Compiled and adapted from White Rose (April 2020) by H. Garratt

This policy contains all of the key procedures that are taught throughout the school. It has been written to ensure consistency and progression throughout the school, therefore every teacher must be familiar with which procedures are assigned to their year group and must follow the layout so that children are not confused as they move through school.

We are aiming to get each child to show fluency, reasoning and problem solving skills from EYFS - Year 6.

- Although the main focus of the policy is showing the core Concrete, Pictorial and Abstract approach to solving Maths problems and calculations, it is important to recognise that the ability to calculate mentally lies at the heart of mathematics.
- Mental calculation is not at the exclusion of written recording and should be seen as complementary to and not as separate from it. In every written method, there is an element of mental processing.
- Written recordings help children clarify their thinking, as well as support and extend the development of more fluent and sophisticated mental strategies.
- Children are encouraged to use the most efficient method for them, making sure they use ones they have a clear understanding of and that are most efficient for the task.
- The long-term aim is for children to be able to select an efficient method of their choice that is appropriate for a given task. They should do this by always asking themselves:
 - Do I need manipulatives* to help me?
 - Can I do this using drawings and/or jottings?
 - Do I need to use a written method?
 - Can I do this in my head?

When you believe children are secure in a method/procedure, you should then expose them to reasoning and problem solving that increases in difficulty. This will help them to choose the most efficient way to solve any tasks without being burdened by how to carry out a procedure. Do not just move the children onto the next method. The strategy needs time to embed and children need time to apply and deepen their understanding before moving to a new method.

Key mathematical terms:

*manipulatives: these are concrete resources that will help them visualise their calculations (for example- cubes, dienes, place value mat)

*CPA: Concrete, Pictorial, Abstract

*equation: the correct way of saying 'number sentence'

*regroup: when amounts are 'carried over' to the next column; they are exchanged to the next column. For example- swap I 10 stick for 10 Is cubes

			ADDITION	
Key la	nguage: sum,	total, parts and whole (part-part-wh	nole), add, altogether, more, is equal	to, is the same as
Year	Strategy	Concrete	Abstract	
EYFS YI	Combining two parts to make a whole	Use other resources too like eggs, shells, teddy bears, cars etc.	Children to represent the cubes using dots or crosses. They can put each part on a part- whole model too:	4 + 3 = 7 4 is a part, 3 is a part and the whole is 7. Part-Whole: Bar Model:
EYFS YI	Counting on using number lines	Use cubes or counters or other small objects	A bar model represents the cubes but encourages children to count on, rather than count all 4 5 + 12 = 17 9 10 11 12 13 14 15 16 17 18 19 20 Start with the larger number and jump on in ones.	The abstract number line: What is 3 more than 4? What is the sum of 3 and 4? What is the total of 4 and 3? 4 + 3 = 5 + 12 = 17 Put the larger number in your head and count on in ones mentally.

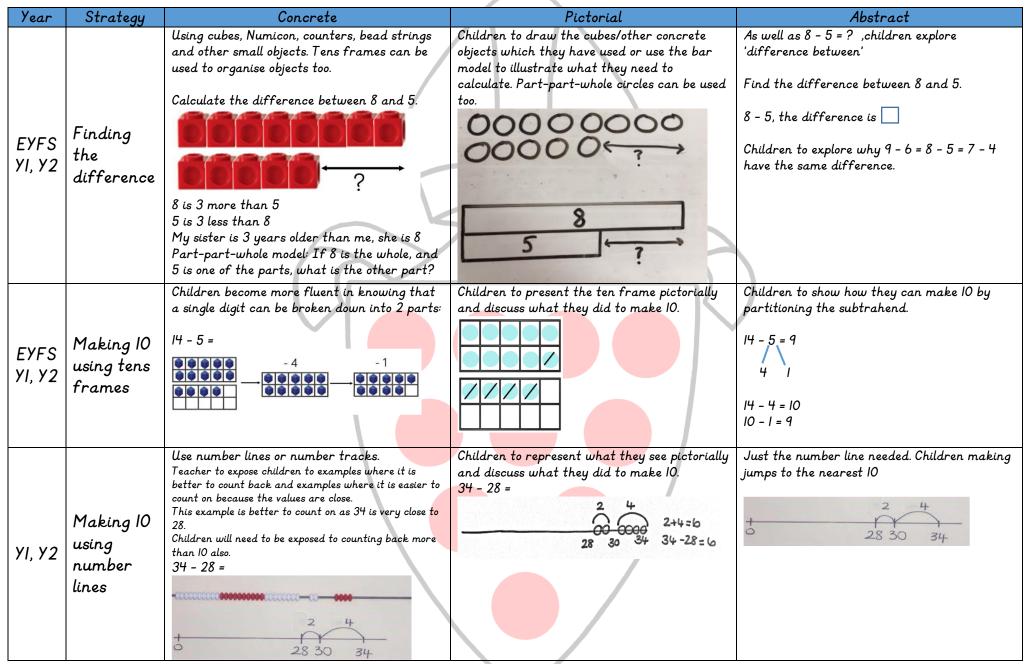
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Year	Strategy	Concrete	Pictorial	Abstract
EYFS YI	Regrouping to make 10	Using ten frames and counters/cubes 6 + 5 * Children will learn that the cubes/ objects can be put in different squares but still represent the same amount (see alternative layout in pictorial version)	Children to draw the counters/ cubes into ten frames. Alternatively, the children can draw the counters in rows of 5 to reflect the ten frame layout.	Children to develop an understanding of equality 6 +] = II 6 + 5 = 5 + 6 + 5 = + 4 6 + 5= II If I am at seven, how many more do I need to make IO? How many more do I add on now?
У2	Adding three single digits	4 + 7 + 6= 17 Put 4 and 6 together to make 10. Add on 7. Following on from making 10, make 10 with 2 of the digits (if possible) then add on the third digit.	Add together three groups of objects. Draw a picture to recombine the groups to make 10.	4 + 7 + 6 = 10 + 7 $= 17$ Combine the two numbers that make 10 and then add on the remainder.
УІ, У2	TO + 0 using base IO	Continue to develop understanding of partitioning and place value. 41 + 8 =	Children to represent the base 10 with lines for 10s and dots for 1s 10s 1s 1111 4 9	Using the part whole model to mentally calculate with jottings 41 $1 + 8 = 940$ 1 $1 + 8 = 4940 + 9 = 4940 + 9 = 4940 + 9 = 49Leading to a formal writtenmethod to refine jottings$

Year	Strategy	Concrete	Pictorial	Abstract
У2	TO + O using base 10 with regrouping	45 + 8 10 stick before counting to get the total	Children to represent the base 10 with lines for 10s and dots for 1s $\frac{10s}{1111}$ $\frac{1.5}{1.5}$ $50 + 3 = 53$	Write jottings/steps down 45 + 8 = ? 5 + 5 = 10 40 + 10 = 50 50 + 3 = 53 45 + 8 = 53
У2, У3	TO + TO using base IO	Continue to develop understanding of partitioning and place value. 36 + 25	Children to represent the base 10 in a place value chart	Looking for ways to make 10 and write down jottings. 36 + 25 = 1 5 30 + 20 = 50 5 + 5 = 10 50 + 10 + 1 = 61 Leading to the formal method: Regrouping to be written below Children to be encouraged to <u>cross out</u> any numbers below the total bar when they have added them to the total so that they are not forgotten.
УЗ, УЧ	Use of place value counters to add HTO + TO, HTO + HTO etc (up to 3 digits Y3)	When there are 10 ones in the 1s column, we exchange for 1 ten counter. When there are 10 tens counters in the 10s column, we exchange for 1 hundred counter. 243 + 368 = 611 1005 105 15 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 00	Children to represent the counters in a place value chart, circling when they make an exchange.	Formal method (only when secure with exchanging with place value counters) Regrouping to be written below 2 4 3 + 3 6 8 6 1 1 Children to be encouraged to cross out any numbers below the total bar when they have added them to the total so that they are not forgotten.

Year	Strategy	Concrete	Pictorial	Abstract			
		Children continue to use place value counters and grids to practise and explore addition of	Children draw a pictoral representation of the columns and place value counters to further	2 6 3 4			
		numbers up to 4 digits.	support their learning and understanding: This version	+ 4 5 1 7			
	Addition	IOO0s IO0s IOs Is 1000 1000 100 100 100 10 10 10 11 1 1	includes the exchange being	7 1 5 1			
У4	of numbers	100 100 100	drawn below the original numbers to	1 <i>X</i>			
	up to 4 digits	1000 1000 100 100 10 <	7151match the formal written method without circling for regrouping.	Continue from previous work to regroup in more than I column Children to be encouraged to <u>cross out</u> any numbers below the total bar when they have			
				added them to the total so that they are not forgotten.			
		Use counters to represent the digits. Begin with no regrouping then progress to regrouping. Remember	Draw counters to represent the digits with no regrouping and regrouping.	Include money and measures			
		to exchange the 10 counters for the next value up if you reach 10 counters in a column (see Y3)		tens ones tenths hundredths			
У5,	Adding	tens ones tenths hundredths	tens ones tenths hundredths	2 • 3 4			
У6 У6	decimal numbers			1 • 2 2			
				3 • 5 6			

SUBTRACTION										
Key language: take away, less than, the difference, subtract, minus, fewer, decrease.										
Year	Strategy	Concrete	Abstract							
EYFS YI	Physically taking away and removing objects from a whole	Use tens frames, Numicon, cubes and other items such as bean bags and small toys. 4 - 3 = 1	Children to draw the concrete resources they are using and cross out the correct amount. The bar model can also be used. 4 - 3 = 1 XXXXX XXXX	Calculations are supported with the bar model or part-part-whole circles. $\begin{array}{c c} & & & \\ \hline \hline & & & \\ \hline & & & \\ \hline \hline \hline & & & \\ \hline \hline & & & \\ \hline \hline \hline \hline$						
EYFS YI	Counting back	Using counting beads, number lines or number tracks 6 - 2 = 4 Children start with 6 and count back 2. They move the objects away from the group as they count back. 1 2 3 4 5 6 7 8 9 10	Children to represent what they see pictorially. 6 - 2 = 4 12345678910	Children to represent the calculation on a number line or number track and show their jumps. Encourage children to use an empty number line when they are ready.						

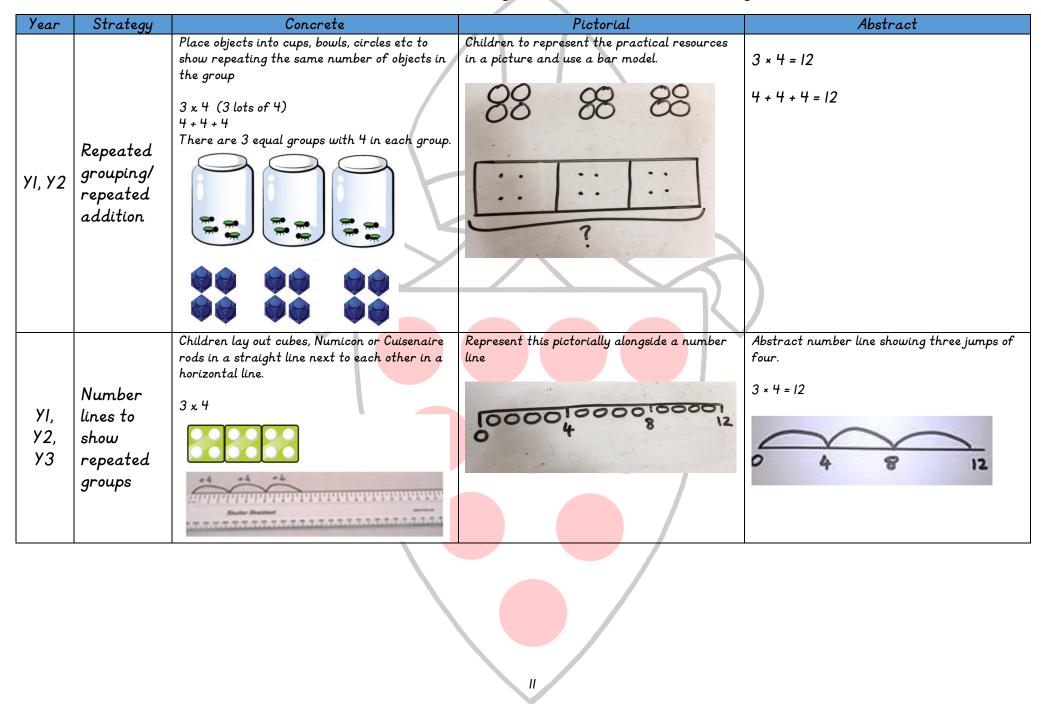


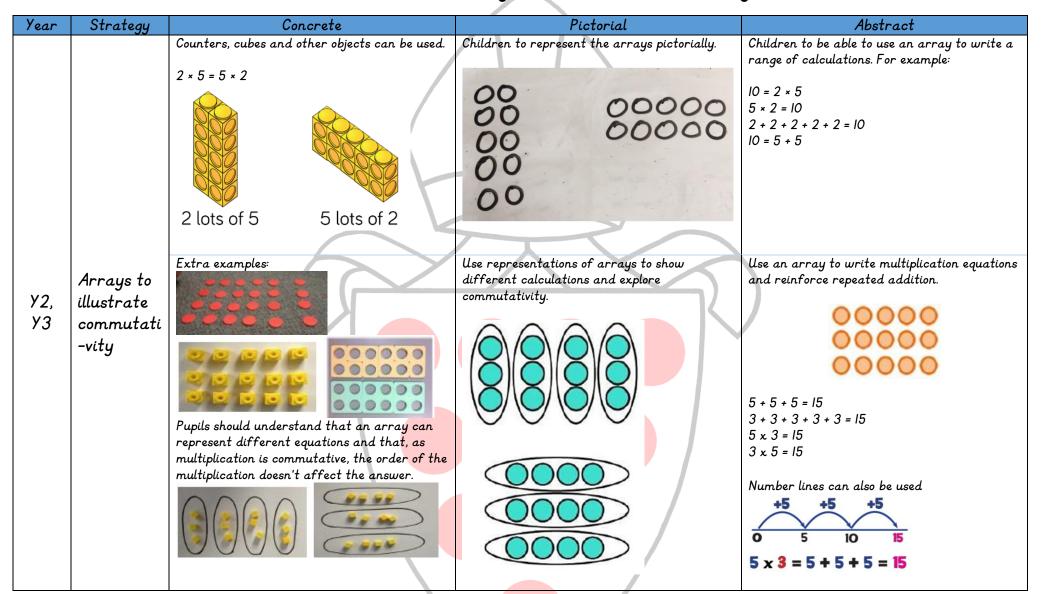
Year	Strategy	Concrete	Pictorial	Abstract				
У2, У3	Column method using base IO (dienes) No exchange	Children will set out the base 10, then remove the correct amount to see what they are left with. 48 - 7 = 105 15 105 15 $44 1$	Children to represent the base 10 pictorially using sticks and stones (lines and dots for tens and ones) crossing out to show what they are taking away. $\frac{10s 1s}{1!(}$	Column method or children could count back 7. Column subtraction should not be taught too soon in Y2- they must have mastered the other ways to subtract first. 4 8 - 7 4 1				
У2, У3	Column method using base 10 and having to exchange	41 - 26 = 10s 1s 10s 1s 10s 1s 10s 1s 10s 1s 1 5 Children will exchange ten sticks for 10 ones. When ready, children in Y3 can progress to place value counters which is a more abstract way of representing the value. (see next step)	Represent the base 10 pictorially, remembering to show the exchange. 10s 1s 14tQ . 15 5	Formal column method. THIS IS ADV ANCED FOR Y2. ALLOW THEM TO USE THE PLACE VAUE COUNTERS FROM Y3 BEFORE MOVING TO THIS. Children must understand that when they have exchanged the 10 they still have 41 because 41 = 30 + 11. 344 + 1 26 15				
УЗ, УЧ	Column method using place value counters (Y4 up to 4digits)	Ensure children know what value the counters represent and how to exchange them. 234 - 88 Counter exchanges have taken place 100s 10s 1s 100s 10s 1s	Represent the place value counters pictorially; remembering to show what has been exchanged. 100s $10s$ $1s000$ 0000 00001000 $10s$ $1s000$ 0000 00001000 $10s$ $1s100s$ $10s$ $1s$ $1s100s$ $10s$ $1s$ $1s100s$ $10s$ $1s$ $1s$ $1s$ $1s$ $1s$ $1s$ $1s$ 1	Formal column method. Children must understand what has happened when they have crossed out digits. 2 1 2 3 4 - 8 8 6				

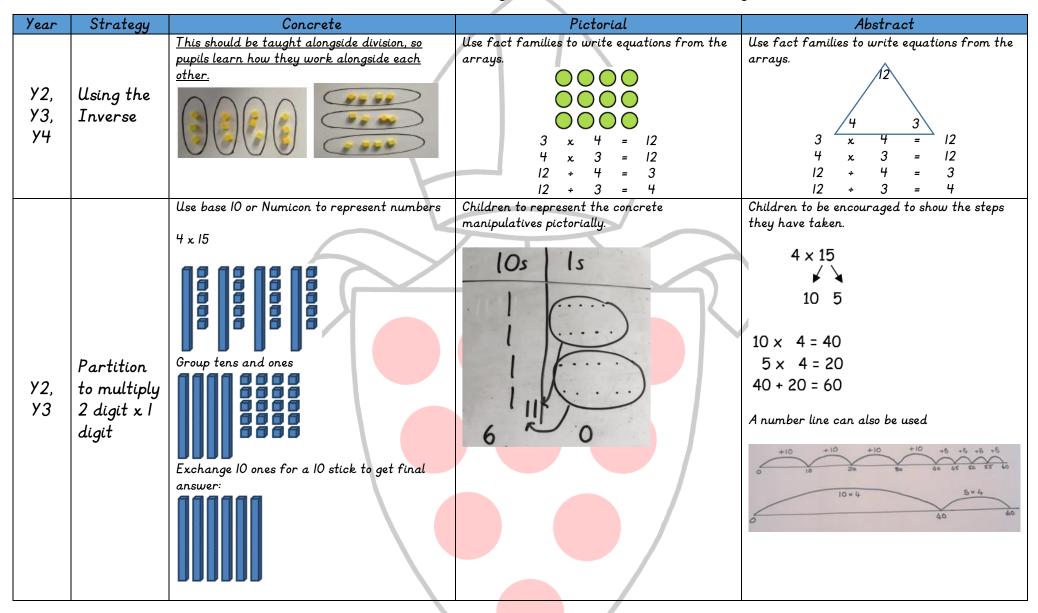
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Year Strategy	Concrete	Pictorial	Abstract
У5, У6	As Year 4 but with increasingly difficult amounts, decimals and having to exchange across 3 columns (for example 1000 - 2536) When exchanging across 3 columns because the top number is a 1000s number, allow children the time to physically do this with place value counters or base 10 so that they understand the process of exchanging.	Children draw the counters into the correct column and cross out to show how many have been taken away, remembering to show what has been exchanged.	
Conceptual var	iation; different ways to ask	children to solve 391 – 186	
³⁹¹ ? ¹⁸⁶ 391 186	Raj spent £391, Timmy £186. How much more did Ra spend? Calculate the different between 391 and 186.	spent = 391 - 186	Missing digit calculations

<u>Key lan</u>	iguage: doub	ole, times, multiplied by, the product o	LLTIPLICATION f, groups of, lots of, equal groups.	
Year	Strategy	Concrete	Pictorial	Abstract
EYFS YI	Doubling	Use practical activities using manipulatives including cubes and Numicon to demonstrate doubling $\Box + \Box = \Box \Box$	Draw pictures to show how to double numbers	4 + 4 = 8 2 x 4 = 8 Partition a number and then double each part before recombining it back together. 16
		double 4 is 8 Model doubling using dienes and place value	Lead to 2 digit numbers by partitioning tens and ones Represent the base 10 pictorially using sticks	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
У2, У3	Doubling	counters. Double 26 =	Represent the base to pictorially using sticks and stones (lines and dots) $\begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$	26 40 12 40 + 12 = 52
, ,		40 + 12 = 52	$ \qquad $	40 + 12 = 52

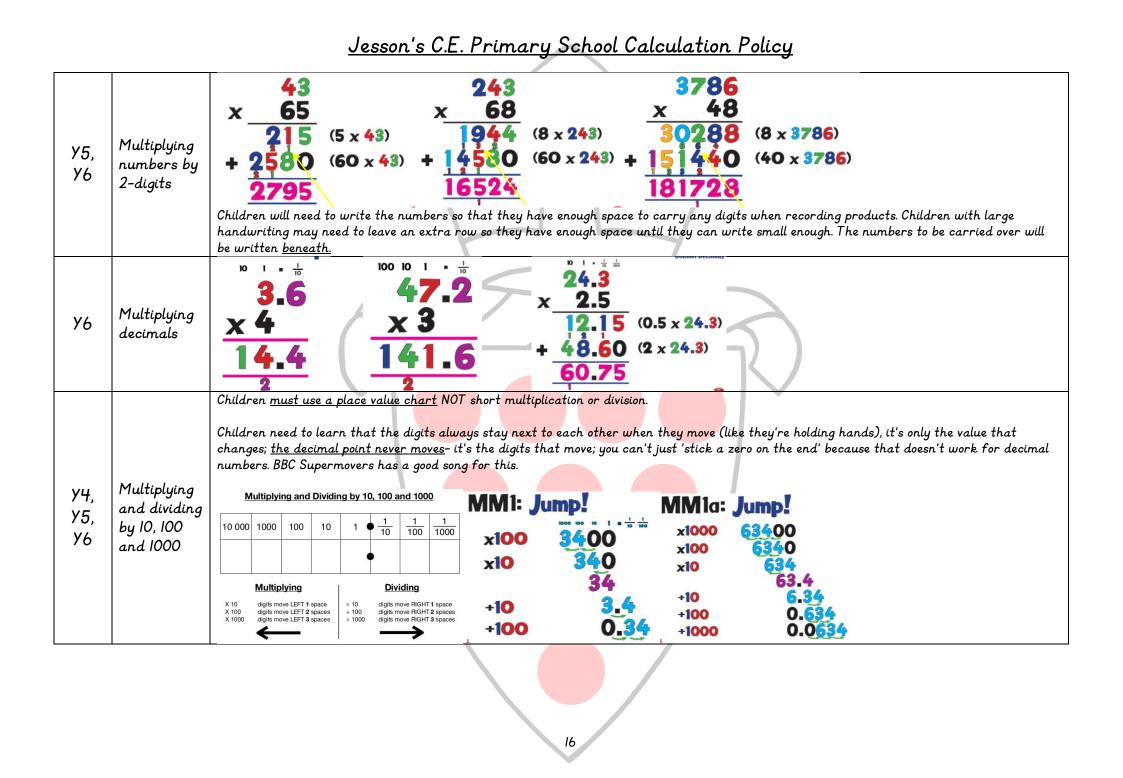




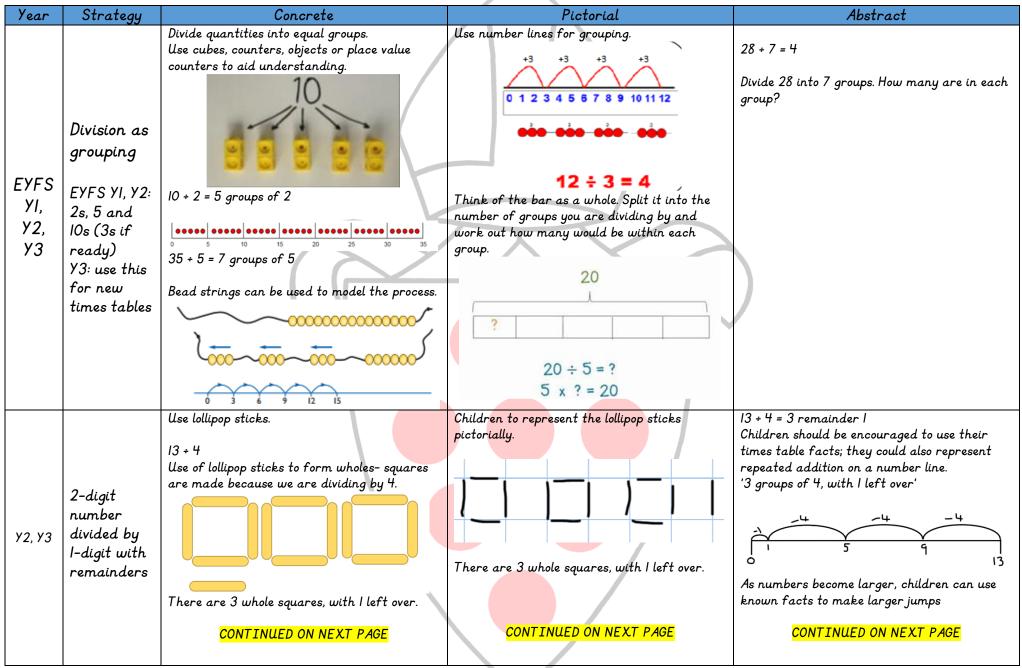


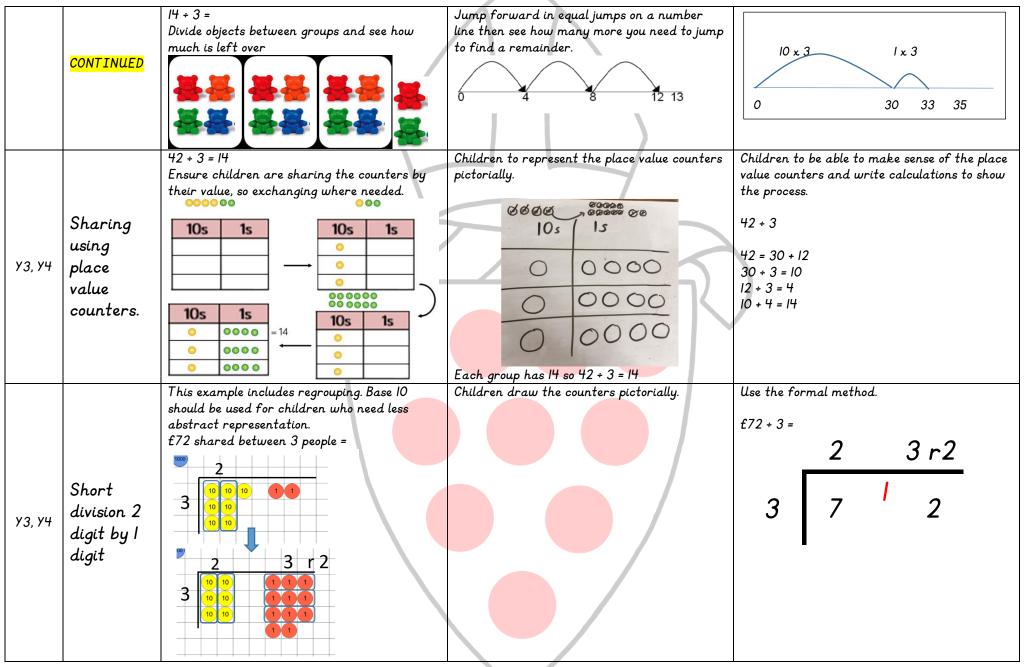
Strategy Pictorial Year Abstract Concrete Children to represent the counters pictorially. With place value counters. (for children who Children to record what it is they are doing to find the counters confusing, let them use base show understanding. 10 first) 15 10s 3 × 23 3 x 23 $3 \times 20 = 60$ $3 \times 3 = 9$ 10s 1s 000 20 3 60 + 9 = 6900 $\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$ 10 000 00 2 3 Formal 000 00 column 3 x method -9 6 6 9 2 digit 9 6 numbers x With exchange: l digit 6 x 23 6 x 23 Y3, 100s 10s 1s 6 x 23 6 x 20 = 1200 10s 5 100s У4 $6 \times 3 = 18$ 20 1200 + 18 = 1218 3 000 tens digit to be written <u>below</u> the total bar 000 000 000 000 2 3 0 00 0 00 6 χ 100s 10s 1s 8 3 8 3 000 000 X 000 X 000 Children to be encouraged to <u>cross out</u> any numbers below the total bar when they have added them to the total so that they are not forgotten.

Conc	eptual vari	ation; dift	ferent way	ys to ask d	children	to solv	e 6 ×	23					
			Mai had to swil week.	m 23 lengths, 6	times a f	ind the pro 6 × 23 =				What is What is		lculation? oduct?)
23	23 23<						100)s	10s	1s			
L	?]	With the count 138	ers, prove that (6 × <u>23</u>	23 <u>× 6</u>						
Year	Strategy		Concrete				orial				AŁ	ostract	
		Use place value 4 x 126			Children to	represent t	he coun	ters pictorially		Ι	2	6	
	Formal	126	ying by 4 so we n	eed 7 rows of	<u>100s</u>	10		s		x		4	
	column method –				0	00) A	000000		5	0	4	
	3 digit numbers x				0	00	þ	00000		X	⁄2		
У4,	l digit		lumn, starting w changes needed	lth the ones	0 5	00		4	numb	ers belou d them to	u the to	otal bar u	<u>cross out</u> any uhen they have at they are not
У5		4 x 1325 ™	н т	0	Children to	represent t	he coun	ters pictorially	l or go		3	2 5	5
					1000s	1005	103	s [00000]			x	L	+
	4 digit			00000	О	000	00	00000		5	3	0 (2
	numbers x I digit		20 100 10 10	00000	0	000	00	00000		K	X	2	
					0 r. 5	3	<u>.</u>	0	numb	ers belou d them to	u the to	otal bar u	<u>cross out</u> any uhen they have at they are not



			DIVISION							
<u>Key language: </u> share, group, divide, divided by, half.										
Year	Strategy	Concrete	Pictorial	Abstract						
EYFS YI, Y2	Division as sharing	Use a range of objects to share the amount. 6 + 2	Represent the sharing pictorially. Link to the bar model.	6 + 2 = 3 3 Children should also be encouraged to use their 2 times tables facts.						
YI, Y2	Repeated subtraction	Use cubes on a number track, or Cuisenaire rods/ cm cubes above a ruler $6 \div 2$ 1 2 3 4 5 6 7 8 9 10 3 groups of 2	Children to represent what they see pictorially $-2 -2 -2 -2$ $-2 -2 -2 -2$ $-2 -2 -2 -2 -2$ $-2 -2 -2 -2 -2 -2$	Abstract number line to represent the equal groups that have been subtracted.						





Year	Strategy	Concrete	Pictorial	Abstract				
	Short	Use place value counters to group. 615 + 5 100s 10s 1s 00000 00000 00000	Represent the place value counters pictorially.	Children to the calculation using the short division scaffold. Ensure they understand that the groups are written above the 'bus stop' lines and not below like when they were using the place value counters.				
у4, у5	division Y4: 3 digits Y5: up to 4 digits	1 2 3 1. Make 615 with place value counters. 2. How many groups of 5 hundreds can you make with 6 hundred counters? 3. Exchange 1 hundred for 10 tens. 4. How many groups of 5 tens can you make with 11 ten counters?		I 2 3 5 6 1 5				
У6	Short division with decimals	5. Exchange I ten for 10 ones. 6. How many groups of 5 ones can you make with 15 ones? Children to use plastic money or place value counters 5 Exchange the 3 Is for 30 Ols 1 • 6 5 • • • • • • • • • • • • • • • • • • •	Children to draw the counters/coins pictorially	1 . 6 5 8 . 0 Insert a place holding zero so the remainder can be passed on				

Strategy Year Concrete Pictorial Use place value counters Write the abstract calculation. 2544 ÷ 12 1000s 100s 10s 1s 0212 We can't group 2 thousands into 0000 0000 groups of 12 so we will exchange them 2544 12 1000s 24 100s 10s 1s We can group 24 hundreds into 0000 12 2544 groups of 12 which leaves us 24 with I hundred 24 0<u>21</u> 12 2544 1000s 100s 10s 1s Long After exchanging the hundred, we У6 0000 division have 14 tens. We can group 12 tens 24 14 12 into a group of 12 which leaves us with 2 tens 2 1000s 100s 10s 1s 0212 After exchanging the 2 tens, we have 12 2544 24 14 12 24 24 24 0 24 ones. We can group 24 ones into 2 groups of 12 and this leaves us with no remainder. Children will need to use the counters alongside the written method until they are secure. Pictorial version can be used by drawing what they see pictorially.

