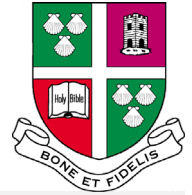


Bubble Guide for Year 10



Where is my main bubble area?

The Humanities Corridor.

How do I get to my bubble area? Which access doors can I use?

Access the building from the Quad and go up the Vinter stairs to the Humanities Corridor.

Where is the office for my Head of Year?

Mr Moffat's office is in room H0 on the Humanities Corridor.

Where do I go when I get to school?

From 7.30am, you can go to the Humanities Corridor (using the access door indicated above) and use any available classrooms, your form room or the corridor.

Where do I go at breaktime?

*If the weather is reasonable, you have use of the Quad and 1st XI cricket outfield at the Headmaster's house end. In poor weather, you will be allowed to use the Humanities classrooms and corridor. **You will be expected to be outside unless told otherwise.***

Where do I go at lunchtime?

*If the weather is reasonable, you have use of the Quad and 1st XI cricket outfield at the Headmaster's house end. In poor weather, you will be allowed to use the Humanities classrooms and corridor. **You will be expected to be outside unless told otherwise.***

How do I get to my lunch?

*You will have lunch in the Dining Room and the HLG on a rotation basis dependent on which week it is.
Week A: queue up for the Dining Room in the usual place at 1.30pm
Week B: queue up for the HLG along the covered walkway at 1.30pm*

How do I get back to my bubble area after lunch?

*On exiting the Dining Room, you should walk up the ramp by the lunch queue and proceed around to the front of school to the Quad. Either remain in the Quad and 1st XI cricket outfield at the Headmaster's house end or, in the case of inclement weather, the Humanities corridor using the Vinter stairs.
On exiting the HLG, return to the Quad and 1st XI cricket outfield at the Headmaster's house end or, in the case of inclement weather, the Humanities corridor using the Vinter stairs.*

Which toilet/bathroom facilities am I allowed to use? Which route should I take to get there?

Toilets for boys and girls are at the end of the Humanities Corridor at the top of the Vinter stairs. No other year group will be using these facilities. Look after them!

Where do I wash my hands?

In the designated toilet facilities at the end of the Humanities Corridor.

Where do I sanitize my hands?

Every time you enter the school building via the Vinter stairs, and whenever reminded by a teacher.

Do I have to wear my mask at all times when indoors?

Yes. Masks must be always worn when indoors, both inside and outside lesson time. If you want to eat a snack during breaktime you must eat it outside and classrooms must not be treated as a social area for chatting without masks. The guidance has changed since last term.

Where do I refill my water bottle?

At the hands-free water fountain at the end of the Humanities Corridor.

I have a lesson on my timetable in a room outside my bubble area. How do I know where to go?

Pay close attention to the instructions from your form period. Your only lessons not taking place in the Humanities Corridor are

- *DT (go via the front of school to the front entrance of DT)*
- *Computing (go via the front of school, around the back of the Greenwood Building and access via the metal fire escape)*
- *Art (go via the front of school, around the back of DT and access the front entrance)*
- *Music and Drama (go via the front of school, around the back of DT, into the Yard and through the Davy Building main door)*
- *PE (go to the external PE changing rooms)*
- *Learning Support (as an exception, you may go along the Humanities Corridor, through the double doors and down one flight of stairs. Go through the double doors and turn right to get to LS1 and LS2. TRY TO AVOID TOUCHING THE HANDRAILS ON THE STAIRS. DO NOT GO THROUGH THE DOUBLE DOORS AT THE END OF THE MATHS CORRIDOR)*

Will breakfast be provided for day pupils?

Yes, in the Dining Room from 8.05am. Please queue up and wait to enter.

Where do I wait to be collected if I am leaving school at 4pm?

Leave your bubble via the Vinter stairs through the Quad to the turning circle; if you do not get directly into your car, please socially distance from other pupils. On your games day, you can be picked up earlier.

When do the school buses leave?

The school buses leave at 5.20pm from the Yard after co-curricular activities have finished.

What is the latest time I can be picked up?

You must be off site by 5.45pm

Is tea provided for day pupils?

Yes, in the Hastings-Long Gallery from 5.15pm. This will not be a cooked tea but a sandwich or equivalent and should be booked in by 12 noon on the day using the form on firefly.

<https://woodhousegrove.fireflycloud.net/catering/day-pupils-tea-booking>

Where do I go after school if I do not have an organised activity?

Your bubble should remain on the Humanities Corridor until 5.15pm and then go to your year group zone on the HLG using the pupil entrance at the front of school.

Where do I go after school to change for a co-curricular sport session?

Your after school co-curricular sport session is Monday from 4.15 – 5.15pm. Boys will change in the Basement changing rooms (access via the external door) and girls in the internal and external PE changing rooms (access via the external door).

Your after-school fitness suite session is Wednesday from 4.15pm – 5.15pm. Changing will be the swimming pool changing rooms and access will be via the pupil entrance at sports hall reception, along the bottom corridor and up one flight of stairs.

Where can I store my sports bag during the day?

In the locker rooms past the Hub but lockers are NOT to be used – Mr Moffat will advise.

Where do I go after school for other activities?

The teacher organising the activities will give you clear instructions. If unsure, send them a message via Teams, ask your Head of Year or go to Sports Centre Reception.

Will there be competitive sport against other schools on Saturday?

No, however, there will be sporting activities within bubbles on Saturday mornings.

Is the Tuck Shop and Woody's open?

No, these facilities will not be open.

Where and when can I access The Hub?

You can access The Hub at lunchtimes on the same days as before Christmas.

How do I access Learning Support?

To access the Learning Support area, go along the Humanities Corridor, through the double doors and down one flight of stairs. Go through the double doors and turn right to get to LS1 and LS2. TRY TO AVOID USING THE HANDRAILS. DO NOT GO THROUGH THE DOUBLE DOORS AT THE END OF THE MATHS CORRIDOR.

Is the Library available to work in or borrow books?

The library is closed and out of bounds to pupils, however, books can be accessed using the firefly link.

<https://woodhousegrove.fireflycloud.net/library/the-library-during-covid>

How do I get help from a teacher when I am stuck?

If you cannot easily find the teacher, send them a Teams message and, if appropriate, they will agree a meeting place and time, outside or within your bubble.

I feel ill. What do I do?

Do not suffer in silence. Tell a teacher in your bubble and ask if you can or go to the Sports Centre Reception, using the Pupil entrance.

My IT is not working. How can I get help to get it fixed?

Send the IT team an email using pupillt@woodhousegrove.co.uk, if you can, or get a friend/teacher to send one on your behalf. If necessary, the support team will come to you in your bubble.

What do I do if the Fire Alarm goes off when I am in my bubble area?

Leave the building and head for the muster point which is the 1st XI cricket outfield at the sports hall end. You may use ANY suitable staircase even if this means one outside of your designated bubble. The priority is to exit the building.

What do I do if the Lockdown bell/klaxon goes?

If indoors, get to the nearest classroom and follow the lockdown procedures as previously. If outdoors, find a trusted adult as quickly as possible.