**Royal Institution Masterclasses**

Dear Colleague,

We are delighted to offer you the chance to nominate students to the Royal Institution’s Masterclasses, an extracurricular sustained engagement programme. Masterclasses are free to attend.

Ri Masterclasses are extra-curricular workshops in mathematics or computer science. They nurture students’ curiosity and inspire them to continue STEM (science, technology, engineering and mathematics) engagement into the future. Through Masterclasses, students connect with scientists and STEM enthusiasts, gaining insight into the depth and breadth of these fields. Students are helped to realise that STEM subjects are for everyone, inspiring future science careers.

**Masterclass Organiser:**

**Masterclass Topic:** *Maths / Computer Science /**STEM*

**Target Year Group:**

**Dates and Time:**

**Host:***Location/ Online Platform*

**Speakers:** *6th formers/ university students / teachers / lecturers/ industry professionals etc*

**Type of Masterclass:** Accompanied/ Unaccompanied / Online / Livestream

**Please delete the following as appropriate**

* **Accompanied:** For accompanied Masterclasses, selected students are nominated for the Masterclass series and are required to attend the host venue on the dates above. The travel to and from the Masterclass venue will be organised by participating schools/groups and in certain circumstances by the host venue according to their safeguarding policies and procedures.
* **Unaccompanied**: For unaccompanied Masterclasses, selected students are nominated for Masterclass series and are required to visit the host venue on dates above. The travel to and from the Masterclass venue will not be organised and the Masterclass organiser is responsible for providing appropriate pastoral care of the students.
* **Online**: For online Masterclasses, the workshops will run online via platform mentioned above. Workshops will be interactive but will need minimal equipment; students and parents/carers will be informed in advance of anything required beyond pen, paper and a calculator.
* **Livestream**: For livestream Masterclasses, workshops will be delivered livestream with a group of your students taking part at your location, supported by a member of staff who will act at the ‘group leader’. The group leader will need to facilitate the session and help children as they work through the material (materials will be made available in advance). Several online groups will be ‘tuning in’ to take part in the workshops.

**Please insert/ attach your organisation’s safeguarding policies and procedures for the appropriate needs of your type of Masterclass.**

The nomination process is outlined below;

1. **Selecting [X] Students: please consider the following when selecting students**

* They may be curious or enthusiastic about Masterclass topic
* They may have limited access to similar opportunities for social or economic reasons
* They may have the potential to benefit from increased confidence in Masterclass topic

1. **Seek Permission to Nominate your Selected Students**

You’ll likely need to obtain parent/carer permission to pass their and their child’s details to the Masterclass organiser. We have attached a consent form template for your use.

1. **Complete the Nomination Forms by [Date]**

**Please delete the following as appropriate**

* **Email:** Once you have permission and details from parents, please complete the nomination form on this link: **[insert “01 Invitation to Nominate” responder link].** Alternatively,you may use our paper nomination form, attached below.
* **Letter:** Please fill out the nomination form attached and return it to the Masterclass organiser as soon as possible.

1. **Students Placed in Masterclass Series**

**[You may wish to add details of how schools will be chosen, e.g. first come first served, or priority given to certain schools]**

Best wishes,

**[YOUR NAME]**

**[JOB TITLE, ORGANISATION NAME]**

*More information on the Ri Masterclass programme:* [*https://www.rigb.org/learning/ri-masterclasses/*](https://www.rigb.org/learning/ri-masterclasses/)

**Privacy notice:**

[INSERT YOUR ORGANISATION’S PRIVACY NOTICE HERE]

**Royal Institution Masterclasses Nomination form**

**To be completed by a teacher:** Please send this form by email to **[name, email address]** by **[date]**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School name:** |  | | | **School postcode:** |  |
| **Contact teacher name:** |  | **Contact teacher email:** |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nominated students**: | | Does this student have **parent/carer consent** to: | | **(OPTIONAL)** This information helps us evaluate the programme & contact parent/carers about follow-on Masterclass events; this section of the parent consent form is optional, please only pass on if completed | | | |
|  | **Student name** (inc. preferred name): | **Attend the Masterclasses?** | **\*Please insert your own photo waiver here\*** | Gender: | Home Postcode: | Parent/Carer name: | Parent/Carer email: |
| **1** |  | Yes / No /  Not yet | Yes / No /  Not yet |  |  |  |  |
| **2** |  | Yes / No /  Not yet | Yes / No /  Not yet |  |  |  |  |
| **3** |  | Yes / No /  Not yet | Yes / No /  Not yet |  |  |  |  |
| **4** |  | Yes / No /  Not yet | Yes / No /  Not yet |  |  |  |  |
|  | *For organiser: Add more rows if you wish to offer more places per school (usually max. 6)* |  |  |  |  |  |  |
| Does your child have any allergies, medical conditions, accessibility requirements or do they ordinarily receive any additional support during school that the Masterclass organisers should be aware of? *If yes, give details, including any support that may be provided by an accompanying member of staff:* | | | | | | | |

*Please note that we cannot accept more than the max number students from any one school.*

*PLEASE NOTE: School/student places are not guaranteed – you will be notified on places that are available for your school.*