**[Series name] Royal Institution Online [Subject] Masterclasses**

**for Year [Year Group] students**

**Held at [times] on [dates]**

Dear Colleague,

We would like to invite you to nominate up to [four] [year group] students to participate in Saturday morning Royal Institution (Ri) **Online** [subject] Masterclasses on the dates above, free of charge.

Ri Online [subject] Masterclasses are series of workshops which are led by experts from industry, academia and education. They offer students in-depth investigations of topics in [subject] combining theory with interactive exploration. We will open their eyes to the world of [subject] and hope to inspire them to continue their engagement with the subject.

The Masterclasses will be delivered online via [platform] – participating students will need to be able to access [platform] for each session through a parent or carer’s account. There will be at least one DBS checked *[change to PVG/Access NI for Scotland/NI]* supervisor present in each virtual room *[if using breakout rooms]* who will be responsible for the pastoral care of the students throughout the sessions.

Enclosed is a letter for parents/carers, a consent form and a nomination form. Please see below for more details on how to get involved. We hope that you will be able to take advantage of this opportunity for your students and look forward to receiving your completed nomination forms.

Yours sincerely,

[Signature]

[Name], [Contact details]

**How to select students**

Students nominated should be in Year [year group] in [academic year] and be judged to have interest in the classes. We aim to challenge students who are well-motivated and curious about [subject] and we are keen to reach students for whom other opportunities may not be readily available. They are expected to join all [six] classes in a series. They should only be invited to participate in one series, so please check that they have not been nominated for Ri Masterclasses in another subject this academic year.

**Do teachers have to attend?**

[DELETE AS APPROPRIATE] Although teachers do not have to attend, they are very welcome to join one or more of the sessions as active helpers, supporting student activities. This additional support benefits the session leaders and students, and gives teachers the opportunity to view their subject in a new context. **OR**: The Masterclasses cannot run without teacher support, and we ask that a teacher from your school volunteers to act as a [breakout room/additional] supervisor for at least one of the sessions, overseeing the online chat and supporting students’ learning. The Ri Masterclass team undertake DBS verifications of all supervisors and can provide induction/support for newcomers to the programme.]

**Nomination process**

* Identify **no more than four** students who meet the criteria outlined above
* Duplicate the parent/carer letter and consent form and distribute to the parents/carers of those students
* Collect the student details forms once complete, **ensuring they have been signed by a parent/carer**
* Fill out your nomination form, **identifying the priority order** of your student nominations(we may not be able to accommodate all nominations) [and also identify those teachers who wish to join as helpers]
* Return the nomination form and the completed consent forms for all nominated students to either **[email address]**, or posted to [name] at the address below **by [date] at the latest**

As we may not be able to accommodate all nominations, students will be allocated places according to the priority order so that as many schools as possible can be included. Nominations beyond the [fourth] student will not be processed. You will be notified by [date] which students have been successful, and the remaining students will be placed on a waiting list.

Information for teachers about the Royal Institution Masterclass programme: <https://www.rigb.org/learning/ri-masterclasses/ri-masterclass-information-teachers>