

Barcombe CE Primary School Written Calculations Policy <u>Progression towards a standard written method of calculation</u>

The National Curriculum for Mathematics provides a structured and systematic approach to teaching number. There is a considerable emphasis on teaching mental calculation strategies, problem solving and using and applying. Up to the age of 6 (Year 1), informal written recording should take place regularly and is an important part of learning and understanding that Mathematics is a written language. More formal written methods should follow only when the child is able to use a wide range of mental calculation strategies though there is an expectation that formal methods are introduced as soon as the children are ready.

The aim is that children use mental methods when appropriate, but for calculations that they cannot do in their heads they use an efficient written method accurately and with confidence. At Barcombe CE Primary School, children are entitled to be taught and to acquire secure mental methods of calculation and one efficient written method of calculation, for each of the four rules, which they know they can rely on when mental methods are not appropriate.

The objectives in the revised Framework show the progression in children's use of written methods of calculation in the strands 'Using and applying mathematics' and 'Calculating'.

Reasons for Using Written Methods

- To aid mental calculation by writing down some of the numbers and answers involved
- To make clear a mental procedure for the pupil
- To help communicate methods and solutions
- To provide a record of work to be done
- To aid calculation when the problem is too difficult to be done mentally
- To develop and refine a set of rules for calculation



A Whole School Approach

We have developed a consistent approach to the teaching of written calculation methods. This will establish continuity and progression throughout the school. Mental methods will be established. These will be based on a solid understanding of place value in number and will include the following:

- i. Remembering number facts and recalling them without hesitation e.g. pairs of numbers which make 10 Doubles & halves to 20
- Using known facts to calculate unknown facts e.g.
 6 + 6 = 12 therefore 6 + 7 = 13
 24 + 10 = 34 therefore 24 + 9 = 33
- iii. Understanding and using relationships between addition & subtraction to find answers and check results e.g.
 14 + 6 = 20 therefore 20 -6 = 14
- iv. Having a repertoire of mental strategies to solve calculations e.g. doubles / near doubles bridging 10 / bridging 20 adding 9 by +10 & -1
- v. Making use of informal jottings such as blank number lines to assist in calculations with larger numbers e.g.83 18 = 65



- vi. Solving one-step word problems (either mentally or with jottings) by identifying which operation to use, drawing upon their knowledge of number bonds and explaining their reasoning
- vii. Beginning to present calculations in a horizontal format and explain mental steps using numbers, symbols or words
- viii. Learn to estimate/approximate first e.g. 29 + 30 (round up to nearest 10, the answer will be near to 60).

Place value will be taught mentally first from Reception class where number tracks are used, progressing to number lines (to 10 or 20 as appropriate) in Years 1 and 2. The empty number line will then be introduced to aid calculations. Subtraction will be taught by counting on and counting back depending on the numbers. Numbers such as 10, 100, 1000 will be called Landmark Numbers.



Barcombe CE Primary School Written Calculations Policy <u>When are children ready for written calculations?</u>

Addition

To add successfully, children need to be able to:

- recall all addition pairs to 9 + 9 and complements in 10;
- add mentally a series of single-digit numbers, such as 5 + 8 + 4;
- add multiples of 10, such as 60 + 70, or of 100, such as 600 + 700, using the related addition facts, 6 + 7, and their knowledge of place value;
- partition two-digit and three-digit numbers into multiples of one hundred, ten and one in different ways.

Subtraction

To subtract successfully, children need to be able to:

- recall all addition and subtraction facts to 20;
- subtract multiples of 10, such as 160 70, , using the related subtraction fact, 16 7, and their knowledge of place value;
- partition two-digit and three-digit numbers into multiples of one hundred, ten and one in different ways, e.g. partition 74 into 70 + 4 or 60 + 14.

Multiplication

To multiply successfully, children need to be able to:

- recall all multiplication facts to 10 × 10;
- partition number into multiples of one hundred, ten and one;
- work out products such as 70 × 5, 70 × 50, 700 × 5, or 700 × 50, using their knowledge of the related fact, 7 × 5, and of place value;
- add two or more single-digit numbers mentally;
- add multiples of 10, such as 60 + 70, or of 100, such as 600 + 700, using the related addition facts, 6 + 7, and their knowledge of place value;
- add combinations of whole numbers using the standard column method.

Division

To divide successfully in their heads, children need to be able to:

- understand and use the vocabulary of division, e.g. in $18 \div 3 = 6$, the 18 is the dividend, the 3 is the divisor and the 6 is the quotient;
- partition two-digit and three-digit numbers into multiples of one hundred, ten and ones in different ways;
- recall multiplication and division facts to 10 × 10, recognise multiples of single-digit numbers, and divide multiples of 10 or 100 by a single-digit number using their knowledge of division facts and place value;
- know how to find a remainder working mentally, e.g. find the remainder when 48 is divided by 5;
- understand and use multiplication and division as inverse operations.

In order to carry out written methods of division successfully, children also need to be able to:

- understand division as repeated subtraction
- estimate how many times one number divides into another e.g. how many sixes there are in 47, or how many 23s there are in 92
- multiply a two-digit number by a single-digit number mentally

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Barcombe CE Primary School Written Calculation Policy
<u>Addition</u>

YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
1	Always use the comparison of subtraction and talk about addition being the <i>inverse</i> of subtraction. The mental methods that lead to column addition generally involve partitioning, e.g. adding the tens and ones separately, often starting with the tens. Children need to be able to partition numbers in ways other than into tens and ones to help them make multiples of ten by adding in steps.	Practical - 23 + 11 +10 +1 23 33 34 +7 +4 23 30 34	Children will record their practical work in a number sentence e.g. 23 + 11 = 34 The children begin this level by being provided with a number line and counting on from the smallest number. They need to progress to the empty number line which helps to record the steps on the way to calculating the total.	Numicon Number Tracks Whiteboards
1-2	The next stage is to record mental methods using partitioning. Add the tens and then the ones to form partial sums and then add these partial sums. As the children's understanding develops extend to include HTU.	2 3 + 1 1 = 3 4 2 0 + 1 0 = 3 0 3 + 1 = 4	It is vital that when partitioning that place value is accurate. Children may find it useful to mark HTU above the numbers to keep alignment.	Numicon Whiteboards



YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
3-6	An expanded version of the		Extend to adding three	Whiteboards
	column method is introduced first	tu tu tu	two-digit numbers, two	
	that links closely to their	42 42 46	three-digit numbers	
	partitioning work. It is at this	+ 2 3 + 2 3 + 2 7	and numbers with	
	point that we take the opportunity	5 65 73	different numbers of	
	to start adding the least	6 0 1	digits.	
	significant number first.	6 5		
	The addition of the tens in the calculation 42 + 23 is described in the words 'forty plus twenty equals sixty', stressing the link to the related fact 'four plus two equals six'.	Extending to: • Larger numbers • More carrying • Decimals		
	The expanded method leads children to the more compact method so that they understand its structure and efficiency. The amount of time that should be spent teaching and practicing the expanded method will depend on how secure the children are in their recall of number facts and in their understanding of place value.			
	Carry digits are recorded below the line, using the words 'carry one ten' or 'carry one hundred', not 'carry one'.			



<u>Subtraction</u>

YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
1	Always use the comparison of addition and talk about subtraction being the <i>inverse</i> of addition.	Lots of practical work on number lines jumping forward and back in steps of 1 initially, progressing to larger jumps.	Children will record their practical work in a number sentence.	Numicon Number Tracks Whiteboards
2	Subtraction will be taught by counting on and counting back depending on the numbers.	75 - 13 -3 -10 62 65 75	Children will record their work in a number sentence.	Numicon Number Tracks Whiteboards
	When counting on we must ensure that the children know we are talking about the <i>difference</i> <i>between</i> the numbers.	34 - 28 +2 28 30 34		



Barcombe CE Primary School Written Calculation Policy

YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
2-3	The expanded method leads children to the more compact standard method so that they understand the structure and efficiency of the standard method. The amount of time that should be spent teaching and practising the expanded method will depend on how secure the children are in their recall of number facts and with partitioning.	$627-386=$ Stage 1 - Adjustment $ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$		
3-6	The expanded method leads children to the more compact standard method so that they understand the structure and efficiency of the standard method. The amount of time that should be spent teaching and practising the expanded method will depend on how secure the children are in their recall of number facts and with partitioning.	Stage 2 - Compact Decomposition 5 12 6 2 7 - <u>3 8 6</u> 2 4 1	The decomposition method can confuse children and goes against rules taught in mental calculations e.g. in the calculation 245- 67 you would set out the subtraction and ask the children what's 5 subtract 7; progressing to explaining that you can't do it. Yet in mental maths we would ask this expecting the answer negative 2!	Whiteboards



Barcombe CE Primary School Written Calculation Policy <u>Multiplication</u>

YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
	In level 1 the children will be	Practical Work	Children record their	Numicon
	exploring number patterns and can		work with drawings,	Number Tracks
	be introduced to multiplication as		progressing to	Whiteboards
	repeated addition e.g. 3+3+3+3 is		recording a number	
1	the same as four lots of 3 or 3 \times		sentence.	
	4. They should chant and learn			
	tables by rote alongside continuing		As with addition and	
	practical activities using the 100	2 . 2 . 2 . 2 - 12	subtraction, talk about	
	square, Numicon and Cuisenaire to	3 + 3 + 3 + 3 - 12	how multiplication is the	
	identify tables and patterns.	4 1015 01 5 - 12	<i>inverse</i> of division.	
	Cuisenaire rods and number tracks	5 X 4 - 12		
	help with early multiplication.			
	Numicon is used to show how the			
	threes and the fours can overlay			
	each other showing the inverse			
	and that 3×4 is the same as $4 \times$			
	3. Children record their work			
	with drawings, progressing to			
	recording a number sentence e.g.			
	4 × 3 = 12			
2	The next stage is to record		It is vital that when	Numicon
	mental methods using partitioning.	1 4 × 3 = 4 2	partitioning that place	Number Tracks
	Extend to multiplying larger	$1 \ 0 \times 3 = 3 \ 0$	value is accurate.	Whiteboards
	multiples of ten. Multiply the tens	4 × 3 = 1 2	Children may find it	
	and then the ones to form partial		useful to mark HTU	
	sums and then add these partial	2 1 × 6 = 1 2 6	above the numbers to	
	sums. This method should be	2 0 x 6 = 1 2 0	keep alignment.	
	introduced for level 2a+ children	1 × 6 = 6		
	in Year 2 and Year 3.			



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YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
3	The grid method is introduced as	23 x 7 = 140 + 21 = 161	It is vital that when	Times Table
	it links closely to the children's		partitioning that place	Grids
	partitioning work.	x 20 3	value is accurate.	Whiteboards
		7 1 4 0 2 1	Children may find it	
	Children should add across the		useful to mark HTU	
	row to find the answer. This is	Stage 1: expanded	above the numbers to	
	important for the long grid		keep alignment.	
	method taught later.	3 2		
		× 4		
	The formal method for	<u> </u>		
	multiplications should be	120 4 x 3 0		
	introduced alongside the grid	1 2 8		
	method for multiplying a two-digit	<u> </u>		
	number by a single digit.			
		Stage 2: compact		
		2 3		
		x 7		
		$\frac{1}{1}$ $\frac{1}{6}$ $\frac{1}{1}$		
		$\frac{1}{1}$ $\frac{2}{2}$		
4	Children continue to use the		It is vital that when	Times Table
	formal method for multiplying a	Children will also use the long grid method.	partitioning that place	Grids
	two-digit number by a single digit	33 × 24 - 792	value is accurate	Whiteboards
		55 x 24 - 772	Children may find it	
	As larger numbers are multiplied		useful to mark HTU	
	the arid method expands	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	above the numbers to	
		$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	keen alianment	
	Children total each now to create		Keep ungnment.	
	a vertical column addition	<u> </u>		



YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
	The expanded method leads children to the more compact standard method so that they understand the structure and efficiency of the standard method. The amount of time that should be spent teaching and practising the expanded method will depend on how secure the children are in their recall of times table facts. As soon as the children understand the process, they should move on to formal calculations for HTU x U	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$		
5	The formal method should be developed to TU x TU and then HTU x TU Again refer back to grid methods to support children's understanding of the calculation process.	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$		Whiteboards



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YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
		$ \begin{array}{cccccccccccccccccccccccccccccccccccc$		
6	The formal method extends to ThHTU x U In year 6 the children use the grid method and then the formal method to multiply decimals. It is vital that the children estimate first so that they can establish where their answer will lie.	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$		



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YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
		$\frac{4 .9}{\frac{x 3}{\frac{1 4 7}{2}}}$ Then consider the estimated answer to work out where the decimal point should be.		



Barcombe CE Primary School Written Calculation Policy <u>Division</u>

YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
	Division as equal sharing :-	12 ÷ 4 = share 12 equally into 4 groups,	Always use the	Numicon
		how many in each group?	comparison of	Number Tracks
1			multiplication and talk	Unifix
			about division being the	Whiteboards
			<i>inverse</i> of	
			multiplication.	
	Division as the inverse of	12 / 4 = share 12 into groups of 4, how	Children record their	
	multiplication (grouping/repeated	many groups?	practical work in a	
	addition/repeated subtraction)		number sentence.	
	Using Numicon			
	e a Make a 12 with a ten and a two			
	If we cover it with fours how			
	many fours are there?			
	Check by then putting 12 into 4			
	equal groups - three in each group.			



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YEAR	METHOD	HOW IT WILL LO	OOK IN WRITTEN	FORM	NOTES	RESOURCES
2	For Level 2 the children explore division as repeated subtraction recording their work on a number and in a number sentence.	$20 \div 4 = -4 -4 -4 -4 -4 -4 -4 -4 -4 -4 -4 -4 -4 $	-4 -4 12 16	-4 		Numicon Number Tracks Times Table Grids Whiteboards
3-4	Informal methods using multiples of the divisor or 'chunking' TU ÷ U	72 ÷ 5 5 x 5 x Answer: 14 r 2	$10 = 50$ $\frac{4}{14} = 20$	72 <u>- 50</u> 22 <u>- 20</u> 2	It is vital that place value is accurate. Children may find it useful to mark HTU above the numbers to keep alignment.	Times Table Grids Whiteboards
4-5	The children will continue to develop the chunking method to HTU ÷ U and will then move on to the formal short division method for HTU ÷ U and ThHTU ÷ U	'Chunking' HTU ÷ U 256 ÷ 7 Approximate answer 280 ÷ 7 = 40 Answer: 36 r 4	$7 \times 10 = 70$ $7 \times 20 = 140$ $7 \times 6 = 42$ 36	256 <u>- 70</u> 186 <u>- 140</u> 46 <u>- 42</u> 4	Efficient 'chunking' HTU 196 ÷ 6 6 x Approximate answer 180 ÷ 6 = 30 6 x Answer: 32 r 4	$\div U$ 196 30 =
			50	7	Extend to decimals with	up to 1 place



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YEAR	METHOD	HOW IT WILL L	OOK 1	N W	RIT	TEN	FORM	NOTES	R	ISOU	RCES
		$\begin{array}{cccccccccccccccccccccccccccccccccccc$	=								
6	The children will develop their use of formal methods to use short or long division for ThHTU ÷ U and ThHTU ÷ TU	560 ÷ 24	24 x	10	= ;	240	560 <u>-</u> 240	Efficient chunking HTU	I ÷ TU		540
	ThHTU ÷ TU	Approximate answer				320	560 ÷ 24	24 x	20	<u>- 480</u>	
	chunking when division by 2 digits is first introduced as this	550 ÷ 25 = 22	24 x	10	= 2	240	<u>-</u> 240	Approximate answer			80
	supports mental calculation.		24.4	2	_	10	80	550 ÷ 25 = 22	24 x	3	<u>-72</u>
	They will also use short division for division involving decimals to 2 decimal places.		24 X	۷	-	40	<u>-48</u> 32	Answer: 23 r 8		23	8
		Anguan 22 n 9	24 x	1	-	24	<u>-24</u>				
		Answer: 23 r ð		23			°				



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YEAR	METHOD	HOW IT WILL LOOK IN WRITTEN FORM	NOTES	RESOURCES
		$\begin{array}{cccccccccccccccccccccccccccccccccccc$	The understanding of the values of digits must be maintained when teaching this method.	



Statutory Elements of Progression in National Curriculum Objectives

Using and applying mathematics	Calculating
Using and applying has been removed as a separate element of the new curriculum. Instead, it is embedded within the overall aims of the teaching and learning of mathematics. Children should be supported to work mathematically, reason and solve problems in all lessons.	 Year 1 Read, write and interpret mathematical statements involving addition (+), subtraction (-) and equals (=) signs Represent and use number bonds and related subtraction facts within 20 Add and subtract one-digit and two-digit numbers to 20, including zero Solve one-step problems that involve addition and subtraction, using concrete objects and pictorial representations, and missing number problems such as 7 = □ - 9 Solve one-step problems involving multiplication and division, by calculating the answer using concrete objects, pictorial representations and arrays with the support of the teacher
Year 2 Using and applying has been removed as a separate element of the new curriculum. Instead, it is embedded within the overall aims of the teaching and learning of mathematics. Children should be supported to work mathematically, reason and solve problems in all lessons.	 Year 2 Show that addition of two numbers can be done in any order (commutative) and subtraction of one number from another cannot Recall and use addition and subtraction facts to 20 fluently, and derive and use related facts up to 100 Add and subtract numbers using concrete objects, pictorial representations, and mentally, including: a two-digit number and ones a two-digit number and tens two two-digit numbers Recognise and use the inverse relationship between addition and subtraction and use this to check calculations and solve missing number problems Solve problems with addition and subtraction using concrete objects and pictorial representations, including those involving numbers, quantities and measures applying their increasing knowledge of mental and written methods Show that multiplication of two numbers can be done in any order (commutative) and division of one number by another cannot Recall and use multiplication and division facts for the 2, 5 and 10 multiplication tables, including recognising odd and even numbers Calculate mathematical statements for multiplication and division within the multiplication tables and write them using the multiplication (*), division (+) and equals (=) signs Solve problems involving multiplication and division), using materials, arrays, repeated addition, mental methods, and multiplication and division facts, including problems in contexts



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mathematically, reason and solve problems in all lessons.

Year 3

- Add and subtract numbers mentally, including:
 - a three-digit number and ones
 - a three-digit number and tens
 - a three-digit number and hundreds
- Add and subtract numbers with up to three digits, using formal written methods of columnar addition and subtraction
- Estimate the answer to a calculation and use inverse operations to check answers

Solve problems, including missing number problems, using number facts, place value, and more complex addition and subtraction

- Recall and use multiplication and division facts for the 3, 4 and 8 multiplication tables
- Write and calculate mathematical statements for multiplication and division using the multiplication tables that they know, including for twodigit numbers times one-digit numbers, using mental and progressing to formal written methods

Solve problems, including missing number problems, involving multiplication and division including positive integer scaling problems and

correspondence problems in which ${\tt n}$ objects are connected to ${\tt m}$ objects

Year 4

- Add and subtract numbers with up to 4 digits using the formal written methods of columnar addition and subtraction where appropriate
- Estimate; use inverse operations to check answers to a calculation
- Solve addition and subtraction two-step problems in contexts, deciding which operations and methods to use and why
- Recognise and use factor pairs and commutativity in mental calculations
- Recall multiplication and division facts for multiplication tables up to 12 \times 12
- Use place value, known and derived facts to multiply and divide mentally, including:
 - multiplying by 0 and 1
 - dividing by 1
 - multiplying together three numbers
- Multiply two-digit and three-digit numbers by a one-digit number using formal written layout

Solve problems involving multiplying and adding, including using the distributive law to multiply two digit numbers by one digit, integer scaling problems and harder correspondence problems such as n objects are connected to m objects

Using and applying mathematics

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Year 5

- Add and subtract numbers mentally with increasingly large numbers
- Add and subtract whole numbers with more than 4 digits including using formal written methods (columnar addition and subtraction)
- Use rounding to check answers to calculations and determine, in the context of a problem, levels of accuracy
- Solve addition and subtraction multi-step problems in contexts, deciding which operations and methods to use and why
- Identify multiples and factors, including finding all factor pairs of a number, and common factors of two numbers
- Know and use the vocabulary of prime numbers, prime factors and composite (non-prime) numbers
- Establish whether a number up to 100 is prime and recall prime numbers up to 19
- Recognise and use square $(^2)$ and cube $(^3)$ numbers, and notation
- Multiply and divide numbers mentally drawing upon known facts
- Solve problems involving multiplication and division including using their knowledge of factors and multiples, squares and cubes
- Multiply numbers up to 4 digits by a one- or two-digit number using a formal written method, including long multiplication for two-digit numbers
- Divide numbers up to 4 digits by a one-digit number using the formal written method of short division and interpret remainders appropriately for the context
- Solve problems involving addition, subtraction, multiplication and division and a combination of these, including understanding the meaning of the equals sign

Solve problems involving multiplication and division, including scaling by simple fractions and problems involving simple rates

Year 6

- Perform mental calculations including with mixed operations and large numbers *and decimals*
- Use estimation to check answers to calculations and determine, in the context of a problem, an appropriate degree of accuracy
- Use knowledge of the order of operations to carry out calculations
- Solve addition and subtraction multi-step problems in contexts, deciding which operations and methods to use and why

Solve problems involving all four operations, Identify common factors, common multiples and prime numbers

- Perform mental calculations, including with mixed operations and large numbers
- Multiply multi-digit numbers up to 4 digits by a two-digit whole number using the formal written method of long multiplication
- Multiply one-digit numbers with up to two decimal places by whole numbers
- Divide numbers up to 4 digits by a two-digit whole number using the formal written methods of short or long division, and interpret remainders as whole number remainders, fractions, or by rounding, as appropriate for the context
- Use written division methods in cases where the answer has up to two decimal places

Using and applying mathematics

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mathematically, reason and solve problems in all lessons.



- Use estimation *to* check answers to calculations and determine, in the context of a problem, an appropriate degree of accuracy
- ${\scriptstyle \bullet}$ Use knowledge of the order of operations to carry out calculations
- Solve problems involving all four operations

Summary

- children should always estimate first
- always check the answer, preferably using a different method eg. the inverse operation
- always decide first whether a mental method is appropriate
- pay attention to language refer to the actual value of digits
- children who make persistent mistakes should return to the method that they can use accurately until ready to move on
- children need to know number and multiplication facts by heart
- discuss errors and diagnose problem and then work through problem do not simply re-teach the method
- when revising or extending to harder numbers, refer back to expanded methods. This helps reinforce understanding and reminds children that they have an alternative to fall back on if they are having difficulties.

Policy Reviewed : September 2016 Reviewed by: Ruth Force (Head of School / Maths Co-Ordinator)