# Royal Institution Mathematics Masterclasses

for **[year group students]** in **[term, year]**

at **[Venue], [START – END TIMES]**

[Organiser’s institution, e.g. school name] is delighted to offer Primary Mathematics Masterclasses in association with the Royal Institution (Ri).

Ri Masterclasses are led by maths and science enthusiasts [ADD IF YOU ARE RUNNING 6TH FORM–PRIMARY SERIES:] including students from year [year group(s)] who are studying STEM subjects and undertaking a Royal Institution Masterclass project under teacher supervision at [school name]. They inspire young people in the beauty and wonder of mathematics and encourage a sense of enjoyment in the subject.

We invite you to **nominate [up to four] pupils** in [YEAR GROUP] to attend the series of [NUMBER OF CLASSES] Mathematics Masterclasses, free of charge.

Enclosed is a letter for parents/carers, a consent form and a nomination form.

Pupils areexpected to attend the entire series of **[number of]** sessions, and the workshop will/will not include a break and a snack. 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] [YOUR NAME] [JOB TITLE, COMPANY]

**How do I select the right students?** Students selected 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 mathematics and we are keen to reach students who may not have access to similar opportunities. **They should participate in one Ri Masterclass series only, so please check that they are not attending another series this academic year.**

**Are teachers required to attend?** No, however the Masterclasses could not run without the support of active helpers. We would therefore ask you or a colleague to volunteer as a helper for one or more of the sessions. This will also give you the opportunity to view the subject in new contexts and pick up ideas.

**How does the nomination process work?**

* Identify no more than [four] students who meet the criteria outlined above
* Duplicate the attached parent/carer letter and consent form, and distribute to the parents/carers of those students
* Collect the returned student consent forms, ensuring they have been completed in full and both consent statements signed by a parent/carer
* Complete the attached teacher nomination form, identifying the priority order of your student nominations(we may not have capacity for all nominees) and also list accompanying adults
* Return the consent forms for all nominated students to either [email address], or posted to [name] at the address below by **[date]** at the latest.

**What happens next?** [Details of next steps e.g.We will notify you two to three weeks after the nomination deadline to confirm your students’ attendance. From then on, we will communicate directly with the parents.]

How to get involved with Masterclasses <https://www.rigb.org/learning/ri-masterclasses/ri-masterclass-information-teachers>

**2022-23 Royal Institution Primary Mathematics Masterclasses at [Series name]**

**Dates:** [dates]

**Venue location(s):** [venue name and address]

**From XXam to XXpm**, registration from XXam

# Dear parent or carer,

**[Venue]** is delighted to offer Primary Mathematics Masterclasses in association with the Royal Institution (Ri). Your child has been identified by their teacher as having an interest in mathematics, and possessing the motivation required to benefit greatly from these classes, and we would therefore like to invite them to attend, free of charge.

The Ri has a nationwide Masterclass network, working with volunteers across the UK to help enrich the education of young people in the subjects of mathematics, computer science and engineering. For primary school students, the Masterclasses focus on mathematics. These series of workshops, led by enthusiastic speakers [ADD IF YOU ARE RUNNING 6TH FORM–PRIMARY SERIES:] including students from year [year group(s)] who are studying STEM subjects and undertaking a Royal Institution Masterclass project under teacher supervision at [school name]. - the Masterclasses offer students a fun and inclusive opportunity to investigate mathematical ideas outside the curriculum and explore the wider aspects of the subject.

A handful of pupils per school have been nominated by their teachers to attend the entire series of [number of] sessions. They will see a different topic in each workshop and will get a certificate for good attendance.

The [series name] Masterclass series runs on the above dates. [Include travel directions here, e.g. location of classes at venue and nearest stations/bus routes].

As this is outside of school time, you are responsible for your child’s travel to and from the Masterclasses.

**Attendance**

Your child’s teacher will contact you as soon as possible to confirm whether they have been successfully placed on the series. Your child is expected to attend all the Masterclasses in the series. You must get in touch if they are unable to make one of the sessions.

**How to apply**

If your child is interested in this opportunity, please complete **ALL** sections of the attached parent/carer consent form **legibly** and return it to your nominating teacher as soon as possible. There may be a short refreshment break during the workshops, so please ensure you have given accurate medical and allergy information on the form. It is also important to fully complete the consent statements.

[Add note about covid. An example, but modify as appropriate…

**Covid compliance**

These will be face-to-face workshops. If social distancing or other health measures is required at the time of the Masterclasses, we will contact attendees prior to start with the requirements of our venue so everyone can stay safe.]

You should keep this letter for reference.

Best wishes,

[Signature][Name], [Contact details]

Royal Institution Learning: <https://www.rigb.org/learning>

**2022-23 Royal Institution Primary Mathematics Masterclasses at [series name]**

# **Nomination form** – to be completed by a teacher

Please send this form, or all of the information requested in the form, by email to **[name, email address]** by **[date]**.

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

|  |  |
| --- | --- |
| **Nominated students** (maximum [four]): | |
| **Order of priority** | **Student name** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| Please note that we will not accept more than [four] students from any one school and any nominations past the [fourth] will not be processed. We cannot process any nominations without the completed and signed parent/carer consent forms. *If you wish to offer more places per school (maximum 5 or 6) please add additional rows above.* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible adults:** Please provide the name and contact details of teachers who wish to help at this series (OPTIONAL, by providing details for teacher helpers, you confirm that you have obtained their consent to pass on their personal details to the Ri): | | | |
| **Name** | **Email** | **Max. no. sessions** | **Preferred dates** |
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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)).

**Royal Institution Primary Mathematics Masterclasses**

for **[year group]** students at **[Venue] [Dates, times]**

# **Parent/Carer consent form** - TO BE COMPLETED BY A PARENT OR CARER

Your child’s teacher would like to nominate them to attend a series of Royal Institution Mathematics Masterclasses. You can find more information about the classes on the enclosed sheet. If they are interested in attending, please fill in the following nomination form and return it to your teacher ASAP.

**Please make sure you have completed all questions.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full name of student:** |  | | | | | | | | | |
| **Home postcode:** | | **Gender** (optional)**:** | | **DOB:** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Parent/carer contact telephone number(s):** | | |  | | | | | | | |
| **School name and postcode:** |  | | | | | | | | | |

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| --- |
| Does your child have any allergies, medical conditions, accessibility requirements or do they ordinarily receive any additional support during school we should be aware of? **Yes/No**  **Details:** |
| **EMERGENCY CONTACT 1 name:**  **Relation to student:**  **Telephone number**: |
| EMERGENCY CONTACT 2(optional) name:  Relation to student:  Telephone number: |

**Parent email address (BLOCK CAPITALS):**

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**The email address provided should be checked regularly** as this will be our main method of communication. If you do not have an email address, please write ‘not used’ and ensure you have provided us with a telephone number.

Second parent/carer (optional) –add if it’s important that we include both emails in all communications:

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Consent form - Page 1 of 2. PLEASE TURN OVER

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WAIVER: We need your consent to process your child’s application further**  I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print parent/carer name) confirm that if my child,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name) is invited to attend the Masterclass series:   * I accept responsibility for their travel to/from the venue(s). * I give permission for any necessary emergency medical treatment to be carried out while my child is at the classes. * I understand that this data will be shared with the Ri who own the Masterclass programme and as such they may contact me about events and activities related to Ri Masterclasses. | | | | | | | | | |
| Masterclass Code of Conduct   * I and my child agree to abide by the code of conduct for Masterclasses (students will be reminded of the code at start of the first class): [Option to use Ri Code of Conduct or change to venue-specific one…] <https://www.rigb.org/ri-masterclasses-code-conduct> | | | | | | | | | |
| **Photo consent**: I give approval for the Masterclass organisers and the Royal Institution (Ri) to take and use images and videos of the Masterclasses which may include my child, for outreach, fundraising, reporting and media purposes, including on social media. I understand that my child will not be named by the Ri. | | | | | | | | | |
| **Tick to confirm or reject photo consent: YES** 🞎 **NO** 🞎 | | **Your initials:** | |  | | | | | |
| **Signed:** |  | | **Date:** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Confirm your email address:** | | | | | | | | | |

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Consent form - Page 2 of 2.