



Programme Fidelity Guide

Delivering Time Cypher Bureau as designed

Time Cypher Bureau is a structured **12-week literacy intervention** built around explicit root instruction, cumulative retrieval practice, and progressive application in reading and writing.

The programme has been designed as a **coherent teaching sequence**. Maintaining the core delivery conditions below helps ensure pupils gain the full benefit of the intervention.

1. Programme duration and dosage

Time Cypher Bureau is delivered over **12 weeks**.

Schools should deliver:

- ✓ **Two sessions per week**
- ✓ Sessions lasting **60–75 minutes**

This provides the exposure required for sustained vocabulary and literacy development.

2. Session sequence

Sessions should be delivered **in the programme order provided**.

The curriculum sequence is carefully structured to:

- ★ introduce new roots gradually
- ★ strengthen retrieval of previously taught roots

- ★ increase reading and writing complexity
- ★ reduce scaffolding over time

Altering the sequence may weaken the cumulative learning design.

3. Lesson structure

All Time Cypher Bureau sessions follow a **consistent instructional routine**. This predictable structure helps pupils internalise the vocabulary decoding process and build confidence with unfamiliar words.

Typical Session A sequence:

1. **Do Now retrieval starter**
Revisiting previously taught roots to strengthen recall.
2. **Mission Brief and Orientation**
Narrative context and learning focus for the session.
3. **Root Model (I Do)**
Teacher modelling of root meaning and word construction.
4. **Structured Practice (We Do)**
Guided activities applying the decoding routine.
5. **Reading Task**
Pupils identify and interpret root-based vocabulary in context.
6. **Writing Task**
Pupils apply vocabulary knowledge through structured writing.
7. **Exit Decoder Check**
Quick retrieval activity to reinforce learning.

Session B sequence:

1. **Do Now retrieval starter**
Revisiting previously taught roots to strengthen recall.
2. **Mission Brief and Orientation**
Narrative context and learning focus for the session.
3. **Reading Task**
Pupils identify and interpret root-based vocabulary in context.
4. **Writing Task**
Pupils apply vocabulary knowledge through structured writing.

5. Exit Decoder Check

Quick retrieval activity to reinforce learning.

This structure supports a consistent **Spot → Decode → Prove → Apply** vocabulary routine across the programme.

Full timings and activity guidance are provided in the **Teacher Session Guides**.

4. Group size

Time Cypher Bureau is designed for **small intervention groups** but is also suitable for whole class cohorts.

Recommended group size:

10–16 pupils

This allows for discussion, retrieval practice and teacher feedback while maintaining lesson pace.

5. Target cohort

Typical participants include pupils who:

- ★ have reading ages approximately **9–12 years**
- ★ can access short narrative texts but struggle with unfamiliar vocabulary
- ★ benefit from explicit teaching of word structure and morphology

Schools commonly identify pupils using existing literacy data such as **NGRT, STAR Reading, PIRA or KS2 SATs outcomes**. The **Word Roots™ baseline diagnostic** can also be used to help confirm whether pupils are well suited to the programme.

6. Lesson pacing

Each session includes timed activities designed to maintain momentum.

Teachers should follow the **suggested timings in the Teacher Session Guides**.

If not all pupils complete every question, teachers should generally **move forward when the suggested time has elapsed**.

Maintaining lesson pace supports engagement and ensures the full programme can be delivered within the 12-week window.

7. Attendance and continuity

Consistent attendance helps pupils benefit fully from the cumulative design of the programme.

Where possible, schools should aim for pupils to attend **both sessions each week**.

In practice, programmes where pupils attend **around 80–90% of sessions** tend to show the strongest impact.

Where pupils miss sessions, teachers may wish to briefly review key vocabulary to support continuity.

8. Assessment points

The Time Cypher Bureau assessment suite should be administered at the designated points in the programme:

- ★ **Baseline diagnostic** - before programme launch
- ★ **Midpoint assessment** - Week 6
- ★ **Final assessment** - Week 12

These assessments allow schools to monitor pupil progress across the intervention.

Detailed administration guidance is provided in the **Assessment Guidance and FAQ sections**.

9. Implementation Principle

Time Cypher Bureau is designed as a **connected sequence of instruction, retrieval and application**.

Maintaining the programme structure allows pupils to repeatedly encounter root-based vocabulary across reading, discussion and writing tasks.

Over time this supports:

- ★ stronger vocabulary knowledge
- ★ improved reading comprehension
- ★ greater precision in written expression.