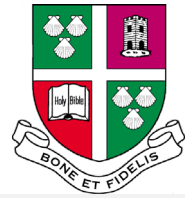


Bubble Guide for Year 7



Where is my main bubble area?

The English Corridor.

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

Covered Shed Door - near E1 and E2.

Where is the office for my Head of Year?

Miss Barron's office is at the Martin Hall end of the English Corridor - near E6.

Where do I go when I get to school?

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

Where do I go at breaktime?

*If the weather is reasonable, you have use of the Amphitheatre end of the Yard and Davy Building Amphitheatre. The door to the Ampitheatre is not to be used. In poor weather, you will be allowed to use the Year 7 Locker Area and Covered Shed but NOT the Martin Hall. **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 Amphitheatre end of the Yard and Davy Building Amphitheatre. The door to the Ampitheatre is not to be used. In poor weather, you will be allowed to use the Year 7 Locker Area and Covered Shed but NOT the Martin Hall. **You will be expected to be outside unless told otherwise.** Please be mindful that the senior school will be in lessons and so too much noise will disrupt their lessons.*

How do I get to my lunch?

You will queue to go into lunch in the Dining Room from 12.10pm. To join the queue, you will need to leave the English Corridor by the Covered Shed door.

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

On exiting the Dining Room, return to the Yard or Amphitheatre or access the English Corridor by the Covered Shed door only.

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

Your toilets are off the Martin Hall. No other year group will be using these facilities. Look after them! There will be tape to demarcate the route.

Where do I wash my hands?

In the Martin Hall toilets.

Where do I sanitize my hands?

Every time you enter the building via the Covered Shed 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 break 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 outside the Martin Hall toilets.

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 English Corridor are Learning Support (if not taking French), Thinking Group, IT, music, PE and Games.

To access the Learning Support area, use the Martin Hall stairs opposite your toilets, 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.

To access music, wait in the Amphitheatre for your teacher.

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 the end of the day?

You will have a designated pick-up area in the yard if you are being picked up at 3.50pm. On your games day, you can be picked up earlier. This will be as per the Autumn Term.

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 English Corridor until 5.15pm and then go to your year group zone on the Hastings-Long Gallery 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 Wednesday 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).

Where can I store my sports bag during the day?

In your bottom locker.

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, use the Martin Hall stairs opposite your toilets, to the second floor. Go through the double doors and turn right to get to LS1 and LS2. TRY TO AVOID TOUCHING THE HANDRAILS. DO NOT GO THROUGH THE DOUBLE DOORS ON THE FIRST FLOOR. If you get to the top of the flight of stairs, you have gone too far. Go down one flight.

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 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 by the NORMAL route as per the signage in the classrooms. 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 directed by the teacher. If outdoors, find a trusted adult as quickly as possible.