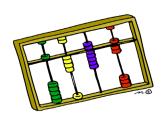
Ursula Taylor Cof E School







Calculation Policy

This booklet has been produced in affiliation with Lincroft Middle School, working in partnership with 19 schools in the North Bedfordshire Schools Trust.

Mathematics Calculation Policy

Introduction and Aims

This booklet has been produced in line with the programmes of study taken from the revised National Curriculum for Mathematics 2014.

Children, where appropriate, will use mental methods as their first port of call, however for calculations that they cannot do in their heads, they will need to use an efficient written method accurately and with confidence. This booklet outlines how to tackle and record mathematical calculations in all four operations $(+ - x \div)$ in addition to our approach when working with fractions.

The methods are not set with age related expectations; rather it is a guide to the progression of approaches and methods that the children will be introduced to in school from Early Years through to Upper Key Stage 2 (Year 6).

It is hoped that this booklet will allow transparency and the creation of a reliable, efficient and consistent approach to calculations at Ursula Taylor C of E School.



Addition



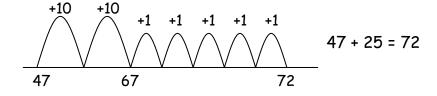
Practical counting of objects in a group	Vocabulary	
Say the number that is one more	+	
Recognition of numerals	add addition	
 Match numerals to groups of objects 	plus	
Counting two groups of objects to find a total	and more	
Record these groups in preferred way	altogether total	
Read and understand a number sentence using standard symbols	equals	
Write a number sentence to match two groups of objects	balance sum	
Begin to understand that addition can be done in any order	much	
3 + 2 = 2 + 3 $a + b = b + a$	increase	
 Use numbered number line to do practical jumps (e.g. three and one more) 		
	make	

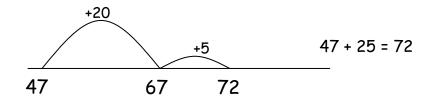
• Record addition jumps on a simple number line (e.g. 6+2)

0 1 2 3 4 5 6 7 8 9 10

- Visual aid of a 100 square for adding tens and ones
- Use the same method but increase numbers beyond 10. (The above steps may need to be repeated as larger numbers are introduced)
- Use empty number line to jump on and record the horizontal number sentence to go with it. +2

• Increase to two two-digit numbers or three-digit numbers, using partitioning skills. Extend to adding three numbers together in this way.





Regular number bond practice and recall of facts

Make estimates for calculations

equals inverse

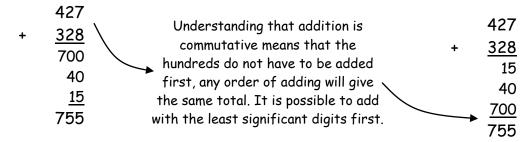
near double

Make estimates for calculations

Partitioning (both numbers)

Rounding and adjusting: 36 + 45 = 36 + 50 - 5

• Vertical column addition - adding the most significant digits first.



• This makes it possible to record the vertical method more quickly by making a note of multiples of 10 or 100 rather than writing it all out.

$$68 + 26 \over 14$$
 becomes $68 + 26 \over 94$ $94 + 26 \over 94 \over 1$

(This method would not normally be used before Year 5, and even then there is no hurry to move to this.)

Pupils can then use either the expanded or compact method with larger numbers or decimals.

$$\begin{array}{r}
3968 \\
+ \underline{5493} \\
8000 \\
1300 \\
150 \\
\underline{150} \\
9461
\end{array}$$

$$\begin{array}{r}
53.2 \\
+ \underline{4.9} \\
\underline{58.1} \\
1 \\
+ \underline{9.7} \\
+ \underline{5.32} \\
43.55 \\
21
\end{array}$$

Please note:

- Use of any method is appropriate depending on the type of calculation.
- Practise choosing the most appropriate method for a variety of calculations.
- Apply methods learnt and use confidently in a range of situations







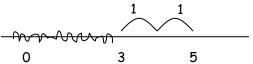
Subtraction



- Practical counting of objects in a group
- Say the number that is one less than another
- Recognition of numerals and match numerals to groups of objects
- Count a group of objects, take some away and count again
- Record this process in preferred way
- Read and understand a number sentence using standard symbols
- Write a number sentence to match a group of objects with some removed
- Create own number sentence
- Reinforce that subtracting means you are trying to find the <u>difference</u> between the numbers
- Use a hundred square/number line to find the difference between two numbers.
- Write related horizontal number sentence
- Use a numbered number line to do practical jumps.

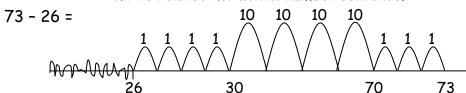
'Count on' to 'find the difference' between simple numbers.

We count on from 3 up to 5 to find the difference

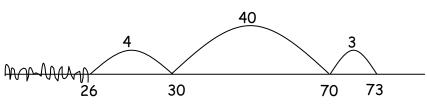


- Reinforce inverse operations and checking of calculations
- Move on to using higher numbers and partitioning.

Write related horizontal number sentence.



Or,



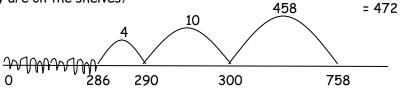
Either counting forwards or backwards

• This method is extended to larger numbers

758 - 286 =

The library owns 758 books. 286 of them are out on loan.

How many are on the shelves?



So 758 - 286 = 472

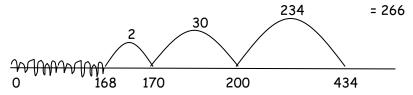
Vocabulary

subtract less than minus difference decrease between take away count on leave left over gone fewer half halve equals inverse

Regular number bond practice and recall (with associated facts)

Make estimates for calculations

The number line method may be developed into a vertical method by finding what to add to make the next multiple of 1, 10, 100 etc.



So 434 - 168 = 266

Initially the number line and the vertical method will be recorded side by side.

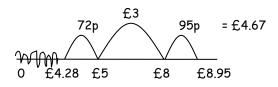
- 168 2 (170) 30 (200) 234 (434)

266

Other examples

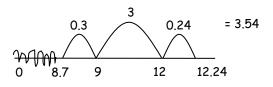
<u>Money</u>

Toby wants to buy a CD costing £8.95, he has already saved up £4.28 towards the cost. How much more money does he need to buy the CD?



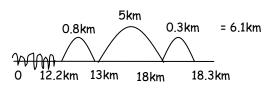
Decimals

At sports day one year, Helen completed her race in 12.24 seconds. Her older brother ran the race 8.7 seconds faster than she did. What was his time?



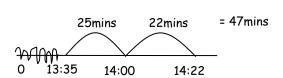
Distance

The distance from Riseley to Bedford is 12.2km and Riseley to Ampthill is 18.3km. How far is it from Bedford to Ampthill?



Time

James arrived at the train station at 13:35 and his train left at 14:22. How long did he wait at the station for?



Please note:

- Use of any method is appropriate depending on the type of calculation.
- Practise choosing the most appropriate method for a variety of calculations.
- Apply methods learnt and use confidently in a range of situations





Regular number bond practice and recall (with associated facts)

Make estimates for calculations

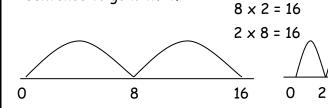


Multiplication



- Making equal groups of objects How many altogether?
- Repeated Addition three groups of 2
- Lots of 2's 5's 10's
- Add another group
- Drawing objects in groups.
- Match numerals to groups of objects.
- Record numbers, possibly in a horizontal sentence along with drawings
- Use x sign to indicate groups of
- Draw arrays (arrangements of dots/marks)
- Write related horizontal calculations.

- Regular times table practice begins.
- Make the connection with the inverse and matching division facts
- Use a number line or hundred square to count on in groups of a number.
- Record the horizontal number sentence to go with it.
- Use a number line to jump forward in groups and record the horizontal number sentence to go with it.



(I count on in groups of 8/lots of 8) (I count on in groups of 2/lots of 2)

4

6

8 10

12

14

• Write horizontal number sentences and use partitioning

$$8 \times 23 = 8 \times 10 + 8 \times 10 + 8 \times 3$$

= $80 + 80 + 24$
= 184

• This develops into the grid method

X	10	10	3	
8	80	80	24	=184

leading to

×	20	3	
8	160	24	= 184

Vocabulary

times
groups of
multiply
product
lots of
multiplied by
sets of
multiple of
once
twice
repeatedaddition
array
row
column

Regular number times table practice and recall (with associated facts)

Make estimates for

Regular times table practice (with associated division facts)

Make estimates for calculations

The grid method can then be used for 2-digit by 2-digit multiplication.
66 x 34 =

X	60	6
30	1800	180
4	240	24
	= 2040	= 204

or

=2244

X	60	6	
30	1800	180	= 1980
4	240	24	= 264
		•	- 2244

This is extended to larger numbers

 2035×17

X	2000	30	5	
10	20000	300	50	
7	14000	210	35	
	= 34000	= 510	= 85	= 34595

For multiplication with decimals equivalent calculations can be used

3.4 \times 0.68 (consider 34 \times 68 as a similar calculation)

Adjust numbers involved by multiples of 10 or 100 to create an integer sum

Pupils who have firmly grasped the above methods in understanding may be able to move on to the potentially quicker method (dubbed 'the formal' method by the Department for Education) shown below:

From this:

X	60	6	
30	1800	180	= 1980
4	240	24	= 264
56			= 2244

To this:



To begin with, the grid may be set out side by side with this method to demonstrate that they are linked.

Please note:

- Use any appropriate method above depending on the type and context of calculation.
- In problem solving situations, practise choosing the most appropriate method for a variety of calculations.
- Apply methods learnt and use confidently in a range of situations
- Ensure ongoing consolidation of times tables and related division facts
- Work towards instant recall of 2, 5, 10, 3, 4, 6, 7, 8, 9 times tables (usually in that order)

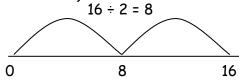


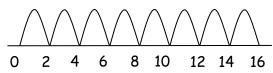
Division



- Sharing objects into equal groups
- Repeated subtraction/addition
- Discussion and practical activities
- Drawing objects and splitting into groups
- Match numerals to groups
- Write a horizontal sentence along with drawings of groups of objects
- Use ÷ sign to indicate sharing/grouping
- Draw arrays (arrangements of dots/marks)
- Write related horizontal calculations.

- $16 \div 2 = 8$
- Regular times table practice begins.
- Make the connection with the inverse and matching multiplication facts.
- Use a number line to jump forward in groups from 0 to the number being divided into and record the horizontal number sentence to go with it (without remainders)





So $33 \div 9 = 3$

(I start at zero and count in 8s until I get to 16) (I start at zero and count in 2's until I get to 16)

Use a number line to jump forward in groups from 0 to the number being divided into and record the horizontal number sentence to go with it.

(with remainders)

This method can also be used with larger numbers

Vocabulary

divide divided by divided into how many each share left left over group equally goes into remainder divisible factor quotient inverse

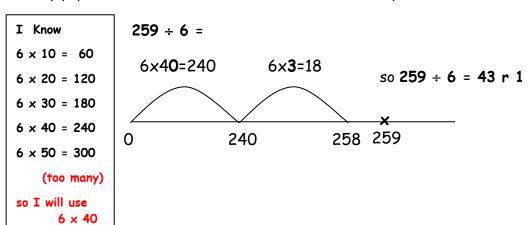
Regular times table practice and recall (with associated facts)

Make estimates for calculations

Make estimates for calculations

Place value understanding is needed to count **on** in multiples of the divisor.

For many pupils, the addition of an 'I Know' box can be very beneficial



A tabular way of recording multiples of the divisor can be used

7 x	Running Total
× 100 = 700	700
× 20 = 140	840
x 4 = 28	868
× 124	+ 6 = 874

So
$$874 \div 7 = 124 \text{ r } 4$$

The remainder can be written as a fraction (simplifying fractions where possible and then using equivalent decimals)

$$674 \div 6 = 112 \text{ r } 2 = 112 \frac{2}{6} = 112 \frac{1}{3}$$

$$3786 \div 4 = 946 \text{ r } 2 = 946 \frac{2}{4} = 946 \frac{1}{2} = 946.5$$

Following changes to the national curriculum in 2015, pupils are now expected to use 'the formal methods' of division in *some* parts of their Key Stage 2 tests. These formal methods are more commonly known as 'the bus stop methods'. Pupils may be moved on to these \underline{if} they have shown a level of competence and rooted understanding in the division methods shown above:

184 ÷ 8=
$$\begin{array}{c} 23 \\ 8 \overline{\smash{\big)}\ 8} \\ -\underline{16} \\ 24 \\ -\underline{24} \\ 0 \\ \end{array}$$

Another example of a more difficult calculation using this method would be: $2331 \div 37 =$

 $\begin{array}{r|r}
 & 63 \\
37 & 2331 \\
 & 222 \\
 & 111 \\
 & -111 \\
 & 0
\end{array}$

Start with 233 ÷ 37, since 37 does not go into 2 or 23.

The nearest multiple of 37 to 233 is: $37 \times 6 = 222$

The remainder is: 233-222 = 11

Now, $111 \div 37 = 3$

Therefore $2331 \div 37 = 63$

This algorithmic method does nothing to advance pupils' *understanding* of division or place value. It should, therefore, only be used as a time-saving mechanism once the child's understanding of the other methods in this booklet is undoubtedly strong. This will happen at different times for different children.

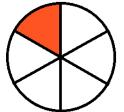
Please note:

- Use of any method is appropriate depending on the type of calculation.
- Practise choosing the most appropriate method for a variety of calculations.
- Apply methods learnt and use confidently in a range of situations
- Ongoing consolidation of times tables and related division facts
- Instant recall of 2, 5, 10, 3, 4, 6, 7, 8, 9 times tables (usually in that order)

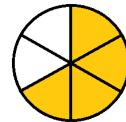


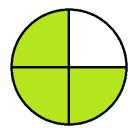


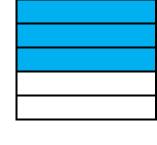
Fractions



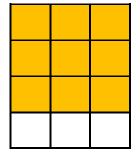


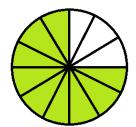


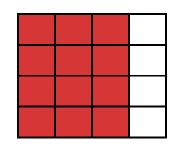










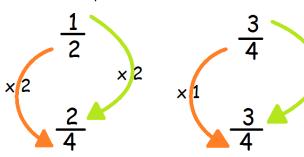


Fractions

Pictures and written fractions Vocabulary Here are four different ways of expressing/explaining a fraction Proper 1 out of 2 It is important that students recognise 1 divided by 2 **Improper** these different representations to help 1 over 2 them solve problems. One half Top Heavy Numerator and Denominator **Denominator** Mixed The Divisor: Number of **Numerator** Numerator equal pieces the amount Number of pieces we are is being divided into talking about Denominator Equivalent Fraction Wall to show equivalence A fraction wall is often shown to help students understand equivalent fractions and to compare Common the size of two fractions Denominator 1 2 Simplify 1 1 Integer 1 1 1 1 Whole Number **Factors** 1 Multiples 1 1 Simplify Fully 8 Cancelling 1 1 9 1 Divide 9 9 9 9 1 1 1 1 1 1 facts) Regular times table practice (with associated division 10 10 $\overline{10}$ 10 10 10 10 <u>1</u>1 11 11 Be prepared to be flexible about fraction, decimal fraction and percentage equivalence. Mixed numbers/top heavy/improper/Proper Is a proper fraction because the 3 11 Is an improper fraction because the numerator is bigger than numerator is smaller than the denominator the denominator Sometimes we call this a top-heavy fraction 3This is a mixed number with a whole number 2 Wholes 3 quarters and a fraction or 11_{This} is an improper/Top Heavy Fraction 8 quarters 3 quarters

Finding Equivalent Fractions

It is difficult to compare fractions unless they are alike and have a common denominator. This is a common multiple of all the denominators and is often the lowest common multiple (LCM).



When all fractions have a common denominator, numerators can be easily compared.

Vocabulary

Proper

Improper

Top Heavy

Mixed

Numerator

Denominator

Equivalent

Common Denominator

Simplify

Integer

Whole

Number

Factors

Multiples

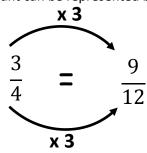
Simplify Fully

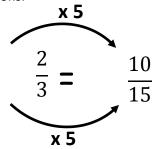
Cancelling

Divide

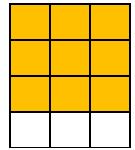
Regular times table practice (with associated division facts)

The <u>same</u> amount can be represented by different fractions.

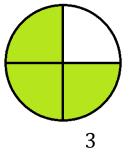


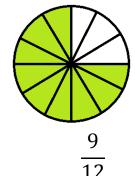


Using diagrammatic representation and splitting into different sized pieces.



9 out of 12 parts are shaded or you could say 3 out of 4 rows are shaded

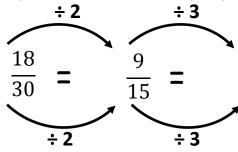




Pictures are used to reinforce proportionality. The same amount of the circle is shaded - but we can represent this with different fractions.

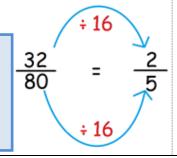
Simplifying (inverse of equivalence)

Fractions can be simplified by looking for common factors and dividing by these numbers. It is possible to take different steps depending on which numbers we chose to divide with.



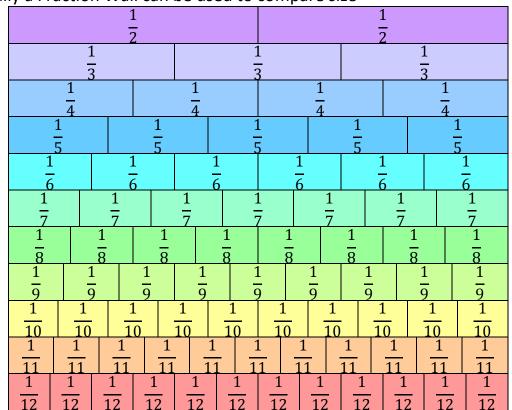
No more common factors for 3 and 5 so we cannot simplify any further

This example has been simplified in one step because the largest common factor of 32 and 80 was found to divide by (16 is a factor of both). The number of steps does not matter - it only speeds up the simplifying process.

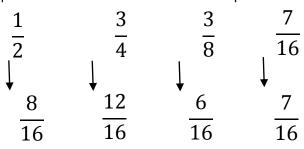


Ordering / Comparison

Initially a Fraction Wall can be used to compare size



Then equivalent fractions can be found to compare directly



It is then much easier to compare the fractions as they all have the same denominator.

Vocabulary

Proper

Improper

Top Heavy

Mixed

Numerator

Denominator

Equivalent

Common

Denominator

Simplify

Integer

Whole

Number

Factors

Multiples

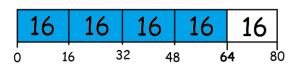
Simplify Fully

Cancelling

Divide

Fractions of an amount

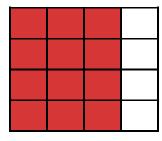
$$\frac{4}{5}$$
 of 80



$$\frac{1}{5}$$
 of 80 = 80 \div 5 = 16

so
$$\frac{4}{5}$$
 of 80 = 4 × 16 =

$$\frac{3}{4}$$
 of 16



Shade in 3 out of every 4 boxes 3/4 of 16 is 12

Adding Fractions

1) Diagrams with common denominators

$$\frac{1}{5}$$

$$\frac{3}{5}$$

1 fifth



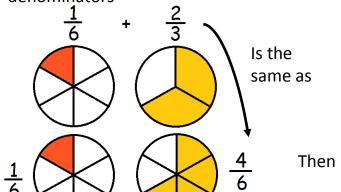
3 fifth







2) Diagrams to show conversion to equivelant fractions with common denominators



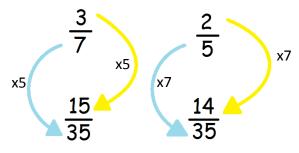


$$+ \frac{4}{6} = \frac{5}{6}$$

3) Finding common denominators

$$\frac{3}{7} + \frac{2}{5}$$

Equivalent fractions with a common denominator can be found in order to be able to add the fractions together.



This calculation becomes ...

$$\frac{14}{35}$$
 +

$$\frac{15}{25} =$$

$$\frac{29}{35}$$

If the answer is an improper fraction then it should be simplified as a mixed number.

Vocabulary

Proper

Improper

Top Heavy

Mixed

Numerator

Denominator

Equivalent

Common

Denominator

Simplify

Integer

Whole

Number

Factors

Multiples

Simplify Fully

Cancelling

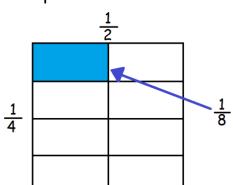
Divide

Multiplying Fractions

With diagrams

$$\frac{1}{4}$$
 X $\frac{1}{2}$

"a quarter of a half"



$$\frac{3}{7} \times \frac{2}{5} = \frac{6}{35}$$

Without diagrams

$$\frac{2}{15} \times \frac{3}{8} = \frac{2 \times 3}{15 \times 8} = \frac{6}{120} = \frac{3}{60} = \frac{1}{20}$$

$$\frac{2}{15} \times \frac{3}{8} = \frac{2 \times 3}{15 \times 8}$$

Factors of the denominators: $3 \times 5 = 15$ $2 \times 4 = 8$

$$= \frac{12 \times 13}{3 \times 5 \times 12 \times 4} = \frac{1}{5 \times 4} = \frac{1}{20}$$

Cancelling factors where possible before calculating.

$$= \frac{1}{5 \times 4} = \frac{1}{20}$$

With mixed numbers

cancel

Remember ...
$$2\frac{2}{5} =$$

$$2\frac{2}{5} \times 3\frac{4}{7}$$
Convert first to
$$= \frac{12}{5} \times \frac{25}{7}$$
only

$$=\frac{3 \times 4 \times 5 \times 5}{5 \times 7} = \frac{12 \times 5}{7} = \frac{60}{7} = 8\frac{4}{7}$$

Vocabulary

Proper

Improper

Top Heavy

Mixed

Numerator

Denominator

Equivalent

Common

Denominator

Simplify

Integer

Whole

Number

Factors

Multiples

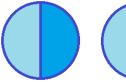
Simplify Fully

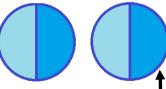
Cancelling

Divide

Dividing Fractions

$$3 \div \frac{1}{2}$$





How many $\frac{1}{2}$'s in 3?

- 1. How many $\frac{1}{2}$'s are in 1? There are 2
- 2. How many $\frac{1}{2}$'s are in 3? There are 6

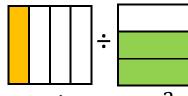
Use diagrams to help

How many $\frac{1}{8}$'s in $\frac{1}{2}$?

How many $\frac{1}{\Omega}$'s are in 1 whole? There are 8

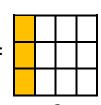
So how many $\frac{1}{8}$'s are there in $\frac{1}{2}$? There are 4

Dividing Using Common Denominators

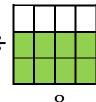








$$\frac{3}{12}$$
 ÷



8 twelfths

$$\frac{8}{12}$$
 =

$$= \frac{3}{8}$$
= 3 divided by 8

Dividing Using The Multiplicative Inverse

Multiplying by $\frac{1}{2}$ is the same as dividing by 2

3 twelfths

Dividing by $\frac{1}{3}$ is the same as multiplying by 3

$$\frac{2}{3}$$
 \div 4 = $\frac{2}{3}$ x $\frac{1}{4}$ Dividing by 4 is the same as multiplying by a quarter

These are reciprocal/inverse/opposite relationships

opposite/inverse

$$\frac{3}{4} \div \frac{2}{5} = \frac{3}{4} \times \frac{5}{2} = \frac{3 \times 5}{4 \times 2} = \frac{15}{8} = 1\frac{15}{8}$$

reciprocal/inverse

Vocabulary

Proper

Improper

Top Heavy

Mixed

Numerator

Denominator

Equivalent

Common

Denominator

Simplify

Integer

Whole

Number

Factors

Multiples

Simplify Fully

Cancelling

Divide