**[Series name] [year e.g. 2022/23] Royal Institution [subject] Masterclasses, Livestreamed into Schools**

**for Year [Year Group] students held at [times] on [dates]**

Dear Colleague,

[Masterclass organiser’s institution, e.g. school name] is delighted to offer [subject] Masterclasses in association with the Royal Institution (Ri). Ri Masterclasses aim to inspire young people in the beauty and wonder of [subject] and to develop a sense of enjoyment in the subject. They offer students in-depth investigations of topics in [subject] from beyond the normal curriculum.

**Session format at your school:**

The sessions will be delivered as a livestream with a group of your students taking part at your school, supported by a member of school staff. The class teacher or group leader at your school will need to facilitate the session and help children as they work through the material (materials will be made available in advance). Several schools will be ‘tuning in’ to take part in the workshops.

The livestreamed sessions will be led by [subject] enthusiasts (the Masterclass workshop leader). They will typically include opportunities for discussion, questions and sharing work with everyone involved in the sessions. All interaction should be overseen by a supervising teacher or other member of staff from your own school.

We hope that school groups will/School groups will **not** be expected to share video and audio with the Masterclass Leader and other schools during the sessions – if any of your students cannot be included in the video/audio feed, please let us know. All those taking part will be expected to abide by the Ri Online Masterclasses [Code of Conduct](https://www.rigb.org/ri-masterclasses-code-conduct), and supervising teachers are required to uphold the code (https://www.rigb.org/ri-masterclasses-code-conduct).

The platform used will be [platform], which will need to be able to be accessed during the session. [Include details of platforms used for the series, including whether platform registration is required, whether webcams/audio can be used or are required, whether you advise a limit on number of students in each school group …].

**Student involvement:**

We would like to invite you to identify a [group][class] of students in [year group] to participate in Masterclasses on the dates above, free of charge. We aim to include and challenge all students: from those who are already well-motivated and curious about [subject] to those who are just beginning that journey.

Enclosed is a letter for parents/carers, a consent form and a nomination form. The nomination procedure to follow is:

* Identify the group or class of students you wish to nominate, and an adult to facilitate the sessions at your school;
* Duplicate the parent/carer letter and consent form and distribute to the parents/carers of those students;
* Collect the student consent forms once complete, **ensuring they have been signed by a parent/carer**;
* Return the nomination form with details of the class and the adult leader(s) to either **[email address]**, or posted to [name] at the address below **by [date] at the latest**.

We hope that you will be able to take advantage of this opportunity for your students and look forward to receiving your completed nomination form.

Yours sincerely,

[Signature]

[Name] [Contact details]

Information for teachers: <https://www.rigb.org/learning/ri-masterclasses/ri-masterclass-information-teachers>