

Primary Maths Calculation Policy Pencil and Paper Procedures

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by		
Head of Primary & Secondary		
Date of review	August 2023	
Date of next review	August 2024	



Introduction

Over the years much has changed in the teaching and learning of maths. The calculation methods used by children today are in many cases different from those used by adults when they were at school. This can cause anxiety, with parents and carers unsure whether or not they should teach children particular methods.

The purpose of this booklet is to provide guidance and information about the types of calculation methods that the children at Dubai British School are being taught and are using from Foundation up to Year 6.

The calculation methods taught today gradually build on the children's understanding over a period of time. They have been introduced after research programmes have shown them to be effective. The aim is to teach children calculation methods which they understand, can use correctly, and can use confidently to solve problems.

The Primary National Strategy gives a great deal of emphasis to children learning to use a whole range of mental calculation methods properly, before they move on to written calculations. These mental methods will involve the children writing or drawing things to help them. These are often called "jottings" and might well involve using a number line.

This does not mean that written methods are not seen as important. It is expected that children in Year 6 will have a written method for each operation $+ - x \div$ which they can use reliably to solve problems. The written methods that children use will not necessarily involve lining the numbers up in columns, since there are other effective methods which we will look at in this booklet.

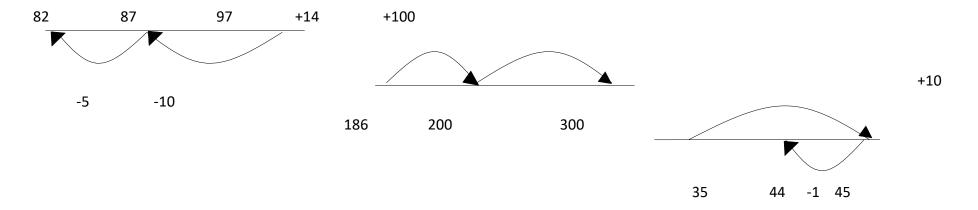
X	20	3
7	140	21





Notes to accompany the Calculation Policy

- 1. The columns for each year group are intended to be for the standard level. Teachers use their year group as a starting point for planning, but in order to meet the needs of the individuals there will be need to look forward or back.
- 2. When using a number line, show counting on above the line and counting back below the line. Include an arrow to show direction.



- 3. Using calculators is encouraged for checking answers in all year groups. In years 5 and 6, when written methods are secure, calculators can be used if it is the most efficient method of calculation.
- 4. Estimating is encouraged from foundation to year 6 by the use of apparatus, rounding and using the inverse operation.
- 5. The methods of calculations taught within each year group should be applied to other areas, including measurement and problem solving.

Addition Foundation Year 1 Year 2 Oral and practical + = signs and missing numbers Continue practical work as in foundation. Continue using a range of equations as in Year 1 but with Note: Recording the numerals is not expected until F2, term 3. Prior to this Working with apparatus, including bead strings and unifix to appropriate, larger numbers. teachers will model simple addition and subtraction using formal notation. Extend to 14 + 5 = 10 + • and Children will be encouraged to use their own pictorial recording to represent quantities and the results of Generating and solving number sentences with adding three numbers simple calculations. Numicon $32 + \cdot + \cdot = 100 \quad 35 = 1 + \cdot + 5$ **Oral and practical** Songs and rhymes. Partition into tens and ones and recombine Dice and number games. 12 + 23 = 10 + 2 + 20 + 3Counting objects in groups. = 30 + 5Number bonds using Numicon Unifix cubes. = 35*** Cutting and sticking. refine to partitioning the second number only: Number stories, e.g. There are 3 crabs in the sand and 2 in the water. How many are there altogether? Drawing. 10= 1+9 2+8 3+7 23 + 12 = 23 + 10 + 2When children are ready to record numerals the following = 33 + 2are possible ways to record simple calculations. + = signs and missing numbers = 353 + 4 = • $\bullet = 3 + 4$ Combining sets +103 + • = 77 = • + 4 • 3 + 2 =+4 = 77 = 3 + • • +7 = • + ▽ $\nabla = 7$ Promoting covering up of operations and numbers. Identifying and generating numbers using Numicon 23 33 35 **Number lines (numbered)** Add 9 or 11 by adding 10 and adjusting by 1 Teacher models first. Children record by - drawing jumps on prepared lines - constructing own lines 35 + 9 = 44Finding one more than a iiven number +108 9 10 0 1 2 3 4 5 6 7 8 9 10 11 12 **Empty number lines** 5 + 335 44 45 -1 4 + 1 =Number lines (numbered) Number bonds to 10. (May extend to using number lines to 20). Extend to bridging through 10, e.g. 8 + 5 = 132 3 4 5 7 6 8 9 8 10

13

Addition			
Year 3	Year 4	Year 5	Year 6
+ = signs and missing numbers Continue using a range of equations as in Year 1 and 2 but with appropriate, larger numbers.	+ = signs and missing numbers Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.	+ = signs and missing numbers Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.	+ = signs and missing numbers Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.
Partition into tens and ones and recombine Partition both numbers and recombine. $47 + 36 = 40 + 7 + 30 + 6$ OR $47 + 36$ $= 70 + 13$ $= 83$ Refine to partitioning the second number only e.g. $36 + 53 = 53 + 30 + 6$ $= 83 + 6$	Partition into tens and ones and recombine Either partition both numbers and recombine or partition the second number only e.g. $55 + 37 = 55 + 30 + 7$ $= 85 + 7$ $= 92$ $+30$	Partition into hundreds, tens and ones and recombine Either partition both numbers and recombine or partition the second number only e.g. 358 + 73 = 358 + 70 + 3 = 428 + = 431	Partition into hundreds, tens, ones and decimal fractions and recombine Either partition both numbers and recombine or partition the second number only e.g. 35.8 + 7.3 = 35.8 + 7 + 0.3 = 42.8 + 0.3 = 43.1
= 63 + 6 = 89 +30 +6 53 83 89	Add the nearest multiple of 10, then adjust Continue as in Year 2 and 3 but with appropriate numbers e.g. 63 + 29 is the same as 63 + 30 - 1 Pencil and paper procedures	Add or subtract the nearest multiple of 10 or 100, then adjust Continue as in Year 2, 3 and 4 but with appropriate numbers e.g. 458 + 79 = is the	Add the nearest multiple of 10, 100 or 1000, then adjust Continue as in Year 2, 3, 4 and 5 but with
Add a near multiple of 10 to a two-digit number Continue as in Year 2 using number lines but with appropriate numbers e.g. 35 + 19 is the same as 35 + 20 – 1.	358 + 73 = 431 Either OR 300+50+8 358 + 70+3 73 300+120+11 = 431 11	same as 458 + 80 - 1 Pencil and paper procedures Leading to formal method, showing numbers carried underneath. 358 + 73 431 11	appropriate numbers including extending to adding 0.9, 1.9, 2.9 etc Pencil and paper procedures Extend to numbers with any number of digits and decimals with 1 and 2 decimal places. 124.9 + 117.25 = 242.15
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\frac{300}{431}$ Extend to decimals in the context of money (vertically) £ 2.50 +£ 1.75 = £ 4.25 £ 2.50 +£ 1.75 $\frac{1}{5}$ £ 4.25 1 (Revert to expanded methods if the children experience any difficulty.)	Extend to numbers with at least four digits 3587 + 675 = 4262 3587 + 675 4262 111 Revert to expanded methods if the children experience any difficulty. Extend to decimals (same number of decimals places) and adding several numbers (with different numbers of digits).	124.9 + 117.25 242.15 Revert to expanded methods if the children experience any difficulty. Extend to decimals (either one or two decimal places).
		Model negative numbers using a number line.	

Subtraction Foundation Year 1 Year 2 Oral and practical - = signs and missing numbers Continue as in foundation with apparatus, including bead Continue using a range of equations as in Year 1 but with **Oral and Practical work** strings and unifix, using numbers within 20. appropriate numbers. Songs and rhymes Extend to $14 + 5 = 20 - \bullet$ Dice and number games Pictures / marks Counting groups of objects and removing some and counting Sam spent 4p. What was his change from 10p? Extend to again - emphasising inverse of addition. Find a small difference by counting up Unifix cubes Cutting and sticking 42 - 39 = 3Number stories using objects, e.g. How many are there altogether? How many are there now? (after some have been •••• removed.) Generating and solving number sentences with Numicon Pictures / marks Take away two 40 42. 39 - = signs and missing numbers 7 - 3 = • $\bullet = 7 - 3$ 5 - 2 =7 - • = 44 = -3Subtract 9 or 11. Begin to add/subtract 19 or 21 • -3 = 4 $4 = 7 - \bullet$ Finding 1 less than a given number - ∇ = 4 4 = • - ▽ 35 - 9 = 26Number tracks Number lines (numbered and semi structured) 11 - 7(Counting back) 25 35 -10 5 - 1 =Use known number facts and place value to subtract The difference between 7 and 11 (partition second number only) Counting back (Counting up) 37 - 12 = 37 - 10 - 2= 27 - 2Counting back in 1's orally from different totals up to 20. = 25 0 1 2 3 4 5 6 7 8 9 10 11 12 Recording by - drawing jumps on prepared lines - constructing own lines End of term₁3 – more able draw on prepared number lines. (Teachers model jottings appropriate for larger numbers) 0 1 2 3 4 5 6 7 8 9 10 -2 -10

- = signs and missing numbers

Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.

Year 3

Find a small difference by counting up

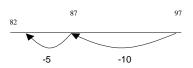
Continue as in Year 2 but with appropriate numbers e.g. 102 - 97 = 5

Subtract mentally a 'near multiple of 10' to or from a two-digit number

Continue as in Year 2 but with appropriate numbers e.g. 78 - 49 is the same as 78 - 50 + 1

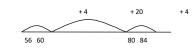
<u>Use known number facts and place value</u> to subtract

Continue as in Year 2 but with appropriate numbers e.g. 97 - 15 = 72



Pencil and paper procedures

Complementary addition 84 - 56 = 28



84 Term 3 - could -56 extend to vertical 4 \rightarrow 60 method. $20 \rightarrow 80$ $4 \rightarrow 84$ 28

Subtraction

<u>- = signs and missing numbers</u> Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.

Year 4

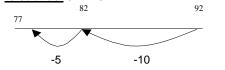
Find a small difference by counting up e.g. 5003 - 4996 = 7

This can be modelled on an empty number line (see complementary addition below).

Subtract the nearest multiple of 10, then adjust.

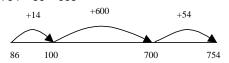
Continue as in Year 2 and 3 but with appropriate numbers.

Use known number facts and place value to subtract 92 – 15 = 77



Pencil and paper procedures

Complementary addition – continue as year 3 with number line and/ or vertical method. 754 – 86 = 668



Expanded Method of decomposition 572 - 58 = 514

Extend to decimals using 3 digit sums of money, with or without adjustment from pence to pounds.

<u>- = signs and missing numbers</u> Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.

Year 5

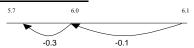
Find a difference by counting up e.g. 8006 – 2993 = 5013

This can be modelled on an empty number line (see complementary addition below).

Subtract the nearest multiple of 10 or 100, then adjust.

Continue as in Year 2, 3 and 4 but with appropriate numbers.

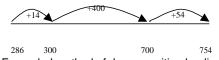
Use known number facts and place value to subtract 6.1 - 0.4 = 5.7



Pencil and paper procedures

Complementary addition including vertical method.

754 - 286 = 468



Expanded method of decomposition leading to compact recording.

757 - 259 = 498

Extend to decimals using the chosen method using decimal fractions with 3 digits and the same number of decimal places. E.g. £9.42 - 6.78 or 72.5km - 4.6km

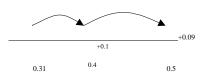
Year 6

<u>- = signs and missing numbers</u> Continue using a range of equations as in Year 1 and 2 but with appropriate numbers.

Find a difference by counting up

e.g.
$$0.5 - 0.31 = 0.19$$

This can be modelled on an empty number line (see complementary addition below).



Subtract the nearest multiple of 10, 100 or 1000,

then adjust

Continue as in Year 2, 3, 4 and 5 but with appropriate numbers.

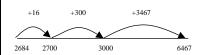
Use known number facts and place value to subtract

Continue as year 5

Pencil and paper procedures

Complementary addition including vertical method.

6467 - 2684 = 3783



Compact decomposition

6467 - 2684 = 3783

51316 **6467**

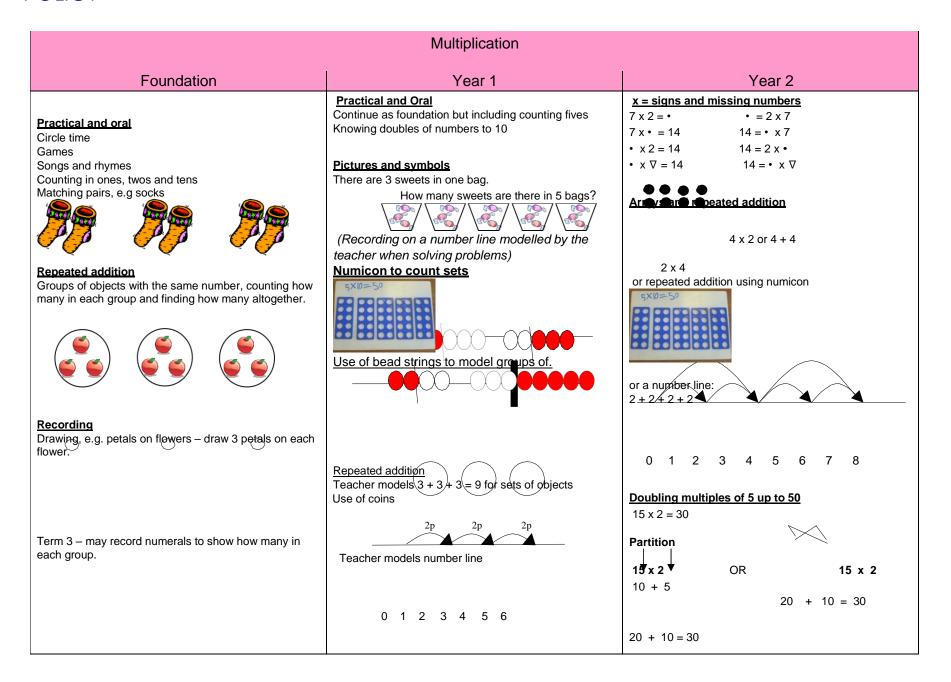
2684

3783

Extend to decimals using decimal fractions with up to 3 digits and either 1 or 2 decimal places. E.g. 324.9 – 7.25 or 14.24 – 8.7



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Multiplication Year 3 Year 4 Year 5 Year 6 x = signs and missing numbersx = signs and missing numbersx = signs and missing numbers x = signs and missing numbers Continue using a range of equations as in Year 2 but with appropriate numbers. Year 2 but with appropriate numbers Year 2 but with appropriate numbers Year 2 but with appropriate numbers Number lines **Partition Partition Partition** 6 x 3 $23 \times 4 = 92$ $47 \times 6 = 92$ $87 \times 6 = 522$ $47 \times 6 = (40 \times 6) + (7 \times 6)$ $87 \times 6 = (80 \times 6) + (7 \times 6)$ = (240) + (42)= (480) + (42) $23 \times 4 = (20 \times 4) + (3 \times 4)$ = 282= 522 = (80) + (12)Pencil and paper procedures = 92 Grid method (HTU x U and TU x TU) Pencil and paper procedures Arrays and repeated addition 72×38 is approximately $70 \times 40 = 2800$ Grid method (ThHTU x U and HTU x TU) Continue to understand multiplication as 372×24 is approximately $400 \times 20 = 8000$ repeated addition and continue to use arrays 70 2 OR (as in Year 2). Doubling multiples of 5 up to 50 2100 60 Use the grid method of multiplication (as 0 300 $35 \times 2 = 70$ (Partition) below) 2160 70 3_8 16 560 30 + 5+ 576 6000 1400 Pencil and paper procedures 2736 1200 280 8 Grid method (TU x U) Standard method: (HTU x U and TU x TU) 3 23 x 7 is 20 60 + 10 = 70Х 346×9 is approximately $350 \times 10 = 3500$ -approximately 20 346 346 X 7 140 Standard method continue as Year 5: x 10 = 2009 X <u>9</u> (ThHTU x U and HTU x TU) Pencil and paper procedures 2700 (300×9) leading to 3114 Use known facts and place value to carry out 352×27 is approximately $350 \times 30 = 10500$ 360 (40×9) simple multiplications partitioning using grid = 16154 (6×9) method, e.g. $32 \times 3 = 96$ 3114 352 27 7040 (352 x 20) 72×38 is approximately $70 \times 40 = 2800$ 2464 (352×7) Extend more able children to HTU x U. 72 9504 90 6 172 x 6 is approximately 200 x 6 = 1200 x 38 = 962160 (72×30) 576 (72 x 8) Extend to decimals with up to two Χ 100 70 2 2736 decimal places, 12.5 x2.5 600 25.0 (2.5 x 10.0) 6 4.9 Extend to simple x 3 decimals with 5.0 (2.5 x 2.0) 420 12 12.0 (4.0 x 3) one decimal 2.7 1.25 (2.5 x 0.5) = 1032 (0.9×3) place. 31.25 14.7 Moving to formal methods of multiplication for decimals. Carrying numbers underneath.



Division			
Foundation	Year 1	Year 2	
		÷ = signs and missing numbers	
Practical and oral	Practical and oral Continue as foundation	6 ÷ 2 = • • = 6 ÷ 2	
	Continue as foundation	6 ÷ • = 3 3 = 6 ÷ •	
Songs and rhymes Making groups/piles of 2 using objects (relate to x)	Numicon to make number using equal groups	$\begin{array}{c} \bullet \div 2 = 3 \\ \bullet \div 2 \end{array}$ $3 = \bullet \div 2$	
Finding partners, e.g. getting into 2"s in PE, how many pairs are there?	Numicon to make number using equal groups	$\bullet \div \nabla = 3 \qquad 3 = \bullet \div \nabla$	
Extend more able by asking how many balls do I need to get out if each pair will have 1?	14:2=2 000000	Understand division as sharing and grouping	
Sharing out between people by giving 1 each – is there an easier way to do this? E.g. 2 at a time.		Sharing – 6 sweets are shared between 2 people. How many do	
	Pictures / marks 12 children get into teams of 4 to play a game. How many teams are there?	they have each?	
	Cutting cakes/pizzas in half, sharing relating to fractions, e.g.	6÷ 2 can be modelled as:	
	finding half of a group of objects.	Grouping – There are 6 sweets. How many people can have 2 each? (How many 2's make 6?)	
Each friend gets 3 cookies	Knowing halves of even numbers to 20.	0 2 4 6	
		Understanding the relationship between x and ÷ (using the inverse) 4 x 3 = 12 12 ÷ 3 = 4 12 ÷ 4 = 3	

Year3 + = signs and missing numbers Continue using a range of equations as in Year 2 but with appropriate numbers. Understand division as sharing and grouping 18 + 3 can be modelled as: Sharing -1 8 shared between 3 (see Year 2 (Pagram)) 0 3 6 9 12 15 18 Or Grouping - How many 3's make 18?

Remainders

 $16 \div 3 = 5 \text{ r1}$ Sharing - 16 shared between 3, how many left

Grouping-How many 3's make 16, how many left over? e.g.

0 3 6 9 12 15 16

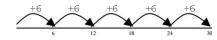
Year 4

+ = signs and missing numbers

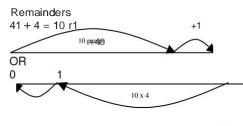
Continue using a range of equations as in Year 2 but with appropriate numbers.

Sharing and grouping

30 ∴ 6 can be modelled as: grouping-groups of 6 taken away and the number of groups counted e.g.



sharing -sharing among 6, the number given to each person





OR $41 = (10 \times 4) + 1$

18

Pencil and paper procedures

72 + 5 lies between 50-:- 5 = 10 and 100-:- 5 = 20

72 <u>50</u> 22	(10 groups) or (10 x 5)
20	(4 groups) or (4 x 5)
2	

Answer: 14 remainder 2

Year 5

+ = signs and missing numbers

Continue using a range of equations as in Year 2 but with appropriate numbers.

Sharing and grouping

Continue to understand division as both sharing and grouping (repeated subtraction).

Remainders

Division

Quotients expressed as fractions or decimal fractions

 $61 \div 4 = 15 \% \text{ or } 15.25$



OR



-40

Pencil and paper procedures

256 \div 7 lies between 210 \div 7 = 30 and 280 \div 7 = 40

256		
:zJ).	(10 groups)	or (10 x 7)
186		
140	(20 groups)	or (20 x 7)
46		

42 (6 groups) or 4 (36 groups) or (36)

Answer: 36 remainder 4

Year 6

+ = signs and missing numbers

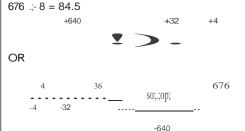
Continue using a range of equations as in Year 2 but with appropriate numbers.

Sharing and grouping

Continue to understand division as both sharing and grouping (repeated subtraction).

Remainders

Quotients expressed as fractions or decimal fractions



Pencil and paper procedures

977 \div 36 is approximately 1000 \div 40 = 25

977		977	
360	(10x36) -	720	(20 x 36)
617		257	
360	(10v26) rafi va	100	(E */ 36)
257	to	77	
180	(5 x 36)	- 72	(2 x 36)
77		5	
7	(2 x 36)		
5			

Answer: 27 ⁵hs