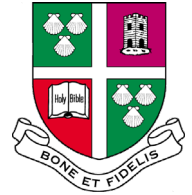


## Bubble Guide for Year 9



### **Where is my main bubble area?**

*The Maths Corridor.*

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

*Access the Martin Hall from the Quad side and go up the stairs to the Maths Corridor.*

### **Where is the office for my Head of Year?**

*Mr Sugden's office is at the end of the Maths Corridor opposite M8.*

### **Where do I go when I get to school?**

*From 7.30am, you can go to the Maths 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 top netball court and 1<sup>st</sup> XI cricket outfield at the sports hall end. In poor weather, you will be allowed to use the Maths 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 top netball court and 1<sup>st</sup> XI cricket outfield at the sports hall end. In poor weather, you will be allowed to use the Maths 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 HLG along the covered walkway at 12.10pm  
Week B: queue up for the Dining Room in the usual place at 12.25pm*

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

*On exiting the Dining Room, you should use the ramp to the DT building and proceed around the front of school. Either, return to the top netball court and 1<sup>st</sup> XI cricket outfield at the sports hall end or, in the case of inclement weather, the maths corridor using the Martin Hall doors.  
On exiting the HLG, return to the top netball court and 1<sup>st</sup> XI cricket outfield at the sports hall end or, in the case of inclement weather, the maths corridor using the Martin Hall doors.*

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

*Girls will use the toilets opposite the Maths Office.  
Boys will use the toilets at the top of the Martin Hall stairs at the end of the Maths Corridor. **DO NOT ENTER THE HUMANITIES CORRIDOR.**  
No other year group will be using these facilities. Look after them!*

### **Where do I wash my hands?**

*In the designated toilet facilities.*

### **Where do I sanitize my hands?**

*Every time you enter the school building via the Martin Hall, 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 opposite the Maths Office.*

**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*

- *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 (carry on along the Maths Corridor to Learning Support)*

**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 Martin Hall, around the side of 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 Maths 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 Thursday 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 classroom or M7 but lockers are NOT to be used – Mr Sugden 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, carry on along the Maths Corridor, through the double doors to Learning Support.*

**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](mailto: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 grassed area outside of the sports hall. 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.*