**Reading comprehension intervention group process**

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|  |  | Spring | Summer |
| **Pre-intervention** | 1. Gather RA data
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| 1. Identify students who are 3+ years below
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| 1. Refine list using teacher input and prior RA data
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| 1. Send new classes to Jade and teachers with start dates for upload to SIMS, Provision Map and printing of timetables
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| 1. Send parent letter to office
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| 1. Send student lists and lesson times to all staff
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| 1. Arrange meeting with students via form tutors and Firefly
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| 1. Print parent letter for each student
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| 1. Meet with students to explain intervention and distribute parent letters and timetables
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| 1. Ensure teachers have all necessary info for teaching
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| 1. New exercise books to teachers and copies of questionnaire.
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|  | 1. Email Chiara @ Reading Wise to ensure classes are synced to SIMS and correct story assigned to each student.
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| **Delivery** | 1. Weekly check-in with teachers on progress and concerns
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| 1. Contact with home to any students of concern
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| 1. Ensure all teachers know how to do the Star Reader test in the final session and record data
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| **Post-intervention** | 1. Teachers complete spreadsheet with data – ATL and RA and review intervention on Provision Map
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| 1. Send data to Jade for reports – attendance and sending out to parents. Updating Provision Map with end date.
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| 1. Print reports and new timetables
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| 1. Distribute paper reports and timetables
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