**[year e.g. 2022/23] [series name] Royal Institution [Subject] Masterclasses, Livestreamed into Schools: Nomination form for Year [Year Group] students – to be completed by a teacher**

Please return by [date] with the completed Parent/Carer consent forms for your nominated students to [name] at [email address] or [address]. You will be notified by [date] of all the details you need for your class or group to join the sessions.

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| **School name** |  |
| **Contact teacher** |  |
| **Email** |  |
| **Telephone no.** |  |
| **School address, inc. postcode** |  |

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| **School session leaders:** Please provide the name and contact details of the member of staff who will be overseeing each session (by providing details for session leaders, you confirm that you have obtained their consent to pass on their personal details to the Masterclass organisers): | | | |
| **Name** | **Email** | **Role** (e.g. Teacher, TA) | **Date(s) supporting** |
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| **Nominated students**: | |
| **How many students will be taking part in the Masterclasses?**  (don’t forget to enclose consent forms when returning this form) |  |
| **Do any of the students have medical conditions or additional needs which will need to be taken into account by the Masterclass workshop leader?** | **Yes/No** |
| **Have you included all of the students’ consent forms?** | **Yes/No** |
| **If there are any outstanding consent forms, please list the student names here and send forms to us ASAP.** | |
|  | |

Privacy notice: The Royal Institution and organisers of this Masterclass series process the personal details provided above for the purpose of running the Ri Masterclass programme. All personal data entered in this form will be held securely by the Masterclass organisers for the duration of the Masterclass series. This information will also be passed to the Royal Institution and recorded in their database. The personal details you have entered onto this form will always be stored securely and they will never be passed on to third party organisations to use for their own purposes. We will use your personal data to communicate with you only in the way(s) that you have agreed to. You may amend the personal details you have entered onto this form anytime by emailing ri@ri.ac.uk. For further details please see the Ri privacy policy (available on [www.rigb.org](http://www.rigb.org)).