

## How Masterclass series operate

Masterclass series run in variety different ways to best suit your circumstances – please see the Guide for New Masterclass Organisers ([organiser webpage](#)) or speak to us for more information. **All** series must adhere to:

- Masterclass series should be run in-line with our mission and values:
  - o Free for the students, families and schools taking part;
  - o Providing multiple hands-on experiences with the same students to help give lasting impact;
  - o STEM enrichment, not curriculum or exam-focused;
  - o Committed to improving equity, diversity, inclusion and access for involved – both school students and adult contributors (speak to us if you would like to discuss this).
- Series run under your safeguarding, data protection and health and safety policies and procedures – if you’re not sure what this means for you, get in touch with us. Your processes should include ensuring appropriate role-specific training or briefings for all Masterclass activity contributors.

## Useful links

Almost everything you need to run your Masterclass series is available on the [Masterclass organiser resources webpage](#). You also get 1-1 support from your dedicated Masterclass coordinator; if you’re not sure who to contact within the team, email [masterclasses@ri.ac.uk](mailto:masterclasses@ri.ac.uk).

Our [Off the shelf Masterclasses](#) are full Masterclass workshops designed to be able to be picked up and run by anyone, or adapted to suit you. We have a variety available at primary and secondary level in both maths and computer science, and are adding more frequently. They are great for last-minute speaker cancellations; get in touch if you have any questions or need support.

## Support and expectations

	What the Ri provides	What we need from you
Running the series	<ul style="list-style-type: none"> <li>• Guidance and advice on all aspects of running your series, with additional support for new groups or groups experiencing difficulties</li> <li>• Routine and emergency logistical support, such as help sourcing local workshop leaders, and help finding additional speakers</li> <li>• Periodic Ri staff visits &amp; speaker provision</li> <li>• Templates and other logistical resources</li> <li>• <a href="#">Masterclass Code of Conduct</a> for everyone.</li> </ul>	<ul style="list-style-type: none"> <li>• Organise and run your local series</li> <li>• Send us details of all organisers involved in the series</li> <li>• Communicate any plans and challenges and support you need as soon as possible, so that we can work with you to find solutions to any issues. Speak to us ASAP if you foresee any issues with the series running in the future</li> <li>• Give us feedback on support and resources provided.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• <a href="#">Masterclass organiser resources webpage</a> with access to handbooks, guidance and templates</li> <li>• If required, 1-1 support from the Masterclass team to help you with meeting the governance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• You MUST complete a ‘Series details form’ as soon as you have dates and a venue</li> <li>• A representative from each organisation involved MUST complete an ‘Organiser Agreement’ for each series (see below).</li> </ul>
Training and content resources	<ul style="list-style-type: none"> <li>• Off-the-shelf workshop resources on a range of topics</li> <li>• Training and support for speakers, supervisors and other contributors, including training for student-led Masterclasses (school students and undergraduates).</li> </ul>	<ul style="list-style-type: none"> <li>• Please pass on opportunities for 1-1 support and/or training, and let us know if anyone might need support</li> <li>• Please give feedback on the available resources so that we can continue to make improvements</li> </ul>

Additional benefits	<ul style="list-style-type: none"> <li>• Certificates for all Masterclass students, with additional branded materials available</li> <li>• End-of-year celebration events running for all Masterclass students and student leaders, both livestreamed and in-person at the Ri</li> <li>• Access to additional opportunities and benefits for organisers where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the certificate request form in plenty of time before the end of the series</li> <li>• Pass on celebration event invitations and other relevant details to the families involved in your Masterclasses.</li> </ul>
Evaluation and reporting	<ul style="list-style-type: none"> <li>• Report form template</li> <li>• Feedback form templates in various formats (online surveys and printable forms)</li> <li>• We will share evaluation data for your series where it comes directly to us, and will share annual reports and evaluation/reach summaries to help you market and promote your series.</li> </ul>	<ul style="list-style-type: none"> <li>• You must complete and return the end-of-series report form. This will include: <ul style="list-style-type: none"> <li>○ Key stats on your series (e.g. overall numbers)</li> <li>○ Brief data on involved schools (name, postcode, number of students),</li> <li>○ Anonymised student demographic data, if you collect this (student postcodes, and overall gender and ethnicity data).</li> </ul> <p>We collect this data to report on the reach of the programme, and to monitor indices of deprivation and diversity across the programme</p> </li> <li>• You should collect feedback on your Masterclass activities and share this with us. If the Ri-provided templates are not suitable for you, please discuss your needs with us.</li> </ul>
Marketing and fundraising	<ul style="list-style-type: none"> <li>• Masterclass network logos and other branding/marketing resources</li> <li>• Advice on seeking funding and writing to funders.</li> </ul>	<ul style="list-style-type: none"> <li>• Any Masterclass series undertaking marketing must also comply with the <a href="#">Ri Masterclass Marketing and Communication Guidance</a></li> </ul>

## The Masterclass Organiser Agreement

- That your organisation has the relevant policies, procedures and insurance in place for any involvement that you have with the Masterclasses
  - e.g. organisations hosting will need public liability insurance (among other things), while those just doing recruitment will need appropriate data protection policies and procedures and anyone handling that data to be appropriately trained
- Your commitment to safeguarding, including appropriate training/briefings for relevant Masterclass contributors, and that you will communicate any serious incidents which take place during Masterclasses
- You will be sent an individual link to the Organiser Agreement, series details form and report form.

## Conditions of working with the Ri

- The Ri reserves the right to revoke all entitlements of support and use of the Royal Institution name, brand and resources to any groups refusing to adhere to the requirements listed above or in the Ri handbooks, or refusing to work with the Ri towards compliance within a suitable timeframe.
- Ri team members should always be treated with courtesy and respect. Individuals or groups must not behave in a threatening or abusive manner towards any Ri staff member, volunteer or anyone involved in Ri activities; damage or threaten to damage any of the collections or property of the Ri; or act in a manner which in the Ri's sole opinion brings the Ri into disrepute.
- We reserve the right, at our discretion, to refuse the instigation of any new or existing Masterclass activities and/or to refuse or cease to work with any individuals or groups regarding the Masterclasses.