

Bubble Guide for Year 12/13



Where is my main bubble area?

The main bubble area is the Sixth Form Centre (Year 13) and the common rooms off the short-corridor/library (Year 12), however, there are satellite venues for teaching.

These may evolve but, at the moment, are...

- *DT (accessible only from the back stairs near Brodwell House)*
- *Art (Studio 2 accessible only from the courtyard door)*
- *Davy Building (ground floor accessible only from the main Davy building door)*
- *Science (accessible only from the Quad door near Senior Chemistry)*
- *Business Studies (accessible only from the short-corridor staircase and through the locker area)*
- *M1 (accessible via Business Studies, and through the Maths Office into the back of the room)*
- *RS (accessible as usual via the Bell Door)*

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

Year 13 – Access the Sixth Form Centre via the main entrance on the Sixth Form side which will not cross with another bubble.

Year 12 – Access the common rooms via the short-corridor off the Quad and the Library via the Bell Door

Where is the office for my Head of Year?

As per normal. Mrs Nott, Mr Softley, Mrs Limbert and Mr Whitlam will be available.

Where do I go when I get to school?

From 7.30am, you can go to the respective year group areas using the access doors indicated above.

Where do I go at breaktime?

You have use of the Sixth Form Centre (Year 13) and the common rooms off the short corridor/library (Year 12) as well as the Bicentenary Garden – weather permitting.

Where do I go at lunchtime?

You have use of the Sixth Form Centre (Year 13) and the common rooms off the short corridor/library (Year 12) as well as the Greenwood Building end of the Yard and Bicentenary Garden – weather permitting.

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 HLG along the covered walkway at 12.40pm if free period 4, otherwise, 1.05pm.

Week B: queue up for the Dining Room in the usual place at 12.40pm if free period 4, otherwise, 1.05pm

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

On exiting the Dining Room, go to the respective year group area or the Greenwood Building end of the Yard.

On exiting the HLG, go via the front of school to the Greenwood Building end of the Yard. You cannot use the Yard space during junior lunch.

Which toilet/bathroom facilities am I allowed to use?

Toilets in the Sixth Form Centre or, the sports hall toilets when in science or single toilet when in RS.

Where do I wash my hands?

In the designated toilet facilities.

Where do I sanitize my hands?

Every time you enter a school building 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.

Where do I refill my water bottle?

At the hands-free water fountain at the bottom of the swimming pool stairs or in the Sixth Form Centre.

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. Details will be posted in the Sixth Form Centre as well.

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?

Access the turning circle through the Yard; 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?

Both Year 12 and 13 can remain in the Sixth Form Centre until 5.45pm from 4pm.

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

Your after school co-curricular sport session is Tuesday 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.

Fitness suite for rugby will be on Thursday from 4.15pm – 5.15pm and changing will be in the PE changing rooms; access via the external door.

Fitness suite for netball will be on Friday from 4.15pm – 5.15pm and changing will be in the swimming pool changing rooms; access via the pupil entrance at sports hall reception.

Where can I store my sports bag during the day?

In the usual bag store in the respective year group area.

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?

Tuck shop is not open but Woody's is open within the Sixth Form Centre.

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, enter the Martin Hall by the Amphitheatre and use the stairs to the second floor. Go through the double doors and turn right to get to LS1 and LS2. DO NOT GO THROUGH THE DOUBLE DOORS ON THE FIRST FLOOR.

Is the Library available to work in or borrow books?

The library is open as a work area for Year 12, 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 pupilIT@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 top netball courts. You may use ANY suitable staircase even if this means one outside of your designated bubble. The priority is to exit the building but do not re-enter a building to get to the muster point.

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.

To maintain and promote safety, Sixth Form students have the opportunity to arrive late or leave school site. However, there are clear rules around this which need to be adhered to:

1. Students that do not have period 1 or periods 1 & 2 do not need to be in school but must be in for 10.30am form period.
2. Students that do not have period 6 or periods 5 & 6 may leave school site to go home.
3. Students arriving late or leaving school site MUST sign in and sign out at the front reception.
4. Students are not allowed to be off school site at any other times unless granted express permission by Mr Softley.
5. Students will not be allowed to share transport unless permission has been given to Mr Softley from parents/carers - special considerations only.
6. If students do not follow these rules correctly then they can expect this to be taken away from them.