



CHARTERHOUSE@HOME

GUIDED AND INTERACTIVE LEARNING: START OF LQ 2021
INFORMATION FOR PUPILS, PARENTS AND BEAKS



CHARTERHOUSE@HOME

Providing a guided and interactive home education

To help in these exceptional circumstances, Charterhouse is available from your home. From the start of Long Quarter 2021 until February Exeat we will be providing a full programme of guided and interactive at-home education courses.

As far as possible, we are intending to deliver the same education that there would otherwise have been on campus, including not only academic teaching and learning, but also a programme of pastoral support and a range of co-curricular activities covering sport and fitness, the creative arts, society meetings and inter-House competitions.

At such times, we naturally focus on what really is most important - our families and our health - and it's also so important to hold fast to our core values and our sense of School community and togetherness.

During these challenging times we have drawn together a number of principles, based on our existing core values, which will inform our actions as a School over the coming period. I would ask every member of the School to hold these principles in mind:

KINDNESS

- We ask everyone – pupils, parents and staff – to look out for each other, to stay connected via technology and to play their part in our community.
- Now that we are likely to be in our homes and living closely with our family so much more than usual, kindness to each other, and to ourselves, has never been so important.
- We recognise that many in the Charterhouse community – pupils, parents and staff – will face significant personal challenges ahead. As a cohesive School community, we are committed to a personal, compassionate, flexible and caring approach to these challenges whatever and wherever they may be.
- We are making support for all our staff a priority, as they in turn will be dedicated to providing outstanding service to the School in exceptional times.
- When our pupils return to the School's campus we want them to return to the same Charterhouse they left in OQ 2020, with the same beaks and staff.



PERSEVERANCE

- Charterhouse will provide for our pupils the very best academic, pastoral, co-curricular, moral and spiritual educational experience.
- We will not give up or say things are too difficult, and we will approach all challenges as they present themselves with positivity and resilience. Charterhouse has been here for over 400 years and it is our responsibility, as the current guardians of that great legacy, that we persevere and endure.
- Working from home is not always easy, it requires more focus and self-discipline than when in the hashroom or in School. It's challenging to stay academically focused with uncertainty all around, but there are also great opportunities.

OPEN-MINDEDNESS

- The months ahead will require new ways of working for pupils and staff.
- We will all have to be flexible and adapt to new requirements whether that be the timing of assessments and exams, our day-to-day routines or where we are working.
- 'How can I make this work?' is always a better starting point than 'This will never work'!

RESPONSIBILITY & MORAL COURAGE

- We will all play our individual and collective part as members of staff and pupils and, more widely as citizens, to behave responsibly and considerately to help us all get through this challenging time.
- We recognise that it is at times of greatest challenge that we learn most about ourselves.

We ask that the whole Charterhouse community – staff, pupils and parents – do whatever they can to help. The success of this coming Quarter's online hashroom teaching, pastoral and tutoring support, and adapted co-curricular programme will be built upon the commitment, flexibility and effort of every single member of our community.

I know that we will all rise to this challenge.

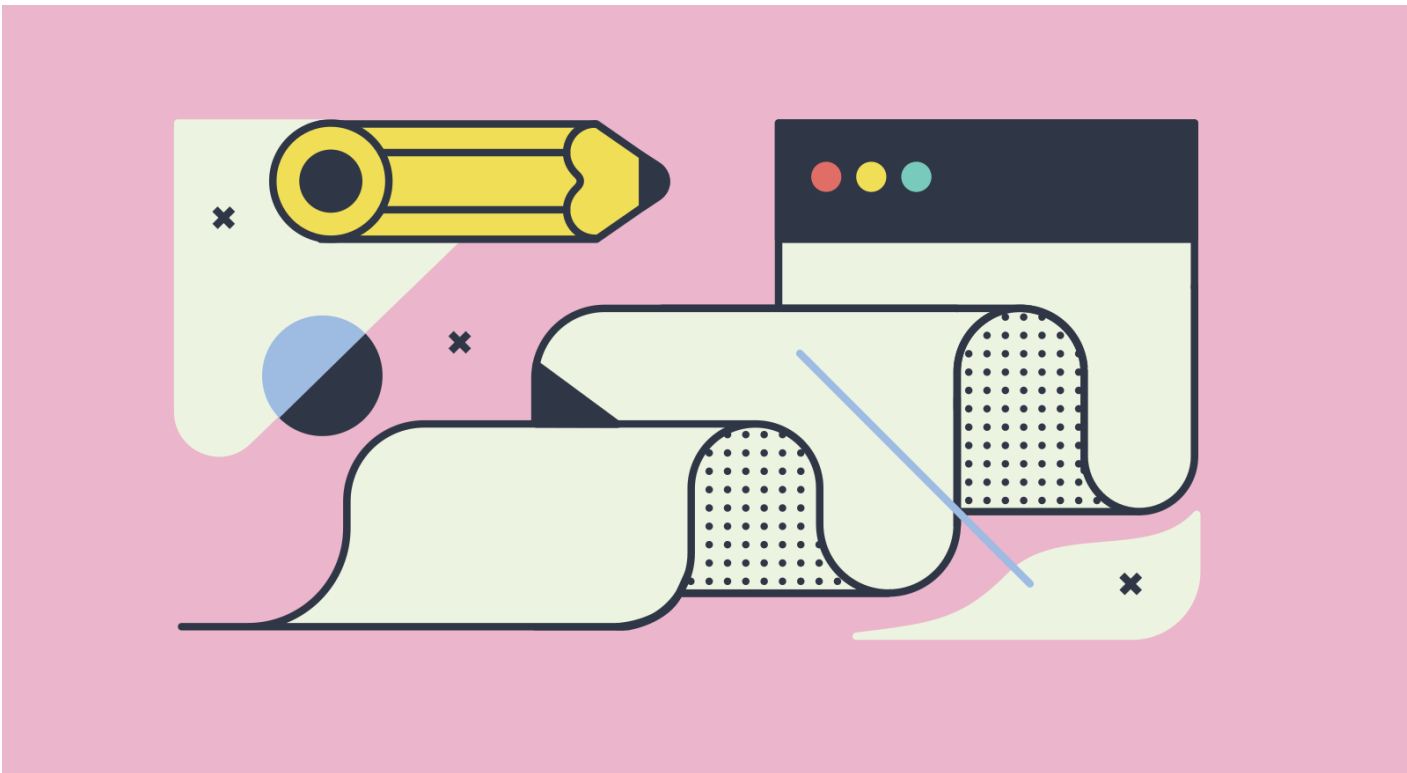
Dr Alex Peterken
Headmaster

Long Quarter 2021

Headline information

Teaching for Long Quarter begins on Wednesday 13 January 2021:

- Pupils will follow the published Charterhouse@Home timetable (available now via Greyhound and the Pupil Portal, and which has been modified to suit online learning) and beaks will begin teaching online via Zoom.
- As far as possible, we are seeking to deliver the same education that there would be at School, including pastoral supervision and regular personal contact for pupils.
- A range of co-curricular activities will be available including: sport and fitness, wellbeing, chaplaincy, the creative arts, societies and inter-House competitions.
- Boarding Houses and Tutors will continue to provide care and support.
- Clear protocols, shown below, are in place for the benefit of beaks, pupils and parents (for example, pupils are expected to be appropriately dressed and seated quietly for their hashes).
- There will be no teaching on Saturdays and the normal Leave Weekend and Exeat timings will apply.
- All teaching will be recorded so it can be available to those who are unable to attend at the time. Recordings will be available for 7 days from the date of capture.
- There will also be the opportunity for live face-to-face interaction with pupils living in different parts of the world.
- Resources that are not 'live' will be uploaded for pupils, with clear communication on how they can be accessed.



- ### Teaching, Learning and Assessment
- Zoom virtual hashroom with live and direct teaching
 - Keynote lectures with exploration, consolidation, Q+A, collaboration
 - Progress: exams and assessment from home
 - Structured, directed, interactive weekly hash progression
 - Commendations, virtual assemblies and awards events



CHARTERHOUSE@HOME

There are four elements to the School's guided and interactive home education



- ### Maintaining our Community
- Headmaster's regular updates
 - House meetings
 - Heads of Year and Heads of Department addresses
 - Contact between academic peer mentors
 - Pupil voice forums

- ### Welfare and Pastoral Care
- Pastoral care from Housemasters/ Housemistresses and Tutors
 - Year group meetings
 - Wellbeing and Mindfulness
 - Moral and spiritual guidance from the Chaplaincy
 - Health information and support



- ### Keeping our sense of balance
- Co-curricular programme
 - Society meetings, debating, academic lectures & seminars
 - The Creative Arts, including Music and Theatre
 - Sport and fitness
 - Inter-House competitions



Long Quarter Timetable

The shape of the day

Monday to Friday 8:40am to 2:20pm

(7 x 30-minute hashes each day, with a 10-minute break between each)



- 8:40am – 9:10am Hash 1
- 9:20am – 9:50am Hash 2
- 10:00am – 10:30am Hash 3
- 10:30am – 11:00am Break
- 11:00am – 11:30am Hash 4
- 11:40am – 12:10pm Hash 5
- 12:10pm – 1:10pm Lunch
- 1:10pm – 1:40pm Hash 6
- 1:50pm – 2:20pm Hash 7

Monday to Friday 2:20pm to 6:00pm

There is an opportunity each day to engage with beaks and take part in a range of co-curricular and sporting activities with peers.

After hashes each day there will be meetings and a variety of activities much like we have when pupils are on campus at Charterhouse.

This is the time when pupils can arrange to speak to their beaks as well as exercising, attending society meetings, taking part in our creative arts programme, exploring our online outdoor education and competing in inter-House competitions.

There will also be regular times for House and House year group meetings as well as School year group assemblies.

2:20pm – 6:00pm

Pupils' activities

- Tutoring
- Reach Out
- Co-curricular
- Sport and exercise
- Wellbeing
- Inter-House competitions
- Beaks' contact:
Appointments can be scheduled during this time, according to a beak's availability hours



14.30 – 14.45	HM staff briefing	Department meetings	Reach Out	Professional development	House meetings
14.45 – 15.00					
15.00 – 15.15	2YS House year group meetings	1YS House year group meetings	5ths House year group meetings	Rem House year group meetings / School Monitor meetings	4ths House year group meetings
15.15 – 15.30					

Examinations and Assessment

PUBLIC EXAM CANDIDATES

The announcement that public exams will not take place as scheduled may cause some concern to our Second Years and Fifths who have been working so hard to prepare themselves.

We will be giving them the opportunity to demonstrate their progress and continued upward trajectory in the coming weeks by maintaining the January exam-style assessments, and preparing other ongoing assessments for them, in line with our usual practice.

The January assessment schedule for Fifths and Second Year Specialists will go ahead as published towards the end of OQ2020, and we are continuing to work on protocols for the release of papers, the return of scripts, and on the timing and nature of feedback on these assessments, with further details to follow.

INTERNAL EXAMS

For pupils not due to be sitting public exams this academic year, it is also our intention to keep their learning as normal as possible. In order to ensure continuity and progression as we embark on the Charterhouse@Home teaching and learning programme at the start of LQ 2021, we aim to retain all scheduled internal assessments.

First Years usually sit exams in late April, and the Removes and Fourths will sit exams in June. Dates, timetables and further information about all internal exams will be released in due course.



Protocols and guidance for our pupils and parents

PUPILS

It is your responsibility to take ownership of all aspects of your learning:

- Access your new timetable in the usual way via Greyhound or the Pupil Portal; these can be accessed via the School's main website.
- Identify a comfortable and quiet space to study/ learn. We suggest you work at a desk. Ensure that you have a pad of paper and pens with you at the beginning of each hash.
- You are required to join hashes via Zoom using your full name, with your video on and microphone off. Once your beak has seen you, you may be able to turn your video off.
- Dress in a presentable fashion (no pyjamas!) and use the background function on Zoom. If you are inappropriately dressed, beaks will politely end the conversation and ask you to make the necessary changes.
- The School rule on the recording of staff continues to apply: pupils must not record meetings. The beak is in charge of any recording and will store it according to School protocols. In particular, teaching materials belong to the School, so please do not make them available online or to pupils in other schools.
- Regularly check the Charterhouse@Home page and your email for information on courses, assignments, banco and resources.
- Attend hashes punctually by joining the meeting/hash a couple of minutes early.
- Engage in all learning posted with academic honesty.
- Dedicate appropriate time to learning every day, similar in length to our School day.
- Submit all assignments/banco in accordance with the provided timeline and/or due dates. Beaks will log any instances of work not being completed or submitted, and you can expect us to be in touch.



- During the School day, place your phone on silent in a separate part of your home during hashes and keep social media interactions to what you would expect during the School day, i.e. never during hashes. There should be no music playing.
- Ensure your own social and emotional balance by maintaining healthy habits away from screens such as sport, exercise, hobbies. Reconnect to reading as a way of disconnecting from the digital world and your screen.

If you need to speak with a beak, be proactive and email them; we will always aim to respond within 24 hours. Please do not hesitate to get in touch with us if you have any concerns about inappropriate online behaviour.

PARENTS

- Please provide an environment conducive to learning and study (access to technology and a safe and quiet space, free from distractions).
- Engage in conversations on the assignments undertaken by your child.
- Urge punctual attendance to hashes: these are regular timetabled engagements with each beak.
- Emphasise the routines of the School day; this is especially important in getting our pupils ready at the start of the day.
- It is certainly not our intention to encourage pupils to spend hours continuously online everyday without monitoring or structured breaks. Nevertheless, we are aware of the possible unintended consequences of a home education programme, and would ask parents to monitor time spent engaging in online and offline learning, and to contact us quickly with any concerns in this context.
- Support emotional balance by providing space and time for reflection, physical activity, conversation, and downtime. Help your child enjoy the pleasure of reading as a way of disconnecting from the digital world and their time online/on-screen.
- In a physical hashroom beaks can monitor relationships between pupils, but this may become more difficult in an online context, especially when young people become more reliant on social media to maintain contact with peers. Please do not hesitate to get in touch with us if you have any concerns about inappropriate online behaviour.
- Remind your child to email their beaks if they have questions or need extra help and support. We aim to respond within 24 hours.
- Our home learning programme is an extension of the School's hashroom environment, where teaching and learning is led by beaks. Although the interactions in these hashes are limited solely to our pupils and beaks, parents are able to arrange appointments, around beaks' ongoing commitments.



image: Freepik.com

KEY CONTACTS

As we start LQ 2021 do remain in contact with Housemasters/Housemistresses in the usual way; we know how important it is to touch base during these challenging times.

If you need to contact the School over the coming days about online learning, we have set up a dedicated contact point for technical or IT-related enquiries relating to our at-home programme. This will allow us to direct questions to the most appropriate person, and we aim to respond to queries within 24 hours:

ITsupport@charterhouse.org.uk

Protocols and guidance for our beaks

WELFARE, SAFEGUARDING AND PROFESSIONAL CONDUCT

When delivering our home learning educational programme, the School's Safeguarding and Professional Conduct policies continue to apply.

School-issued devices and platforms will be used when communicating with pupils.

1:1 conversations with pupils using Zoom must be recorded, and pupils made aware.

If a bedroom has to be used by either pupils or staff, a default Zoom background should be set.

TEACHING AND LEARNING

There are two kinds of learning and teaching that will be balanced: synchronous (happening in real-time with a group of online learners) and asynchronous (happening at any time, not necessarily in a group, but with beak input and feedback). Both support effective learning.

Guided and interactive home learning provides opportunities for learners to work more independently and learn to draw on strategies which will equip them as lifelong learners.

- Directions and information for each and every hash will be posted/uploaded online via OneNote.
- Hashes will have a Zoom meeting for pupils to access.
- Direct and live interaction between beak and pupil is encouraged.
- Zoom sessions will be recorded and made available for pupils to access after the hash.
- Beaks will be clear about expectations and will apply the Hashroom Code of Conduct.



BEAKS WILL:

- Teach via Zoom and OneNote in an online space in which pupils can engage.
- Consider how assessment and feedback will differ from the usual hashroom environment.
- Provide some offline activities in hashes (e.g reading texts, writing summaries without beak input).
- Plan to start LQ 2021 lightly and expect occasional timetabling conflicts, downtime in responses, and anxiety regarding working from home.
- Set work that will err on the side of caution, setting too little rather than too much work, so that both they and pupils are able to manage the workload and their new work routines.
- Remain as flexible, responsive and positive as possible.
- Issue alerts that will be used to flag up concerns. Housemasters/Housemistresses will follow these up as necessary.
- Try to find a way to listen to any concerns/issues that pupils may have, acknowledging that it is sometimes difficult to pick up on the usual emotional or non-verbal clues that beaks get from pupils when in a hash.
- Be mindful that some pupils may be more alone at home than others, and some may be much further from the UK than others.



CHARTERHOUSE

Godalming Surrey GU7 2DX