









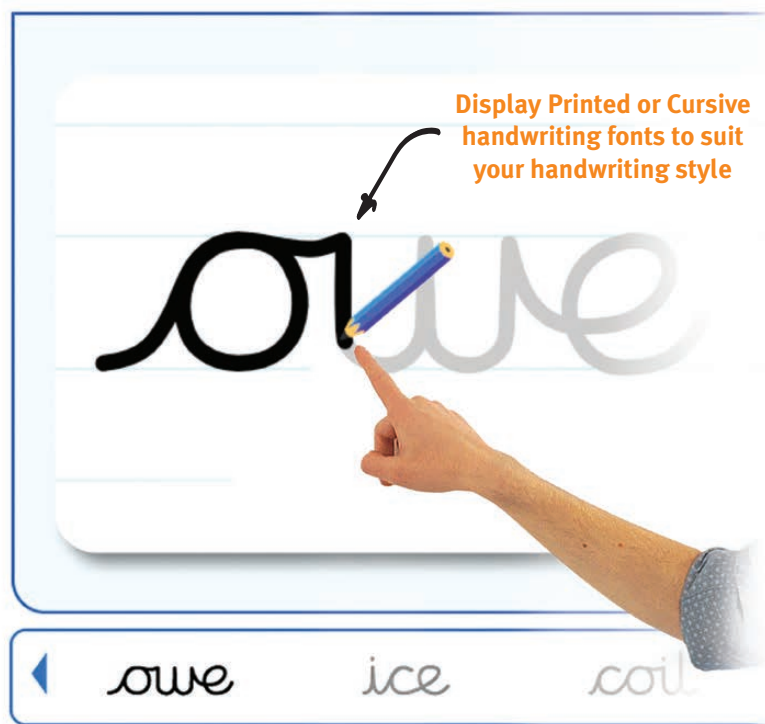


Handwriting MANUAL

Letter-join is an on-line, whole school scheme that includes everything you need to teach handwriting.

-  Patterns
-  Easy letters
-  Easy words
-  Harder letters
-  Harder words
-  More letters >
-  Phonics >
-  Fun >
-  Resources >
-  Info



Lesson Planners for printed and cursive handwriting



Digital handwriting games with a choice of fonts



Pupil log-in for school and home



Worksheets for real handwriting practice

Welcome to Letter-join

Contents

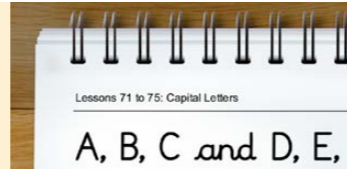
Classroom set-up for teachers

- 4 Classroom set-up
- 5 The Letter-join menu
- 6 The 7 Letter-join fonts
- 7 Font set-up for MS Word
- 38 School Administrator page



Lesson Planners

- 8 Designed for schools wishing to follow a whole school approach to handwriting.



EYFS

- 10 Structured programme to introduce handwriting to Early Years pupils.

Lesson Planner
MODULE 1
Print and Cursive



KSI

- 14 Resources to teach other character sets and to reinforce and practise handwriting.

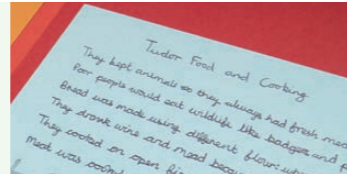
Lesson Planner
MODULES 2 & 3
Print and Cursive



KS2

- 20 Exercises to promote fluent and legible handwriting to help reach National Curriculum expectations.

Lesson Planner
MODULES 4 to 7
Cursive



Resources

- 24 Introduction
- 26 Printout sheets
- 29 Worksheet Generator
- 30 Dictation Exercises
- 32 On-line Word Processor
- 34 Word Animator and Word Banks



School Admin & Tech

- 40 **The School Administrator page**
How to personalise Letter-join for your school.
- 42 **Letter-join for pupils at home**
Access Letter-join at home.
- 43 **Installing fonts**
Downloading and installing Letter-join fonts on PCs and across networks.
- 43 **LearnPad installation**
Access Letter-join on a Learn Pad.

RECOMMENDED BROWSERS



Letter-join is a whole school handwriting scheme offering teachers the option to start teaching handwriting using either printed or cursive letters.

The Letter-join website is continuously updated with new resources providing the most comprehensive and enjoyable handwriting scheme for teachers and pupils. If you are new to Letter-join, register for a free trial at www.letterjoin.co.uk



Recently added to Letter-join: a new printed font, Print Plus, and linked resources for Early Years and Key Stage 1.

Essential Letter-join

Letter-join in the classroom

Letter-join is an online handwriting resource for teaching handwriting on interactive whiteboards. It includes animations, touch-screen activities, cursive and printed fonts, lesson planners and access to hundreds of practice worksheets.

Choice of Letter-join fonts

Class teachers can choose Cursive or Printed fonts to use for online resources and printouts. School subscribers can download fonts to use in MS Word.

Alternative letterforms

Letter-join cursive fonts include alternative letterforms for f, k, w, x and z. The printed font has alternative letterforms for f and k.

Letter-join practice worksheets

Letter-join contains worksheets and printouts in PDF format. These will use your class choice of font and your school's preferred letterforms.

Letter-join on iPads and tablets

Letter-join access on iPads and tablets is included with school subscriptions. Letter-join's fun, touch-screen activities are compatible with most Apple, Android and Windows tablets.

Free home access for your children

Letter-join includes free access for pupils to log in to Letter-join at home on PCs and tablets.

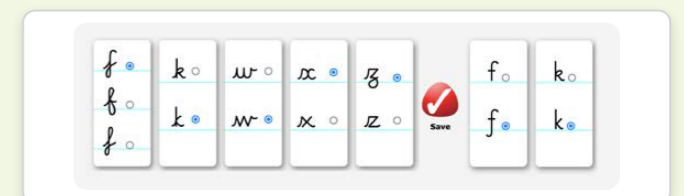
Handwriting Lesson Planners

For schools wishing to follow a structured handwriting plan, there are handwriting Lesson Planners for all year groups. There is also a Handwriting Assessment Tracker and Handwriting Recovery Programme.

Handwriting Policy Document

Letter-join includes a curriculum-based Handwriting Policy that can be personalised by schools.

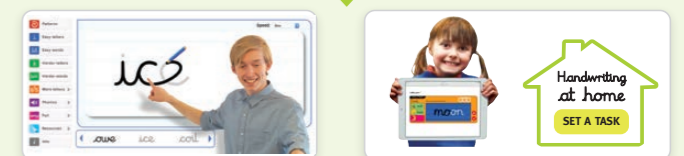
Teach handwriting Cursive or Printed



Letterforms and fonts to suit your handwriting policy



Lesson Planners for cursive or printed letters



Teachers can select different Letter-join fonts for activities and worksheets.

Font choices are auto selected for pupils in class and at home.



Choose and print worksheets in your chosen font for real handwriting practice.

Classroom Set-up

Click on the Info button on any Letter-join web page for essential classroom information.

i Info

Teachers' Information Panel

Fonts and Letterforms

Classroom Font Options

Pupils at Home

Lesson Planners

Account Information

Instruction Guides

Set Home Learning Tasks

Home Learning Packs

[Back to Letter-join](#)

CHANGE YOUR CLASSROOM FONT HERE!

Letter-join videos and Powerpoint training

Letter-join overview (video) >

Staff presentation (Powerpoint) >

44 page Handwriting Manual (pdf) >

How to use the Word Animator (video) >

Lesson Planners (video) >

School Admin page set-up (video) >

Pupil home set-up

How to get your pupils using Letter-join at home.

Change Class Name and Year Group of your Classroom account.

Letter-join VIDEOS

Essential videos and presentations to help get the most from Letter-join.

The Letter-join menu

Search here to find any Letter-join worksheet

Patterns

Easy letters

Easy words

Harder letters

Harder words

More letters >

Phonics >

Fun >

Resources >

Info

More Letters

Families

ABC Capitals

efk Printed

123 Numbers

% Symbols

About

Phonics

Phase 1

Phase 2

Phase 3

Phase 4

Phase 5

PhonicsMatch

SoundMatch

Phozzie

Fun

Magic Words

Magic Pattern

Word Bank

PhonicsMatch

Word Search

Write it Right!

LetterMatch

LetterLotto

L. Families

Write in Time!

Resources

W Generator

W Animator

W Processor

Printouts

Dictation

Warm Up

About

Letter-join workflow: animation to worksheet

Animations for individual letters include voiced instructions and link to an accompanying practice worksheet.

4 LETTER-JOIN HANDWRITING MANUAL

LETTER-JOIN HANDWRITING MANUAL 5

Letter-join cursive and printed fonts

Individual class fonts

Class teachers can use any Letter-join font for their class by clicking the 'Info' button and choosing 'Classroom Font Options'. The chosen font will be used for all Letter-join activities.



Letter-join fonts: use without a download

The Letter-join on-line Word Processor is designed to produce documents using Letter-join fonts, without needing to download to a computer. Find out more on page 32.

Watch Letter-join Font Videos
letterjoin.co.uk/videos.html

Letter-join fonts for MS Word

Letter-join fonts can be downloaded by school subscribers from the Admin page for use in MS Word. See 'Installing fonts' page 43.

Letter-join Plus

Letter-join Plus is a continuous cursive font with lead-in and lead-out lines.

the dog ran

Letter-join No-lead

Letter-join No-lead has no lead-in line but has a lead-out line that joins to the following letter.

the dog ran

Letter-join Air Plus

Letter-join Air Plus is used when wanting to teach continuous cursive letters that are not joined.

the dog ran

Letter-join Air No-lead

Letter-join Air No-lead does not include a lead-in line and the letters are not joined.

the dog ran

Letter-join Print Plus

Letter-join Print Plus has simple exit strokes for letters that end 'on the line'.

the dog ran

Letter-join Print

Letter-join Print matches the letter style used in Letter-join to teach printed letters.

the dog ran

Letter-join Basic

Letter-join Basic is designed for use with PowerPoint and Smart Notebook. It is based on Letter-join Plus.

the dog ran

Display cursive fonts correctly in MS Word

When using any of the Letter-join cursive fonts in Microsoft Word it is important to switch on the Contextual Alternates option to correctly reproduce the cursive letterforms and use the correct joining strokes between letters. Please set-up as shown below.

apple ✓

CONTEXTUAL ALTERNATES SWITCHED ON

About Contextual Alternates

Contextual Alternates is a typographical term for correctly joining cursive letters together.

Letter-join font software compatibility

As well as MS Word, Contextual Alternates is auto-selected by Apple Pages. For programmes that do not have Contextual Alternates, please use the Letter-join Basic font as shown on opposite page.

apple ✗

Lead-in line missing Wrongly shaped letters that overlap

CONTEXTUAL ALTERNATES SWITCHED OFF

Switching on Contextual Alternates in Microsoft Word

Please make sure that the Letter-join fonts are installed - see page 43.

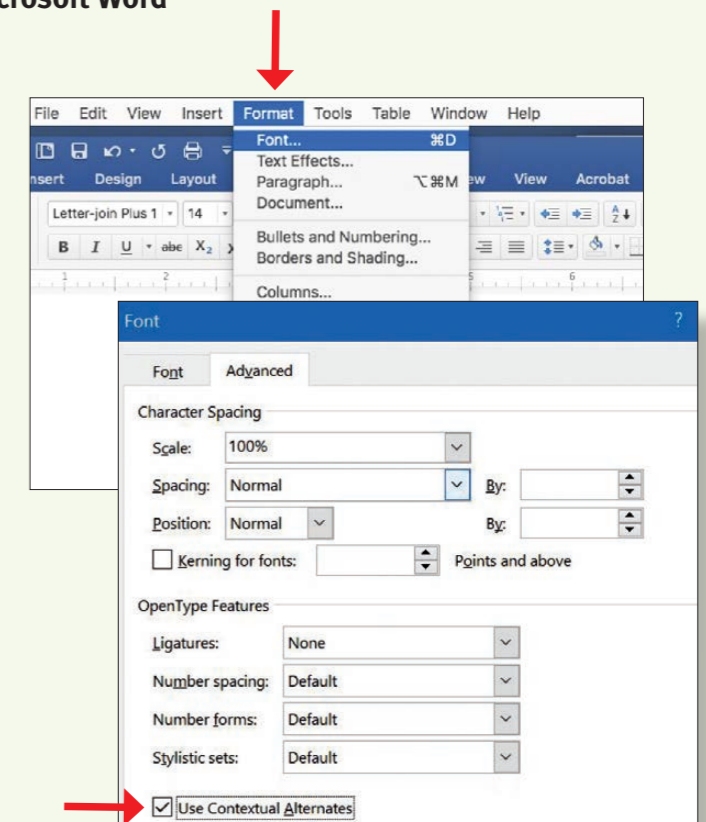
With the Letter-join fonts installed on your computer open MS Word and check that the fonts are displayed in the font list.

If the Letter-join fonts are not listed, re-start MS Word.

How to switch on Contextual Alternates:

- Highlight all text.
- Select Format > Font (or Ctrl D).
- Select the 'Advanced' tab.
- Tick the 'Use Contextual Alternates' button.

This option has to be selected every time MS Word is re-opened or alternatively a Word template can be created with Contextual Alternates already enabled.

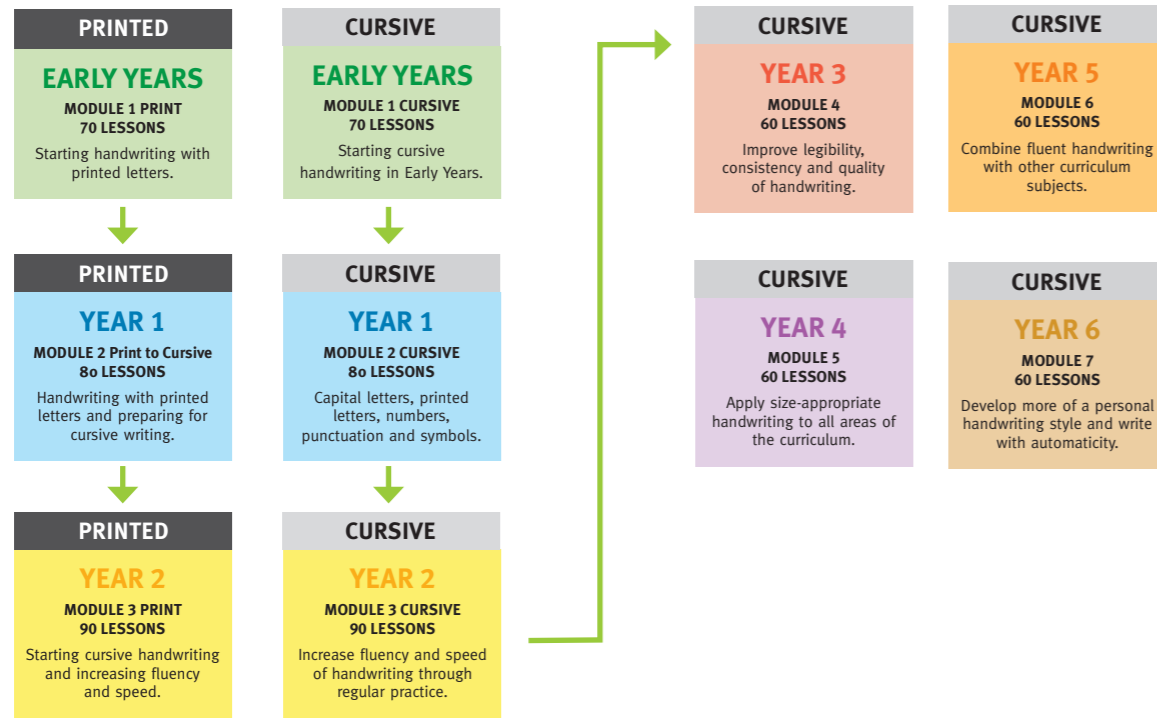


Handwriting Lesson Planners

The seven Letter-join Lesson Planners provide structured lessons for teaching printed and cursive handwriting.

To suit your school's handwriting policy, Letter-join's Lesson Planners offer two routes into teaching handwriting; either printed or cursive letters in Early Years and Key Stage 1.

Lesson Planners: Early Years through to Year 6



Handwriting worksheets

Letter-join Handwriting Lesson plans progress through a series of worksheets combining handwriting practice with SATs revision topics for KS1 and KS2.

Lesson Planners cover each of the key stage requirements and are written by teachers and editors with expertise in EYFS, KS1 and KS2.

They are developed in keeping with the UK National Curriculum and use Letter-join's resources to provide a thorough and interesting way to teach handwriting.

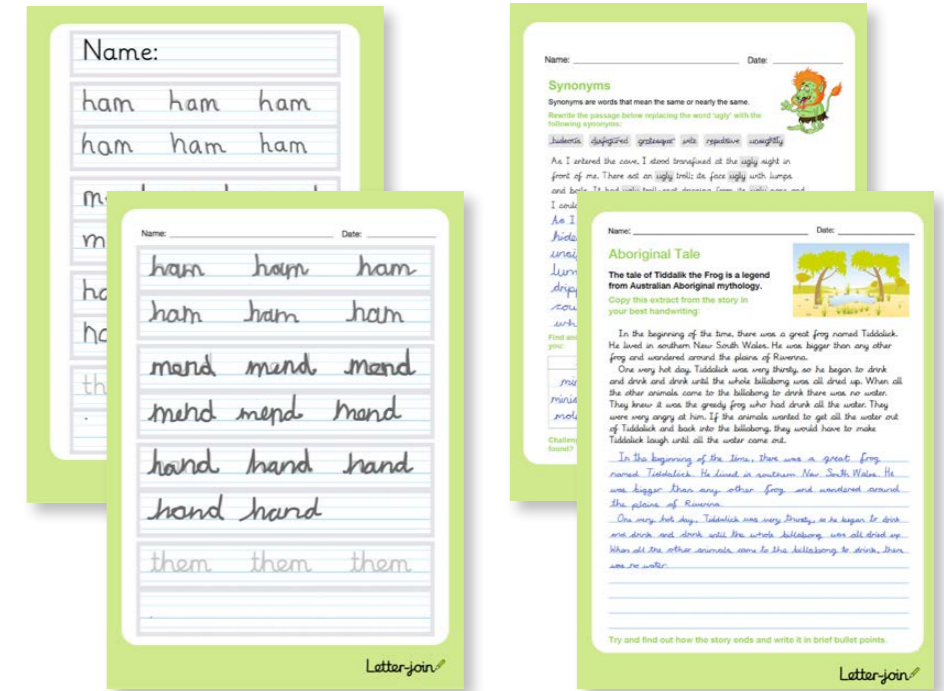
How to download Lesson Planners

Letter-join Lesson Planners and their corresponding worksheets links can be accessed from the 'Lesson Planners' option on the Teachers Info page.

Module 4 Worksheet links

- | | |
|---------------------|------------------|
| 1. Graffiti wall | 14. Number ops |
| 2. Regular verbs | 15. Double 'g' |
| 3. Double 'b' | 16. Numerals |
| 4. Regular verbs | 17. Double 'i' |
| 5. Double 'c' | 18. Odd and even |
| 6. Verbs ending 'e' | 19. Double 'm' |
| 7. Double 'd' | 20. Palindromes |
| 8. Verbs ending 'e' | 21. Double 'n' |

Each module has links to corresponding worksheets.



Early Years lessons cover all lowercase letters; either printed or cursive fonts.

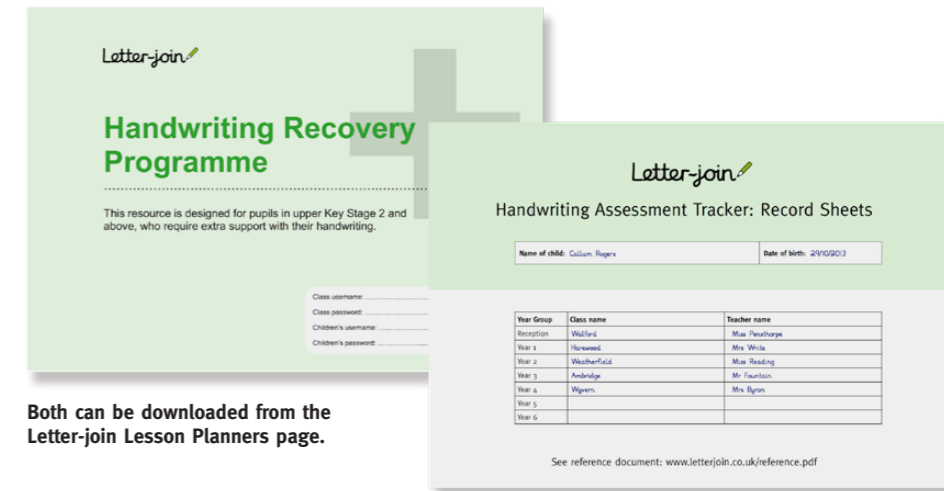
KS1 and KS2 handwriting practice includes SPaG topics and longer passages of text.

Handwriting Recovery Programme

Designed for pupils in upper Key Stage 2 and above who require extra support with their handwriting.

Handwriting Assessment Tracker

Provides a complete scheme to assess pupils' progression in handwriting skills from Early Years to Year 6.



Both can be downloaded from the Letter-join Lesson Planners page.

Lessons 26 to 30: Introducing Easy Letters and Easy Words

Learning outcomes:

- To know that each letter is referred to as a sound.
- To sit correctly for handwriting and hold a pencil using the tripod grip.
- To form the lowercase letters u, w and e correctly.
- To write words containing u, w and e using the correct joins between each letter.

LESSON	Activities	Teaching	Resources	Success Criteria
26	Explain that each letter is referred to by its sound. Model the writing of the letters u, w and e with Letter-join's animations on the IWB. Encourage children to 'air-write' the letters as they are being animated. Invite children to trace the letters using the 'Try' facility of Letter-join on the IWB.	Whole class teaching (carpet work). Teacher explanation. IWB demonstration and interactivity.	Choose Letter-join's 'Easy Letters', select a set of letters and click the speaker symbol to play the letter sound. Letter-join's u, w and e animations and 'Try' facility on IWB.	Do the children know the sounds of the letters u, w and e? Can they distinguish between the letters? Can they make the shape of each letter?
27	Demonstrate the correct sitting position and pencil grip for left- and right-handed - see pages 8 and 9. Model each letter using Letter-join (as above). Practise the letters u, w and e using the 'Try' facility of Letter-join on the IWB and the Tablet Edition. Practise the letters using a variety of classroom resources.	Whole class teaching with intervention, if needed. IWB demonstration and interactivity. Individual work.	u, w and e letters on IWB. Wipe-boards, mini blackboards, sensory trays, paper and pencils or crayons etc.	Can the children sit correctly and hold a pencil correctly? Can they write each of the letters on a large scale?
28	Reinforce sitting position and pencil grip. Repeat u, w and e letter animations. Practise writing the letters u, w and e on Letter-join's practice worksheets.	Whole class teaching with intervention if needed. Individual work.	u, w and e letters on IWB. Letter-join's worksheets for u, w and e letters. Handwriting pencils.	Can the children write each of the letters using a pencil and paper?
29	Reinforce sitting position and pencil grip. Watch how to write each word containing u, w and e. Encourage children to 'air-write' the words as they are being animated on the IWB. Invite children to trace the words on the IWB. Practise words using classroom resources.	Whole class teaching using IWB demonstrations and interactivity. Individual work.	u, w and e words on IWB. Wipe-boards, mini blackboards, paper and pencils or crayons etc.	Can the children write each of the words on a large scale? Are they using the correct joins between letters?
30	Reinforce sitting position and pencil grip. Repeat word animations demonstrating the letters u, w and e. Practise writing words using the letters u, w and e.	Whole class teaching using IWB demonstrations and interactivity. Individual work.	u, w and e words on IWB. Letter-join worksheets for words using the letters u, w and e. Handwriting pencils.	Can the children sit correctly and hold a pencil correctly? Can they write each of the words using a pencil and paper?

Don't forget Letter-join's warm-up exercises before each lesson.

Differentiation: Please see page 22, 'Differentiation for Easy Letters and Easy Words' for options.

Lesson Planners are provided in PDF format and can be downloaded from the teachers' 'Info' page.

Early Years Foundation Stage

Letter-join offers the option to start teaching handwriting using printed letters, for all resources and worksheets, before moving on to cursive handwriting.

Patterns and pre-writing shapes can be challenging for young pupils, but Letter-join has all the resources needed to introduce the different handwriting strokes.

Letter-join's animations present pre-writing patterns with fun sounds that can be copied by air-writing or by tracing on IWBs, tablets and, most importantly, by practising with a pencil on printed worksheets.

This naturally leads on to the introduction of real letters. Watching and copying the shapes of letters and the various joining techniques, if appropriate, will enable pupils to learn to write simple words at this early stage.



EYFS touch-screen activities

To complement Letter-join worksheets for patterns, letters and words, children can choose Letter-join's touch-screen activities to enhance writing skills. Use any Letter-join printed or cursive font to display in activities.

Choose the font that's most appropriate for your class.



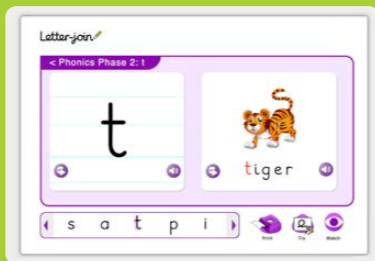
Magic Patterns
A selection of patterns, shapes and mazes for tracing.



Magic Words
Enter any word to trace on a variety of colourful backgrounds.



Letter Families
Reinforce the different letter shapes and show children the correct way to write the letters.



PhonicsMatch
Combine handwriting and phonics with Letter-join's fun, interactive phonics resources.

LetterMatch

Helps teach the names and sounds of the letters of the alphabet.



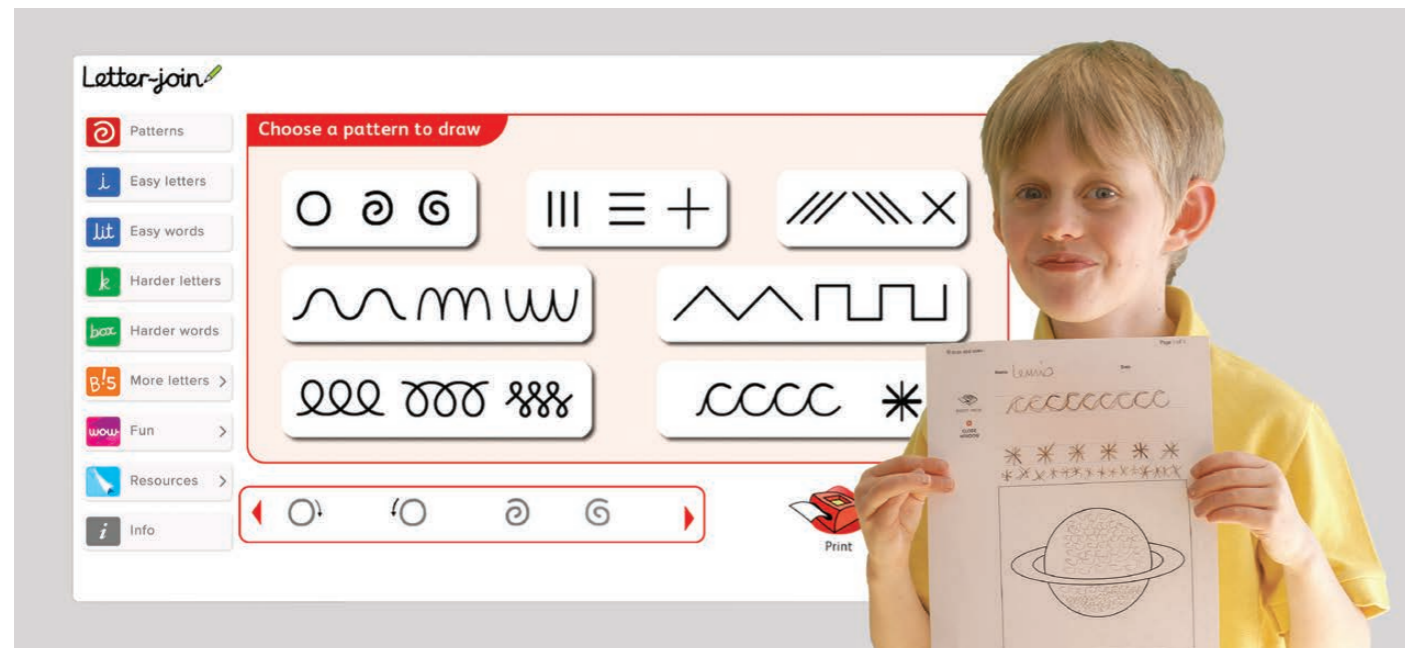
LetterMatch

LetterMatch is an activity to teach children the names and sounds of the letters of the alphabet.

When the sounds have been learned, play a matching pairs game to reinforce the learning task.

Ideal for children to use at home on iPads and PCs for independent learning. Find LetterMatch under the 'Fun' tab.

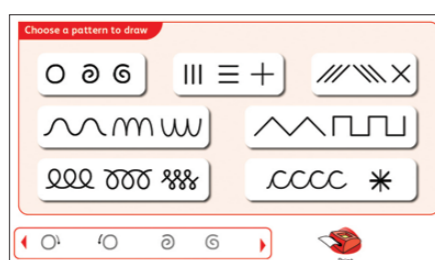
Develop writing skills with pre-writing patterns



Interactive whiteboard display allows for whole class involvement.

Letter-join provides a selection of fun pre-writing patterns for EYFS pupils that cover all handwriting movements. These encourage fine and gross motor skills as a foundation to handwriting.

Presented at a large scale the IWB, Letter-join is perfect for practising gross motor skills by air-writing the shapes. Finer control can be gained by finger writing on tablets or with a pencil using the worksheets. Worksheets consist of lines of patterns for tracing using a pencil or crayon and a simple drawing which can be 'coloured-in' using the patterns of that group.



Pre-writing patterns cover all writing shapes.



Watch patterns, such as jellies, with fun sounds.



Fun worksheets are available as PDFs for all the pattern sets for handwriting practice using pencils and crayons.

Start handwriting using printed or cursive letters

Letter-join has now expanded to include a new Print font and Lesson Planners giving teachers the choice to start teaching handwriting using printed or cursive letters.



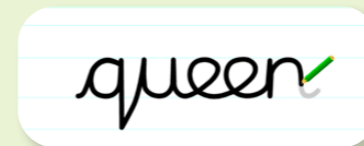
Letters and words made simple

Watch, practise, trace and copy - the easy way to learn handwriting.

Letter-join introduces animations of the letters of the alphabet in a progressive manner starting with 'long ladder letters' and building up to the more complex letter shapes.



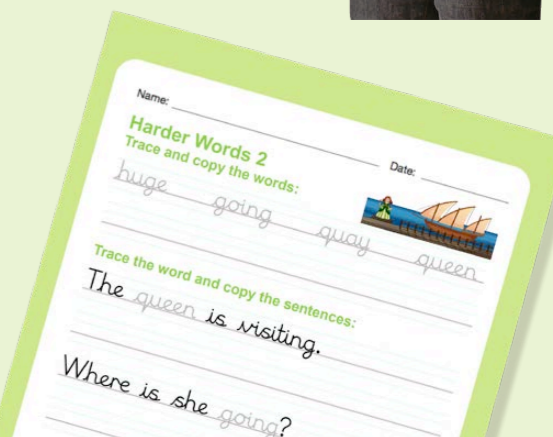
Each letter is presented as an animation with a spoken description. There are also opportunities to 'try' letters and words on IWBs and tablets.



Each set of letters is followed by accompanying words illustrating the joining methods of the letters just practised. The letter and word sets can be printed in three different sizes for real handwriting practice.



Each set of words also includes a worksheet which models each of the words in a sentence helping children to understand the word in context.



WORD ANIMATOR
Create animations for any word

Use Letter-join's Word Animator to create an animation of any word. These can be saved into Word Banks for children to use at home.

WORD BANKS
Make class word banks

Word Banks can be easily made into spelling lists and word searches can be accessed by children who log-in to Letter-join at home.

CLASSROOM FONT OPTIONS

To change a Letter-join font, click the 'Info' button on any Letter-join page and choose 'Classroom Font Options'.

WITHOUT LEAD-IN LINE OPTION

Animations of letters and words and associated worksheets are available without lead-in lines.

Key Stage 1

Handwriting can be fun and Letter-join will help reinforce skills throughout KS1 with a mix of touch-screen and traditional activities.

KS1 is the time to introduce new letterforms including capital letters, numbers and punctuation. To show the correct letter construction, Letter-join includes animations for all of these, and provides ready-made worksheets for labelling and form-filling using capital and printed letters.

Key Stage 1 children should be working to produce neater handwriting with consistent spacing. Handwriting speed can be improved and developed using Letter-join's dictation exercises.

Teachers can set home learning tasks for their class, and pupils can log into Letter-join at home, on iPads and tablets, to access the tasks and use Letter-join's other fun activities.
See page 42 for details.



Lets try...

KS1 SPaG Revision

Letter-join offers a series of worksheets to support KS1 SATS which are not only great for improving handwriting, but are also perfect for the revision of spelling, punctuation and grammar.

There are many fun worksheets aimed at boosting your children's confidence so they are SATs ready.

SATS worksheets can be downloaded from Resources > Printouts > Key Stage 1 and are also used in Handwriting Lesson Planner, Module 3.


Name: _____ Date: _____


Verbs
Verbs are doing and being words: sleep, play, jump, is, are, has
Circle the verbs in these sentences:
Sam builds a den. Jamal runs to school.
The cat chases the dog. I am very cold.
Abi is taller than me. Mum writes a letter.


Write the correct verb in the gaps below:
Sally the spider _____ a beautiful web. has / have
The pirates _____ very grumpy. is / are
Jim the giant _____ to visit his mum. go / goes


On the lines below, choose and copy three verbs from the box for each picture:

scratch	skip	drizzle	purr	swim	laugh
quack	soak	talk	dive	climb	pour


a duck


a girl


the rain


a cat

Letter-join

Name: _____ Date: _____

Long | sound
The long | sound is in all of these words:
idea why high pie bike

Circle the long | sound in these sentences:
The mice spied a python and got quite a fright!
Brian the pilot likes to cycle in July.

Trace and copy:
i i i iii iii ii ii ii
igh igh igh ie ie ie y y y

Say the long | sound and copy these words:
iron _____ right _____ time _____
silent _____ night _____ divide _____
cry _____ tie _____ bite _____
reply _____ cried _____ my _____

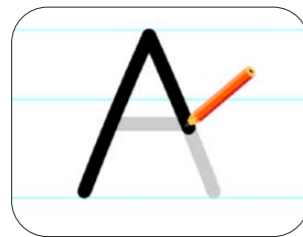
Letter-join

Developing pupils' handwriting skills

For capitals, numbers and printed letters, try 'More Letters' for touch-screen activities and worksheets.

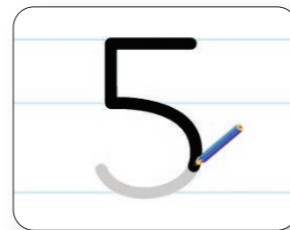
Capital letters

Letter-join's animations teach how to form capital letters correctly. To accompany teaching, there are Letter-join worksheets specifically for practising capital letters e.g. writing names, form-filling, crosswords and word searches.



Numbers and symbols

Touch-screen activities can be used for immediate practice of numbers and symbols. For real handwriting practice there is varied and interesting selection of worksheets.



Printed letters

KS1 activities for practising printed letters include labelling diagrams, writing email addresses and worksheets that include a mixture of printed and capital letters, for instance when addressing an envelope.



	1		6
	2		7
	3		8
	4		9
	5		10

The Prime Minister's Office, 10, Downing Street, London, SW1A 2AA	The Prime Ministers Office 10 Downing Street London SW1A 2AA
Mr. H. Potter, The Smallest Bedroom, 4, Privet Drive, Little Whinging, Surrey	

Letter-join worksheets in 'Resources'

Capital letters, printed letters, numbers and symbols can be practised using real handwriting on the many worksheets provided in 'Resources'.

For the complete listing of printout sheets, Letter-join users can visit Resources > Printouts. See page 24.

Practise number writing

Letter-join includes a full set of times tables worksheets, up to 12 x 12, which are great for practising number writing. They are provided in look, trace and copy format.

Magic Words, in the 'Fun' section, can also be used to practise number writing.

Introduce form-filling

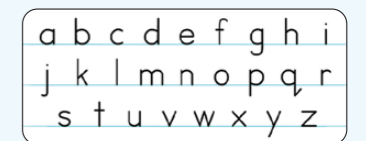
Pupils can learn how to write within the constraints of a form using printed and capital letters. Letter-join includes a selection of forms for Key Stages 1 and 2.

Reach Key Stage 1 handwriting standards

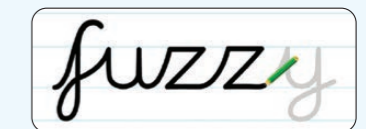
- Demonstrate the correct methods for writing upper and lower case letters with the correct joins.



- Show how to form numerals of the same size that sit on the base line.
- Teach how to write printed letters and use Letter-join's animations and worksheets to practise how they are used.



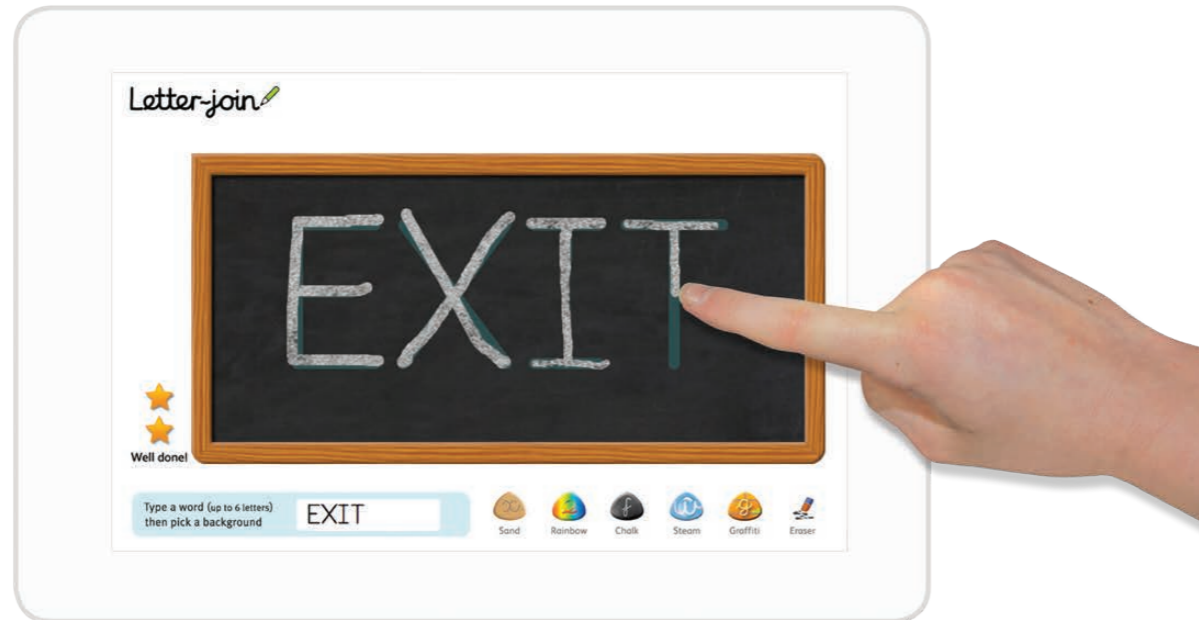
- Ensure that pupils know how much space to leave between words.
- Encourage pupils to write longer passages of text to build up endurance using the Dictation Exercises.
- Use Letter-join's worksheets to ensure that letters sit on the base line and are consistent in size with correctly formed ascenders and descenders.



Letter-join's Magic Words – touch-screen activities

Magic Words is a great way for KS1 pupils to type in their own words and practise their handwriting using the touch-screen capabilities of iPads and tablets. Class teachers are able to select the Letter-join

font they wish their pupils to practise with. There are five exciting, colourful backgrounds and a simple star reward function, which pupils will enjoy using on their tablets at school and at home.

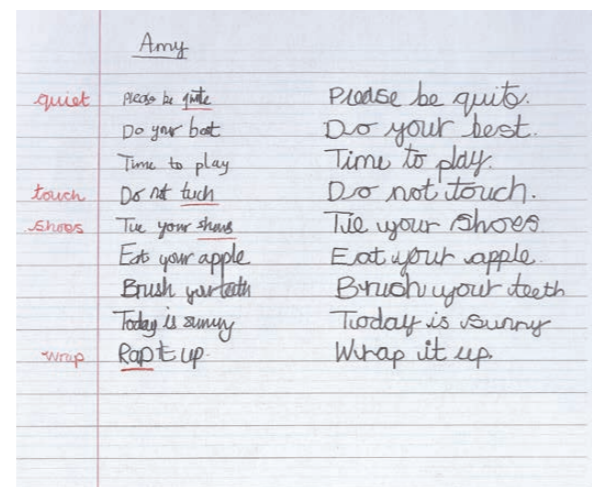


Practise speedy writing with Dictation Exercises

Letter-join's Dictation Exercises are a great way to introduce speedy writing and help build up stamina.

Dictation Exercises help with children's listening skills and in learning how to revise and edit their writing.

The dictation exercises for KS1 start with a simple spelling list, a list of 2-digit numbers and an easy poem.



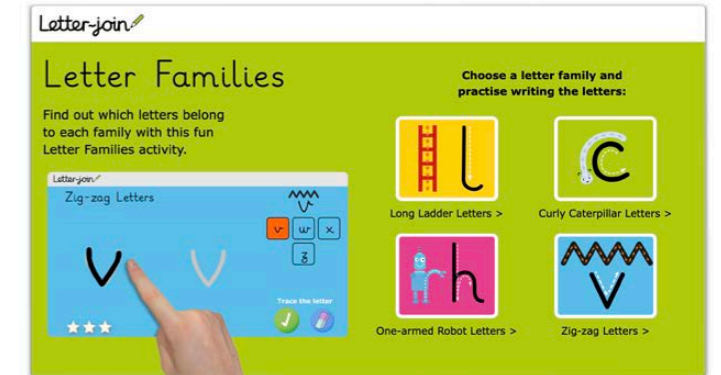
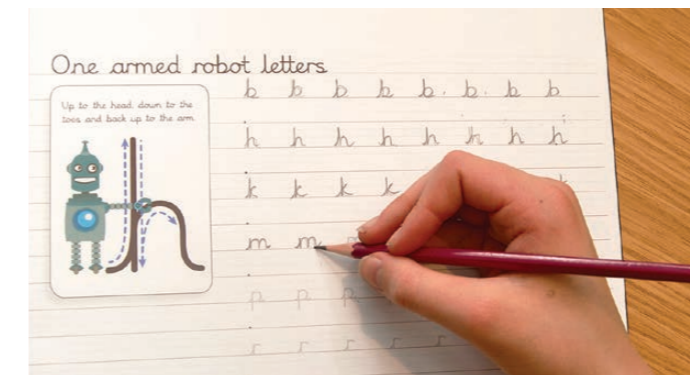
A dictation list written out as a first draft and a final copy. See page 30 for more information about Dictation Exercises.

Try Letter Families worksheets and touch-screen activity

Help pupils become familiar with similar letter shapes and become confident at writing differently formed characters.

Using the familiar format of long ladders, curly caterpillars, one-armed robots and zig-zag letters, Letter-join's Letter Families worksheets can be printed out for tracing and copying.

To strengthen letter formation and to learn which letters belong to each family, try the Letter Families touch-screen activity, under the 'Fun' tab.



Handwriting worksheets

Handwriting and spelling go together and Letter-join provides many spelling worksheets for practising handwriting.

These include: pangrams, high frequency words, cloze sentences, word spacing and joining techniques. See pages 26 to 28 for more worksheet examples.

SPaG practice worksheets

A series of worksheets which specifically cover spelling, punctuation and grammar practice. As well as providing excellent revision and homework sheets, the printouts also provide plenty of handwriting practice. KS1 worksheets are available with printed or cursive fonts.

Prepositions presented with colourful graphics

Spelling worksheets include all the long vowel sounds

Sequencing sentences with guidelines for handwriting practice



Key Stage 2

Ready for the final round of handwriting challenges? When pupils master these they'll be true handwriting champions!

Building on KS1 skills, pupils will be writing passages of text neatly and speedily, labelling diagrams using printed letters appropriately and filling in forms using legible writing.

Letter-join's KS2 teaching resources will help pupils acquire a feel for neatness and quality in their final handwritten work. Audio dictation lessons (see page 22) will develop handwriting stamina when writing.

Key Stage 2 Resources

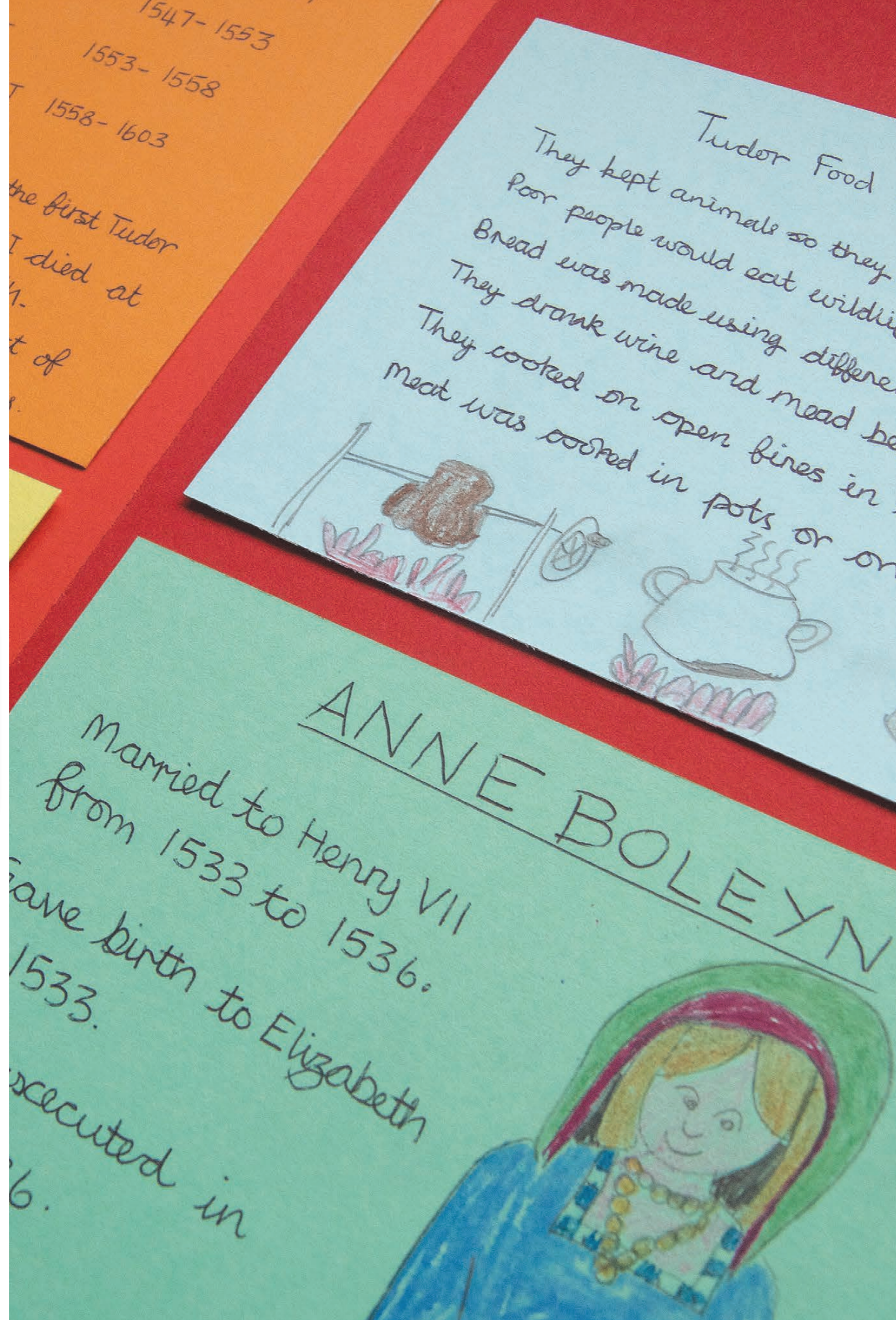
- KS2 Lesson Planners**: Key Stage 2 Lesson Planners MODULES 5,6,7. Hundreds of Lesson Plans structured to develop neat and speedy handwriting. Lesson Planner Module Links: Module 5 worksheet links >, Module 6 worksheet links >, Module 7 worksheet links >
- Recovery Programme**: Letter-join Handwriting Recovery Programme. This resource is designed for pupils in upper KS2 and above, who require extra support with their handwriting.
- Printouts for Key Stage 2**: Choose a section from the Letter-join Key Stage 2 worksheets: English/Maths, SATs Support, Games and Activities, Other Subjects, Dictation, More Resources.

LOGGED IN AS CANTERBURY CLASS. FONT: Letter-join Plus >

KS2 home page with quick links to a range of resources.

Log in to Letter-join as a Key Stage 2 class (see 'Classroom Options' on page 4) and Letter-join will display a page of links to a range of resources specifically for KS2. This includes quick links to Lesson Planner worksheets and the Handwriting Recovery programme, and direct links to categorised KS2 worksheets and resources.

With the support of Letter-join, pupils will have covered all the criteria necessary by the end of Year 6 to reach the standards set out in the National Curriculum for handwriting.



Let's try...

Practise topic spellings using the Word Animator and the On-line Word Processor

Build animations of words for whiteboard and tablet practice and send to the Letter-join Word Processor to create 'look, trace and copy' spelling lists.

1 **Build a bank of animated topic words for pupils to re-play and trace using the Word Animator.**

2 **Share classroom Word Banks with pupils to watch and practise.**

3 **Choose to make a spelling list or word search to extend Word Bank activities.**

Look	Trace	Copy
school	school	
guillotine	guillotine	
king	king	
queen	queen	
abdication	abdication	
government	government	
voyage	voyage	
Elizabeth	Elizabeth	

See page 32 for details of the On-line Word Processor and page 34 for details of the Word Animator.

Accomplishing neat handwriting

Introducing Letter-join's advanced handwriting exercises to reach KS2 National Curriculum standards.

Challenging dictation exercises for KS2

These exercises will help with stamina, speedy note-taking and encourage proof-checking and editing.

Extract from Hansel and Gretel

...it was built of bread and covered with cakes...



Write in Time!

A handwriting activity for Key Stage 2 children that provides the opportunity to practise fast and fluent handwriting which is neat and legible. To play the game, children choose from eight familiar KS2 topics. The more words that are neatly written, the higher the award given.



The National Curriculum tasks Key Stage 2 pupils with aiming for quality, speed and stamina.

Letter-join's resources will help to attain this target and provides worksheets and exercises to help improve handwriting.

The National Curriculum criteria for KS2 handwriting includes:

Quality: Ensure that letters are of consistent size with equal word spacing and that ascenders and descenders are parallel and do not interfere with the writing on the above or below lines.

Speed: Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.

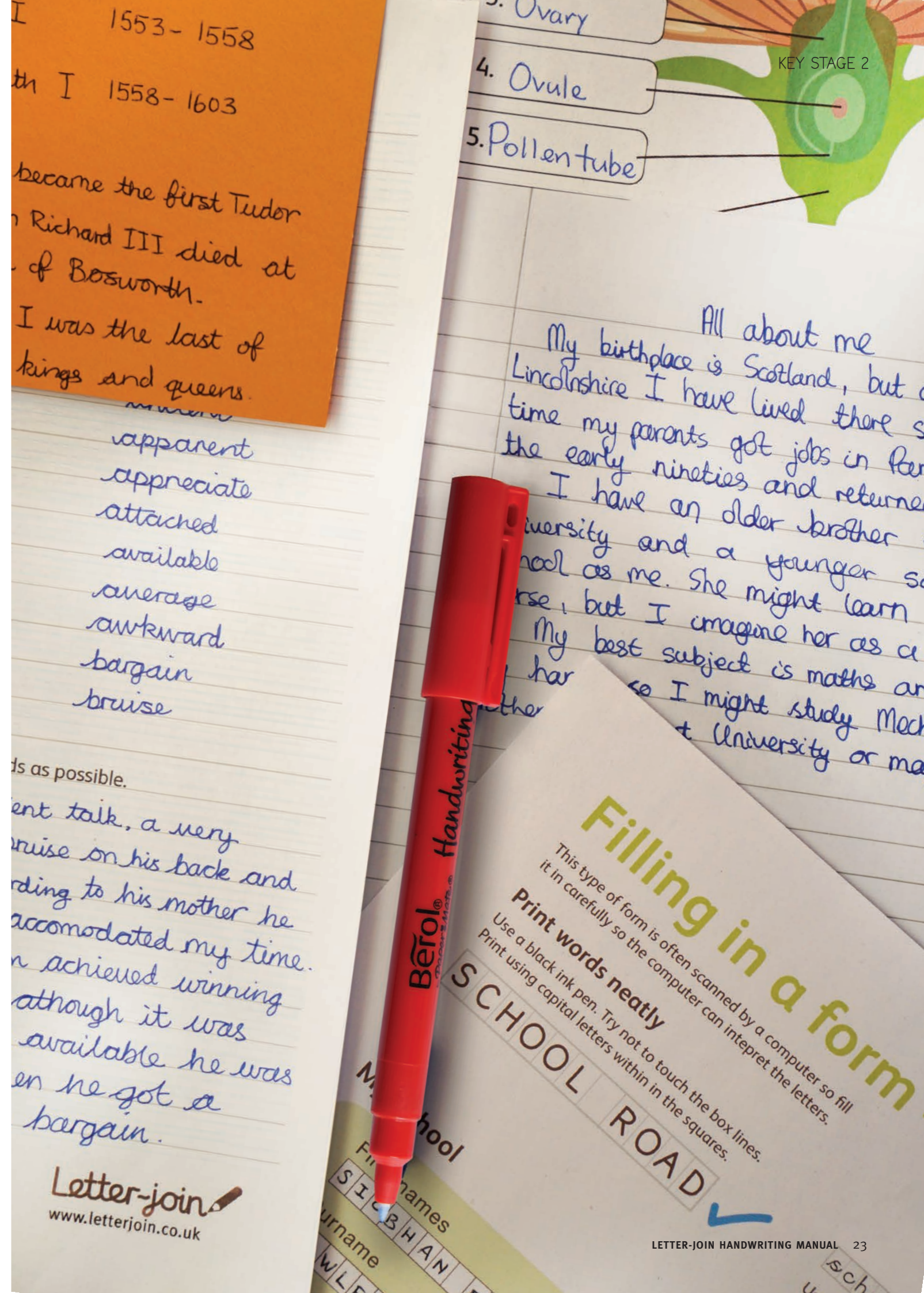
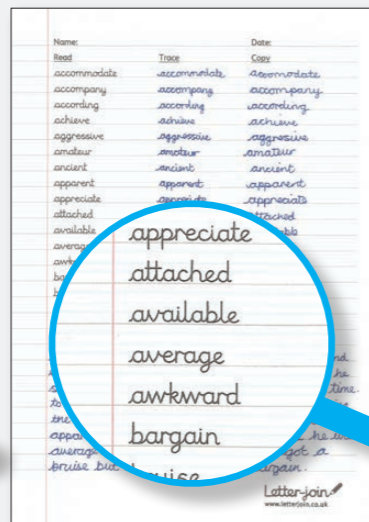
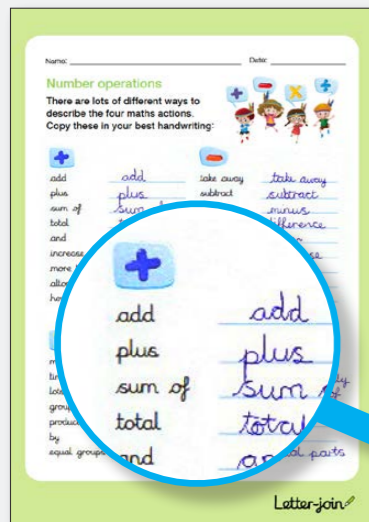
Stamina: Have the strength and mobility to be able to write for longer periods of time without fatigue.

Pupils are expected to have full knowledge of different kinds of handwriting for different purposes including:

- Neat, joined, cursive letters for writing passages, large amounts of text, lists and letters.
- Printed or capital letters for posters, presentations, headings, labelling and form filling.
- Speedy handwriting for note-taking and dictation where neatness is not as important and shortcuts can be used, such as '+' instead of 'and'.

Curriculum topics

Letter-join provides opportunities to link handwriting practice to other areas of the curriculum and combines handwriting practice with other KS2 tasks such as statutory word lists.



Letter-join resources include hundreds of printouts, and tools to help you create your own content. Create spelling lists, word banks and posters, all of which can be saved and shared for future use.

- Printout sheets
- Word Animator
- On-line Word Processor
- Dictation Exercises
- Warm-up Exercises
- Worksheet Generator

Printout Sheets

Pages
26 to 28

Letter-join includes hundreds of worksheets divided into five sections which can be printed with your choice of font and use a school's chosen alternative letterforms.

Early
Years

Key
Stage 1

Key
Stage 2

Posters
and
Handouts

Seasonal
and
Fillers

Key Stage 1 Printouts

<p>Capital letters</p> <ul style="list-style-type: none"> Capital letters to display > Capital letters to laminate > Capital letters on A4 sheet > Capital letters copy and trace > Find the capital letters > Add the capital letters > Word searches > Crossword > 	<p>Numbers</p> <ul style="list-style-type: none"> Numbers to display > Numbers to laminate > Numbers 0 to 9 > Writing digits > Writing numbers > Place value > Times tables > 	<p>More Handwriting</p> <ul style="list-style-type: none"> Letter families > Word spacing > High frequency words > Extra letters practice > Joining techniques > <p>KS1 SATs support</p> <ul style="list-style-type: none"> SATs Spelling > SATs Punctuation >
---	--	--

Word Animator

Create animations of words to save into classroom Word Banks.

1

TYPE A WORD

Please Enter Word to Record

Cancel
OK

2

CREATE ANIMATION

3

BUILD A WORD BANK

4

PRACTICE FOR PUPILS

Page 32

On-line Word Processor

Create and save documents using any of the Letter-join fonts.

An on-line alternative to MS Word for creating spelling lists, classroom presentations and much, much more! The on-line Word Processor does not require Letter-join fonts to be downloaded onto computers.

Find on-line in Resources

Warm-up Exercises

Develop gross and fine motor skills.

Pupils will enjoy Letter-join's fun warm-up exercises for gross and fine motor skills. They can be found in the Letter-join Lesson Planners and on-line under Resources.

KEVIN THE KANGAROO SAYS:
"JUMP UP AND DOWN."

Two-footed standing jump with waving arms.

COLIN THE CRAB SAYS:
"WALK SIDeways."

Take side steps one way, then the other.

Page 30

Dictation Exercises

Improve listening skills as well as handwriting speed, accuracy, note-taking and editing.

Key Stage 1

- A selection of CVC words, a list of numbers and an easy poem.
- Harder dictation exercises: a list of phrases, easy additions and a three-verse poem.
- Sentences and paragraphs using years 1 and 2 common exception and high frequency words.

Key Stage 2

- More challenging exercises: a shopping list, complex numbers and a longer written passage.
- Dictation exercises using extracts from traditional stories and poems.

Page 29

Worksheet Generator

Create handwriting worksheets for spelling lists, sentence sheets and posters.

Choose any of the Letter-join fonts to produce worksheets. Worksheets are created within internet browsers and your school's choices of preferred letterforms will be used. They can be saved as PDFs for future use.

Spelling lists

Look	Trace	Copy
Monday	Monday	Monday
Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday



Printouts

Letter-join includes hundreds of printouts using your choice of font and alternative letterforms

Handwriting worksheet examples

High frequency words

100 high frequency words to trace and copy for EYFS and KS1 in large, medium and small sizes.

Font style
All printouts are available in two font styles:
• WITH lead-in lines
• WITHOUT lead-in lines
Early Years and KS1 printouts are also available in the print font.

Letter families

Colourful worksheets to help with the different families of letter shapes.

Sequencing sentences

Write sentences in order to form short narratives. Two different levels for years 1-2 and years 2-3.

SPaG worksheets

A growing series of worksheets combining handwriting practice with KS1 and KS2 SATs revision.

Spelling lists and sentences

Practise spelling rules and patterns with trace and copy word lists then reinforce with complementary 'missing words' worksheets.

Punctuation

Punctuation practice in the context of meaningful sentences. Worksheets cover all the punctuation requirements.

Grammar

A series of exercises covering the grammar topics required for KS1 and KS2 SATs such as adjectives and prepositions.

MFL worksheets

Worksheets combining handwriting practice and French/Spanish vocabulary.

Word lists

Spelling words, as listed in the DfE's English Programmes of Study in look, trace and copy format.

Cloze exercises

Missing words sentences using words from the word lists for Years 3-4 and Years 5-6.

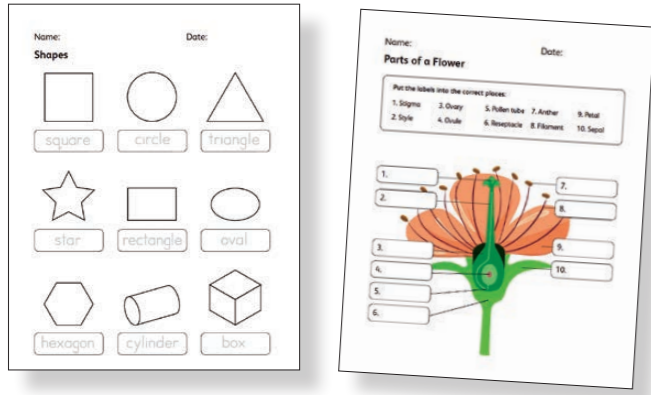
Pangrams

Worksheets to consolidate correct letter formation using sentences that contain all the letters of the alphabet.

Numbers, Capitals and Printed Letters worksheets

Labelling exercises

A selection of worksheets for practising printed letters, covering curriculum-based topics for all key stages.



Times tables worksheets

Trace and copy worksheets for tables facts to 12 x 12.

5 times table		
Look	Trace	Copy
0 x 5 = 0	0 x 5 = 0	
1 x 5 = 5	1 x 5 = 5	
2 x 5 = 10	2 x 5 = 10	
3 x 5 = 15	3 x 5 = 15	
4 x 5 = 20	4 x 5 = 20	
5 x 5 = 25	5 x 5 = 25	
6 x 5 = 30	6 x 5 = 30	
7 x 5 = 35	7 x 5 = 35	
8 x 5 = 40	8 x 5 = 40	
9 x 5 = 45	9 x 5 = 45	
10 x 5 = 50	10 x 5 = 50	
11 x 5 = 55	11 x 5 = 55	
12 x 5 = 60	12 x 5 = 60	

Form-filling exercises

A series of form-filling exercises for all key stages to help teach the formation of printed and capital letters.

Posters and Handouts

Alphabet printouts

A4 printouts for cursive, printed and capital letters which will print using your school preferred letterforms for f, k, w, x and z. These are useful for sending home so that parents know which letterforms are used at school.



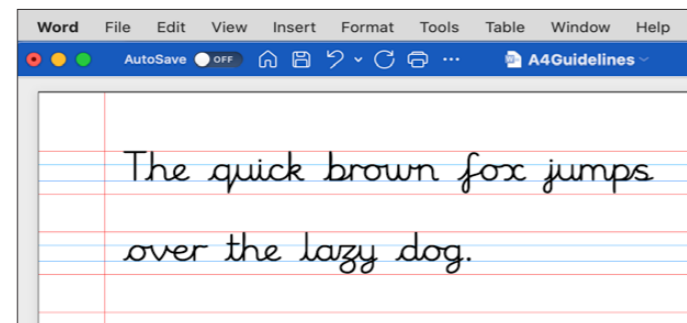
Alphabet banners



All the letters of the alphabet, each on an A4 sheet, to print out for displaying in the classroom or for pupils to colour in. Available as cursive, capital and printed letters.

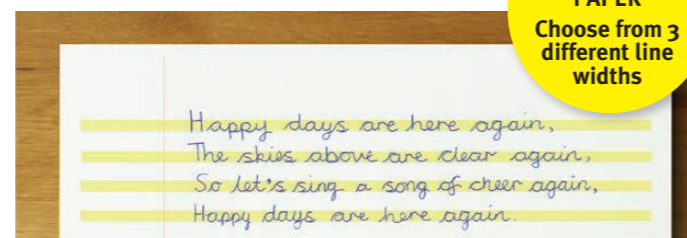
Microsoft Word templates

Designed to match a standard handwriting book style. Choose from four sizes.



Highlighted writing paper

Choose from three different line widths.



A4 HIGHLIGHTED PAPER
Choose from 3 different line widths

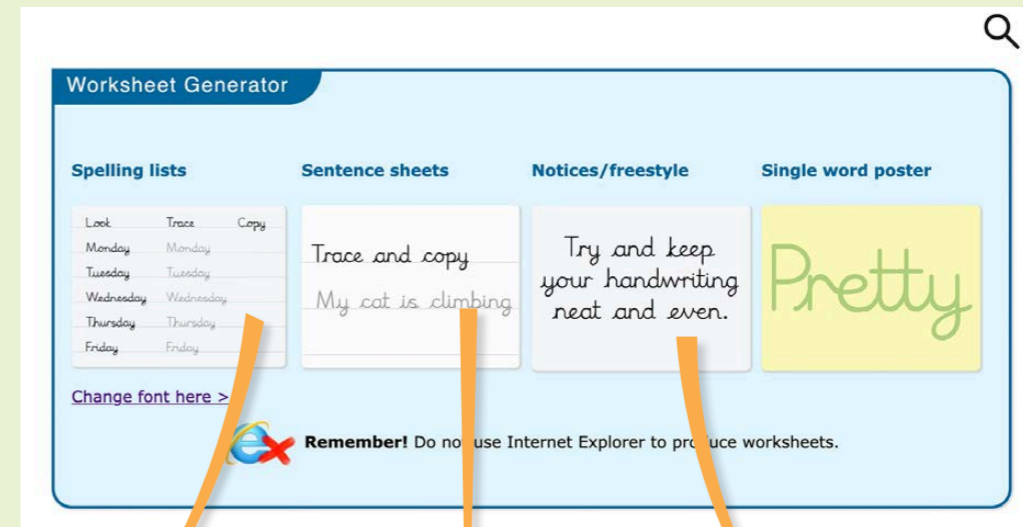


Worksheet Generator

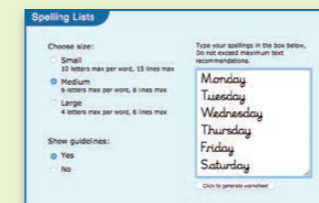
Create your own handwriting worksheets for spelling lists, sentence sheets and posters.

Each classroom account can choose any of the Letter-join fonts to produce printouts using the Worksheet Generator. Worksheets are created within internet

browsers and your school's choices of preferred letterforms for f, k, w, x and z will be used.

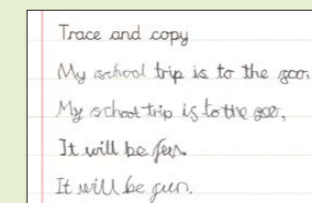


Spelling Lists



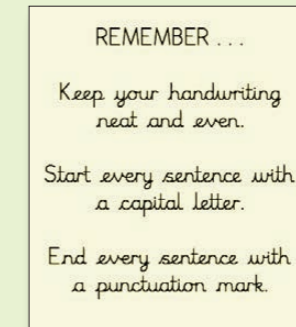
In three sizes with options to show all the guidelines or the baseline only.

Sentence Sheets

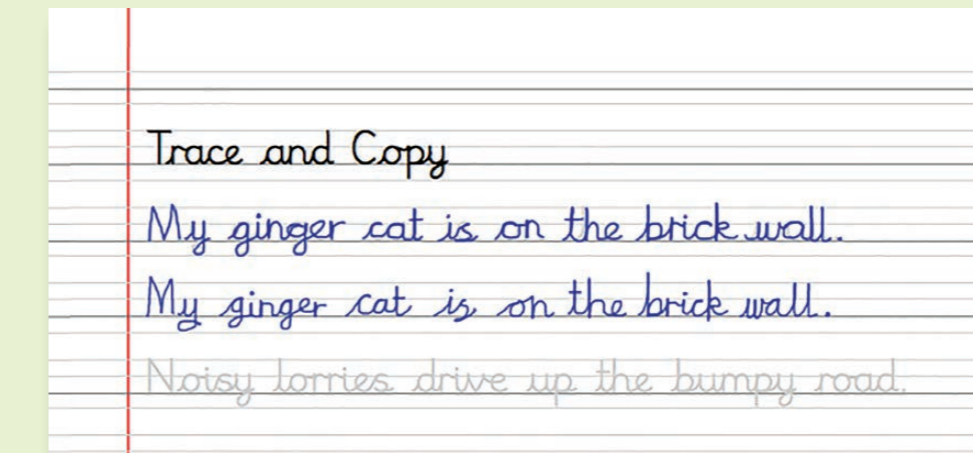


In three sizes with options to hide or show guidelines and with trace or trace and copy options.

Posters/Freestyle



In three sizes with options to show guidelines, baseline only or no lines at all, and to range text left or centred.



Worksheet Generator Hints and Tips

Changing the font
You can quickly change the font via the 'Info' button and choose 'Classroom Font Options'.

The font is not joining correctly on the Worksheet Generator.
Do not use Internet Explorer for Letter-join! The Worksheet Generator will produce fonts correctly if using Google Chrome, Firefox or Safari.

PRINTING WORKSHEETS

How do I save worksheets created using the Worksheet Generator?
The Google Chrome browser has a facility to save pages as PDF files. Create your worksheet as normal using Google Chrome and select Ctrl P then change 'Destination' to 'Save as PDF'.

The worksheets are printing very faint and the guidelines are not showing.
Some laser printers can struggle to print from a web page. Save the worksheet as a PDF (see above) and print from the PDF.

The tracing words are printing in black when I generate a worksheet.

If using Firefox, to print the tracing words in grey please select the 'Print Background' option from Page Setup. Firefox: File > Page Setup > tick Print Background.

The lines are over-running when I print a generated worksheet.
We recommend a maximum number of letters/words/lines for each character size on the Worksheet Generator. If exceeded text lines may over-run. Try reducing the number of words per line.



Dictation Exercises to speed up handwriting

Increase the pace of children's note-taking



Letter-join's dictation exercises are a collection of recorded texts and accompanying support text, especially written to improve listening skills and increase the pace of children's note-taking.

Dictation is a very good exercise to build proficiency and speed in handwriting as well as supporting spelling and editing skills.

Letter-join's fun dictation exercises for Key Stages 1 and 2 cover common exception, high frequency and statutory words. They are simple and fun, and can be practised at school as well as at home.

The exercises start with simple CVC words and progress through to longer passages of text to help build stamina and automaticity in handwriting.

Dictation Exercises

Help teach your pupils to speed up their note taking with a series of dictation exercises. [See Notes](#)

Key Stage 1
Easy dictation exercises

dog hill bus
24 37 92

I can eat a bun,
Put it in my turn,
Open up the top.

A selection of CVC words, a list of numbers and an easy poem.

Key Stage 1
Harder dictation exercises

Over the hill.
2 + 1 = 3

B is a bat,
Asleep in the night,
Flying around...

A list of phrases, an easy number sentence and a three-verse poem.

Key Stage 1
Sentences and paragraphs

You can run fast.

Meg and her child
saw a wild fox so
they ran fast...

Years 1 and 2 common exception and high frequency words.

Key Stage 2
More challenging exercises

4 small satsumas
29-10-2003

My birthplace is
Scotland but at
seven I moved...

A shopping list, complex numbers and a longer written passage.

Key Stage 2
Traditional stories and poems.

Hansel and Gretel

Suddenly the door
opened, and an old
woman came out.

Longer passages using extracts from traditional stories and poems.

Dictation Exercises are found under the Resources tab.

KS1 Dictation Exercises

1. A slippery floor

Sentences 1 >
Paragraph 1 >

2. Bath time!

Sentences 2 >
Paragraph 2 >

3. Mum and Dog

Sentences 3 >
Paragraph 3 >

4. The wild fox

Sentences 4 >
Paragraph 4 >

5. The cats

Sentences 5 >
Paragraph 5 >

7. A new ball

Sentences 7 >
Paragraph 7 >

8. Plant a tree

Sentences 8 >
Paragraph 8 >

9. The tree house

Sentences 9 >
Paragraph 9 >

10. Bam the dog

Sentences 10 >
Paragraph 10 >

11. School play

Sentences 11 >
Paragraph 11 >

KS1 dictation exercises use common exception and high frequency words in sentences and paragraphs.

Challenging Dictation Exercises

Challenging List
A shopping list.

Sieved, batch bread
4 small satsumas
12 medium eggs
2 tins tomato soup

Challenging Numbers
Numbers and digits.

29-10-2003
00-34-79
£29.99 • \$49.15
EZY 5253

Challenging Story
A written passage.

My birthplace is
Scotland but at
seven I moved
to Lincolnshire.

The first set of KS2 dictation exercises cover a mixture of numbers and words.

How to use Letter-join Dictation Exercises

A slippery floor

1 LISTEN 0:00 / 0:13

2 WRITE 0:00 / 0:35

3 EDIT 0:00 / 0:13

4 SEE TEXT AND WRITE OUT AGAIN >

1 Listen

Click 'Play' on the 'Listen' row to play the dictation exercise at normal speed for the class to hear. This is to allow pupils to become familiar with the dictation they are about to write.

2 Write

Press 'Play' on the 'Write' row for pupils to listen to a slower version of the recording, pressing 'Pause' between phrases to allow time for pupils to write what they hear.

Explain that if they do not hear clearly, or if they don't have time to write everything, they can leave a blank space which can be filled in later at the 'Edit' stage.

3 Edit

Play the Edit recording which is at normal speed. This will allow pupils to fill in any blanks they have left, or to make changes. You can play this more than once, if necessary.

4 Write out again

Click the link to display the written text so that pupils can check their work before writing out again using their best joined-up handwriting.

A typical Key Stage 1 dictation exercise using simple sentences

List of Phrases

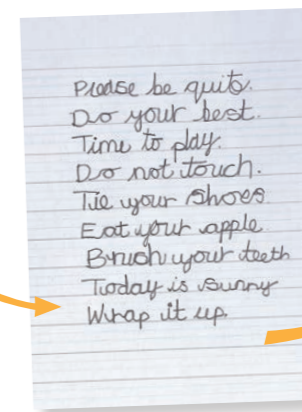
PLAY AND LISTEN 0:00 / 0:26

PLAY PAUSE & WRITE 0:00 / 0:31

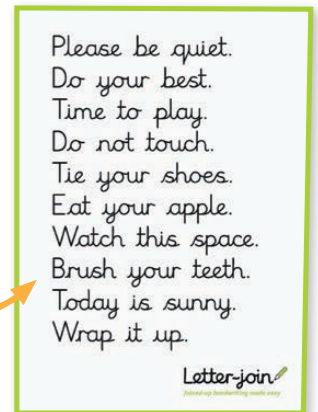
PLAY AND CHECK 0:00 / 0:24

Finally, click here to see the written text >

Dictation sound file for class to listen to.



Pupil's written text.



PDF for teachers to display for checking.

A Key Stage 2 dictation exercise, using a traditional story, with a longer passage of text

KS2 Dictation Exercises

LISTEN 0:00 / 0:43

WRITE 0:00 / 1:20

EDIT 0:00 / 0:43

SEE TEXT AND WRITE OUT AGAIN >

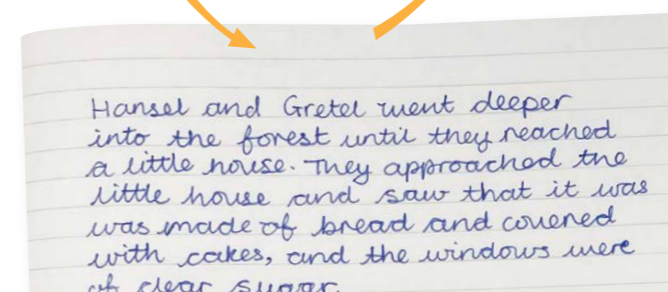
Children listen to the passage and write down what they hear.

...and Gretel went deeper into the forest until they reached a little house. They approached the little house and saw that it was built of bread and covered with cakes, and the windows were of clear sugar.

"We will set to work on that," said Hansel, "and have a good meal. I will eat a bit of the roof, and you Gretel, can eat some of the window. It will taste sweet."

Hansel reached up above, and broke off a little roof to try how it tasted, and Gretel leant against window and nibbled at the panes.

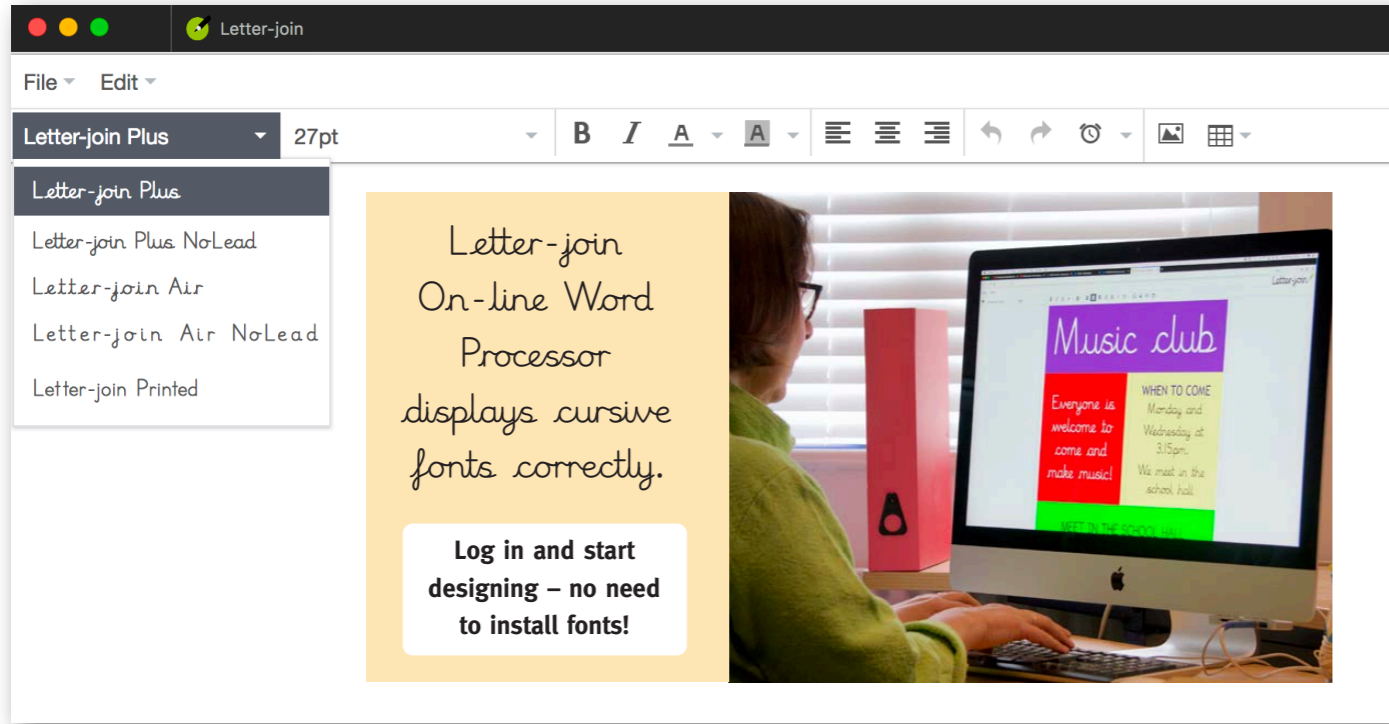
The whole passage can be displayed on the whiteboard for children to check their work.





Letter-join On-line Word Processor

Create instant spelling lists, and more, on-line.

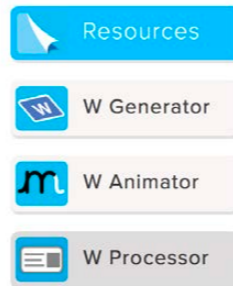


The Letter-join On-line Word Processor allows you to create and save documents using any of the Letter-join fonts with a school's pre-selected letterforms.

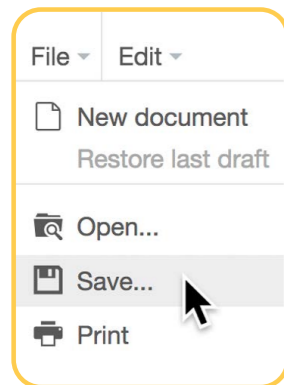
Use to create worksheets, posters and notices when using a computer that does not have the Letter-join fonts or MS Word installed.

How to use

Log in to your Letter-join classroom account, select the 'Resources' tab and choose 'W Processor'. You can either start typing to create a new document using familiar commands, or open any of the ready-to-use template files to overwrite with your own text and images.



Opening, saving and printing documents



Please use the 'File' option on the menu bar WITHIN the browser window to open, save and print documents. Do NOT use Ctrl-S or File > Save etc. on your computer's menu bar.

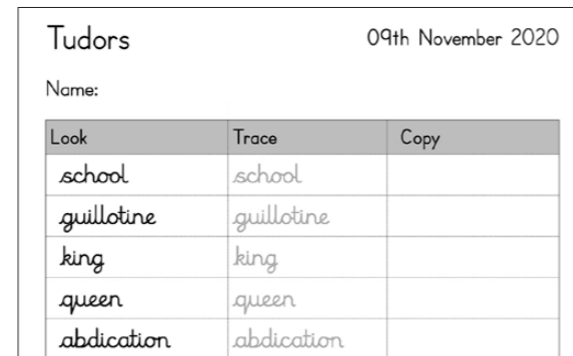
As well as each classroom's saved documents, Letter-join's templates and examples can be opened and edited.

Documents are saved for each classroom account.

When printing, ensure that 'Print background images' is selected to print worksheets correctly.

Ready-to-use Letter-join templates

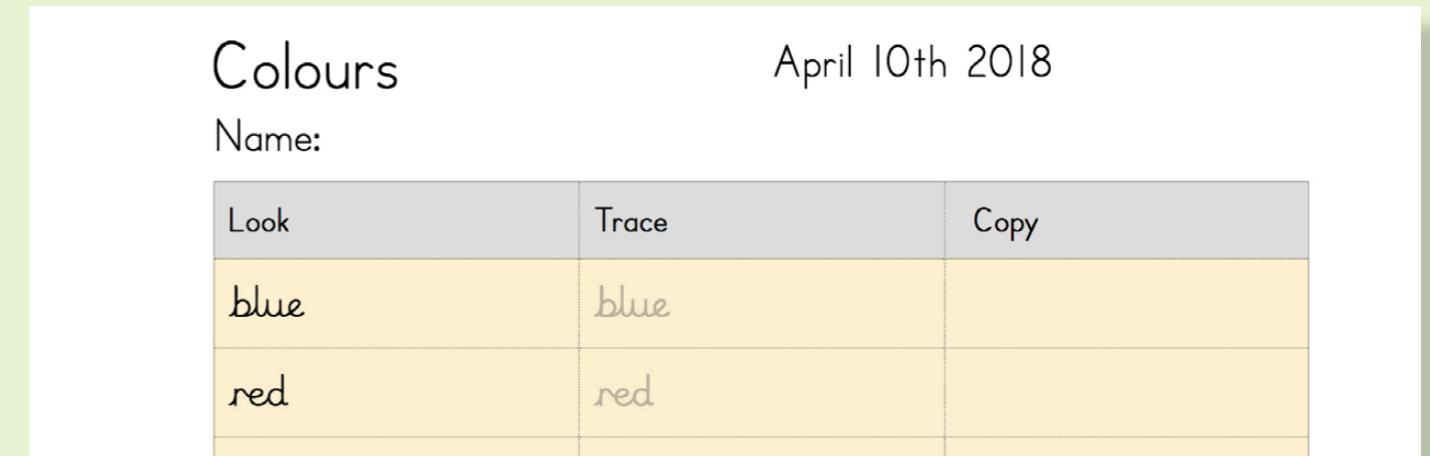
The Letter-join Word Processor includes a growing number of templates including lined and highlighted paper, Spelling List and Year 2 Common Exception words for classroom display. Staff can customise templates on-line by typing new words and choosing any Letter-join font.



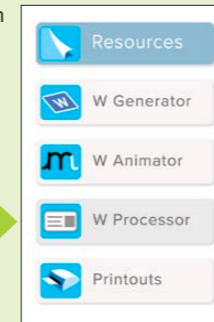
'Look, trace and copy' spelling list

Instructions can be found under the Info button.

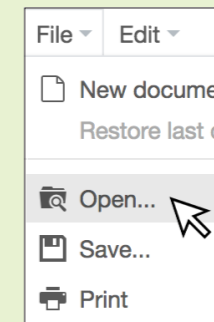
Make a spelling list with the Letter-join on-line Word Processor



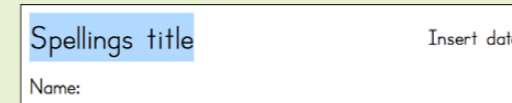
1 Open the Letter-join On-line Word Processor from the Resources tab.



Click 'File' from within the Word Processor window and select 'Open'. Choose 'Look, trace and copy Spellings' from the 'Templates' section. Other templates are available.

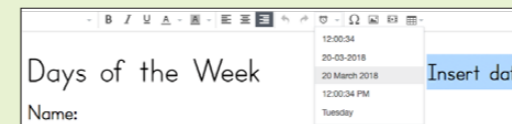


2 Spelling title



Scroll over the heading to select 'Spelling title' and overwrite the heading for your spelling list.

3 Days of the Week



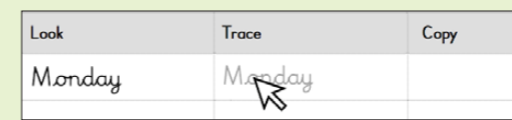
Scroll over 'Insert date' and overwrite the date or select an option from the pull-down menu.

4



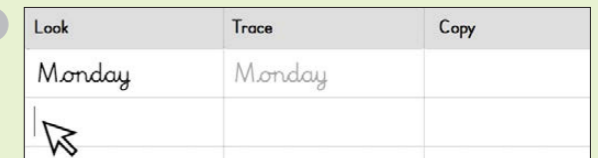
Place your cursor in the cell underneath 'Look', and type your first word. The 'Look' text will be black.

5



Now place your cursor in the cell underneath 'Trace', or use the Tab key, and type your first word again. The 'Trace' text will be grey.

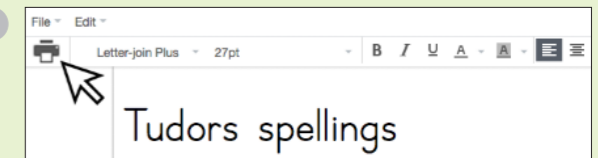
6



Continue until the table is complete.

Once the list has been created, select all of the text to change it to your preferred font.

7



You can save your worksheet using 'Save' at the top left of the Word Processor.

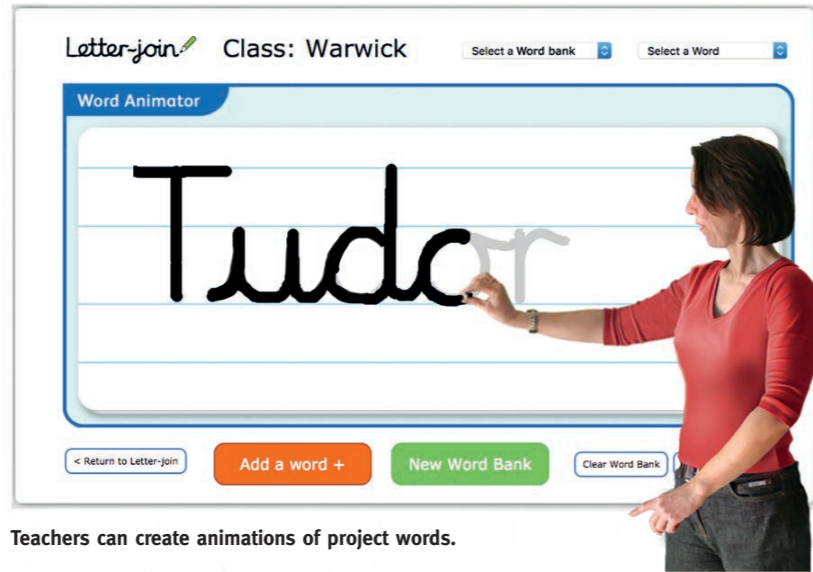
8



You can print directly to your printer or you can save as a PDF by changing the destination of the printer to 'Save as PDF'.

Word Animator and Word Banks

Create animations of words for classes to save and replay.



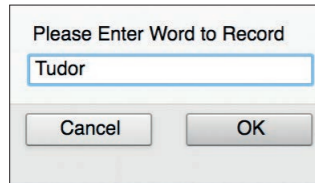
Teachers can create animations of project words.

For Teachers - how to create animations to share with pupils

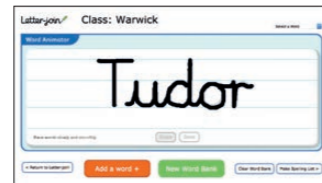
Create animations of words to save to class Word Banks



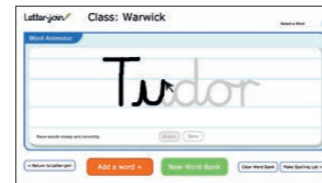
- 1 Select 'New Word Bank' or choose an existing Word Bank from the pull-down menu.



- 2 Choose 'Add a Word' and enter a word. Click 'OK'. You must write over the word to be able to save it.

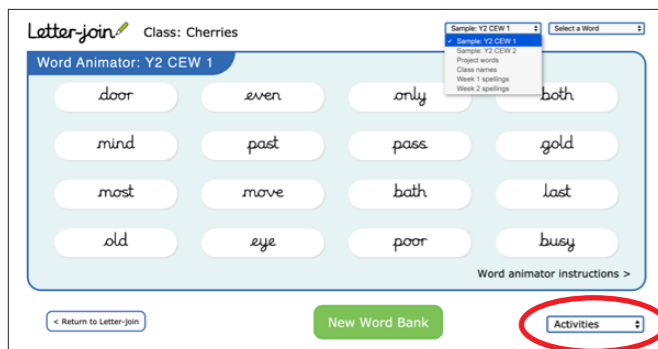


- 3 Trace over the word slowly and smoothly. If necessary, you can erase and start again.



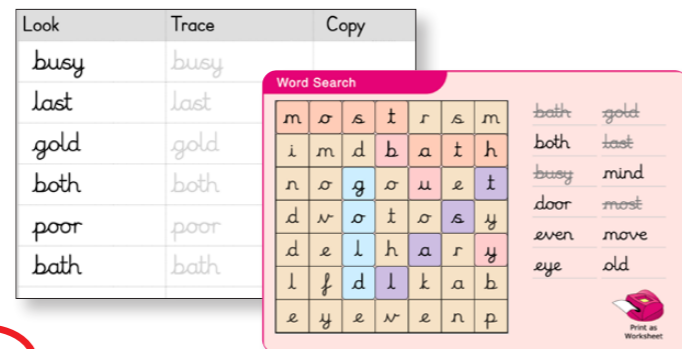
- 4 Press 'Save' to add the animated word to the Word Bank.

Using class Word Banks



- Create unlimited Word Banks, for example, of topic words, spelling lists or children's names.
- Ready to use Word Banks (including common exception words) are pre-installed.
- Children can access their classroom's Word Banks at school on a whiteboard, or at home on tablets – see opposite page.

Word Bank activities



From the 'Activities' tab teachers can make spelling lists or word searches using the Word Bank words:

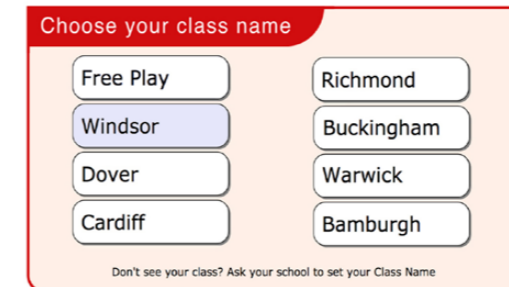
- Automatically produce look, trace and copy spelling lists by selecting the 'Make Spelling List' option. Change the font to the one you prefer.
- Make an online word search using the Word Bank words by selecting the Word Search option from the Activities tab. The Word Search can also be printed out.

Show Pupils how to access their classroom's Word Banks

Word animations that are produced by a class teacher can be watched and practised at school and at home on IWBs, iPads and tablets.

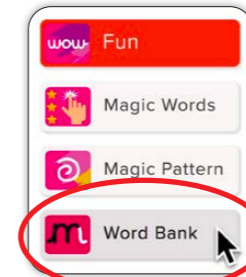
1 Log in to Letter-join

Use the Pupil Accounts log-in on an iPad or tablet to log in, and select the correct classroom name.



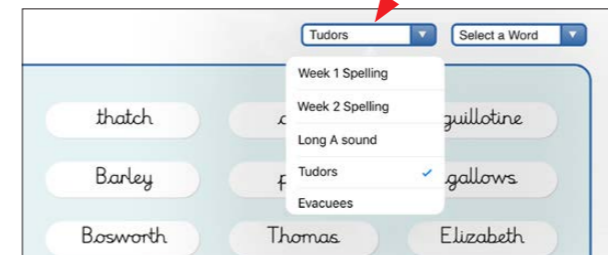
2 Select 'Fun'

From the Letter-join menu choose Fun and then Word Bank.



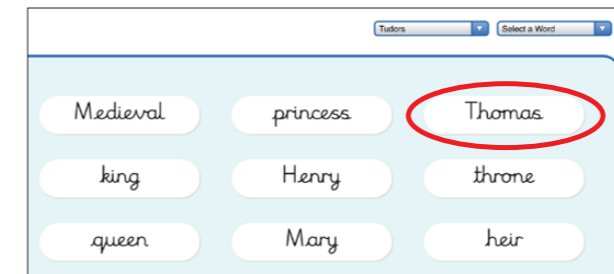
3 Choose

Select a Word Bank from the pull-down list.



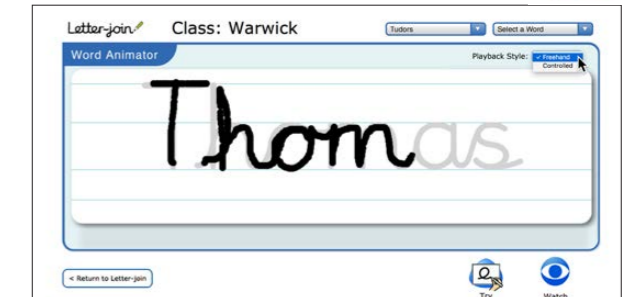
4 Select a word

Select a word, either on-screen or from the pull-down menu, to watch and practise.



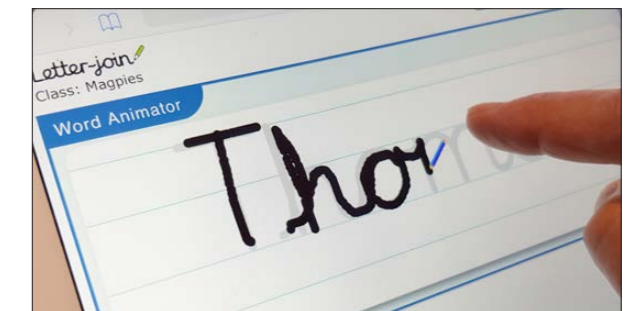
5 'Watch'

Choose 'Watch' to see the word being written on the whiteboard or tablet. Playback can be Freehand or Controlled.



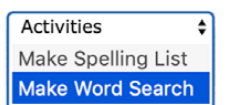
6 'Try'

Choose 'Try' to practise writing words on a whiteboard or tablet.



Using Word Bank Activities

Pupils can choose to make any Word Bank into a spelling list or word search.



Set-up Letter-join for children to practice at home

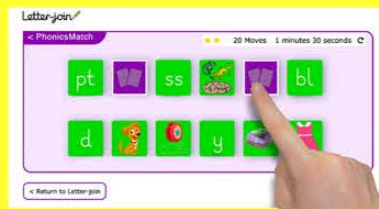
Letter-join includes a home log-in instructions letter for parents. See page 42.

Fun activities

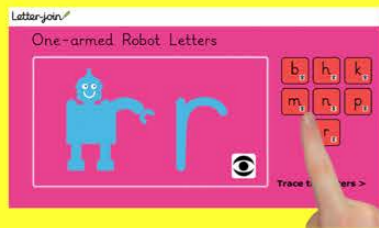
Colourful, handwriting activities for IWBs and tablets.



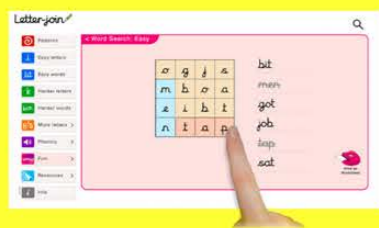
Magic Patterns
A selection of patterns, shapes and mazes for tracing on imaginative backgrounds.



PhonicsMatch
A matching pairs game to beat the clock using cursive or printed letters.



Letter Families
Reinforces different letter shapes and shows the correct way to write the letters.



Word Search
Create class word banks to make word searches or spelling lists.



SoundMatch
A matching pairs game for Early Years to support Letter-join Phase 1 Phonics activities.

Write in Time!
A Key Stage 2 activity to practise fast and fluent handwriting.



Choose from eight KS2 topics. The more words that are neatly written, the higher the award given.



Magic Words
Enter any word and trace on a choice of colourful backgrounds.



LetterLotto
Practise recognition and orientation of cursive or printed letters.



Phozzle
Practise phonemes and graphemes to reveal an exciting picture.



Classroom font options
Class teachers can choose which font to use for Letter-join activities, and the same font will be displayed when children log in home.

Fun Activities
From the Letter-join menu find the 'Fun' tab to access Letter-join activities.

Write it Right!

Fred



Click on a picture and trace the word.

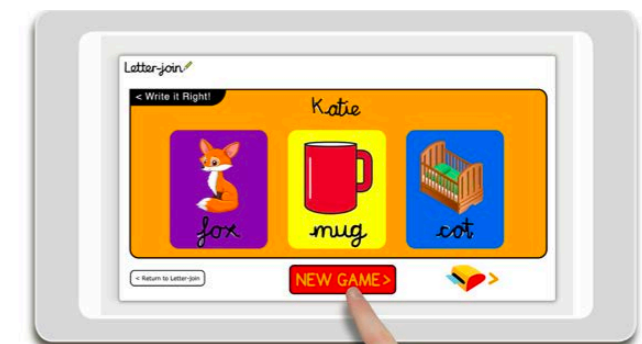


Write it Right!
A fun activity that rewards good handwriting!

Write it Right! selects groups of pictures with words (easy, medium and hard) for children to trace. The activity has accompanying sounds and fun animations to encourage children to play and practice their letter shapes over again.



To start Write it Right!, enter a name and then neatly trace over the lettering.



Completed handwritten words are then displayed with an audible cheer.



Children choose a picture, trace over the word and are rewarded with stars.

Children can print their handwriting results or return to the activity to have another go. Write it Right! includes three levels to practice.



Word Search

Letter-join's Word Searches are designed for iPads and tablets. They are both fun and practical, reinforcing spellings and are easily printed for handwriting practice.

< Word Search: Hard

c	v	b	j	y	r	i	c	e
l	t	g	t	s	n	u	m	b
h	e	s	o	c	y	l	s	m
i	i	a	n	j	a	y	w	o
d	s	r	g	c	s	l	y	l
o	l	f	u	u	c	f	f	d
s	o	v	e	r	e	i	g	n
e	n	m	b	g	n	o	m	e
i	e	e	e	b	t	y	e	k

tongue leag

numb calf

calm sov

ascent gno

< Word Search: Medium

s	s	r	f	d
o	b	o	r	n
a	e	o	a	m
p	l	t	i	k
w	t	k	n	e

soap _____

soak _____

root _____

belt _____

train _____

born _____

Carefully copy these words:

soap _____

soak _____

root _____

belt _____

train _____

born _____

Letter-join Word Searches include a variety of words from CVC through to some of the statutory 'tricky' spellings.

Make Word Searches from Word Banks

Word searches can be automatically made from any of Letter-join's pre-installed Word Banks or from a classroom Word Bank that has been created by a class teacher.

Letter-join
Class: Cherries

Word Animator: Y2 CEW 1

even	both
past	gold
move	bath
eye	poor
	busy

< Return to Letter-join

1. Choose a class Word Bank

2. Select 'Make Word Search' from the 'Activities' tab.

d	e	y	e	d
e	o	m	l	h
v	b	a	t	h
e	g	a	r	b
n	b	u		u

Letter-join Phonics

Combine handwriting with phonics in an easy and seamless way.

Letter-join Phonic resources encompass Phase 1 to 5. Teachers can display pictures of each phoneme or grapheme on the whiteboard and the class can hear them and watch them being written.

Children can practise tracing the phonemes and graphemes on whiteboards or tablets and then play the Phonics Match game.

Schools can choose from any of the Letter-join fonts for the words which accompany the phonemes and graphemes.

Letter-join

Phonics Phase 5 Choose a sound to start

Long
a

Long
e

Long
i

Long
o

Long
u

Other
graphemes

< Return to Letter-join | ay ei ea e

Phonics Phase 5

Letter-join

< Phonics Phase 3: ure

ure

treasure

< Return to Letter-join | ur ure v w x

The phoneme or grapheme is displayed along with a picture of the word with the phoneme or grapheme highlighted.

Letter-join

ure

treasure

Excellent

< Return to Letter-join | ur ure v w

Handwriting practice of the phoneme or grapheme can be on IWBs, iPads or tablets.

Letter-join

< PhonicsMatch

20 Moves 1 minutes 30 seconds

pt

ss

bl

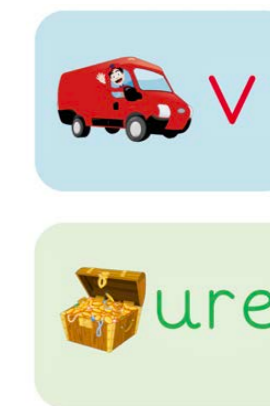
d

y

< Return to Letter-join

To support phonics learning even further, there is a fun matching pairs game where children can test their memory powers against the clock!

Phonics posters for classroom display



Phonics posters can be printed out for class displays using your preferred font and letterforms.

School Administrator Page

Log in to Letter-join with your School Administrator details (sent to you by email) to access your school's Administrator Page, shown below.

As a first task please give your staff their individual usernames and passwords from the Classroom Teacher Accounts panel.

The School Administrator Page allows you to change preferred letterforms for your school, download the Letter-join fonts and add class names and year groups.

Left hand menu
Please see opposite page.

Letter-join Go to Class Log-in page >

Teachers, use your Classroom Teacher Account log-in as listed below (and not the School Admin log-in).

School Admin page: Hornash School

Letter-join administrators
Please give your staff their individual Classroom Account Usernames and Passwords. They are listed below in the Classroom Teacher Accounts panel.

Example for Class Teacher Username and Password

Classroom account number: 1
Class Name: Rabins
Year Group: Reception
Username: school
Password: letterjoin

Use the School Admin page to:
Choose alternative letterforms for your school, download fonts, see Pupil log-in details, change class names and choose class year groups, and go to Letter-join as Admin.

Teachers, are you on the right page?
Click 'Go to Class Log-in page', top right, to log in to your classroom account.

Account Information
Your Username is: theschool
Your renewal date is: 09/09/2023

School and Letter-join Administrator details:
School: The Primary School

School and Letter-join Administrator details:
School: The Primary School
Named administrator: Mr Williams
Contact Email: Headteacher@school.co.uk
Office Email: officestaff@school.co.uk
Postal address: School Street, Learnbridge
County: Markshire
Postcode: AB12 3CD
Phone: 01234 567 890

Pupil Accounts:

Tablet Edition
Username: a1b2c3
Swipe code: A capital 'L' shape starting at top left.

Home-School Account
Username: a1b2c3
Password: home

Free Play for Pupils: Enabled

Classroom Teacher Accounts:
Change 'Class Names' to help children identify their class's own word bank when they log in. Alternatively, class teachers can change their own class name through the Classroom Options button under the Info tab when a they log in to their classroom account.

Classroom account number: 1
Class Name: Dover
Year Group: Reception
Username: school_1
Password: letterjoin

Classroom account number: 2
Class Name: Canterbury
Year Group: Year 1
Username: school_2
Password: letterjoin

School details
Please check all details are current, and update if necessary.

Tablet Edition
Tablet log-in details for pupils to use at school and at home.

Pupil Account
PC log-in details for children to use at school and at home.

Lost passwords

School Admin
Email us from a school email address: info@letterjoin.co.uk

Classroom Account
Staff requiring classroom log-in details should contact their school's Letter-join Administrator.

Pupil log-in
See page 42 for instructions for pupils to log in to Letter-join.

Classroom Teacher Accounts
Please give your staff their individual usernames and passwords.
We recommend that class names are changed to your real class names. This helps pupils easily identify their class when logging in to their Pupil Accounts.
Change the Year Group for each class. Letter-join will then display an opening page of targeted resources.

Left hand menu
Content here can only be accessed by logging in as School Administrator.

The Administrator can choose preferred letterforms, download the fonts, the Handwriting Policy and other useful information as shown below.

- Account information
- Choose letterforms
- Download fonts
- Home instructions
- Android tablet home set-up
- School tablet set-up
- Letter-join manual
- Handwriting policy
- FAQs
- Videos
- T & Cs
- Contact

Account Information

Account Information
Your Username is: theschool
Your renewal date is: 09/09/2023

School and Letter-join Administrator details:
School: The Primary School

Choose alternative letterforms

This is where to select your school's preferred letterforms for cursive f, k, w, x, and z and printed f and k. Your choices will be used across all of your classroom and home accounts and other Letter-join resources.

Home instructions

Pupil home set-up

How to distribute passwords for your pupils to use Letter-join at home
See page 42

Download Letter-join fonts
(School subscriptions only)

abc abc abc
Print Print Plus Air Plus

abc abc abc
No-lead Letter-join Plus Air No-lead

The Letter-join fonts you download will use the alternative letterforms, chosen by your school. See page 6 for more information.

School Handwriting Policy
School subscribers to Letter-join can download an editable Microsoft Word document of the Letter-join Handwriting Policy.

Access for pupils

Pupil log-in details

Log-in details for pupils to log in to Letter-join at school and at home are listed on your school Letter-join Admin page.

There is a username and password to log in on PCs and and username and swipe code to log in on iPads and tablets.

Issuing passwords to children for using Letter-join at school and home.

Log in to Letter-join as ‘School Administrator’ and select ‘Home Instructions’ from the left hand menu. Open the link to the MS Word Document letter and insert Pupil log-in details where indicated. These can be found on your Letter-join Admin page.

The Letter-join Home Instructions letter

Letter-join Home log-in

Dear Parents,

Our school is now part of the Letter-join handwriting scheme and our pupils can log in to the Letter-join website on iPads and tablets as well as desktop and laptop computers at home. There you will find the same, easy-to-use handwriting resources that we use at school.

PC DESKTOP AND LAPTOP LOG-IN
Log in at www.letterjoin.co.uk and use the Desktop log-in option with these details:

User name:
Password:

IPAD AND TABLET LOG-IN
Go to www.letterjoin.co.uk and use the Tablet log-in option with these details:

User name:
Swipe code (starting at top left):

Choose a Classroom

Once logged-in, choose your child's classroom and you can use Letter-join's resources and fun activities to reinforce the handwriting we teach at school. You can trace over the letters and words and play the games on your tablet.

We are limited to the number of users who can log in to this account, so please do not share these log-in details.

The completed MS Word document can be printed onto a school letterhead or pasted into a school newsletter so children can use Letter-join at home.

Naming your classes on the Admin page

To allow pupils to access resources created by their class teacher, please see how to change class names on your Letter-join Admin page (see page 40 for details).

Home Learning

Home Learning Tasks

Click the ‘Set Home Learning Tasks’ button from the Teacher’s ‘Info’ page to create a class task.

Create a Home Learning task
Teachers can set tasks for their class to complete. The task is shown when pupils log in to their class at home.

Enter a date for your task:
May 11th 2020

Enter a title for your task:
i.e. Spelling practice

Spellings

Enter text for your task: (240 characters maximum)
i.e. learning objective / instructions.

Practice writing out High Frequency Words and writing a paragraph that contains them all.

Add search term:
high frequency words

Preview Save Delete

May 11th 2020
Spellings
Practice writing out High Frequency Words and writing a paragraph that contains them all.
USE THE SEARCH BUTTON TO LOOK FOR: high frequency words

The preview shows what children will see when choosing their class on the Pupil login.

Home Learning Packs

There are two sets of home learning packs for each year group. Ideal for when children work from home. They can be found on the Teacher’s Info page.

To download, please click the appropriate pack for your children.

Home Learning Pack EYFS Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 > Pack 1 > Pack 2 >

Installing Letter-join fonts on PCs and across networks

The Letter-join fonts can be downloaded by subscribing schools by logging in to Letter-join as a School Administrator and following the instructions below.

IT technicians and class teachers can also download the Letter-join Font Guide from the Info page for more information about installing and using Letter-join fonts.

Installing fonts on individual PCs

1. From the Letter-join home page, log in as Administrator on your desktop computer.

Letter-join desktop log-in.

2. Select your school's preferred letterforms before downloading the fonts.

Choosing your school's preferred letterforms.

3. Select 'Download fonts' and follow instructions.

‘Download fonts’ is in the left hand menu.

Setting up Letter-join for LearnPad

Access to Letter-join through LearnPad:

- On your PC log in to LearnPad.
- Log in to Class Connect.
- Choose ‘Content’.
- Search for keyword ‘Letterjoin’.

4. To download the fonts please accept the Terms and Conditions and click on one, or each of the font name buttons, as shown below.

Font download options from the Administrator page.

5. Locate where the fonts have been downloaded on your PC to install.

The fonts are named Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead and Letter-join Print, each followed by a number relating to your choice of letterforms.

6. Right-click the file and choose the ‘Install’ option.

Restart MS Word so that the font is recognised. The font is now ready to use in Microsoft Word and other applications that support Contextual Alternates.

Installing fonts across networks

Letter-join fonts can be distributed and installed onto classroom PCs and laptops across a school network.

Please consult your IT technician to distribute the fonts using the MSI installer option from the link on the Letter-join ‘Download fonts’ page.

Letter-join

www.letterjoin.co.uk

info@letterjoin.co.uk



**See inspiring school Letter-join
handwriting examples on Twitter.**

[#letterjoin](https://twitter.com/letterjoin)

Follow us on Twitter!

Download and print further copies
of this manual at www.letterjoin.co.uk/manual.pdf