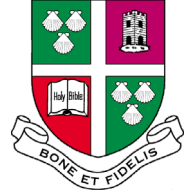


Bubble Guide for Year 8



Where is my main bubble area?

The Greenwood Building.

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

Through the front door and stairs of the Greenwood Building.

Where is the office for my Head of Year?

Mrs Jennings' office is on the top floor of the Greenwood Building in one of the small rooms.

Where do I go when I get to school?

From 7.30am, you can go to the Greenwood Building (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 half of the Yard at the Greenwood Building end. In poor weather, you will be allowed to use the Greenwood Building classrooms and landings. **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 half of the Yard at the Greenwood end and the 1st XI cricket outfield at the Headmaster's house end: access around the back of the Dining Room and past the front of school. In poor weather, you will be allowed to use the Greenwood Building classrooms and landings. **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 12.25pm
Week B: queue up for the HLG along the covered walkway at 12.10pm*

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

On exiting the Dining Room, return to the Greenwood Building end of the Yard or around the back of the Dining Room and past the front of school to the cricket outfield. Access the Greenwood Building by the main entrance.

On exiting the HLG, return to the Greenwood Building end of the Yard or straight to the cricket outfield. Access the Greenwood Building by the main entrance past the front of school and around the back of the Dining Room.

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

Your toilets are the temporary toilets in the Yard. No other year group will be using these facilities. Look after them! Access across the Yard.

Where do I wash my hands?

In the temporary toilets.

Where do I sanitize my hands?

Every time you enter the Greenwood building via the main door, 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 water fountain between the Greenwood Building and art block. Try to limit touching the water fountain.

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 Greenwood Building are Learning Support, music and PE or Games.

To access the Learning Support area, enter the Martin Hall by the Amphitheatre and use 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.

To access music, go across the Yard and 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 4pm?

Make your way through the Yard and past the back of the swimming pool 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 in the Greenwood Building 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 Friday from 4.15 – 5.15pm. Boys and girls will change in the usual internal and external PE changing rooms (enter via the external door).

Where can I store my sports bag during the day?

In your classroom or one of the spare small rooms – Mrs Jennings 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, 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 OR TOUCH ANY OF THE HANDRAILS IF POSSIBLE.

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 previously. If outdoors, find a trusted adult as quickly as possible.