Maths and Calculation Policy
January 2021
Bushmead Primary School

Contents

1. Aims

This policy explains the different calculation methods taught at Bushmead Primary School. In each section of this policy the calculation methods are presented in the order in which they are introduced. It is our expectation that by the end of primary school, each child will be familiar with a range of calculation strategies which they can confidently choose and apply efficiently and accurately.

There is a strong focus on developing the children's mathematical *understanding* through the use of practical resources and pictorial representations. You will also find the common written procedures are developed over time, so as to ensure that the children can not only understand the methods they are using but they can apply them when solving problems and challenges.

Concrete, pictorial, abstract (CPA) concepts should not be confused as differentiation for lower, middle, higher attaining children. CPA is an approach to be used with the whole class and teachers should promote each area as equally valid. Manipulatives in particular must not be presented as a resource to support the less confident or lower attaining pupils.

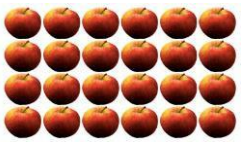
The abstract should run alongside the concrete and pictorial stage as this enables pupils to better understand mathematical statements and concepts.

2. Legislation and guidance

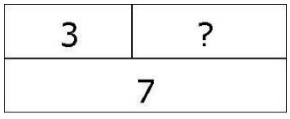
Used well, manipulatives can enable pupils to inquire themselves- becoming independent learners and thinkers. They can also provide a common language with which to communicate cognitive models for abstract ideas. Drury, H. (2015)	*Children aged seven to ten years old work in primarily concrete ways and that the abstract notions of mathematics may only be accessible to them through embodiment in practical resources. Jean Piaget's (1951)*	*Real things and structured images enables children to understand the abstract. The concrete and the images are a means for children to understand the symbolic so it's important to move between all modes to allow children to make connections. Morgan, D. (2016)*

3. Definitions

Array – a set of objects or numbers arranged into rows and columns



Bar Model – a pictorial representation showing the relationship between more than two numbers



7 - 3 = ?

Bridging – calculating with numbers whose sum total is greater than the next multiple of 10, 100 or 1000, for example 91 + 12 is greater than 100, so the calculation could be made simpler, i.e. 91 + 9 + 3 = 100 + 3

Decomposition – a method of subtraction

Digit – a symbol used to show a number. For example 8 is a one-digit number, 88 is a two-digit number.

Difference – the difference between two numbers is calculated by subtraction

Estimate – to make an approximation based on a rough calculation or rounding

Exchanging – used in subtraction for changing one unit, e.g tens, into another unit, e.g. ten ones

Factor – a whole number that divides exactly into another number, for example 8 is a factor of 16

Grid Method – a calculation method for multiplication involving partitioning

Integer – a whole number, including positive numbers, negative numbers and zero; but not including decimals or fractions

Least significant digit – the digit in a number with the lowest value or significance, for example in the number 758 the least significant digit is 8 because it's value is only 8 ones, but the 5 is worth 50 and the 7 is worth 700

Number line – a line marked with numbers, showing the increasing or decreasing value of numbers, usually used to support calculations

Partitioning – breaking numbers into parts, often tens and ones, usually to support calculation

Pictorial – an image or picture used to represent something

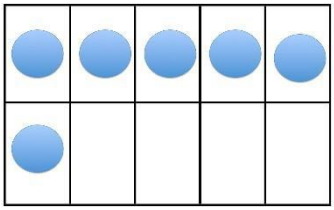
Product – the result when two numbers are multiplied

Remainder – the amount left over after dividing a number

Rounding – to change a number to another number which is easier to calculate with or handle

Sum – the total or whole amount, often the result of adding

Ten Frames – a pictorial representation of 10 counters arranged in 2 rows and 5 columns



For more vocabulary you could use an online maths dictionary such as:
www.amathsdictionaryforkids.com/dictionary.html
written by Jenny Eather.

4. Roles and responsibilities

4.1 The Governor/s

The governors will:

- Work with the head teacher and Maths Lead to determine the strategic development of the calculation policy and provision in the school.

The Governing Body will review this policy in line with the Policy review schedule at the FGB / FPP / C&S committee meetings.

4.2 The head teacher

The head teacher will:

- Work with staff, parents and governors to determine the strategic development of the calculation policy and provision in the school.
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability.

4.3 Class teachers and teaching assistants

They will:

- Implement the calculation policy within maths lessons in order to progress learners in their class.
- Work with MSL and SLT to assist with the development of the calculation policy.

5. Maths at Home Activities

5.1 Addition

- Counting with objects at home, such as toys and books
- Counting in twos with pairs of socks, shoes or gloves
- Adding common coins to make different totals
- Adding items to shopping baskets, including counting fruit and vegetables
- Adding measurements of length, volume and mass of objects
- Weighing and measuring for practical applications, such as cooking, planning parties and building construction models

5.2 Subtracting

- Counting backwards when taking away or using objects at home
- Finding the difference between two amounts
- Calculating the change when shopping
- Finding the difference between two measurements, such as heights on a height chart
- Subtracting amounts for practical applications such as cooking or when playing board games

5.3 Multiplication

- Counting in groups, such as counting in 2s with shoes, or counting in 5s with gloves
- Scaling up recipes when cooking or baking for lots of people
- Multiplying for solving real life problems or when playing games, building construction or creating things.

5.4 Division

- Sharing equally with food, games, toys, books etc.
- Scaling down recipes when cooking or baking to make smaller quantities
- Dividing for solving real life problems or when playing games

6. Monitoring arrangements

This policy and information report will be reviewed by the Head teacher **every 3 years**. It will also be updated if any changes to the information are made during the year.
It will be approved by the governing board.

7. Links with other policies and documents

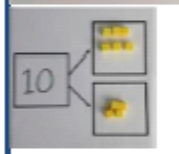
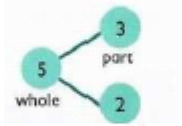
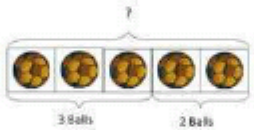
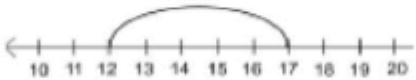
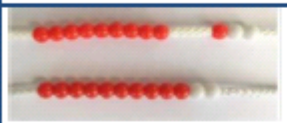
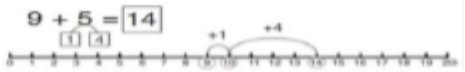
This policy links to our policies on:

- Teaching and Learning and Maths.

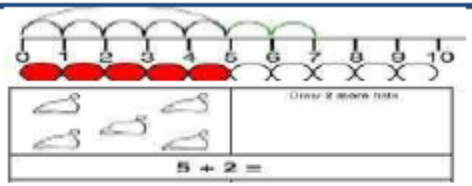
Version:	[1]	
Written by:	Emma Cody	**Date:** 15/06/2020
Last reviewed by staff:	[18 November 2020]	
Last reviewed by governors:		
Next review due by:	[November 2023]	

Appendix 1 - Addition

YEAR 1 Addition

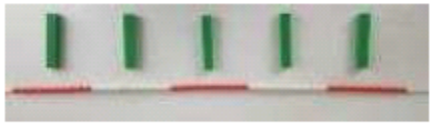
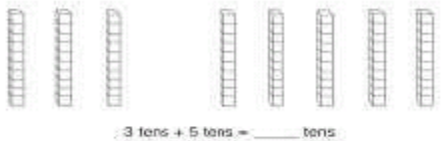
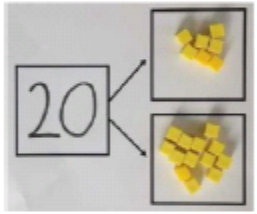
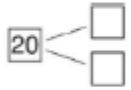
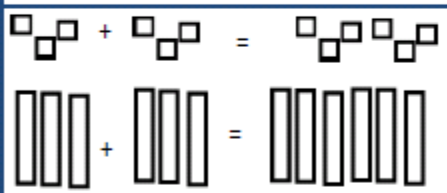
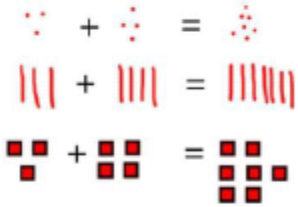
Objective / Strategy	Concrete	Pictorial	Abstract
Combining two parts to make a whole: part- whole model	  Use part, part whole model. Use cubes to add two numbers together as a group or in a bar.  	Use pictures to add two numbers together as a group or in a bar.    	8 = 5 + 3 5 + 3 = 8  Use the part part whole diagram as shown above to move into the abstract. Include missing number questions to support varied fluency: 8 = ? + 3 5 + ? = 8
Starting at the bigger number and counting on	 Start with the larger number on the bead string and then count on to the smaller number 1 by 1 to find the answer.	 12 + 5 = 17 Start at the larger number on the number line and count on in ones or in one jump to find the answer.	5 + 12 = 17 Place the larger number in your head and count on the smaller number to find your answer.
Regrouping to make 10. *This is an essential skill for column addition later.*	 6 + 5 = 11  Start with the bigger number and use the smaller number to make 10. Use ten frames.	 Use pictures or a number line. Regroup or partition the smaller number using the part, part whole model to make 10. 	7 + 4= 11 If I am at seven, how many more do I need to make 10? How many more do I add on now?

Appendix 1 - Addition

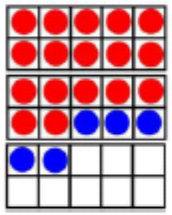
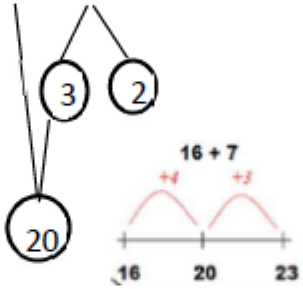
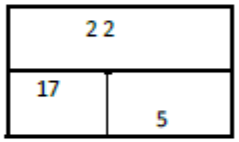
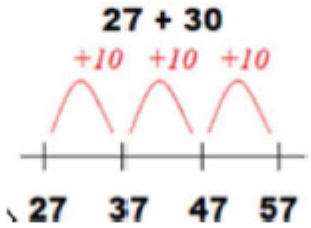
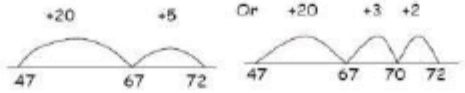
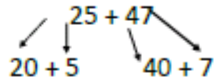
Represent & use number bonds and related subtraction facts within 20	 2 more than 5.		Include missing number questions: 8 = ? + 3 5 + ? = 8 Emphasis should be on the language *'1 more than 5 is equal to 6.'* *'2 more than 5 is 7.'* *'8 is 3 more than 5.'*

Appendix 1 - Addition

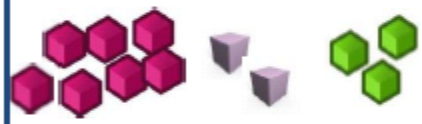
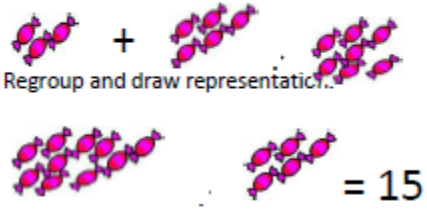
YEAR 2 Addition

Objective /Strategy	Concrete	Pictorial	Abstract
Adding multiples of ten	50= 30 = 20  Model using dienes and bead strings	 3 tens + 5 tens = _____ tens 30 + 50 = _____ Use representations for base ten.	20 + 30 = 50 70 = 50 + 20 40 + □ = 60
Use known number facts Part, part whole	 Children explore ways of making numbers within 20	 □ + □ = 20 20 − □ = □ □ + □ = 20 20 − □ = □	Explore commutativity of addition by swapping the addends to build a fact family. Explore the concept of the inverse relationship of addition and subtractions and use this to check calculations. □ + 1 = 16 16 − 1 = □ 1 + □ = 16 16 − □ = 1
Using known facts		 Children draw representations of H,T and O	3 + 4 = 7 *leads to* 30 + 40 = 70 *leads to* 300 + 400 = 700

Appendix 1 - Addition

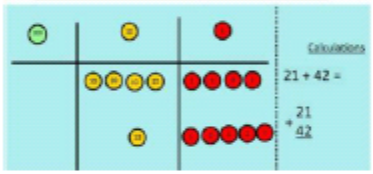
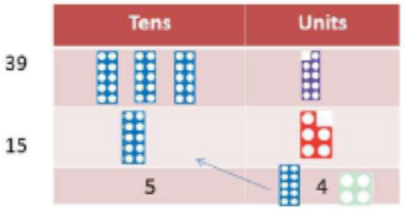
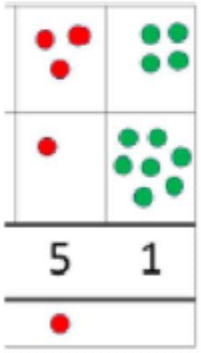
Bar model	 3 + 4 = 7	 7 + 3 = 10	 23 + 25 = 48
Add a two digit number and ones	 17 + 5 = 22 Use ten frame to make 'magic ten Children explore the pattern. 17 + 5 = 22 27 + 5 = 32	17 + 5 = 22 Use part part whole and number line to model.  	17 + 5 = 22 Explore related facts 17 + 5 = 22 5 + 17 = 22 22—17 = 5 22—5 = 17  Lead into recording in column format, to reinforce place value and prepare children for formal written methods with larger values.
Add a 2 digit number and tens	 25 + 10 = 35 Explore that the ones digit does not change	 	27 + 10 = 37 27 + 20 = 47 27 + □ = 57
Add two 2-digit numbers	 Model using dienes , place value counters and numicon	 Use number line and bridge ten using part whole if necessary.	 20 + 40 = 60 5+ 7 =12 60 + 12 = 72

Appendix 1 - Addition

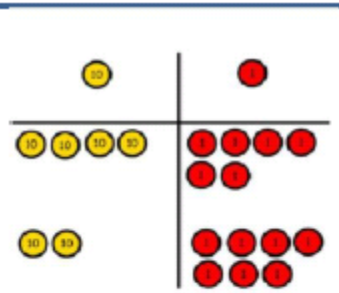
			Lead into recording in column format, to reinforce place value and prepare children for formal written methods with larger values.
Add three 1-digit numbers	 Combine to make 10 first if possible, or bridge 1o then add third digit	 Regroup and draw representation = 15	$4 + 7 + 6 = 10 + 7$ (10) $= 17$ Combine the two numbers that make/ bridge ten then add on the third.

Appendix 1 - Addition

YEAR 3 Addition

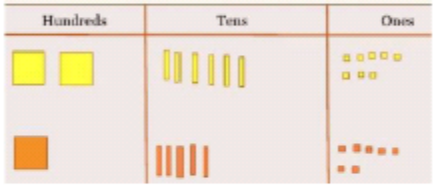
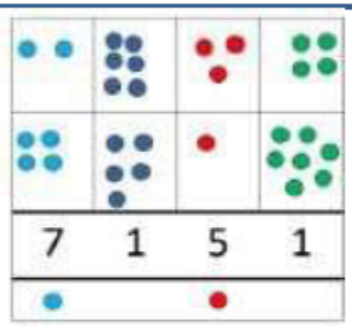
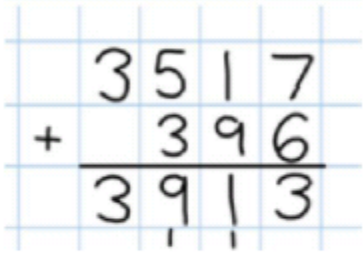
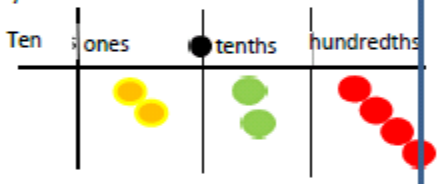
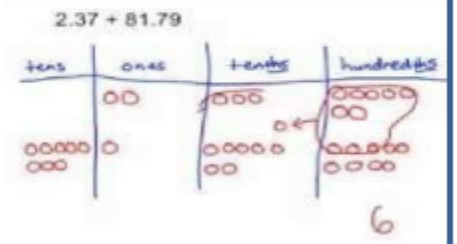
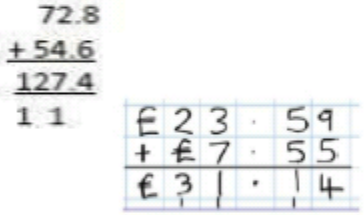
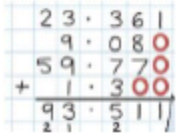
Objective /Strategy	Concrete	Pictorial	Abstract
Column Addition—no regrouping (friendly numbers) Add two or three 2 or 3digit numbers.	 Dienes or numicon Add together the ones first, then the tens.   Move to using place value counters	Children move to drawing the counters using a tens and one frame. 	2 2 3 + 1 1 4 3 3 7 Add the ones first, then the tens, then the hundreds.
Column Addition with regrouping.	 Exchange ten ones for a ten. Model using numicon and place value counters.	 3 4 +1 7 Children can draw a representation of the grid to further support their understanding, carrying the ten underneath the line	20 + 5 40 + 8 60 + 13 = 73 Start by partitioning the numbers before formal column to show the exchange. 536 + 85 621 1 1

Appendix 1 - Addition

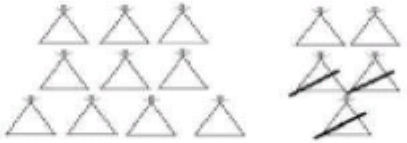
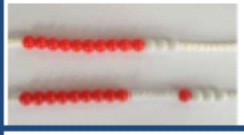
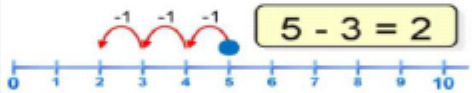
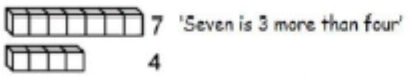
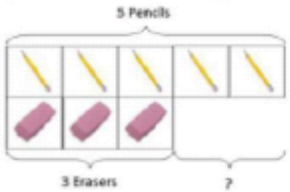
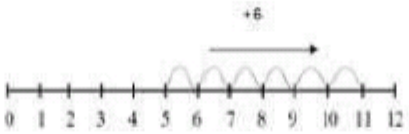
	 46 + 27 = 73		
Estimate the answers to questions and use inverse operations to check answers	 Estimating 98 + 17 = ? 100 + 20 = 120	Use number lines to illustrate estimation. 	Building up known facts and using them to illustrate the inverse and to check answers: 98 + 18 = 116 116 – 18 = 98 18 + 98 = 116 116 – 98 = 18

Appendix 1 - Addition

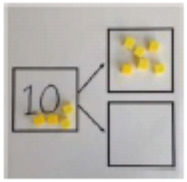
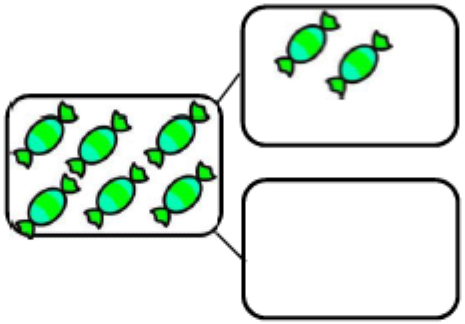
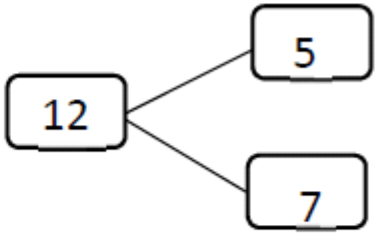
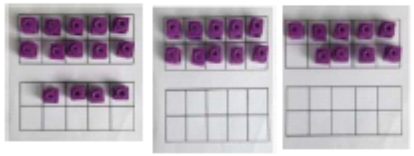
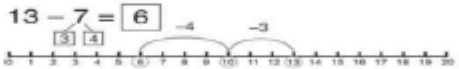
YEARS 4 – 6 Addition

Objective /Strategy	Concrete	Pictorial	Abstract
Years 4 – 6 Estimate and use inverse operations to check answers to a calculation	**AS per Year 3**		
Y4—add numbers with up to 4 digits	Children continue to use dienes or place value counters to add, exchanging ten ones for a ten and ten tens for a hundred and ten hundreds for a thousand. 	 Draw representations using place value grid.	 Continue from previous work to carry hundreds as well as tens. Relate to money and measures.
Y5—add numbers with more than 4 digits. Add decimals with 2 decimal places, including money.	As year 4  Introduce decimal place value counters and model exchange for addition.		
Y6—add several numbers of increasing complexity, including adding money, measure and decimals with different numbers of decimal points.	As Y5	As Y5	Insert zeros for place holders.  

Appendix 2 - Subtraction

YEAR 1 SUBTRACTION			
Objective /Strategy	**Concrete**	**Pictorial**	**Abstract**
Taking away ones.	Use physical objects, counters, cubes etc to show how objects can be taken away. 4—2 = 2   6—4 = 2	Cross out drawn objects to show what has been taken away.  15 – 3 = 12	7—4 = 3 16—9 = 7
Counting back	 Move objects away from the group, counting backwards.  Move the beads along the bead string as you count backwards.	 Count back in ones using a number line.	Put 13 in your head, count back 4. What number are you at?
Find the Difference	Compare objects and amounts  'Seven is 3 more than four' 'I am 2 years older than my sister'  Lay objects to represent bar model.	Count on using a number line to find the difference.  	Hannah has12 sweets and her sister has 5. How many more does Hannah have than her sister.?

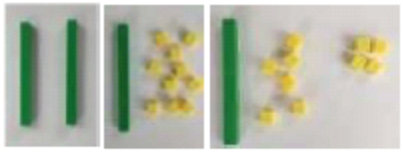
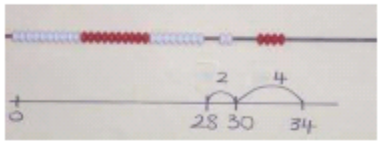
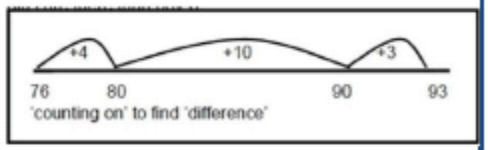
Appendix 2 - Subtraction

Objective/Strategy	Concrete	Pictorial	Abstract
Represent and use number bonds and related subtraction facts within 20 **Include subtracting zero** Part Part Whole model	 Link to addition. Use PPW model to model the inverse. If 10 is the whole and 6 is one of the arts, what s the other part? 10—6 = 4	 Use pictorial representations to show the part.	Move to using numbers within the part whole model.  Include missing number problems: 12 - ? = 5 7 = 12 - ?
Make 10	14—9  Make 14 on the ten frame. Take 4 away to make ten, then take one more away so that you have taken 5.	 13—7 Jump back 3 first, then another 4. Use ten as the stopping point.	16—8 How many do we take off first to get to 10? How many left to take off?

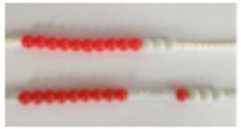
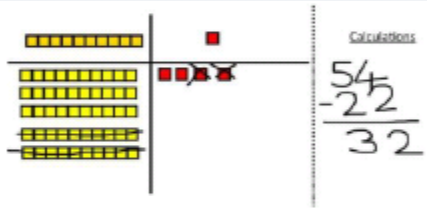
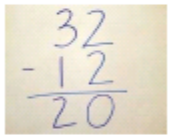
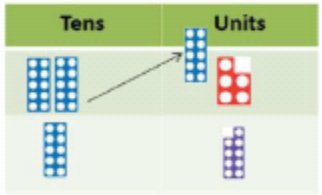
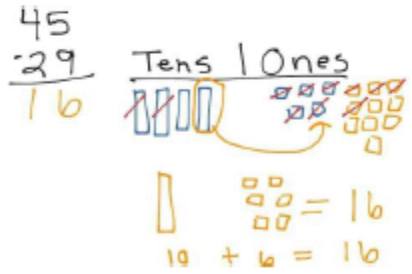
Appendix 2 - Subtraction

Bar model Including the inverse operations.	 5—2 = 3		 10 = 8 + 2 10 = 2 + 8 10—2 = 8 10—8 = 2

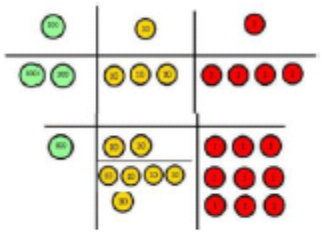
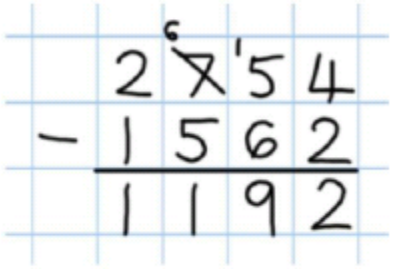
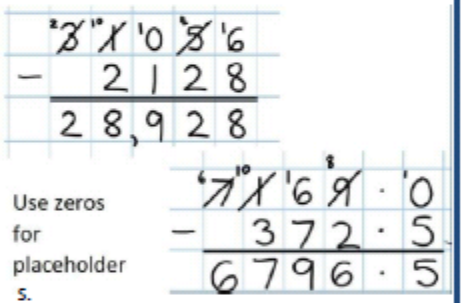
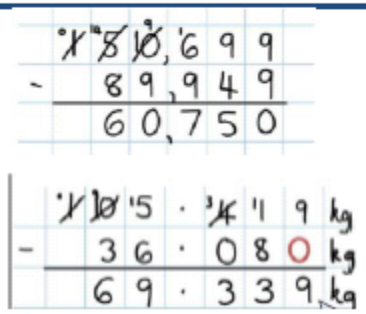
Appendix 2 - Subtraction

YEAR 2 - SUBTRACTION			
Objective & Strategy	**Concrete**	**Pictorial**	**Abstract**
Regroup a ten into ten ones	 Use a PV chart to show how to change a ten into ten ones, use the term 'take and make'		20—4 = 16
Partitioning to subtract without regrouping. *'Friendly numbers'*	34—13 = 21  Use Dienes to show how to partition the number when subtracting without regrouping.	Children draw representations of Dienes and cross off.  43—21 = 22	43—21 = 22
Make ten strategy *Progression should be crossing one ten, crossing more than one ten, crossing the hundreds.*	 34—28 Use a bead bar or bead strings to model counting to next ten and the rest.	 Use a number line to count on to next ten and then the rest.	93—76 = 17

Appendix 2 - Subtraction

YEAR 3 - SUBTRACTION			
Objective/ Strategy	**Concrete**	**Pictorial**	**Abstract**
Subtract numbers mentally, including: three digit number + ones three digit number + tens three digit number + hundreds			Vary the position of the answer and question. Expose children to missing number questions and vary the missing part of the calculation. 678 = ? - 1 688 – 10 = ? 678 = ? – 100
Column subtraction without regrouping (friendly numbers)	  Use base 10 or Numicon to model	 Draw representations to support understanding	47 – 24 = 23 40 + 7 – 20 + 4 20 + 3 Intermediate step may be needed to lead to clear subtraction understanding. 
Column subtraction with regrouping	 Begin with base 10 or Numicon. Move to pv counters, modelling the exchange of a ten into ten ones. Use the phrase 'take and make' for exchange.	 Children may draw base ten or PV counters and cross off.	 Begin by partitioning into pv columns  Then move to formal method.

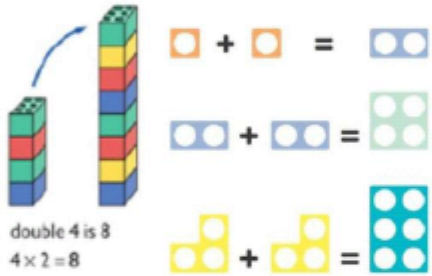
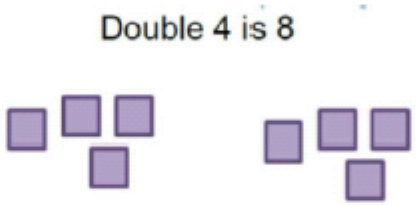
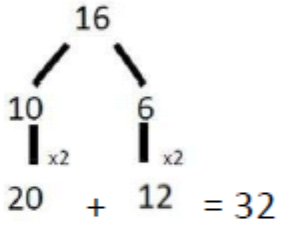
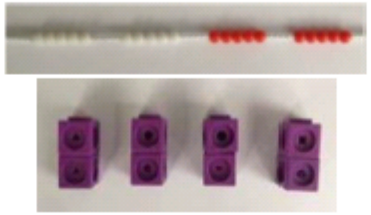
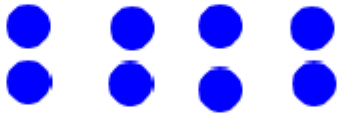
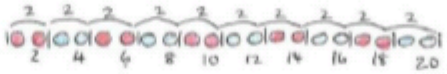
Appendix 2 - Subtraction

YEARS 4 – 6 SUBTRACTION			
Objective /Strategy	**Concrete**	**Pictorial**	**Abstract**
Subtracting tens and ones Year 4 subtract with up to 4 digits. *Introduce decimal subtraction through context of money*	234 - 179  Model process of exchange using Numicon, base ten and then move to PV counters.	Children to draw pv counters and show their exchange—see Y3	 Use the phrase 'take and make' for exchange
Year 5- Subtract with at least 4 digits, including money and measures. *Subtract with decimal values, including mixtures of integers and decimals and aligning the decimal Up to 3 decimal places*	As Year 4	Children to draw pv counters and show their exchange—see Y3	 Use zeros for placeholders.
Year 6—Subtract with increasingly large and more complex numbers and decimal values (up to 3 decimal place).	As Year 4	Children to draw pv counters and show their exchange—see Y3	

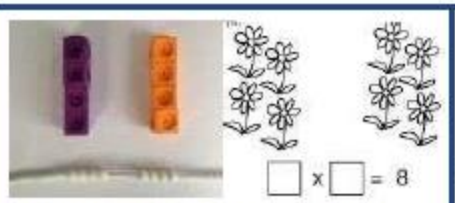
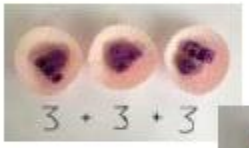
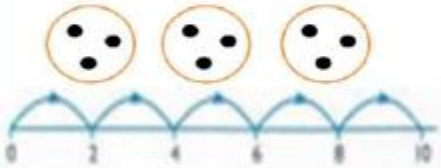
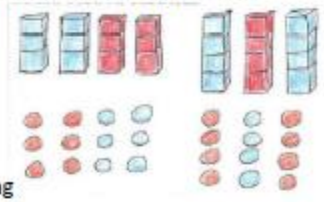
Appendix 3 - Multiplication

YEAR 1 MULTIPLICATION

Programme of Study specifies the following objectives, however it does not require the explicit teaching of the mathematical symbol of multiplication

Objective / Strategy	Concrete	Pictorial	Abstract
Doubling	Use practical activities using manipultives including cubes and Numicon to demonstrate doubling 	Draw pictures to show how to double numbers 	Partition a number and then double each part before recombining it back together. 
Counting in multiples (2s, 5s, 10s)	Count the groups as children are skip counting, children may use their fingers as they are skip counting. 	 Children make representations to show counting in multiples. 	Count in multiples of a number aloud. Write sequences with multiples of numbers. 2, 4, 6, 8, 10 5, 10, 15, 20, 25 , 30

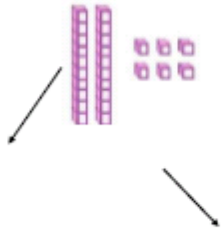
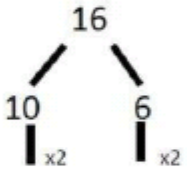
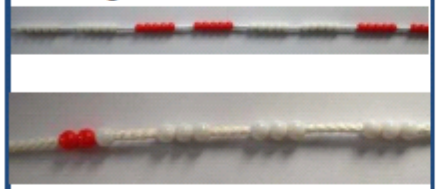
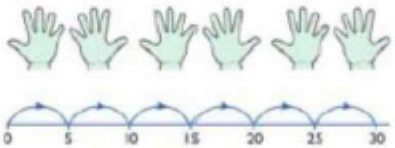
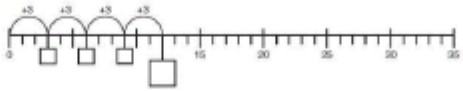
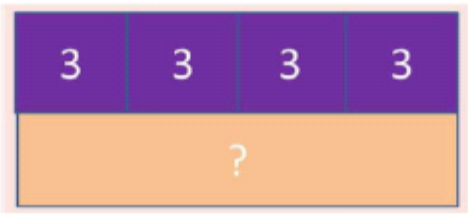
Appendix 3 - Multiplication

Making equal groups and counting the total	 Use manipulatives to create equal groups.	Draw  to show 2 x 3 = 6 Draw and make representations	2 x 4 = 8
Repeated addition	   Use different objects to add equal groups	Use pictorial including number lines to solve prob There are 3 sweets in one bag. How many sweets are in 5 bags altogether?  	Write addition sentences to describe objects and pictures. 
Understanding arrays	Use objects laid out in arrays to find the answers to 2 lots 5, 3 lots of 2 etc. 	Draw representations of arrays to show understanding 	3 x 2 = 6 2 x 5 = 10

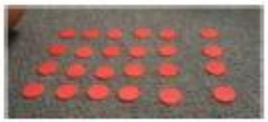
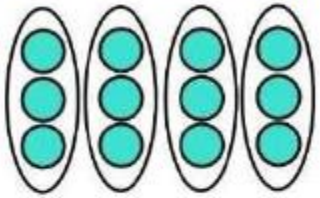
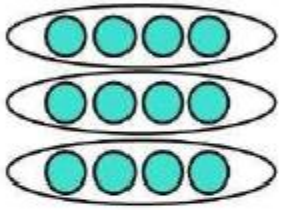
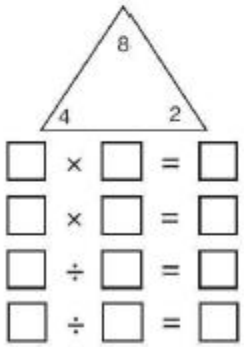
Appendix 3 - Multiplication

YEAR 2 MULTIPLICATION

Children should be able to recall and use multiplication and division facts for the 2, 5 and 10 times times tables.

Objective / Strategy	Concrete	Pictorial	Abstract
Doubling	Model doubling using dienes and PV counters.  40 + 12 = 52	Draw pictures and representations to show how to double numbers	Partition a number and then double each part before recombining it back together.  20 + 12 = 32
Counting in multiples of 2, 3, 4, 5, 10 from 0 (repeated addition)	Count the groups as children are skip counting, children may use their fingers as they are skip counting. Use bar models.  5 + 5 + 5 + 5 + 5 + 5 + 5 + 5 = 40  	Number lines, counting sticks and bar models should be used to show representation of counting in multiples.    	Count in multiples of a number aloud. Write sequences with multiples of numbers. 0, 2, 4, 6, 8, 10 0, 3, 6, 9, 12, 15 0, 5, 10, 15, 20, 25 , 30 $4 \times 3 = \square$

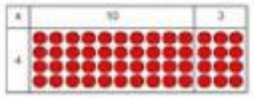
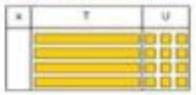
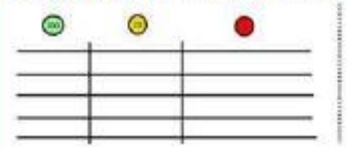
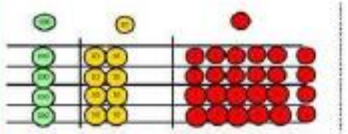
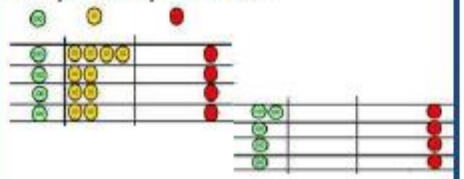
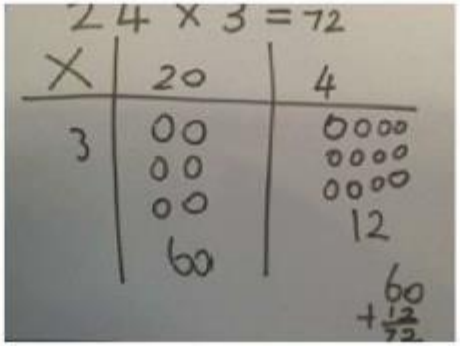
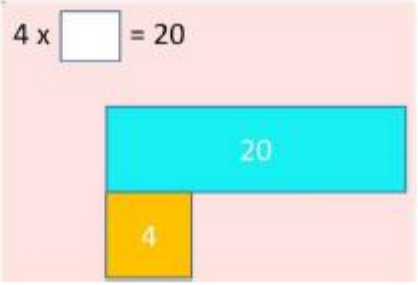
Appendix 3 - Multiplication

Objective / Strategy	Concrete	Pictorial	Abstract
Multiplication is commutative	Create arrays using counters and cubes and Numicon.    Pupils should understand that an array can represent different equations and that, as multiplication is commutative, the order of the multiplication does not affect the answer. 	Use representations of arrays to show different calculations and explore commutativity.  	12 = 3 × 4 12 = 4 × 3 Use an array to write multiplication sentences and reinforce repeated addition.  5 + 5 + 5 = 15 3 + 3 + 3 + 3 + 3 = 15 5 x 3 = 15 3 x 5 = 15
Using the Inverse *This should be taught alongside division, so pupils learn how they work alongside each other.*			2 x 4 = 8 4 x 2 = 8 8 ÷ 2 = 4 8 ÷ 4 = 2 8 = 2 x 4 8 = 4 x 2 2 = 8 ÷ 4 4 = 8÷ 2 Show all 8 related fact family sentences.

Appendix 3 - Multiplication

YEAR 3 MULTIPLICATION

Children should be able to recall and use multiplication facts for the 3,4, and 8 times tables

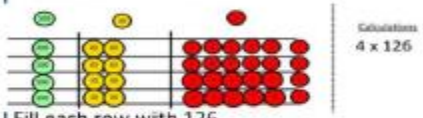
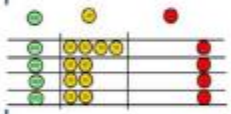
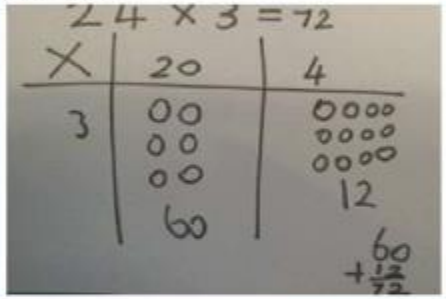
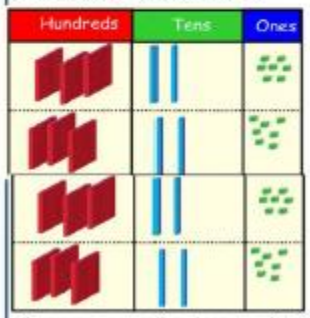
Objective /Strategy	Concrete	Pictorial	Abstract
Grid method, progressing to the formal method Multiply 2 digit numbers by 1 digit numbers	Show the links with arrays to first introduce the grid method.  4 rows of 10 4 rows of 3 Move onto base ten to move towards a more compact method.  4 rows of 13 Move on to place value counters to show how we are finding groups of a number. We are multiplying by 4 so we need 4 rows  Calculations 4 x 126  Calculations 4 x 126 Fill each row with 126. Add up each column, starting with the ones making any exchanges needed Then you have your answer. 	Children can represent their work with place value counters in a way that they understand. They can draw the counters using colours to show different amounts or just use the circles in the different columns to show their thinking as shown below.  Bar model are used to explore missing numbers  	Start with multiplying by one digit numbers and showing the clear addition alongside the grid. | × | 30 | 5 | | 7 | 210 | 35 | 210 + 35 = 245 Move forward to the formal written method: 35 X 7 245 3

Appendix 3 - Multiplication

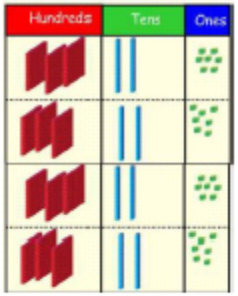
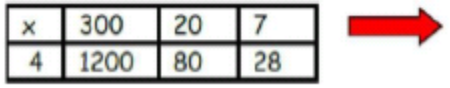
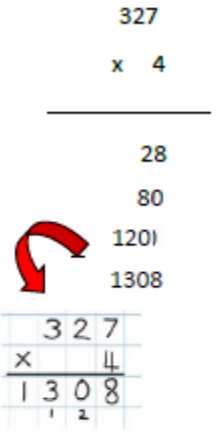
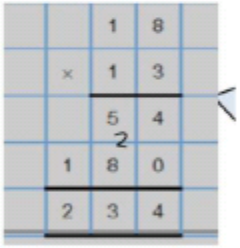
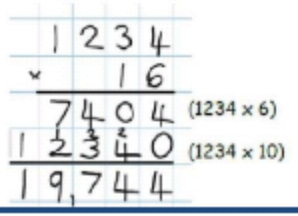
Solve problems, including missing number problems, integer scaling problems,			Three times as high, eight times as long ? x 5 = 20 20 ÷ ? = 5 3 hats and 4 coats, how many different outfits?

Appendix 3 - Multiplication

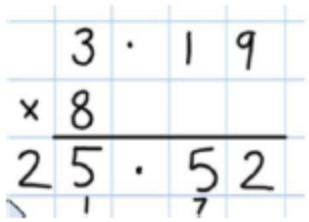
YEARS 4 – 6 Multiplication

Objective /Strategy	Concrete	Pictorial	Abstract
Grid method recap from year 3 for 2 digits x 1 digit Move to multiplying 3 digit numbers by 1 digit. (year 4 expectation)	Use place value counters to show how we are finding groups of a number. We are multiplying by 4 so we need 4 rows  Calculations 4 x 126 Fill each row with 126   Add up each colu…ues making any exchanges needed	Children can represent their work with place value counters in a way that they understand. They can draw the counters using colours to show different amounts or just use the circles in the different columns to show their thinking as shown below.  	Start with multiplying by one digit numbers and showing the clear addition alongside the grid. | × | 30 | 5 | | 7 | 210 | 35 | 210 + 35 = 245
Column multiplication	Children can continue to be supported by place value counters at the stage of multiplication. This initially done where there is no regrouping. 321 x 2 = 642  It is important at this stage that they always multiply the ones first. The corresponding long multiplication is modelled alongside	| × | 300 | 20 | 7 | | 4 | 1200 | 80 | 28 | The grid method my be used to show how this relates to a formal written method.  Bar modelling and number lines can support learners when solving problems with multiplication alongside the formal written methods.	327 x 4 28 80 1200 1308 3 2 7 × 4 1 3 0 8 1 2 This may lead to a compact method.

Appendix 3 - Multiplication

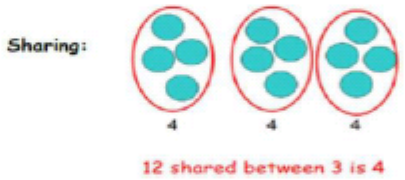
Objective /Strategy	Concrete	Pictorial	Abstract
Column Multiplication for 3 and 4 digits x 1 digit.	 It is important at this stage that they always Multiply the ones first. Children can continue to be supported by place value counters at the stage of multiplication. This initially done where there is no regrouping. 321 x 2 = 642		
Column multiplication	Manipulatives may still be used with the corresponding long multiplication modelled alongside.	 Continue to use bar modelling to support problem solving	 18 x 3 on the first row (8 x 3 =24, carrying the 2 for 20, then 1 x 3) 18 x 10 on the 2nd row. Show multiplying by 10 by putting zero in units first 

Appendix 3 - Multiplication

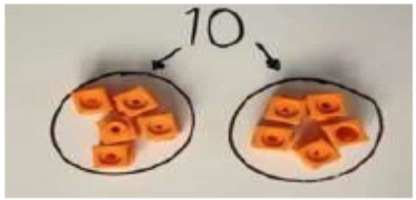
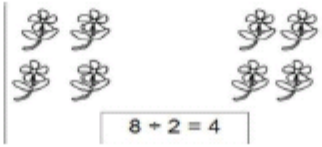
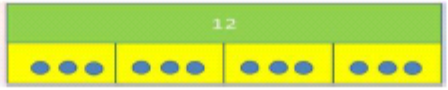
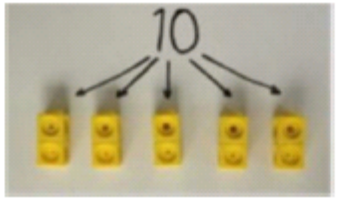
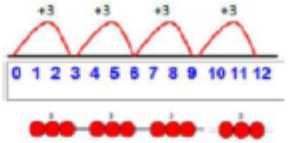
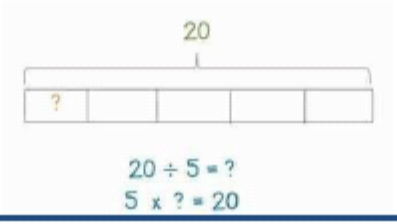
Objective/Strategy	Concrete	Pictorial	Abstract
Multiplying decimals up to 2 decimal places by a single digit.			Remind children that the single digit belongs in the units column. Line up the decimal points in the question and the answer. 

Appendix 4 - Division

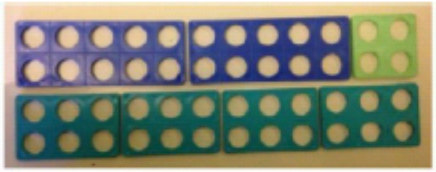
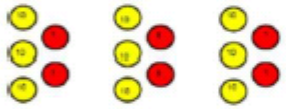
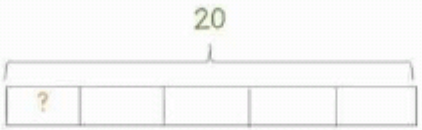
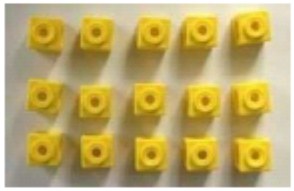
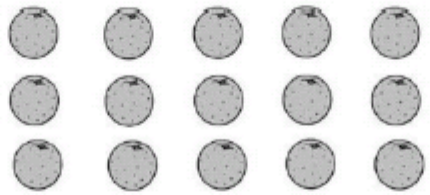
YEAR 1			
Objective /Strategy	**Concrete**	**Pictorial**	**Abstract**

Objective/ Strategy	Concrete	Pictorial	Abstract
Division as sharing *Use Gordon ITPs for modelling*	I have 10 cubes, can you share them equally in 2 groups?	Children use pictures or shapes to share quantities.  8 shared between 2 is4  	12: hared between 3 is 4

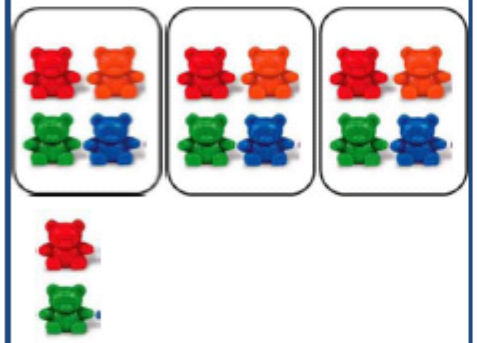
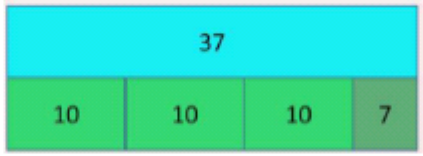
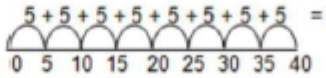
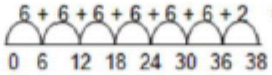
Appendix 4 - Division

Objective/Strategy	Concrete	Pictorial	Abstract
Division as sharing	 I have 10 cubes, can you share them equally in 2 groups?	Children use pictures or shapes to share quantities.  Children use bar modelling to show and support understanding.  12 ÷ 4 = 3	12 ÷ 3 = 4
Division as grouping	Divide quantities into equal groups. Use cubes, counters, objects or place value counters to aid understanding.  	Use number lines for grouping  **12 ÷ 3 = 4** Think of the bar as a whole. Split it into the number of groups you are dividing by and work out how many would be within each group. 	28 ÷ 7 = 4 Divide 28 into 7 groups. How many are in each group?

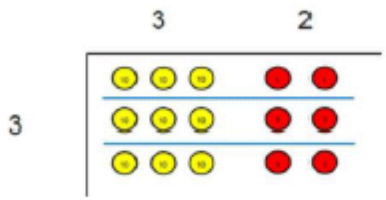
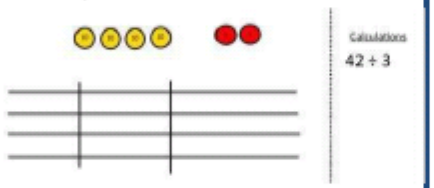
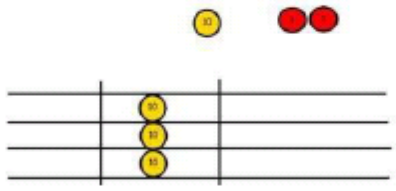
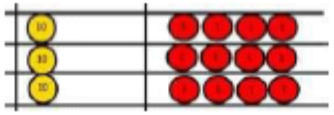
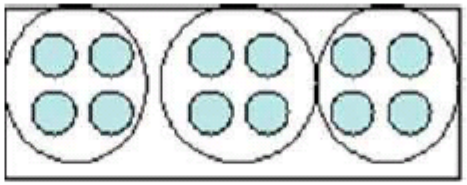
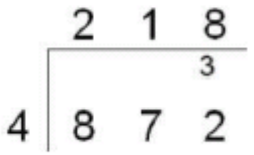
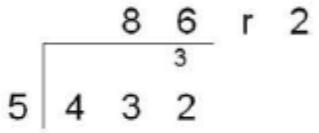
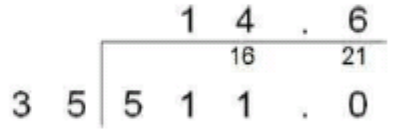
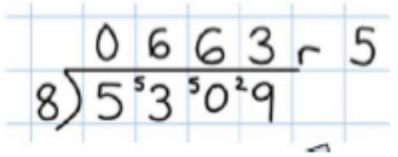
Appendix 4 - Division

YEAR 2			
Objective/Strategy	**Concrete**	**Pictorial**	**Abstract**
Division as grouping	Use cubes, counters, objects or place value counters to aid understanding.  24 divided into groups of 6 = 4 96 ÷ 3 = 32 	Continue to use bar modelling to aid solving division problems.  20 ÷ 5 = ? 5 x ? = 20	How many groups of 6 in 24? 24 ÷ 6 = 4
Division with arrays	 Link division to multiplication by creating an array and thinking about the number sentences that can be created. Eg 15 ÷ 3 = 5 5 x 3 = 15 15 ÷ 5 = 3 3 x 5 = 15	Draw an array and use lines to split the array into groups to make multiplication and division sentences 	Find the inverse of multiplication and division sentences by creating eight linking number sentences. 7 x 4 = 28 4 x 7 = 28 28 ÷ 7 = 4 28 ÷ 4 = 7 28 = 7 x 4 28 = 4 x 7 4 = 28 ÷ 7 7 = 28 ÷ 4

Appendix 4 - Division

YEAR 3 (Greater Depth Y2)			
Objective/Strategy	**Concrete**	**Pictorial**	**Abstract**
Division with remainders.	14 ÷ 3 = Divide objects between groups and see how much is left over 	Jump forward in equal jumps on a number line then see how many more you need to jump to find a remainder.  Draw dots and group them to divide an amount and clearly show a remainder.  Use bar models to show division with remainders.  remainder: 5s in 40?"  = 8 fi mainder:  = 6 sixes with rs, when it becomes inefficient to count in single mu orded using known facts.	Complete written divisions and show the remainder using r. 29 ÷ 8 = 3 REMAINDER 5 ↑ dividend ↑ divisor ↑ quotient ↑ remainder

Appendix 4 - Division

Year 4-6			
Objective/Strategy	**Concrete**	**Pictorial**	**Abstract**
Divide at least 3 digit numbers by 1 digit. Short Division	96 ÷ 3 Tens Units 3 2   Use place value counters to divide using the bus stop method alongside 42 ÷ 3= Start with the biggest place value, we are sharing 40 into three groups. We can put 1 ten in each group and we have 1 ten left over.  We exchange this ten for ten ones and then share the ones equally among the groups.  We look how much in 1 group so the answer is 14.	Students can continue to use drawn diagrams with dots or circles to help them divide numbers into equal groups.  Encourage them to move towards counting in multiples to divide more efficiently.	Begin with divisions that divide equally with no remainder.  Move onto divisions with a remainder.  Finally move into decimal places to divide the total accurately.  

Appendix 4 - Division

Long Division

Step 1—a remainder in the ones

```
    h t o
    0 4 1 R1
  ---------
4 ) 1 6 5
```

4 does not go into 1 (hundred). So combine the 1 hundred with the 6 tens (160).

4 goes into 16 four times.

4 goes into 5 once, leaving a remainder of 1.

```
      th h t o
      0 4 0 0 R7
    -----------
8 ) 3 2 0 7
```

8 does not go into 3 of the thousands. So combine the 3 thousands with the 2 hundreds (3,200).

8 goes into 32 four times (3,200 ÷ 8 = 400)
8 goes into 0 zero times (tens).
8 goes into 7 zero times, and leaves a remainder of 7.

Appendix 4 - Division

Long Division

Step 1 continued...

```
   h  t  o
      0  6  1
   ------------
4 ) 2  4  7
     - 4
     ------
        3
```

When dividing the ones, 4 goes into 7 one time. Multiply 1 × 4 = 4, write that four under the 7, and subract. This finds us the remainder of 3.

Check: 4 × 61 + 3 = 247

```
   th  h  t  o
       0  4  0  2
   ---------------
4 ) 1  6  0  9
      - 8
      ------
         1
```

When dividing the ones, 4 goes into 9 two times. Multiply 2 × 4 = 8, write that eight under the 9, and subract. This finds us the remainder of 1.

Check: 4 × 402 + 1 = 1,609

Appendix 4 - Division

Long Division

Step 2—a remainder in the tens

1. Divide.	2. Multiply & subtract.	3. Drop down the next digit.
t o 2 2)5 8	t o 2 2)5 8 -4 1	t o 2 9 2)5 8 -4 ↓ 1 8
Two goes into 5 two times, or 5 tens ÷ 2 = 2 whole tens -- but there is a remainder!	To find it, multiply 2 × 2 = 4, write that 4 under the five, and subtract to find the remainder of 1 ten.	Next, drop down the 8 of the ones next to the leftover 1 ten. You combine the remainder ten with 8 ones, and get 18.

1. Divide.	2. Multiply & subtract.	3. Drop down the next digit.
t o 2 9 2)5 8 -4 1 8	t o 2 9 2)5 8 -4 1 8 -1 8 0	t o 2 9 2)5 8 -4 1 8 -1 8 0
Divide 2 into 18. Place 9 into the quotient.	Multiply 9 × 2 = 18, write that 18 under the 18, and subtract.	The division is over since there are no more digits in the dividend. The quotient is 29.

Appendix 4 - Division

Long Division

1. Divide.	2. Multiply & subtract.	3. Drop down the next digit.
h t o 1 2) 2 7 8	h t o 1 2) 2 7 8 - 2 0	h t o 1 8 2) 2 7 8 - 2 ↓ 0 7
Two goes into 2 one time, or 2 hundreds ÷ 2 = 1 hundred.	Multiply 1 × 2 = 2, write that 2 under the two, and subtract to find the remainder of zero.	Next, drop down the 7 of the tens next to the zero.
Divide.	**Multiply & subtract.**	**Drop down the next digit.**
h t o 1 3 2) 2 7 8 - 2 0 7	h t o 1 3 2) 2 7 8 - 2 0 7 - 6 1	h t o 1 3 2) 2 7 8 - 2 0 7 - 6 1 8
Divide 2 into 7. Place 3 into the quotient.	Multiply 3 × 2 = 6, write that 6 under the 7, and subtract to find the remainder of 1 ten.	Next, drop down the 8 of the ones next to the 1 leftover ten.
1. Divide.	**2. Multiply & subtract.**	**3. Drop down the next digit.**
h t o 1 3 9 2) 2 7 8 - 2 0 7 - 6 1 8	h t o 1 3 9 2) 2 7 8 - 2 0 7 - 6 1 8 - 1 8 0	h t o 1 3 9 2) 2 7 8 - 2 0 7 - 6 1 8 - 1 8 0
Divide 2 into 18. Place 9 into the quotient.	Multiply 9 × 2 = 18, write that 18 under the 18, and subtract to find the remainder of zero.	There are no more digits to drop down. The quotient is 139.

Step 2—a remainder in any of the place values