



# Jolly Phonics *for the* Whiteboard



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# System Requirements

## Windows®

- Microsoft® Windows 7, Windows 8.1 Classic, Windows 10, Windows Server 2008
- 2.33GHz or faster x86-compatible processor, or Intel® Atom™ 1.6GHz or faster processor for notebook class devices

## Mac®

- OS X® 10.10-10.14
- Intel Core™ Duo 1.83GHz or faster processor
- Minimum 512MB of RAM required for both Mac and PC
- You must have Administrator/Privileged Access Rights to install this software

# Epilepsy Warning

## Please read before using this software or allowing others to use it:

Some people are susceptible to epileptic seizures or loss of consciousness when exposed to certain flashing lights or light patterns in everyday life. Such people may have a seizure while watching television images or while playing certain video games. This may happen even if the person has no medical history of epilepsy or has never had any epileptic seizures.

If you or anyone in your family has ever had symptoms related to epilepsy (seizures or loss of consciousness) when exposed to flashing lights, consult your doctor prior to using. If you or other users experience any of the following symptoms while using, discontinue use and consult your doctor: dizziness, blurred vision, eye or muscle twitches, loss of consciousness, disorientation or any involuntary movement or convulsion.

## Precautions to take during use

- Do not sit too close to the screen.
- Avoid using if you are tired.
- Use only in a well-lit room.
- Rest for 10 to 15 minutes per hour of use.

# Setup and Installation

Prior to set up and installation, your software serial number must have been registered via our website. Registering your software gives you access to any updates for your major version only. (For example, the purchase of V4, gives you access to all updates for V4. V5 would be classed as an upgrade and incur a further cost.) Once registered, please follow the steps below:

**Step 1:** Launch the setup application. If you downloaded the software from the Internet, you will find this in your downloads folder. Unzip the files if necessary, and launch the setup application from there. Enter an administration account password if prompted.

**Step 2:** Follow the instructions on screen to choose your font and audio preferences. Precursive letters have joining tails to assist in the transition to joined-up (cursive) writing, whereas print letters do not. Press OK to save the settings. (The option to change these settings will be available after installation).



Precursive



Print



**Step 3:** Enter your serial number and press the button to validate your software. You will be prompted to log in. An Internet connection is required for both validation and login.

**Step 4:** After login, you will be prompted to choose either standard or network installation. Further information on network installation can be found in the 'readme' file included with your software. If you choose standard installation, follow the on-screen instructions to install your software.

**Step 5:** You can now launch the application. By default, the application will be installed to the standard application folder for Mac or Windows. This is typically 'Applications' on Mac computers and 'Program Files' or 'Program Files (x86)' on Windows.

To uninstall this software from your hard drive, run the Uninstaller, which can be found in the same folder as the application. On Windows you can also use the Control Panel or the Settings app.

If you experience any problems using this software please visit our website support page at [www.jollylearning.co.uk/support](http://www.jollylearning.co.uk/support) or email us at [support@jollylearning.co.uk](mailto:support@jollylearning.co.uk).

## Application Menus and Buttons

To view the application menu, exit Full Screen mode. The menu appears in the top-left corner of the screen (Mac) or application window (PC). The main menu items are described as follows:

### About

Provides further information about your software and lists the credits.

### Preferences

Allows you to select either British English or American English audio and use either precursive or print letters.

### Registration...

Allows you to check the registration details for your software. Registering your software gives you access to any updates for your version (see Setup and Installation on page 2).

### Updates...

This checks for any available updates for your software. An Internet connection is required. It is recommended that you check for updates after installing and running this software.

Each of these menu items has a keyboard shortcut alternative for quick access. This is shown next to the menu item.



## Home Page

From here you can access Steps 1, 2 and 3, load the previous lesson, or leave the application. At the top of the screen is the Application toolbar, which appears on every page. It can be hidden or revealed by pressing the bar immediately below it. It displays your location in the app and has the following buttons:



Takes you to Settings, where you can change your audio and font preferences, or open and read the Manual.



Toggles the Padlock on or off. This temporarily disables the navigation tools, preventing you from accidentally leaving the current lesson page.



Toggles Full Screen mode on or off. You can also press 'cmd' + f (Mac) or 'ctrl' + f (Windows PC) to enter Full Screen mode, or the 'esc' (Escape) key to exit Full Screen mode.



Quits the application. (You can also quit the application by using standard Mac or Windows keyboard shortcuts.)

Jolly Phonics for the Whiteboard provides a complete teaching framework for the first year of learning to read and write. There are structured daily sessions, with step-by-step guidance.

The five basic skills in Jolly Phonics are:

1. Learning the letter sounds
2. Learning letter formation
3. Blending
4. Identifying sounds in words
5. Learning the tricky words



## 1 Learning the letter sounds

In Jolly Phonics the 42 main sounds of English are taught, not just the alphabet. Some sounds are written with two letters, such as /ee/ (as in *bee*) and /or/ (as in *for*); these letter pairs are called digraphs. The digraphs <oo> and <th> can each make two different sounds, as in *book* and *moon*, *that* and *three*. The sounds are taught in seven groups:

1. s a t i p n
2. c k e h r m d
3. g o u l f b
4. ai j oa ie ee or
5. z w ng v oo oo
6. y x ch sh th th
7. qu ou oi ue er ar



Initially, children learn each letter by its sound, not by its name, so <a> is /a/ (as in *ant*), not /ai/ (as in *rain*). This is important for blending. Each sound has a story and an action, which help children remember the letter(s) that represent it. Letter names are introduced later.

The sounds are not introduced in alphabetical order. The first group – /s, a, t, i, p, n/ – is taught first because many simple three-letter words can be made from the six letters. Sounds that can be written in more than one way are initially taught with just one spelling: for example, children first learn to write /ai/ as <ai> (as in *rain*), and later learn the alternative spellings <a\_e> and <ay> (as in *gate* and *day*).

## 2 Learning letter formation

In Jolly Phonics for the Whiteboard, you can choose to use precursive letters, which have joining tails, or print letters, which do not. Writing with joining tails makes the transition to joined-up (cursive) writing easier later on, which in turn aids fluency of writing and improves spelling. Choose the system that is used in your school: UK schools typically use a precursive script, US schools mostly use print letters, and schools in other countries will choose one or the other.

To write successfully, children should hold their pencil in a tripod grip between the thumb and first two fingers.



## 3 Blending

Blending is an important skill for reading. It is the process of saying the individual sounds in a word and running them together to make the word: /s-w-ee-p/, *sweep*. Every child needs to learn the technique, and it improves with practice.



s w e e p

## 4 Identifying sounds in words

The ability to hear the sounds in words is called phonemic awareness. Children need this skill in order to write words independently (it is the opposite process to blending). It helps them even when they are learning to write the tricky words.



## 5 Learning the tricky words

The tricky words taught in Jolly Phonics are frequently used words that cannot be read solely by blending the sounds. This is because they have a 'tricky' part, which is either irregular, or is written with an alternative spelling not yet taught. Once this part has been identified for reading, the children must learn the spelling. There are several ways to do this, but the main one in Jolly Phonics for the Whiteboard is Look, Cover, Write and Check.





## The three main modules or 'steps'

**Step 1** provides 39 daily lessons, each teaching a new sound or sounds. The sounds should be taught in order, starting with /s/. By the end of Step 1, the children should know the 42 main sounds of English and the first set of 12 tricky words. They should know how to write these sounds, be able to blend them together to read simple words and phrases and be able to write simple regular words independently by listening for the sounds in the word.

**Step 2** can be taught once the children have completed Step 1. Both Steps 2 and 3 build on the teaching of the previous module. They each provide 12 weekly units, and follow a similar format of daily revision and consolidation, along with extension topics that can be taught across the week. By the end of Step 2, the children should be familiar with the first 40 tricky words and the alternative ways of writing the vowel sounds; they should know the alphabet and be able to write capital letters; and they will be able to write longer words and sentences through dictation and guided writing.

**Step 3** aims to consolidate the learning of the previous modules, continues introducing new tricky words and some new spelling patterns, and develops the children's ability to read and write more complex words and sentences through guided writing and simple comprehension activities. By the end of Step 3, the children should be familiar with all 72 tricky words and the short and long vowels, be able to read words using the alternative spellings, and be able to write simple sentences independently.

### Step 1: First 12 tricky words by lesson

Lesson	Tricky Word(s)	Lesson	Tricky Word(s)
/sh/	I	/oi/	be
/th, th/	the	/ue/	was
/qu/	he, she	/er/	to, do
/ou/	me, we	/ar/	are, all

## Steps 2 and 3: Topic content by unit

Step/Unit	Alternatives	Handwriting/Read, Write & Revise	Tricky Words
2.1	y as /ee/	SATIPN	you, your
2.2	short vowels	CKEHRMD	come, some
2.3	ck	GOULFB	said, here, there
2.4	double letters	J	they
2.5	long vowels	ZWV	go, no, so
2.6	and magic e	YXQ	my, one, by
2.7	ay, oy	all capitals	only, old
2.8	ea	b and d	like, have
2.9	y, igh	r, n, m, h	live, give
2.10	ow	c, a, d, o, g, q	little, down
2.11	ir, ur	b, d, h, k, l, t	what, when, why
2.12	ew	f, g, j, p, q, y	where, who, which
3.1	ph as /f/	ABCDE	any, many
3.2	soft c	FGHI	more, before
3.3	soft g	JKLM	other, were
3.4	ai, ay, a_e	NOPQRS	because, want
3.5	ee, ea, e_e	TUVWXYZ	saw, put
3.6	ie, igh, y, i_e	oa, ng	could, should, would
3.7	oa, ow, o_e	oo, or	right, two, four, goes
3.8	ue, ew, u_e	ie, ee, ue	does, made, their
3.9	ou, ow	sh, ch, th	once, upon, always
3.10	oi, oy	er, ar, ai	also, of, eight
3.11	er, ir, ur	oi, ou	love, cover, after
3.12	ear, air, are	all digraphs	every, mother, father



## Using the Toolbars

Every page displays a pair of toolbars. The main toolbar runs along the bottom of the screen and can be used by the teacher and the children. The teacher's toolbar is in the top-right corner and is for the teacher only.



### Teacher's Help

Step-by-step guidance can be viewed on screen or be printed off for reference.



### Special Effects

The spotlight and blind tools focus attention on selected content.



### Print


Offers options for printing the current page or all the pages in a section.



### Reset

Removes any added work and resets the contents of the screen.



\* Press the cogwheel  to change the settings for each tool.

### Back

Goes back to the previous page or returns to the unit menu.

### Page/Page Select

Shows the number and position of the current page in the section. Press here to access any page in the section.

### Pencil

Offers a range of pencil colours and sizes for writing.\*

### Highlighter

Provides a range of highlighter colours, sizes and density options.\*

### Letter Sounds

Displays all the main letter sounds. Press on one to hear it spoken.

### Next

Goes to the next page or returns to the unit menu.

### Quit

Quits the application.

### Undo

Undoes the last mark (or all marks\*) made by the pencil, eraser, highlighter or fill tool.

### Eraser

Removes unwanted marks and reveals hidden content.\*

### Fill

Shades designated areas in a variety of hues or creates blocks of colour in different shapes.\*

### Menu

Returns to the main menu for each unit.



## Navigating the Lessons in Step 1

Step 1 teaches the 42 main sounds. From the main menu, select the letter sound of the day, press Title Page in the lesson menu and then use Next in the main toolbar to go through the activities. The following lesson is typical of Step 1.\*

\*All examples shown use the precursive font.



Main menu, showing the 42 letter sounds taught in Step 1



Menu for the sound /g/, showing the lesson pages and worksheets



Title page for the lesson on sound /g/



Flashcards run through the sounds taught so far in a random order



The new sound is introduced through a story, action and song



An animated pencil shows the formation of the new letter sound



The children take a turn at writing the new letter themselves



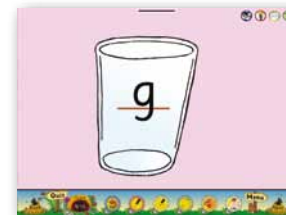
The new sound is the focus of a game or activity



The children practice blending and sounding out words using /g/



The new sound is the focus of a second game or activity



Flashcards run through the sounds again, including the new sound



A plenary page, with words for blending, reviews the learning



Return to the lesson menu to access the worksheets



A handwriting worksheet for /g/ to print and reproduce



A sound sheet for /g/ to print and reproduce

Step 2 and Step 3 both have twelve weekly units. Go to the main menu in either step and select the unit you want to teach.



Main menu for Step 2



Main menu for Step 3

You will now see the unit menu. Both steps follow a format of daily revision and consolidation, along with extension topics that can be taught across the week. Choose the section you want, using the scroll bar, if necessary, to see all the options.

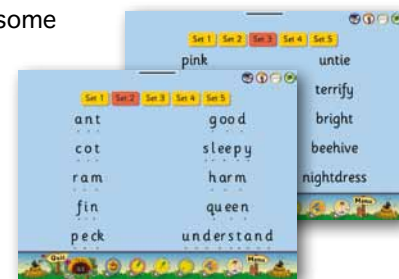


Menu for Unit 1, Step 2

There are six sections to choose from: Daily Practice (described opposite), four unit topics, and a bank of photocopiable worksheets and templates. The unit topics are Alternatives, Handwriting, Tricky Words and Words and Sentences. In Step 3, Handwriting becomes Read, Write and Revise ('Read, Write and Review' in American English). Navigate each section from within, using the toolbar, or via the unit menu.

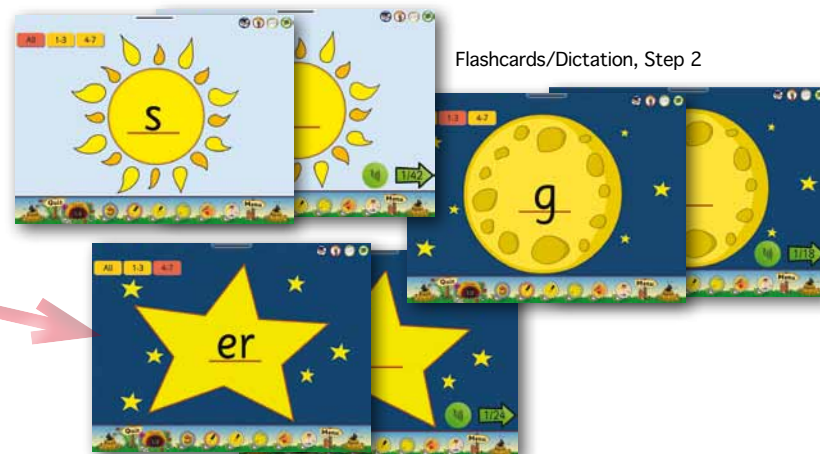
As in Step 1, it is important to do some quick revision of the letter sounds and some blending and sounding practice every day.

This can be done in Daily Practice, which is accessed from the unit menu. It has flashcards and dictation for the letter sounds and a page of words per day for blending and sounding.



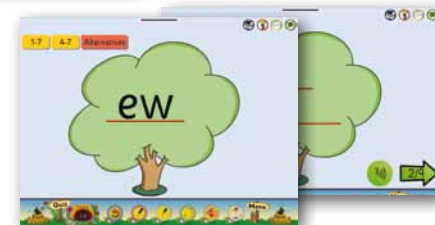
Blending and Sounding, Steps 2 and 3

In Step 2, you can revise all the letter sounds, or choose between groups 1 to 3 and groups 4 to 7.



Flashcards/Dictation, Step 2

The choice in Step 3, is between groups 1 to 7, groups 4 to 7, or the alternative spellings taught in Step 2. The sounds appear once and in a random order each time.



Alternatives, Step 3



## Unit Topics in Steps 2 and 3

There are four topics in every unit: Alternatives, Handwriting, Tricky Words, and Words and Sentences. These are designed to be taught across the week, in whichever order is preferred. Here are some typical pages and worksheets.



## Alternatives



## Handwriting



## Tricky Words



## Words & Sentences



## Worksheets



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- Structured daily sessions, teaching the five skills for reading and writing.
- Step-by-step teacher's notes for every session, available on screen or for printing.
- Interactive lessons with lots of blending, spelling and writing practice.
- Audio option for hearing the sounds, Jolly Jingles and Jolly Songs.
- Lots of printable worksheets, templates and games.



*Easy to use on any whiteboard*



Jolly Learning Ltd

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