staff are planned in and are adhered to.

Medium Term Goals

Medium terms 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 licenses 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 no 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 back page to help get you started!

Lexia Implementation Audit Checklist
Maximise your Literacy Impact

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Date _____

This checklist is designed to support you in reviewing and strengthening your school's Lexia implementation. Work through each step with your SLT, Lexia Coordinator and delivery team to identify strengths, gaps and next steps. Use this resource as a practical guide alongside your Implementation Plan Template.

WHO - Roles and Responsibilities

- [ ] Ensure you have at least 1 named person in each of the key roles (SLT, Lexia Coordinator, Delivery Staff, Admin, IT Support).
- [ ] Check all staff have completed appropriate Lexia training.
- [ ] Review and update staff accounts on myLexia. Ensure multiple 'School Admin' accounts exist to minimise disruption.
- [ ] Notify LexiaUK of any staffing changes.

WHY – Lexia's Purpose

- [ ] Review and identify the literacy-related problems that Lexia is intended to address.
- [ ] Confirm *how* Lexia aligns with your school improvement priorities.
- [ ] Review whether focus cohorts need to change to better support school goals.
- [ ] Ensure the purpose of Lexia is clearly communicated to staff.

WHAT - Lexia's 3 Best Practice Goals

- [ ] **Timetabling:** Confirm *when, where* and *who* supervises Lexia sessions. Recommended usage is 3x 30 minute sessions for all pupils.
- [ ] **Staff Check-ins:** Consider *who* and *when* staff will perform data checks on myLexia.
- [ ] **Additional Resources:** Consider *when* and *how* additional resources, such as Lexia Lessons and Skill Builders will be delivered, especially to support struggling students.

Lexia Implementation Audit Checklist

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Maximise your Literacy Impact

HOW - Action Points

☐ Review *where* you are now with usage, staffing and progress.

☐ Identify concrete actions to move closer to best practice (e.g. additional sessions, grouping changes, new reward scheme to boost engagement).

☐ Determine whether additional licenses may be required to meet goals.

Goal Setting

☐ Review any existing goals and assess whether they have been reached.

☐ Set short, medium and long-term goals for Lexia implementation and outcomes.

☐ Define clear success criteria alligned with your action points.

Implementation Tips

- Explore different <u>classroom models</u> to maximise usage (e.g rotation stations).
- Use myLexia student data to quickly identify skills gaps and target support.
- Plan for engagement through rewards, celebrations and classroom displays.
- Review implementation termly and ensure ongoing staff training.
- Make use of your annual LexiaUK Implementation Review.

Need Further Support?

The LexiaUK implementation is available should you need any support with your Implementation Audit or Plan. Get in touch to discuss your needs, strengthen your plan and maximise your pupil's progress.

Phone: 0191 482 1939   Email : customercare@lexiauk.co.uk

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Your Implementation Plan – Example

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Purpose (Why?)

School data suggests that low engagement in literacy lessons is due to a large group of Year 7 students with lower reading skills. Intervening here will raise engagement and attainment in Year 7 Literacy.

Successes so far

What has gone well?

70% of pupils have met usage targets over the last four weeks.

45% more pupils are working in the Intermediate and Advanced levels of the programme.

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 paper-based instruction and practice (supplied by the system)

School Information

School Name	*Example School*
Postcode	*EX1 PLE*

Lexia Implementation Staff

Senior Leader	*Headteacher*
Lexia Coordinator	*SENDCO*
Lead Administrator	*Office Admin*
IT Technician	*IT Department*

Implementation Activities (How?)

Specific actions that will need to be taken:

Timetable and additional session during library time.

Arrange training to support Teaching Assistants access to myLexia reports.

Add Year 8 Pupil Premium students to complete Auto Placement Activity

Deliver Lexia Lessons during intervention slots

License Information

License Total	*200*
Renewal Date	
Evaluation?	

Implementation Goals

Short term

All identified pupils have been added to myLexia and have complete Auto Placement Assessment in 2 weeks time

Medium term

80% of pupils are meeting usage targets by the end of term.

Long term

60% of pupils are working in the intermediate or advanced zones by the end of the school year.

Your Implementation Plan

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Purpose

Successes so far

Active Ingredients (What?)

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Lexia Implementation Staff

Senior Leader	
Lexia Coordinator	
Lead Administrator	
IT Technician	

Implementation Activities

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Implementation Goals

Short term

Medium term

Long term