



Ada Lovelace
C of E
High School

THE MORE I STUDY THE MORE I REALISE MY GENIUS FOR IT TO BE - AD

A Guide for Parents

September 2025

Ada Lovelace Key Staff



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The Ada Lovelace Ethos

Ada Lovelace CofE High School prides itself on being a community which believes in our human capacity to do and be good.

We believe that we should be responsible for ourselves and for others, we should think about the future impact of our actions and that we should live up to God's image within us. We could think of ourselves as being challenged to stretch in three directions - upwards, outwards and ahead.

The 10: 10 Ethic

There are 6 disciplines which we expect every student to work on.

They are to :

- ◆ Know yourself
- ◆ Be an agent for good
- ◆ Understand weakness
- ◆ Accept support
- ◆ Engage fully
- ◆ Stretch



Our 10:10 ethic

These six disciplines will ensure we keep true to our 3 principles for how we live and work together as a community:

- ◆ Good gifts used in service
- ◆ Don't stay in a bad place
- ◆ Unique Value in community

If we live by these rules we will come closer to understanding our key text from the bible:

'I have come that you should have life and life in all its fullness'

John 10 vs 10

The Ada Lovelace Etiquette

Our parents brought us up to have good manners.

There are good manners which will help you live your life in a good way –
whatever the community you are living or working in.

These are the Ada Lovelace good manners that we refer to as the Ada Lovelace Etiquette

Good Gifts used in Service

- ◆ We appreciate what we have been given
- ◆ We create rather than destroy
- ◆ We enjoy being good and doing well
- ◆ We always give of our best
- ◆ We smile and sit-up straight
- ◆ We thank our teachers at the end of every lesson
- ◆ We celebrate each other's success

Don't stay in a Bad Place

- ◆ We say sorry when we do wrong
- ◆ We are not afraid to own-up
- ◆ We know how to be silent and reflective
- ◆ We are honest
- ◆ We learn from our mistakes
- ◆ We forgive others

Unique Value in Community

- ◆ We notice the feelings of others
- ◆ We are helpful
- ◆ We listen
- ◆ We control ourselves
- ◆ We are polite
- ◆ We treat everyone in school as a friend
- ◆ We make a positive impact on our environment

Our Learning Culture

There will be many things which you will learn at Ada Lovelace which will allow you to position yourself to do well in your life - both during school and when you leave. Some of these things will be about learning skills and some will be about mastering new information.

In year 7, as well as learning new subjects you will learn skills which are essential for you to do well whichever subject you are in. Teachers in all your morning subjects will refer to these in the same way so that you get used to using them. You might like to think in advance of coming to Ada Lovelace CofE High School about what some of these learning skills might involve.

The skills are to :

- ◆ Memorise accurately
- ◆ Listen Intently
- ◆ Read Critically
- ◆ Apply systems
- ◆ Discern logical Patterns
- ◆ Form coherent arguments
- ◆ Speak Purposefully
- ◆ Write cogently
- ◆ Explore Analytically

Creative Applications

In our afternoon lessons we will apply these skills as well as practising our abilities to work creatively in groups as part of the elective programme:

- ◆ Exercise Curiosity and Enquiry
- ◆ Look Outward
- ◆ Act Responsibly
- ◆ Engage Creatively
- ◆ Work Co-operatively
- ◆ Apply systems



Term Dates 2025/26

Autumn Term

Tuesday 2nd September – Wednesday 17th December 2025

Staff Training – Wednesday 27th August to Monday 1st September

Tuesday 2nd September – Year 7 Students start

Wednesday 3rd September - All Students Return



Friday 26th September - Staff Training Day (school closed)

Monday 29th September – Student Target Setting Day (Students attend for appointment only)

Friday 24th October - Staff Training Day (school closed)

Monday 3rd November – Staff Training Day (school closed)

Friday 21st November – Occasional Day (school closed)

HALF TERM: Monday 27th October to Friday 31st October 2025

CHRISTMAS HOLIDAYS: Thursday 18th December 2025 – Friday 2nd January 2026

Spring Term

Monday 5th January to Wednesday 25th March 2026

Friday 13th February - Staff Training Day (school closed)

HALF TERM: Monday 16th to Friday 20th February 2026

EASTER HOLIDAYS: Friday 26th March – Friday 10th April 2026

Summer Term

Monday 13th April - Wednesday 15th July 2026

Monday 4th May – May Day Bank Holiday

Monday 1st June – Staff Training Day (school closed)

HALF TERM: Monday 25th May to Friday 29th May 2026

END OF ACADEMIC YEAR: Wednesday 15th July 2026





Times of The Day

Our school encourages students to make the most of every day. We start fresh and early in order to make the most of morning time for the core subjects: English, Maths, Science, Languages and Humanities. Our afternoon lessons are longer, allowing students to immerse themselves in practical subjects such as Sport, Computing and Art. The day at Ada Lovelace is much longer than it was at primary school so students should have a snack at morning break—they can bring something suitable to school or buy something in the school café.

Monday to Thursday

08:30 Registration/Assembly	13:20 Lower School Period 5
09:00 Period 1	13:30 Upper School LUNCH
09:50 Period 2	14:10 Period 6
10:40 BREAK	15:00 PM Registration
11:00 Period 3	15:10 End of School Day
11:50 Period 4	16:00 Extended Elective End Time
12:40 Upper School Period 5	
12:40 Lower School LUNCH	



Friday

08:30 Registration/Assembly	12:40 Upper School Period 5
09:00 Period 1	12:40 Lower School LUNCH
09:50 Period 2	13:20 Lower School Period 5
10:40 BREAK	13:30 Upper School LUNCH
11:00 Period 3	14:10 PM Registration
11:50 Period 4	14.15 End of School Day

It is the responsibility of the parent to arrange with their child what time they will leave school each day. We do not have staff resources to locate children after school. At the start of a new term the school day may begin later and there are a number of early closure days throughout the year when the children are dismissed at lunchtime. Details of these will be communicated to you via email.

Communication

The school's main method of communication with parents is via email.

Contacting Staff

The first point of contact for any questions or queries about school should be the school office for anything related to administration or your child's tutor for anything else. If your child's tutor is not able to answer your question they will pass this on to the relevant member of staff. Teaching, planning and marking are the priorities for staff and therefore emails will be dealt with around these core responsibilities. **We aim to respond within 48 hours of an email.**

Specific contact details will be shared with you at a later date. In the meantime please email office@adalovelace.org.uk and your message will be passed on.

Websites

The school website www.adalovelace.org.uk contains lots of information for parents

Independent support and help can be found on www.familylives.org.uk/advice/secondary/

Have you Moved House? Changed Contact Details?

It is very important that we have the correct contact details for all parents at all times. Communication via email is our primary source of contact with you so it is imperative that we have your email address(es). If you move house, change telephone numbers or email address you must inform us by emailing office@adalovelace.org.uk

Travel to School

It is best for students to travel with friends and coming to school together is a great start to the school day. We encourage students to walk or cycle to school. There are student bike sheds available. Your child should wear a helmet and use a D-lock to secure their bike in the bike shed.

For many children the journey to high school is the first time they have travelled alone on public transport. All 11 to 15 year olds need an Oyster Photo card for free travel on buses. The cards are free and should be applied for as soon as possible by completing a form from the Post Office, which the school will countersign. You will need to top up this card with money for tube travel.

Parents who do bring their child to school by car must remember to take extra care outside the school. Parents must not use or block the school vehicle gate as this is a hazard to students and other pedestrians. Parents must not stop in prohibited places, pull out or overtake in a dangerous way, park across or on our neighbours' driveways or perform dangerous U-turns on neighbours' driveways, at the school vehicle gate and near the pedestrian crossing.

Parents **must** wait outside the school gate if collecting their child from school, and must always report to reception if they come on to school site for safeguarding reasons. If you need to visit the school please be aware that there is no parking on the school site. The school is in the London Borough of Ealing's Controlled Parking Zone W which restricts parking between 9.00am-10.00am and 3.00pm-4.00pm Monday to Friday.

Attendance and Punctuality

Attendance

If your child is going to be absent from school due to illness, you must email office@adalovelace.org.uk or call the school and leave a message on the absence line; it is not necessary to speak to a member of staff as all messages are picked up. Notification of absence due to illness should be made before 8.00am each day of the absence. If your child is absent from school for 3 or more days, a medical note or supporting document will be required. Please note that absences will be marked as unauthorised if no confirmation of absence has been received.

Appointments

If you know in advance that your child is going to be absent from school for a justifiable reason (e.g. for a medical appointment) you should email as above or you can bring a letter giving the reason and details, to the school office. Notification of absence should be made to the school as soon as possible. Parents should inform their child of the appointment details. It is the child's responsibility to report to the school reception at the correct time - we will not be able to collect your child from class. Students must sign out at reception before leaving the premises and will be required to report to reception to sign in if they are returning to school later on. Please note we do not authorise a whole day for medical appointments, students should attend school before and after the appointment time.

Leave of Absence

Leave of absence for holidays in term time is not permissible under government guidance (November 2013) and the school is not allowed to grant leave of absence in term time unless under exceptional and documented circumstances. Parents may request term time absence by completing and submitting a Leave of Absence Request Form which can be found on the school website or by emailing office@adalovelace.org.uk. The school must warn parents that if you do take unauthorised leave of absence then you will be liable to a fixed penalty fine issued on our behalf by the local authority. All unjustified absences will be investigated – if you have a problem, it's best to talk to someone first.

Punctuality

Considerable importance is attached to punctuality and registration is an integral part of school administration as well as being a legal requirement. Students must always ensure they are **in their form room by 8.30am** at the latest. Students will be marked in 'late' if they arrive after 8.30am. If students arrive between 8.30am and 8.40am they will automatically receive a 15 minute same-day break time detention—failure to sit this detention will result in a same day 30 minute detention after school. If students arrive after 8.40am they will receive a 30 minute same day detention after school. If your child arrives late for school, they must report to reception to be signed in. The school reception will advise your child to go straight to tutor time or assembly or, if necessary, to wait in the reception area until assembly has finished.

Cafeteria

The café is open before school, during break-time and during lunchtime. It is an enjoyable, vibrant and colourful space where students enjoy a range of hot meals, sandwiches, wraps, salads and other deli-style offerings. We have a fully equipped kitchen offering quality and healthy hot and cold food. We are certain that everyone enjoys the café-style dining experience on offer. Parents will need to register with Parent Pay for students to be able to enjoy the cashless service (details will follow). Please note that there is a daily spend limit in the school café and it is the parents responsibility to top-up their child's lunch money regularly via Parent Pay.

School Uniform

We set very high standards for appearance, just as we do with behaviour. Students should wear full school uniform at all times. Any student who is not wearing full and correct uniform will be sanctioned. Student uniform is checked every morning by their form tutor at line up. Full details of uniform and stockists can be found in your induction pack



Please make sure that each and every item of your child's school uniform is clearly labelled with their full name and tutor group. Please ensure you have bought the correct type of shoes. All outdoor coats should be plain black with no logos or fur trims.



Equipment List

Parents have as much to get used to as the children at the start of term and the key to success is to be really organised and prepared. Students will need to bring in their school planner and a reading book each day, in addition to this they will need the following

equipment:

- ♦ Pens - red, green and blue/black
- ♦ Pencil
- ♦ Pencil Eraser
- ♦ Pencil Sharpener
- ♦ 30cm Ruler
- ♦ Glue Stick
- ♦ School Scissors (with rounded edges)
- ♦ White Board Pen & White Board Eraser
- ♦ Highlighters - pink, orange and green
- ♦ Compass & protractor
- ♦ Scientific Calculator - this must be the Casio FX85GTX (can be purchased from the school)
- ♦ Black Sketch Book—To be purchased from the school in September.



In addition to the equipment listed above and their school uniform, students will need:

- ♦ Colouring pencils or felt-tips pens
- ♦ A reading book
- ♦ Clear covering film or transparent book protectors to cover school books
- ♦ A4 lined and plain paper for homework
- ♦ Access to a computer and the internet is very useful for homework.

An equipment check is carried out every Monday morning. A wide range of stationery is available to purchase from Ada Lovelace's Student Services which is open before school and during breaktime .

It is the student's responsibility to prepare their school bag every night so that it is ready for the next day. If they forget something, they will face a same-day detention. Even if you believe a forgotten item was your fault, we are not able to take items from parents at reception. This is fair to the whole school community and helps students become even more independent and responsible for their own organisation.

The Conduct System

The school operates a positive and negative points system:

- ◆ Students will be rewarded with positive points for good behaviour, good participation in class, good work and many other achievements. Successes are celebrated in tutor time, in school assemblies and in the school newsletter.
- ◆ As we have the highest expectations of our students, sanctions will be enforced for poor behaviour. Each negative point given to a student equates to a same-day 15-minute after-school detention.
- ◆ More serious behaviour incidents result in MLT (middle leadership team) detentions which are issued by Heads of Department (HoD) or Heads of Year (HoY). These are 1 hour detentions served after school. The relevant middle leader will inform you of key details.
- ◆ Further incidents of serious misconduct result in SLT (senior leadership team) detentions which are issued by the senior leadership team. These are 90 minute detentions served on Thursdays after school. The relevant senior leader will inform you of key details.

When a detention is issued, parents will be notified via email. Students will not be excused from detention unless they have a medical appointment (evidence will be required).

Pastoral Stages

To allow students, parents and teaching staff to tell how well a student is engage with the schools' learning & behaviour expectations, the Trust uses a set of Pastoral Intervention Stages. The Stages are designed to help students notice when their behaviour is outside the accepted levels and taking them in a direction which is negative for them and for the community. All students are expected to work with pastoral teams to try and move their behaviour down from higher pastoral stages to lower ones and staff time / intervention resources focus on this.

At Ada Lovelace, our aim is that each student stays below or at Stage 1, with their class teachers and form tutor supporting them. A small percentage of students (less than 10% of the year group) may require greater support or intervention from more senior staff.

Threshold System Per Half Term		
Negative Conduct Points	Pastoral Intervention Stage	On Report to
10 to 20	Stage 1	Form Tutor Monitor card
20 to 35	Stage 2	Assistant Head of Year or Head of Year
35 to 50	Stage 3	Head of Key Stage
50 to 75	Stage 4 * this is likely to trigger an internal suspension for persistent disruption	Deputy Head teacher
75+	Stage 5 * this is likely to trigger an external suspension for persistent disruption	Pastoral Deputy Head teacher (reaching this stage indicates that the student may be at risk of permanent exclusion)

Mobile Phones

Parents who wish their child to carry a mobile phone to school should do so only according to the following:

The phone must not be a smart phone or be capable of taking photos or connecting to the internet.

Suggested phone models to meet our policy include the following types:

Nokia 105, Samsung E1200 or Alcatel 10.16G

It should be clearly marked with the student's name.

The phone should be switched off before the student enters the school site and placed in their school bag.

The phone should not be brought out at any point during the school day and should only be used after school when they are out of sight of the school entrances.

A school approved mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.

If a student is allowed to take a mobile phone on a school visit/residential trip it must be a school approved mobile phone.

There may be occasions where a member of staff is required to search a student's personal belongings to look for a mobile phone (this will be done in accordance with the DfE guidance on searching and screening).

If during a search a 'school approved phone' is found it will not be confiscated provided it does not contain any evidence relating to an investigation AND when it is found it is switched off.

All non-school approved phones and school phones that are not switched off will automatically be confiscated as part of a search.

Any phone that is seen or heard during the school day (school approved or otherwise) will automatically be confiscated.

Any phone which is seen before or after school, within sight of the school entrances will automatically be confiscated.

When a phone is confiscated:

If it is a school-approved mobile phone and does not contain information pertaining to an investigation, it may be collected by a parent at the end of the school day. It will not be returned to the student.

If it is a non-approved phone, neither the phone nor the SIM card will be returned until the end of the full school term in which it is confiscated. **No exceptions** will be made to this rule so you must ensure your child does not bring a non-approved mobile phone onto the school premises under any circumstances.



105



Samsung E1200



Alcatel 1016G

Nokia

Prep and Homework

Homework can be one of the biggest changes affecting parents when their child starts high school but we know it has a significant impact on your child's attainment. All subjects are expected to set lesson preparation in every lesson which is used as a bridge from one lesson to the next. The purpose of "prep" is to ensure your child arrives to the lesson. Sometimes, your child might be set a slightly longer piece of work which is known as a standardised homework assignment. Your child will be given more time to complete this.

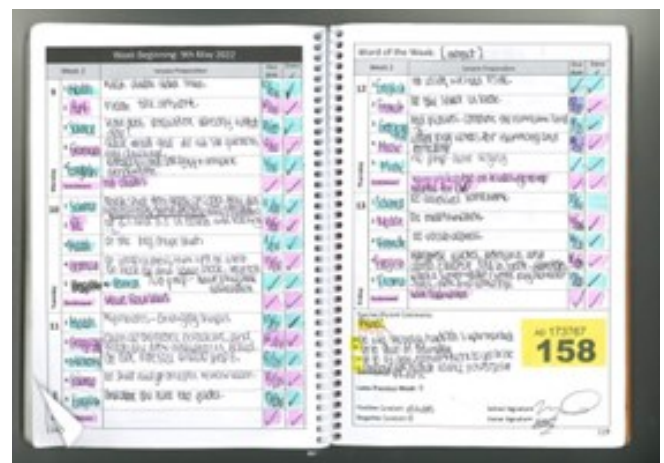
- ♦ **Lesson Prep**—a short task (15-20mins) which is set daily and will set up the learning for the next lesson or consolidate the learning which has taken place in that lesson. It will usually focus on memorisation.
- ♦ **Standardised Homework Assignments**—a longer task that will be set after a sequence of lessons and will be used to assess your child's progress in a particular skill or topic area.

The Planner

Your child will record all their prep, homework and other information about their progress in their planner. This is checked at the end of every day to ensure prep has been recorded. As a parent, you can also use the planner to check that your child is on top of their prep and homework.

Top tips

- ♦ Check their planner each evening to ensure they have completed their prep for each day.
- ♦ Buy your child a folder so they can keep all prep tasks neatly in one place.
- ♦ If there is "no prep" written, double check they have not recorded this incorrectly.
- ♦ Encourage them to tick off completed prep tasks.
- ♦ Encourage your child to keep their planner neat and tidy.



There is an expectation for parents to sign the planner each week to ensure the planner is being regularly checked and so parents are aware what prep is being set.

Prep Support

At school, we run a study club for all year 7 students to complete prep. There is a dedicated study space with laptops and staff on hand to support. This runs daily from 15:15—16:15.

As per our policy, if a piece of prep or homework is not completed a child is issued with 2 negative conduct points* and required to sit a detention on the same day. If the pastoral team notice your child has accumulated a number of negative conduct points for prep they will be placed in compulsory prep support. This is a supportive measure and you will receive a letter home with key details.

*Please note, initially year 7 students do not receive negatives in the first two weeks to allow them time to adapt to new routines.



Prep in Year 7

Subject	Prep	Who to contact
Art	80% of prep set is to complete the class activity so pupils can move onto the following lesson with all coursework completed. Each prep is on the first slide of the lesson on Copia with a visual example. If a pupil cannot complete the work please issue them with	Mrs Sullivan Head of Art & Design Ksullivan@adalovelace.org.uk
Computing	Students will receive a workbook at the beginning of each half term, aligned with the unit of study for that period. Each workbook contains preparation tasks designed to help students prepare for upcoming les-	Mrs Young Head of Computing suyoung@adalovelace.org.uk
English	English prep will always be a short task that recalls key information from previous or prepares students for the next lesson. Tasks are always completed in the 'extract and prep' booklet that is handed out each	Ms Bloomfield 2ic English Hbloomfield@adalovelace.org.uk
German	3 out of 4 prep tasks will be a single A5 worksheet consisting of 2-3 tasks. The first tasks consolidate the grammar objective from the lesson. The final task is either a Look-Cover-Write-Check activity to prepare	Frau Michels, KS3 German Coordinator Jmichels@adalovelace.org.uk
Geography	Geography prep involves short tasks in a booklet recalling information from previous lessons. These can be key word quizzes or summarising key information in a table. Information is found in knowledge organisers or on the task.	Mrs Pilcher KS3 Geography Co-Ordinator Mpilcher@adalovelace.org.uk
History	Prep book provided for each unit with recall from lessons and preparation for the upcoming lesson. These will be defining key terms and practicing writing skills.	Ms Kearey, KS3 History Co-ordinator Ekearey@adalovelace.org.uk
Mathematics	Pupils will receive compulsory homework each week on Sparx. They should complete the questions in their Sparx booklet showing full working.	Mrs Williams Head of Maths nwilliams@adalovelace.org.uk
Music	Weekly online Microsoft Form shared with students via email and posted in Music Microsoft Team.	Ms L Jackson Head of Music Ljackson@adalovelace.org.uk
PE/Games	In PE students do not receive prep but it is important they remember their PE kit. Look over your timetable and pack your PE kit the night before your lesson. Also check the weather forecast to make sure you kit is appropriate.	Ms Moran Head of PE emo-ran@adalovelace.org.uk
RE	Prep booklets are provided for each unit. Tasks require students to recall previous learning, answer exam style questions, explore foundational content for the upcoming lessons or complete tasks that consoli-	Ms Margetts, KS3 RE Co-Ordinator Jmargetts@adalovelace.org.uk
Science	Prep booklet provided containing sequenced tasks that correlate to the lesson taught that day. Most often in the form of a past paper question.	Ms Trimble KS3 Science Co-Ordinator Atrimble@adalovelace.org.uk

The House System

The house system creates unity between tutor groups across the year groups. This happens through inter-form competitions, sporting activities and the termly conduct point competition.

The Houses are named after famous Mathematicians or Scientists, using the initials of Ada Lovelace:

ADLOVEC

Archimedes	(Red)	Archimedes
Descartes	(Orange)	René Descartes
Lorenz	(Yellow)	Edward Norton Lorenz
Omar Khayyam	(Green)	Omar Khayyam
Vaughan	(Light Blue)	Dorothy Vaughan
Euler	(Dark Blue)	Leonhard Euler
Curie	(Purple)	Marie Curie



The Welfare Room

The school's Welfare Room is located beside the school office, near the main reception. It contains all of the necessary fixtures, equipment and supplies necessary.

The Welfare Room is serviced by First Aiders who are on site from 7.45am until 5.15pm. Kindly note that the First Aiders are only able to provide immediate medical attention. They are not able to help with daily ailments, something that happened the night before or over the weekend.

Parents are expected to:

- ◆ Advise the school regarding any medical appointments their child has during school time
- ◆ Provide information about their child's medical condition on the Emergency Contact Form via the link that they were sent with their Welcome Email and on a hardcopy Care Plan
- ◆ Update the school concerning any changes regarding their child's medical condition
- ◆ Provide the school with any necessary medication ensuring that it is in date, in its original packaging and pharmacy labelled. Medication should be handed in to reception with a Medication Permission Form (available at Reception). The medication should be taken home where possible.
- ◆ Agree to provide an Individual Healthcare Plan and comply with the Trust's First Aid and Support for Pupils with Medical Conditions Policy.

Pupils are expected to:

- ◆ Report to reception at the correct time if they have a medical appointment during school time
- ◆ Speak to a member of staff if they feel unwell or have been involved in an accident and then report to Student Services so that they can be assessed and instructed to go to the Welfare Room
- ◆ Carry any life-saving medication (e.g. Epi-pens and Inhalers) on their person at all times - this includes during PE lessons (the teacher may be able to hold the medication if necessary)
- ◆ Be responsible for their own medication on day trips and residential trips. If your child does not have their in date medication with them on the day of the trip, they will not be permitted to go.

Wider Learning

At Ada Lovelace, we actively encourage every student to take part in at least one wider learning activity across the year.

Why is wider learning so important?

- ♦ It gives students the opportunity to extend their learning beyond the taught curriculum.
- ♦ It gives students the opportunity to make friends outside of their form group and subject classes.
- ♦ It provides students with important leadership skills.
- ♦ There is the opportunity to take part in competitions across the Trust and the borough.

What do we have on offer at Ada Lovelace?

Here are just a few examples of the kind of Wider Learning Opportunities your child will be offered during their time at Ada Lovelace CofE High School:

- ♦ Sports Clubs—football (girls and boys), netball, cricket, tennis, athletics and more!
- ♦ Music Ensembles
- ♦ Chess Club
- ♦ School Magazine
- ♦ School Choir
- ♦ Spelling Bees
- ♦ Science Club
- ♦ Theatre Visits
- ♦ Cross-curricular Projects
- ♦ Local, Regional & National Competitions



How do we sign up?

On Friday 27th June, your child will take part in the wider learning fair where they can learn about some of the clubs we have on offer. In September, they will be able to sign up to wider learning clubs. Of course, there is a limit to the number of students that can attend a club so it may be they have the opportunity to join later in the year. Your child's form tutor will provide more information.

Take a Deep Breath!

Breathing is automatic and you do not have to think about doing it in order to stay alive. However we can learn to breathe more effectively – especially in particular circumstances. Singers and athletes both learn to control their breathing in order to become more powerful or more effective. Good breathing can make us more alert and more controlled. By taking more oxygen into our bodies it can help us concentrate on what we are doing. This will help us be calm and reflective both in our thinking and our prayer. Lazy breathing will make us less energetic if we slouch and use shallow breaths we give less oxygen to our brains.

This is why at Ada Lovelace CofE High School we will practice a simple discipline of sitting up straight and taking good deep breaths. We will always do this exercise at the start of our assemblies and in our prayer and reflection times. However our best students will learn to manage their posture so that they breath well and are alert all the time – especially in class.

Breathing Properly

Here is a simple breathing exercise to achieve good breathing:

- ♦ **Place your hands at the base of the rib cage.**

The lungs go that far down. What fills them deeper is the pulling down of the diaphragm which is a membrane at the bottom of the chest cavity. The diaphragm creates a suction which draws air into the lungs. Air is then expelled when the diaphragm is pushed up. In this process, the life-giving oxygen fills the lungs and gets into the blood stream for distribution to the cells. Carbon dioxide is expelled from the blood into the about-to-be exhaled breath, thus cleansing the body and blood of waste products.

- ♦ **Lay the palms of your hands just below the rib cage, middle fingers barely touching each other, and take a slow deep breath.**

As the diaphragm pulls down, the stomach will slightly expand causing the fingertips to separate a little. This indicates you have used your lungs fully with a proper deep breath. Simply puffing up your chest when you breathe fills only the upper and middle part of your lungs and does not give you maximum lung capacity. Deep breathing using the diaphragm increases energy and decreases tension in challenging situations.

Positioning Yourself to do Well

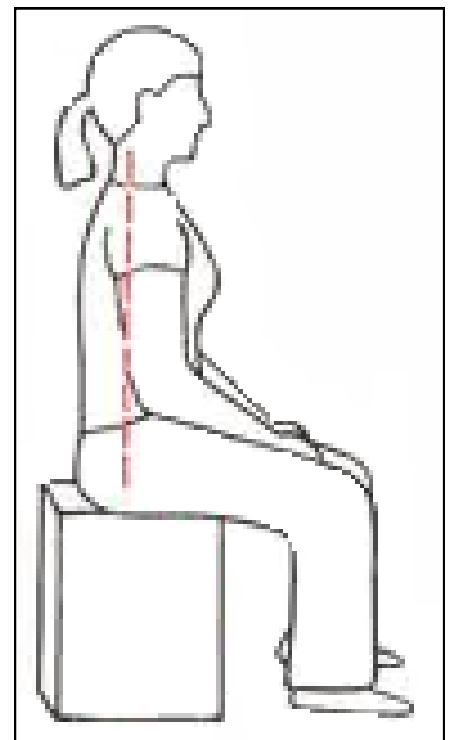
There is one other very simple thing which you can do ... which is about positioning yourself to do well...

It is so simple that it can become automatic ... but it really does puts you in the right position to learn, quite literally!

Proper sitting posture involves upright spine, your head being held over your neck, your ear canal inline with the middle of your shoulder, shoulders relaxed (not pulled backwards with the chest sticking out), pelvis slightly tilted forward (not tucked or over-tilted), knees below or at level of the hips, and feet placed firmly flat on the floor shoulder width apart, toes pointing forward.

Our Reflection Routine:

1. Sit up straight and tall. Exhale – ensure your stomach is flat.
2. Inhale through your nose and, at the same time, relax the stomach muscles. Feel as though your stomach is filling with air.
3. After filling the stomach, keep inhaling. Fill up the middle of your chest. Feel your chest and rib cage expand.
4. Hold the breath in for a moment, then begin to exhale as slowly as possible through your mouth.
5. As the air is slowly let out, relax your chest and rib cage. Begin to pull your stomach in to push out the remaining breath.
6. Close and relax your eyes, and repeat the exercise focusing on your breathing.
7. Relax your face and mind.
8. Let everything go.
9. Practice for 3-5 minutes.



Ear over shoulder, pelvis
slightly tipped forward

Being Prayerful

Ada Lovelace is a Church of England school. Every time we gather together as a community we will start with a greeting and end with a prayer and a response which we can listen to or say together. This will give us a moment to remember ourselves before God – in advance of talking about the things which we want to talk about. How we breathe and how we sit will help us to be prayerful and reflective also.

Here are some of our favourite greetings and responses:

Christ has no body but ours;
No hands; no feet on earth but ours.

Ours are the eyes with which he looks
with compassion on this world.

Ours are the feet with which he walks to do good,
Ours are the hands, with which he blesses.

After Teresa of Avila (1515–1582)

Serenity prayer

God, grant me the serenity
to accept the things I cannot change,

Courage to change the things I can
and the wisdom to know the difference.

Living one day at a time;
enjoying one moment at a time.

after Reinhold Niebuhr

All shall be well
And all shall be well

And all manner of things shall be well
All life is a precious thing

Held in the Palm of God's Hand
Amen

after Julian of Norwich

Love is patient; love is kind
never boastful or jealous or proud

Love is never rude or self-seeking
doesn't take offence or store resentment

Love does not rejoice at wrong-doing
but finds joy in the truth

Love bears all things, trusts all things:
love hopes and love endures.

From 1 Corinthians 13

What Happens Next?

Welcome Presentation: Thursday 26th June 2025 - 6.00pm to 8.00pm

The Welcome Evening is designed to introduce you to Ada Lovelace CofE High School and the Twyford CofE Academies Trust and to ensure that you have all the information required for the first day of term - Tuesday 2nd September 2025. Students will also be able to meet their tutor.

Induction Day: Friday 27th June 2025 - 8.30am to 3.00pm

This will be an opportunity for you to meet your new form tutor, take part in some taster lessons and explore our wider learning offer at the wider learning fair!

Students should wear their primary school uniform and bring a packed lunch or £2.75 to purchase a lunch pass from their tutor.

CATS Testing Day: Monday 30th June 2025—8.30am to 11.30am

Students will undertake a series of three reasoning tests. This will be on a computer and be used as part of the setting process to ensure your child gets the best support in year 7. Please note lunch will not be provided on this day but they will receive a snack and a drink. We recommend all students bring a water bottle with them.

Individual Meetings: Week Beginning 30th June 2025

You will have been given individual appointment times in your 'Welcome to Ada Lovelace' letter. Individual meetings are not a test....just a chance to get to know you a little better.

We will ask you about:

- ♦ What you enjoyed most at Primary school
- ♦ Whether you have any worries about coming to Secondary School
- ♦ What you like doing outside of school

What you need to bring:

- ♦ Your latest school report (if you have one)
- ♦ All of the forms enclosed in this welcome pack (please complete and sign the forms **before** your individual meeting)

Welcome Service: Tuesday 2nd September 2025 - 9.30am to 11.00am

To mark the special event of your child's first day at Ada Lovelace we would like to invite parents and students to attend a Welcome Service. Please arrive for 9.30am. The Welcome Service will commence at 10.00am and will be followed by a reception for parents whilst students gather in their forms groups.



Useful resources

On the next few pages are some useful resources that you may wish to cut out and display in your home.

Transition Checklist

Use the checklist below to ensure you are fully prepared to help you transition to secondary school.

Which form are you in? Circle your house below:



My form tutor's name is: _____

My Head of Year's name is: _____

If I am worried about my safety or the safety of someone else, I can speak to:

Checklist:

Uniform—check in your induction pack for more details

- Ensure you have bought your uniform and sports kit
- Ensure you have bought the correct shoes
- Ensure you have bought the correct coat
- Ensure you have labelled all your uniform in case it gets lost
- Ensure you have a plain black bag for your PE kit

Equipment

- Ensure you have bought the correct stationary
- Ensure you have bought a water bottle to fill up at school
- Ensure you have a pencil case to keep your stationary safe and organised
- Ensure you have a folder to keep your prep organised

Learning

- Ensure you have a reading book that you keep in your school bag at all times.
- Ensure you have looked through your induction booklet to remind yourself of key expectations



Term 1—Autumn



Use the table below to keep track of how you are progressing this term. All the information can be found in your child's planner.

Week commencing	Positives	Negatives	Attendance	Pastoral Stage	Notes
3rd September					
8th September					
15th September					
22nd September					
29th September					
6th October					
13th October					
20th October					
HALF TERM					
3rd November					
10th November					
17th November					
24th November					
1st December					
8th December					
15th December					
CHRISTMAS BREAK					
Which wider learning clubs am I taking part in this term? Make a note of the day below:					



Term 2— Spring



Use the table below to keep track of how you are progressing this term. All the information can be found in your child's planner.

Week commencing	Positives	Negatives	Attendance	Pastoral Stage	Notes
5th January					
12th January					
19th January					
26th January					
2nd February					
9th February					
HALF TERM					
23rd February					
2nd March					
9th March					
16th March					
23rd March					
EASTER BREAK					

Which wider learning clubs am I taking part in this term? Make a note of the day below:



Term 3—Summer



Use the table below to keep track of how you are progressing this term. All the information can be found in your child's planner.

Week commencing	Positives	Negatives	Attendance	Pastoral Stage	Notes
13th April					
20th April					
5th May					
11th May					
18th May					
HALF TERM					
1st June					
8th June					
15th June					
22nd June					
29th June					
6th July					
13th July					
SUMMER BREAK					

Which wider learning clubs am I taking part in this term? Make a note of the day below:

Trust Anthem

Each Day A New Day

In This Special Place

Each day a new day in this special place;
Hearts firm in faith, sustained within your grace.
Building our lives in truth and harmony;
Constantly growing in community.

Here for a purpose, ambitions to fulfil;
Resourceful in effort and resilient in will.
Our lives enriched in reflection of your ways;
For these and all your gifts we give you praise.

As we move forward, new thresholds to explore;
Excellence our goal, achievement the reward.
Grant us direction, your principles affirm;
Inspire our intention as we seek to serve.

Be present now, our comforter and guide;
Life in abundance, vision you provide.
Fulfil your promise to be ever near;
Confer your blessing as we gather here.

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