# Pensans' Written Method Calculation Policy 



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## Addition Formal Written Methods For Calculation

## Year 1

Add two one-digit numbers and a two-digit and one-digit number with a total less than 20.
> Solid circles for the first addend, hollow circles for the second.
$>$ Solid represents RED Hollow represents YELLOW
$>$ Fill in the Tens Frames top row first, from the left.
Example: $6+3=9$


Example: $7+6=13$


Example (two frames): $12+5=17$


Example (tens and ones): $12+5=17$



## Year 3

Add numbers with up to 3
digits using formal written methods of columnar addition.

## Resources:

- Dienes
Lienes
b) $385+386=771$

c) $47+276=323$



## Abstract

## Short Column Written Method

3-digit + 3-digit
a) $123+456=579$

| 12 |
| ---: |
| $+\quad 4 \quad 5 \quad 6$ |
| 5 |

b) $385+386=771$

| 3 | 8 | 5 |
| :--- | :--- | :--- |
| + | 8 | 6 |
| 7 | 7 | 1 |
|  | 4 |  |

Mixed 2-digit + 3-digit
c) $47+276=323$


## Year 4

Add numbers with up to 4
digits using the formal written methods of columnar addition.

## Resources:

- Dienes
- Place Value Mats (Progressive)
Mats
(Progressive)


## Practical + Pictorial

a) $2,123+3,456=5,579$

b) $3,456+5,289=8,745$

c) $7,777+8,888=16,665$


## Abstract

## Short Column Written Method

4-digit + 4-digit
a) $2,123+3,456=5,579$

| 2 | 1 | 2 | 3 |
| ---: | ---: | ---: | ---: |
| + | 3 | 4 | 5 |
| 5 | 5 | 7 | 9 |

b) $3,456+5,289=8,745$

| 3 | 4 | 5 | 6 |
| ---: | ---: | ---: | ---: |
| $+\quad 5$ | 2 | 8 | 9 |
| 8 | 7 | 4 | 5 |
| 1 | 1 |  |  |

c) $7,777+8,888=16,665$

$+$| 7 | 7 | 7 | 7 |  |
| ---: | :--- | :--- | :--- | :--- |
|  | 8 | 8 | 8 | 8 |
| 1 | 6 | 6 | 6 | 5 |
| 1 | 1 | 1 | 1 |  |

Don't forget mixed 3-digit + 4-digit


## Addition Formal Written Methods for Calculation



## Year 1

Subtract one-digit and two-digit numbers to 20, including zero.
$>$ Draw the starting number in solid circles and then cross out the amount you are taking away.
$>$ Solid represents RED
$>$ Fill in the Tens Frames top row first, from the left.
One-digit subtract one-digit Example: $8-5=3$


Two-digit subtract one-digit (not crossing ten)
Example: 17-4=13


Two-digit subtract one-digit (crossing ten) Example: 16-9 = 7


Two-digit subtract two-digit
Example: $19-13=6$





Year 5 + 6
Subtract whole numbers with more than 4 digits including using formal written methods
(columnar subtraction).

Practise
subtracting decimals, including a mix of whole numbers and decimals, followed by decimals with different numbers of decimal places.

Resources:

- Dienes
- Place Value Mats (Progressive)

Subtraction Formal Written Methods for Calculation

Practical + Pictorial
a) $52,849-18,423=34,426$

b) $2,000,000-287,941=1,712,059$

d) $14-3.692=10.308$


## Abstract

## Short Column Written Method

More than 4-digit + 4-digit whole numbers
a) $52,849-18,423=34,426$

| 4 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 5 | 12 | 8 | 4 | 9 |
| 1 | 8 | 4 | 2 | 3 |
| 3 | 4 | 4 | 2 | 6 |

b) $2,000,000-287,941=1,712,059$


Don't forget mixed digit whole number questions

## Subtraction Formal Written Methods for Calculation

Column method

## Year 2

Subtract ones from a two-digit number.

Subtract tens from a two-digit number.

Subtract one twodigit number from another.

## 2-digit - 2-digit

$74-23=51$


## Year 3

Subtract numbers with up to 3 digits using formal written methods of columnar subtraction.

> 3-digit - 3-digit
> $563-241=322$

$$
\begin{array}{ccc}
5 & 6 & 3 \\
2 & 4 & 1 \\
\hline 3 & 2 & 2
\end{array}
$$

$$
652-287=365
$$

$$
\begin{array}{lll}
5 & { }^{14} & \\
6 & 5 & 12 \\
2 & 8 & 7 \\
\hline 3 & 6 & 5
\end{array}
$$

$$
600-255=345
$$

| 5 | 9 |  |
| ---: | ---: | ---: |
| 6 | ${ }^{1} \theta$ | ${ }^{1} 0$ |
| 2 | 5 | 5 |
| 3 | 4 | 5 |

## Year 4

Subtract numbers with up to 4 digits using the formal written methods of columnar subtraction.

## 4-digit - 4-digit

$8,469-2,127=6,342$

$$
\begin{array}{cccc}
8 & 4 & 6 & 9 \\
2 & 1 & 2 & 7 \\
\hline 6 & 3 & 4 & 2
\end{array}
$$

$$
7,503-3,278=4,225
$$

$$
\begin{array}{rrrr} 
& 4 & 9 & \\
7 & 5 & { }^{1} \theta & 13 \\
3 & 2 & 7 & 8 \\
\hline 4 & 2 & 2 & 5
\end{array}
$$

$6,000-2,543=3,457$

| 5 | 9 | 9 |  |
| ---: | ---: | ---: | ---: |
| 6 | ${ }^{1} \theta$ | ${ }^{1} \theta$ | ${ }^{1} 0$ |
| 2 | 5 | 4 | 3 |
| 3 | 4 | 5 | 7 |

## Year 5 and Year 6

Subtract whole numbers with more than 4 digits including using formal written methods (columnar subtraction).

Practise subtracting decimals, including a mix of whole numbers and decimals, followed by decimals with different numbers of decimal places.

$$
52,849-18,423=34,426
$$

4


$$
2,000,000-287,941=1,712,059
$$







## Multiplication Formal Written Methods for Calculation

|  | Year 2 |
| :---: | :---: |
|  | Calculate <br> mathematical <br> statements for multiplication within the multiplication tables and write them using the signs $x$ and $=$ |

## Number Statements

$6 \times 5=30$
$5 \times 6=30$
$8 \times 2=16$
$2 \times 8=16$

| Year 3 | Year 4 |
| :--- | :--- |
| Multiply 2 numbers <br> by a 1 digit number <br> using a formal written <br> layout. | Multiply 2 and 3 digit <br> numbers by a 1 digit <br> number using a <br> formal written layout. |
| Pupils practise to |  |
| become fluent in the |  |
| formal written |  |
| method of short |  |
| multiplication using |  |
| the times tables they |  |$\quad$| Pupils consolidate |
| :--- |
| their fluency in the |
| formal written |
| method of short |
| multiplication using |
| all times tables facts. |

## Short Method

$3 \times 1$ examples
$121 \times 4=484$

$119 \times 4=476$

$34 \times 8=272$

$$
3 \quad 4
$$

$\begin{array}{r}x \\ \\ \hline\end{array}$

## Short Method

 $2 \times 1$ examples$21 \times 4=84$

> | $x$ | 4 |
| :--- | :--- |
| $8 \quad 4$ |  |

$14 \times 5=70$

3

Year 5 and Year 6
Multiply numbers up to 4 digits by a 1 or 2 digit number using a formal written method, including long multiplication for 2 digit numbers.

## Short Method <br> $4 \times 1$ example



Multiplying decimals (Short method)


Long Multiplication
$2 \times 2$ example
24

z
$\begin{array}{r}240 \\ \hline 384\end{array}$

Multiply multi-digit numbers up to 4 digits by a 2 digit whole number using the formal written method of long multiplication.

Multiply 1 digit numbers with up to 2 decimal places by whole numbers.

Long Multiplication $3 \times 2$ example

$4 \times 2$ example
4243


## Year 3

Write and calculate mathematical
statements for division using the multiplication tables that they know, including for 2 digit numbers times 1 digit numbers.

Pupils develop reliable written methods for division starting with calculations of
2 digit by 1 digit and progression to the formal written methods of short division.

## Resources:

- Dienes



## Year 5

Divide numbers
up to 4 digits by
a 1 digit number using the formal written method of short division and interpret remainders appropriately for the context.

## Resources:

- Dienes
- Place Value Mats (Progressive)


Practical + Pictorial


## Abstract

## Short Method <br> $4 \times 1$ example

$$
4293 \div 9=477
$$



## Short Method that will

 have a decimal remaindere.g. $£ 456 \div 5=£ 91.20$


$$
£ 456 \div 5=£ 91.20
$$

Additional place holder for the
quotient as money always has
2 decimal places.

## Year 6

Divide numbers up to 4 digits by a 2 digit whole number using the formal written method of long division, and interpret remainders as whole number remainders, fractions, or by rounding, as appropriate for the context.

Divide numbers up to 4 digits by a 2 digit number using the formal written method of short division where appropriate,
interpreting remainders according to the context.

Pupils are introduced to the division of decimal numbers by 1 digit whole number, initially, in practical contexts
involving measures and
money.

## Resources:

- Dienes
- Place Value

Mats
(Progressive)

Division Formal Written Methods for Calculation


## Abstract

Long Division $4 \times 2$
example
$4832 \div 15=322$ r 2


## Short Division

$4 \times 2$ example
$4268 \div 22=194$


## Short Method

Whole number by single digit
with decimal quotient
$10 \div 8=1.25$
Additional place holders

needed here.

## Year 2

Calculate mathematical statements for division within the multiplication tables and write them using the signs $\div$ and $=$

## Number Statements

$$
\begin{aligned}
& 6 \div 2=3 \\
& 20 \div 5=4 \\
& 18 \div 2=9
\end{aligned}
$$

## Year 3

Write and calculate mathematical statements for division using the multiplication tables that they know, including for 2 digit numbers times 1 digit numbers.

Pupils develop reliable written methods for division starting with calculations of 2 digit by 1 digit and progression to the formal written methods of short division.

## Short Method: $2 \times 1$ example

 $92 \div 4=23$

## Year 4

Pupils practise to become fluent in the formal written method of short division with
exact answers.
Short Method: $\mathbf{3 \times 1} \mathbf{~ e x a m p l e}$ $294 \div 3=98$


Year 5
Divide numbers up to
4 digits by a 1 digit
number using the
formal written
method of short
division and interpret remainders
appropriately for the context.

## Short Method

$4 \times 1$ example
$4293 \div 9=477$


Short Method that will have a decimal remainder e.g. $£ 456 \div 5=£ 91.20$

$£ 456 \div 5=£ 91.20$
Additional place holder for
the quotient as money always has 2 decimal places.

## Year 6

Divide numbers up to 4 digits by a 2 digit whole number using the formal written method of long division, and interpret remainders as whole number remainders, fractions, or by rounding, as appropriate for the context.

Divide numbers up to 4 digits by a 2 digit number using the formal written method of short division where appropriate, interpreting remainders according to the context.

Pupils are introduced to the division of decimal numbers by 1 digit whole number, initially, in practical contexts involving measures and money.

## $10 \div 8=1.25$

Additional place holders needed here.

Long Division $4 \times 2$ example

```
4832\div15 = 322 r 2
```



Short Division
$4 \times 2$ example
$4268 \div 22=194$


## Short Method

Decimal by single digit
$267.75 \div 5=53.55$


## Short Method

Whole number by single digit with decimal quotient


