Calculation & Manipulative Policy

Year 4

Glossary

Addend - A number to be added to another.

Aggregation - combining two or more quantities or measures to find a total.

Augmentation - increasing a quantity or measure by another quantity.

Commutative – numbers can be added in any order.

Complement – in addition, a number and its complement make a total e.g. 300 is the complement to 700 to make 1,000

Difference – the numerical difference between two numbers is found by comparing the quantity in each group.

Exchange – Change a number or expression for another of an equal value.

Minuend – A quantity or number from which another is subtracted.

Partitioning – Splitting a number into its component parts.

Reduction – Subtraction as take away.

Subitise – Instantly recognise the number of objects in a small group without needing to count.
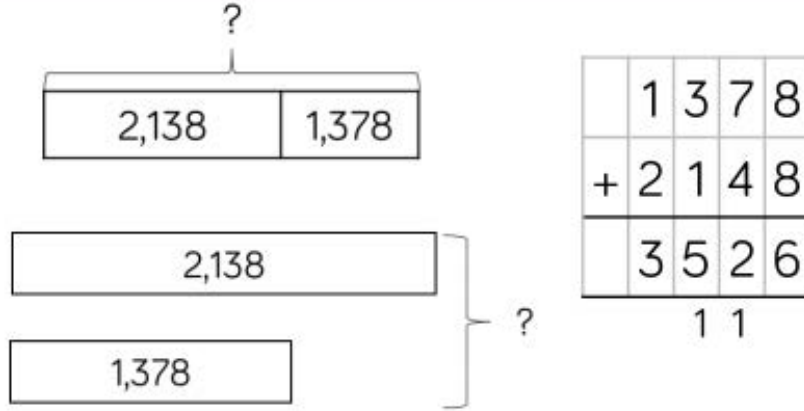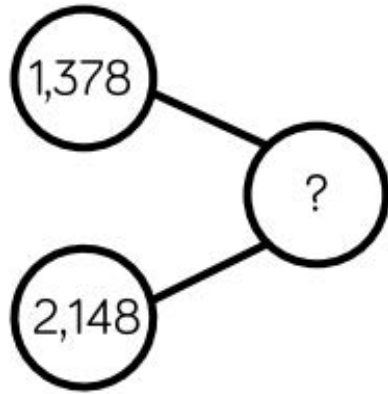
Subtrahend - A number to be subtracted from another.

Sum - The result of an addition.
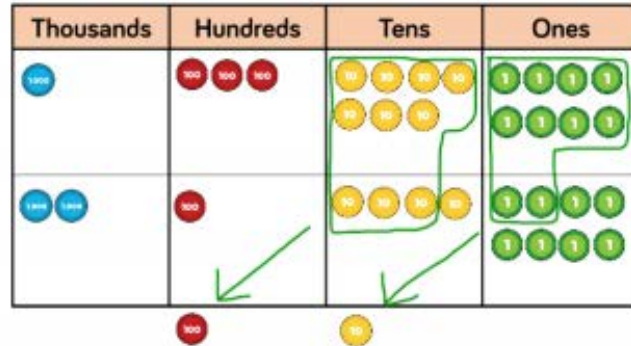
Total – The aggregate or the sum found by addition.

Skill	Year	Representations and models	
Add two 2-digit numbers	2	Part-whole model Bar model Number lines (blank) Straws	Base 10 Place value counters Column addition
Add with up to 3-digits	3	Part-whole model Bar model	Base 10 Place value counters Column addition
Add with up to 4-digits	4	Part-whole model Bar model	Base 10 Place value counters Column addition
Add with more than 4 digits	5	Part-whole model Bar model	Place value counters Column addition
Add with up to 3 decimal places	5	Part-whole model Bar model	Place value counters Column addition

Skill: Add numbers with up to 4 digits	Year: 4

Part-whole model with 1,378 and 2,148 combining into ?

Bar models showing ? = 2,138 and 1,378; 2,138 and 1,378 = ?

Column addition:
$$\begin{array}{r} 1\ 3\ 7\ 8 \\ +\ 2\ 1\ 4\ 8 \\ \hline 3\ 5\ 2\ 6 \\ \hline \end{array}$$
1 1

$$1{,}378 + 2{,}148 = 3{,}526$$

Thousands	Hundreds	Tens	Ones

Thousands	Hundreds	Tens	Ones
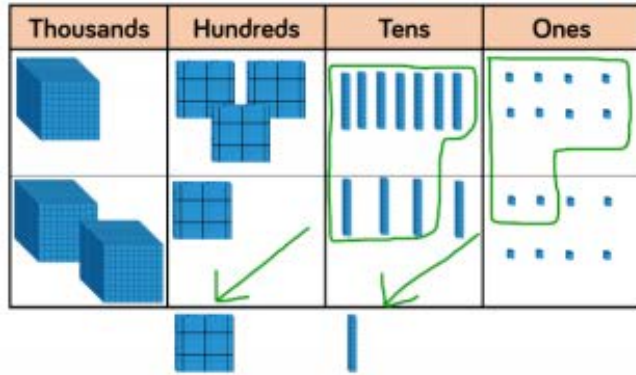
Base 10 and place value counters are the most effective manipulatives when adding numbers with up to 4 digits.

Ensure children write out their calculation alongside any concrete resources so they can see the links to the written column method.

Plain counters on a place value grid can also be used to support learning.

Skill	Year	Representations and models	
Subtract with up to 3-digits	3	Part-whole model Bar model	Base 10 Place value counters Column addition
Subtract with up to 4-digits	4	Part-whole model Bar model	Base 10 Place value counters Column addition
Subtract with more than 4 digits	5	Part-whole model Bar model	Place value counters Column addition
Subtract with up to 3 decimal places	5	Part-whole model Bar model	Place value counters Column addition

Skill: Subtract numbers with up to 4 digits	Year: 4
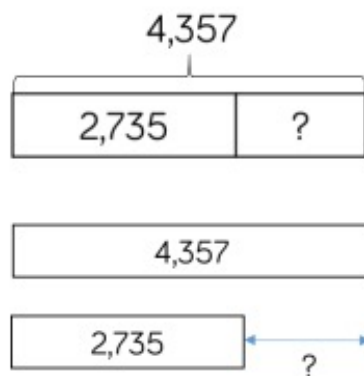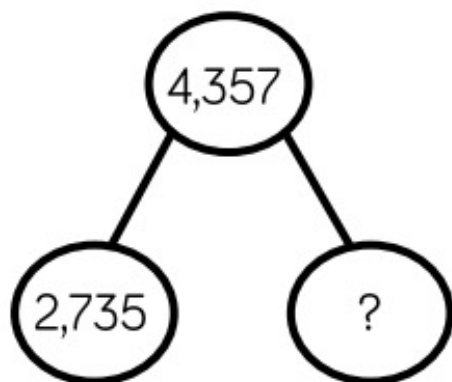
4,357

2,735   ?

4,357

| 2,735 | ? |

| 4,357 |
| 2,735 | ? |

$$\overset{31}{\cancel{4}}357$$
$$-\ 2735$$
$$\underline{1622}$$

4,357 − 2,735 = 1,622

Thousands	Hundreds	Tens	Ones

Thousands	Hundreds	Tens	Ones

Base 10 and place value counters are the most effective manipulatives when subtracting numbers with up to 4 digits.

Ensure children write out their calculation alongside any concrete resources so they can see the links to the written column method.

Plain counters on a place value grid can also be used to support learning.

Skill	Year	Representations and models	
Recall and use multiplication and division facts for the 3-times table	3	Hundred square Number shapes Counters	Bead strings Number lines Everyday objects
Recall and use multiplication and division facts for the 4-times table	3	Hundred square Number shapes Counters	Bead strings Number lines Everyday objects
Recall and use multiplication and division facts for the 8-times table	3	Hundred square Number shapes	Bead strings Number tracks Everyday objects
Recall and use multiplication and division facts for the 6-times table	4	Hundred square Number shapes	Bead strings Number tracks Everyday objects

Skill	Year	Representations and models	
Recall and use multiplication and division facts for the 7-times table	4	Hundred square Number shapes	Bead strings Number lines
Recall and use multiplication and division facts for the 9-times table	4	Hundred square Number shapes	Bead strings Number lines
Recall and use multiplication and division facts for the 11-times table	4	Hundred square Base 10	Place value counters Number lines
Recall and use multiplication and division facts for the 12-times table	4	Hundred square Base 10	Place value counters Number lines

Skill: 6 times table	Year: 4

6	12	18	24	30
36	42	48	54	60
66	72	78	84	90

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

0 6 12 18 24 30 36 42 48 54 60 66 72

Encourage daily counting in multiples, supported by a number line or a hundred square. Look for patterns in the six times table, using manipulatives to support. Make links to the 3 times table, seeing how each multiple is double the threes. Notice the pattern in the ones within each group of five multiples. Highlight that all the multiples are even using number shapes to support.

Skill: 9 times table	Year: 4

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

9	18	27	36	45
54	63	72	81	90

0 9 18 27 36 45 54 63 72 81 90 99 108

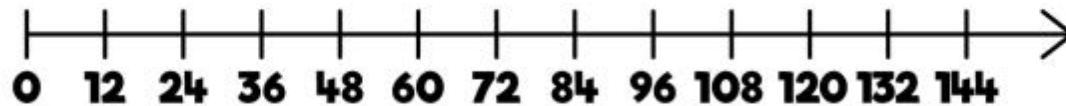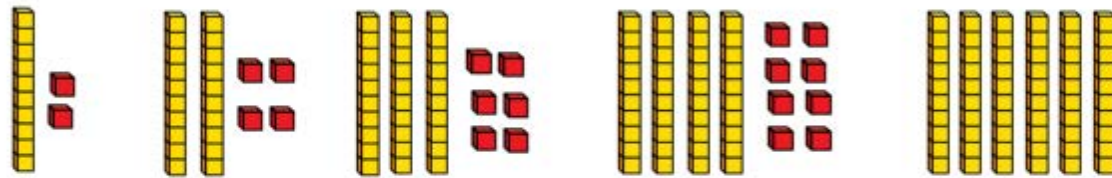Encourage daily counting in multiples both forwards and backwards. This can be supported using a number line or a hundred square. Look for patterns in the nine times table, using concrete manipulatives to support. Notice the pattern in the tens and ones using the hundred square to support as well as noting the odd, even pattern within the multiples.

Skill: 7 times table	Year: 4

7	14	21	28	35
42	49	56	63	70

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

0   7   14   21   28   35   42   49   56   63   70   77   84
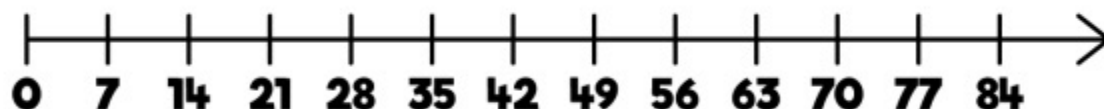
Encourage daily counting in multiples both forwards and backwards, supported by a number line or a hundred square.
The seven times table can be trickier to learn due to the lack of obvious pattern in the numbers, however they already know several facts due to commutativity. Children can still see the odd, even pattern in the multiples using number shapes to support.

11	22	33	44	55	66
77	88	99	110	121	132

Skill: 11 times table

Year: 4

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
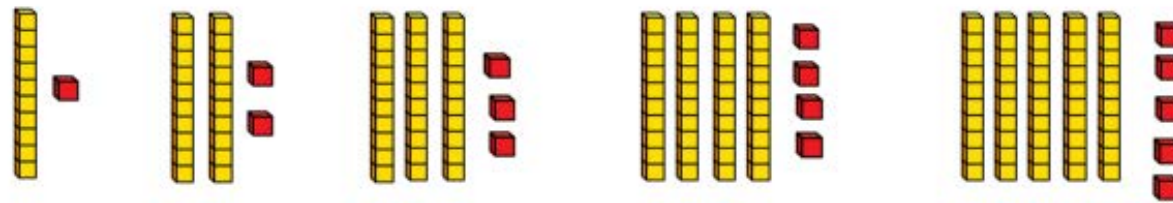
Encourage daily counting in multiples both forwards and backwards. This can be supported using a number line or a hundred square.

Look for patterns in the eleven times table, using concrete manipulatives to support. Notice the pattern in the tens and ones using the hundred square to support. Also consider the pattern after crossing 100

Skill: 12 times table	Year: 4

12	24	36	48	60
72	84	96	108	120
132	144			

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

0 12 24 36 48 60 72 84 96 108 120 132 144

Encourage daily counting in multiples, supported by a number line or a hundred square. Look for patterns in the 12 times table, using manipulatives to support. Make links to the 6 times table, seeing how each multiple is double the sixes. Notice the pattern in the ones within each group of five multiples. The hundred square can support in highlighting this pattern.

Glossary

Array – An ordered collection of counters, cubes or other item in rows and columns.

Commutative – Numbers can be multiplied in any order.

Dividend – In division, the number that is divided.

Divisor – In division, the number by which another is divided.

Exchange – Change a number or expression for another of an equal value.

Factor – A number that multiplies with another to make a product.

Multiplicand – In multiplication, a number to be multiplied by another.

Partitioning – Splitting a number into its component parts.

Product – The result of multiplying one number by another.

Quotient – The result of a division

Remainder – The amount left over after a division when the divisor is not a factor of the dividend.

Scaling – Enlarging or reducing a number by a given amount, called the scale factor

Skill	Year	Representations and models	
Solve one-step problems with multiplication	1/2	Bar model Number shapes Counters	Ten frames Bead strings Number lines
Multiply 2-digit by 1-digit numbers	3/4	Place value counters Base 10	Short written method Expanded written method
Multiply 3-digit by 1-digit numbers	4	Place value counters Base 10	Short written method
Multiply 4-digit by 1-digit numbers	5	Place value counters	Short written method

Skill: Multiply 2-digit numbers by 1-digit numbers	Year: 3/4
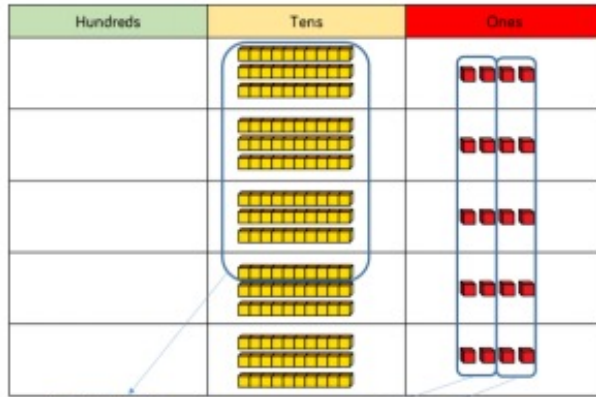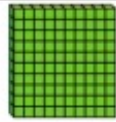
$$34 \times 5 = 170$$
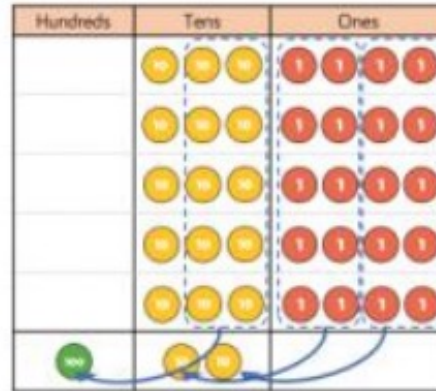
Teachers may decide to first look at the expanded column method before moving on to the short multiplication method.

The place value counters should be used to support the understanding of the method rather than supporting the multiplication, as children should use times table knowledge.

Skill: Multiply 3-digit numbers by 1-digit numbers	Year: 3/4
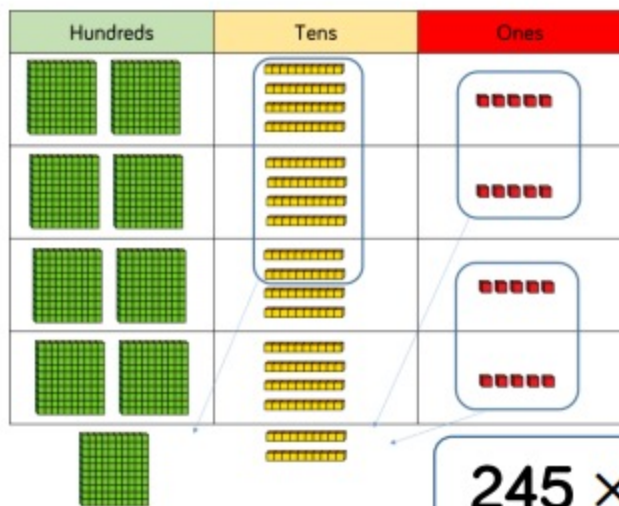
$$245 \times 4 = 980$$
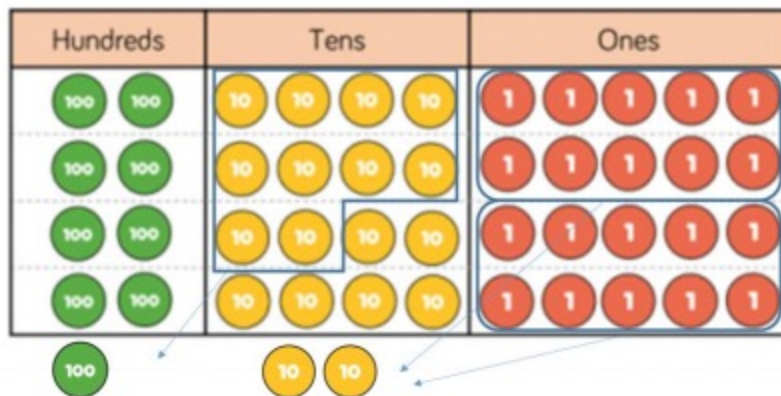
When moving to 3-digit by 1-digit multiplication, encourage children to move towards the short, formal written method.

Base 10 and place value counters continue to support the understanding of the written method. Limit the number of exchanges needed in the questions and move children away from resources when multiplying larger numbers.

| Skill	Year	Representations and models		
Divide 2-digits by 1-digit (sharing with remainders)	3/4	Straws Base 10 Bar model	Place value counters Part-whole model	
Divide 2-digits by 1-digit (grouping)	4/5	Place value counters Counters	Place value grid Written short division	
Divide 3-digits by 1-digit (sharing with exchange)	4	Base 10 Bar model	Place value counters Part-whole model	
Divide 3-digits by 1-digit (grouping)	4/5	Place value counters Counters	Place value grid Written short division	

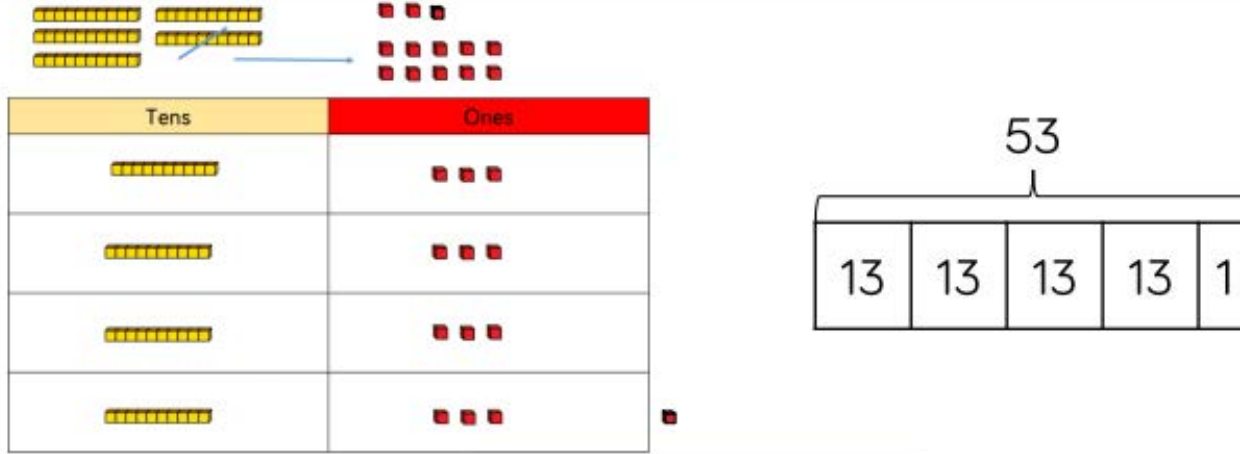| Skill: Divide 2-digits by 1-digit (sharing with exchange)	Year: 3/4
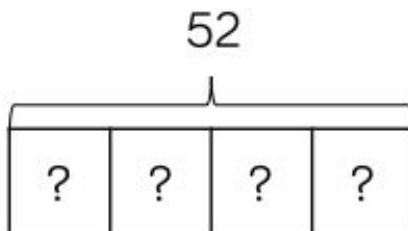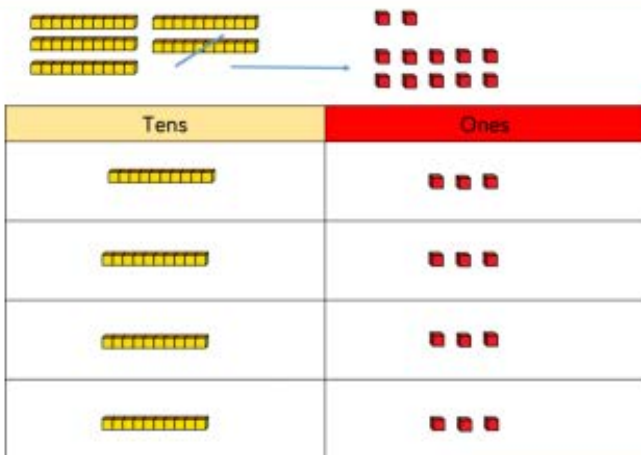
$$52 \div 4 = 13$$

$$10 + 3 = 13$$
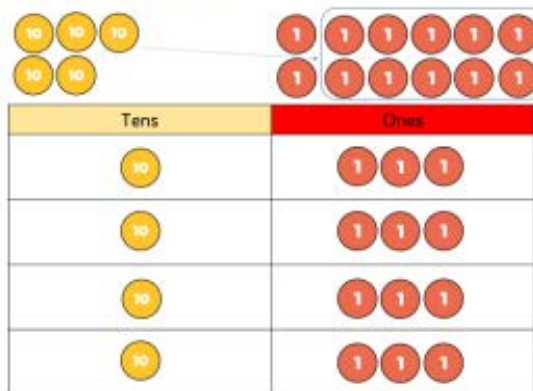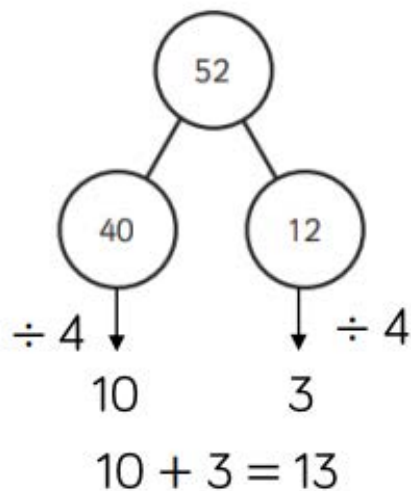
When dividing numbers involving an exchange, children can use Base 10 and place value counters to exchange one ten for ten ones. Children should start with the equipment outside the place value grid before sharing the tens and ones equally between the rows.

Flexible partitioning in a part-whole model supports this method.

| Skill: Divide 2-digits by 1-digit (sharing with remainders)	Year: 3/4

Tens	Ones
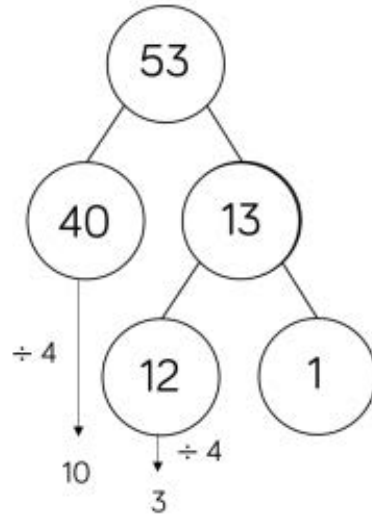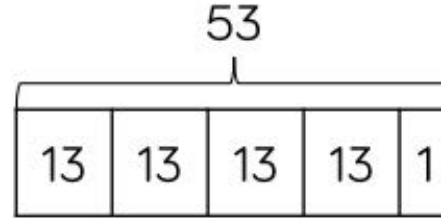
$$53 \div 4 = 13 \text{ r}1$$

When dividing numbers with remainders, children can use Base 10 and place value counters to exchange one ten for ten ones. Starting with the equipment outside the place value grid will highlight remainders, as they will be left outside the grid once the equal groups have been made.

Flexible partitioning in a part-whole model supports this method.

Skill: Divide 2-digits by 1-digit (grouping)	Year: 4/5

Tens | Ones

1 3
4 | 5 ¹2

$$52 \div 4 = 13$$

Tens | Ones
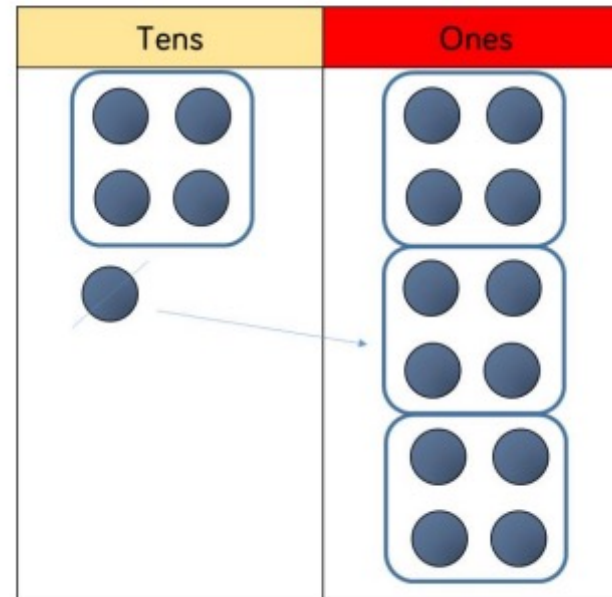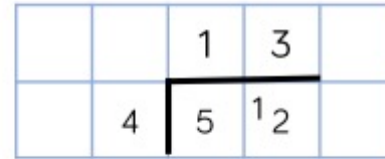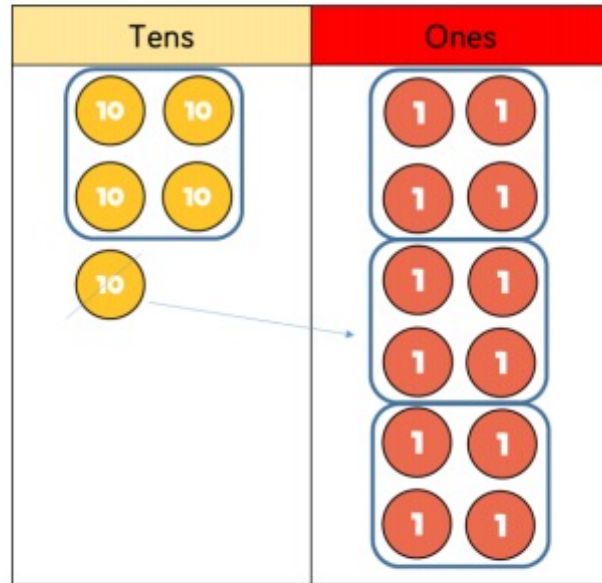
When using the short division method, children use grouping. Starting with the largest place value, they group by the divisor.
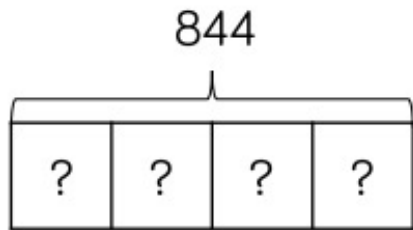
Language is important here. Children should consider 'How many groups of 4 tens can we make?' and 'How many groups of 4 ones can we make?'

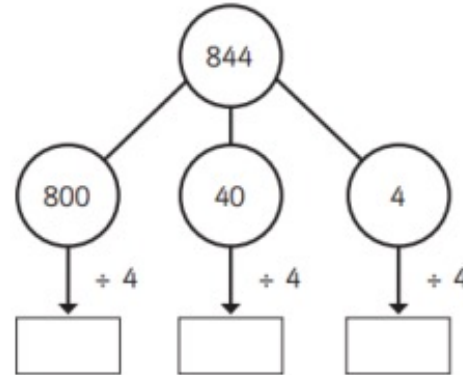Remainders can also be seen as they are left ungrouped.

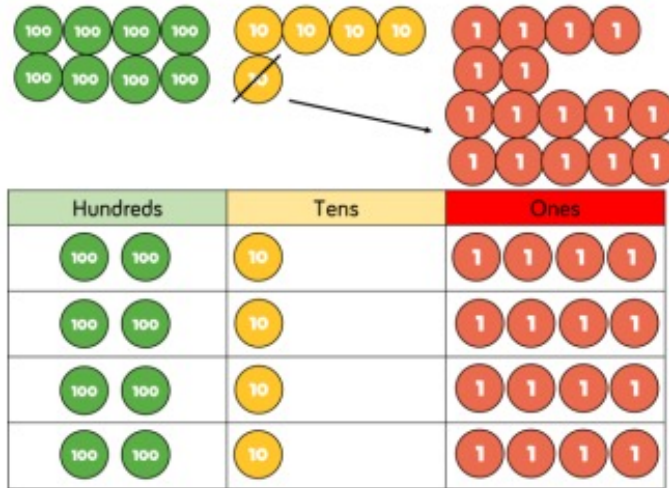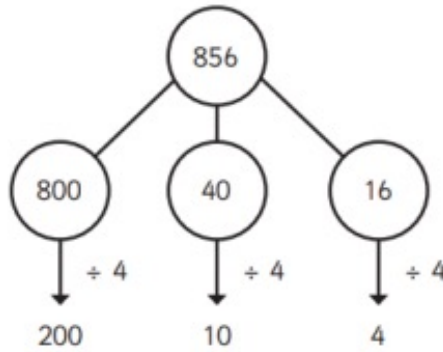| Skill: Divide 3-digits by 1-digit (sharing)	Year: 4

844 ÷ 4 = 211

844

| ? | ? | ? | ? |

H	T	O
100 100	10	1
100 100	10	1
100 100	10	1
100 100	10	1

844
- 800 → ÷ 4 → ☐
- 40 → ÷ 4 → ☐
- 4 → ÷ 4 → ☐

844 ÷ 4 = 211

856
- 800 → ÷ 4 → 200
- 40 → ÷ 4 → 10
- 16 → ÷ 4 → 4

Hundreds	Tens	Ones
100 100	10	1 1 1 1
100 100	10	1 1 1 1
100 100	10	1 1 1 1
100 100	10	1 1 1 1

Children can continue to use place value counters to share 3-digit numbers into equal groups. Children should start with the equipment outside the place value grid before sharing the hundreds, tens and ones equally between the rows. This method can also help to highlight remainders.
Flexible partitioning in a part-whole model supports this method.