



‘Fit for a Queen’: Meet Queen Elizabeth I Online

At the Charterhouse, we have always been proud to offer a wide range of exciting school and family sessions, enabling children to discover and learn about history in an immersive and engaging way, and offering teachers and parents another way to explore the National Curriculum! We have just launched a brand new interesting and engaging virtual learning session available for both schools and families in association with Spectrum Drama, called ‘Fit for a Queen: Meet Queen Elizabeth I’.

How do our virtual sessions work?

‘Fit for a Queen: Meet Queen Elizabeth I’ is a live virtual session and is 45 minutes in length. It is delivered in person by a member of Spectrum Drama through a secure online platform.

To ensure that our virtual sessions are as lively and engaging as a visit to the Charterhouse, our team combine different formats, including:

- live presentation supported by PowerPoint slides
- photographs of objects
- live demonstration of objects

We usually deliver these sessions using the platform ‘Zoom’. If this platform is not accessible to you, please contact us to discuss alternatives.

Online sessions are accessible via a link that will be sent to the teacher before the session for circulation to the class for schools. For families, a link will be circulated shortly after booking.

Zoom’s privacy policy can be found here: <https://zoom.us/privacy>

Pricing and booking

For schools:

Each session is £50+VAT, and can cover a maximum of 35 children per session.

Booking is quick and easy. Simply email our Museum Manager gabriella.swaffield@thecharterhouse.org and let us know a date and time that you would like us to run the session.

All bookings will be invoiced after your session and payment must be made within 30 days of the invoice date. Please let us know as soon as possible if you wish to cancel or rearrange the session.

For families:

Each session is £5 per household, and can cover a maximum of 30 households per session.

Booking is quick and easy. Simply visit our *What's On* page on our website <https://thecharterhouse.org/visit-us/whats-on/> or visit our *Learning* page <https://thecharterhouse.org/learning-programme-categories/families/>

Recommendations

- We recommend that schools and families have their microphone and camera off during the session and use the chat function to communicate with Spectrum Drama. We can however work with microphone and/or camera on should you prefer this.
- The Charterhouse's full Safeguarding Policy is available upon request.
- We require you as the teacher, parent or group leader to take all possible steps to ensure the children, young people and vulnerable persons engaging with our sessions are kept safe by:
- Supporting and encouraging the young people you work with to use the internet responsibly and shows respect for others.
- Examining the risk assessments provided about sessions and the digital platforms used and completing the online safety agreement at the end of this page to show you are aware of these risks.

- Not recording any sessions. Any form of capturing the session is not accepted unless made by the Charterhouse with authority given by all participants and their teachers and carers/parents in advance.
- Supplying sufficient supervision as outlined below:
 - o Sessions to be streamed in school –
 - ♣ At least one member of teaching staff must be in the session at all times. Pupils will not be allowed access into sessions until there is sufficient teacher or group leader supervision.
 - o For children joining a session from home aged –
 - ♣ 0-7 years must have an adult with them at all times.
 - ♣ 7-13 years must have an adult within the same social space of their home at all times.
 - ♣ 14-18 years must join the session from a social space in their home.

At the start of the session Spectrum Drama will discuss safety and privacy, reminding participants how visible or audible they are to one-another during the session and advising them not to make personal disclosures.

Online sessions are very different to onsite sessions so we would ask that you speak to your pupils /children about the differences in advance. This is so they know what to expect of us, of their teacher/parent or group leader and what is expected of them too. It also allows you to have a conversation about what to do if they encounter something they are upset by.

For example: The session we are about to take part in will be really enjoyable. It is different to a usual museum visit though so there are some extra things to think about. When we join the session we will be met by a person who is a costumed interpreter pretending to be Queen Elizabeth I, they will introduce themselves and be with us for the whole session. The way we would behave in the session should be no different to how we would behave in the classroom; we must act responsibly and sensibly so we can all enjoy the experience. This includes thinking about the language we use as well as what we do whilst/if on screen. As always we should be kind to and respectful of others in the session and their opinions. You will not be asked to share any personal information or reveal it to the camera by Spectrum Drama so please don't do that. If you are concerned or upset about anything you see or hear in this session or any messages that you receive tell the teacher or parents and the person leading the session straight away.

In the unlikely event of an incident we will:

- √ Follow the clear and robust reporting procedures outlined in the Charterhouse safeguarding guidelines to act quickly.
- √ Ensure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- √ Review the effectiveness of the safeguarding procedures in light of any instances to mitigate any risks of the incident being repeated.
- √ Provide regular support and training for all staff and volunteers on dealing with all forms of abuse.

Please sign below to confirm you have read and understood all of the above information. Please email this form to the Museum Manager: gabriella.swaffield@thecharterhouse.org before your session.

Print Name: _____

Signature: _____

Date: _____

If you have any questions or concerns, we would love to hear from you - we hope you have an enjoyable session!

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