

School Operation document

Day-to-day operations

As we did in September we will continue having, geographically, each year group in a year group 'bubble model'. Within these bubbles we have teaching rooms, outdoor break/lunch areas, food collection point, medical room, fire assembly point and designated toilets. Each room within the school and key corridor points have an electronic sanitising machine that we will be continually encouraging the students to use. Students will move around in their own bubble during the school day and it will be the staff who move around the school. The first morning is dedicated tutor time, where all this will be explained to the students and they will be guided into their specific year 'bubble'.

Year Group	School Geographical Location
Year 11	Mathematics/Philosophy and Ethics corridor
Year 10	ICT and Humanities corridor
Year 9	English corridor
Year 8	Science block
Year 7	MFL block

Contacts

We always encourage your child's tutor to be your first port of contact with the school. However, please see below the key contacts for each year group bubble.

Year Group	Staff	Email
Year 11	Mrs Keegan (SLT)	h.keegan@jubileehigh.surrey.sch.uk
Year 11	Mr Glanville (Head of Year)	k.glanville@jubileehigh.surrey.sch.uk
Year 10	Mrs Connarty (SLT)	l.connarty@jubileehigh.surrey.sch.uk
Year 10	Mr Chellingworth (Head of Year)	s.chellingworth@jubileehigh.surrey.sch.uk
Year 9	Mrs Reid (SLT)	a.reid@jubileehigh.surrey.sch.uk
Year 9	Mr Johnson (Head of Year)	t.johnson@jubileehigh.surrey.sch.uk
Year 8	Miss Merrall (SLT)	l.merrall@jubileehigh.surrey.sch.uk
Year 8	Mrs Hyatt (SLT)	r.hyatt@jubileehigh.surrey.sch.uk
Year 7	Mrs Kipps (SLT)	s.kipps@jubileehigh.surrey.sch.uk
Year 7	Mrs Ford-Cox (Head of Year)	a.ford-cox@jubileehigh.surrey.sch.uk

Staggered Start and Finish

To ensure we have a smooth transition both into and out of bubbles, we have had to stagger times slightly for some year groups. Students will still get the same amount of school time and learning time. It is vital that students arrive/dropped at their given time and leave/collected at their given time as we are unable to let students into the school earlier due to our bubble model.

Year Group	Arrival and Start	Collection and Finish
Year 11	Arrival – 8:15am – 8:35am <i>Start – 8:40am</i>	Collection – 3:00pm – 3:20pm <i>Finish – 3:00pm</i>

Year 10	Arrival – 8:15am – 8:35am <i>Start – 8:40am</i>	Collection – 3:00pm – 3:20pm <i>Finish – 3:00pm</i>
Year 9	Arrival – 8:35am – 8:55am <i>Start – 9:00am</i>	Collection – 3:20pm – 3:40pm <i>Finish – 3:20pm</i>
Year 8	Arrival – 8:35am – 8:55am <i>Start – 9:00am</i>	Collection – 3:20pm – 3:40pm <i>Finish – 3:20pm</i>
Year 7	Arrival – 8:15am – 8:35am <i>Start – 8:40am</i>	Collection – 3:00pm – 3:20pm <i>Finish – 3:00pm</i>

Entry and Exit points of school

To support our staggered times, we have also arranged different entry and exit points to the different bubbles. Please see below where students should arrive and leave when coming to school.

Year Group	Entry Point	Exit Point
Year 11	Quad gate by MUGA <i>Via path alongside St Paul's</i>	Quad gate by MUGA <i>Via path alongside St Paul's</i>
Year 10	Student gate by Courtyard <i>Via path alongside St Paul's</i>	Student gate by Courtyard <i>Via path alongside St Paul's</i>
Year 9	Student gate by Courtyard <i>Via path alongside St Paul's</i>	Student gate by Courtyard <i>Via path alongside St Paul's</i>
Year 8	Quad gate by MUGA <i>Via path alongside St Paul's</i>	Quad gate by MUGA <i>Via path alongside St Paul's</i>
Year 7	Main Reception	Main Reception

Food Arrangements

The school will be running a limited choice menu whilst in our bubble model. Therefore, if you would like your child to bring in a packed lunch, I would strongly support this. The menu of choice for the students will be emailed out to parents and will also be published within every classroom. As we will be needing to bring the food to certain bubbles, these year groups will need to make their break and lunch choices during their tutor group sessions. The year groups that will be involved in this process are Y7, Y8 and Y10. Y9 and Y11 will go to established food points but will still have the same limited menu.

As you will be aware, we run a cashless system in school, however, students will not be able to put cash onto their account due to the machines being based in one specific bubble. Therefore, if you have any concerns with putting money onto your child's account, please contact the school office or email office@jubileehigh.surrey.sch.uk

Medical

We have designated medical rooms and first aiders for each bubble, if the school has to contact you and ask for you to come into school to collect your child, we would appreciate that you see this as a priority and make your way to the school as soon as possible.

Student equipment

As a school, we are not in a position to 'share' resources across different bubbles. Therefore, there is a big emphasis on students having the correct equipment for their lessons to ensure this does not stop their learning. As we introduced last year, all students must have a school bag to bring their books and equipment to and from school. With regards to equipment we would like students to have their own pens, pencils, calculator (and other maths equipment), highlighters and practical kit or equipment. We will not be able to equip your child, if you have any problems with this then please contact the relevant contact.

Practical subjects

Due to our bubble model and cleaning of equipment and areas we will be running a limited practical lesson timetable for subjects in Art and Technology, Performing Arts and Sport and Nutrition. We endeavour to give students some practical experience but some lessons may be theory based. Examination subjects will be given priority at these times. We hope that within time we can get back to our full practical experience, including within our extra-curricular programme. A reminder that if students have a practical Physical Education or dance lesson then they will come into school for the day in their correct kit.

Physical Education kit expectations

Jubilee High polo top or GCSE PE top
Jubilee High shorts or plain black tracksuit bottoms
Jubilee High fleece or plain black fleece/jumper (without a hood)
Black leggings or skins (only to be worn underneath shorts, not on their own)
Trainers
School blazer

Dance kit expectations

Jubilee High Dance T-shirt or plain black T-shirt
Plain black leggings or plain black tracksuit bottoms
Jubilee High fleece or plain black fleece/jumper (without a hood)
Black leggings or skins (only to be worn underneath shorts, not on their own)
Trainers
School blazer

Teacher – Parent meetings

If you as a parent, or a teacher, wishes to meet face-to-face then these will need to be booked appointments and are likely to be outside of school hours. Please do not expect to arrive at a time convenient to yourself to be seen straight away, this is not how we work in normal circumstances and this is even more relevant in our bubble model.