**[YEAR e.g. 2022/23] [Series name] Royal Institution [Subject] Masterclasses**

Information for students and parents

**Dates:** [dates]

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

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

Dear Parent/Carer,

Your child has been nominated by their teacher to attend Royal Institution (Ri) [Subject] Masterclasses at [venue name], free of charge. Teachers were asked to select students who not only have an interest in [subject] but also the motivation required to really benefit from these workshops.

Ri [subject] Masterclasses are series of inspiring workshops with in-depth investigations of [subject] topics - they connect theory to fun interactive projects. We hope to inspire students to continue their engagement with [subject] for a long time to come.

Each week, students see a different workshop leader who will share their expertise and passion while guiding them through the topics. Students are required to attend all [six] classes and will receive a certificate at the end of the series to mark their achievement.

If these Masterclasses are oversubscribed, **we cannot guarantee that all students will gain a place on the series**. You/your child’s nominating teacher will be informed whether your child has received a place on this series by [date]. Attendance instructions will then be sent to all parents/carers of students offered a place on the series.

**If your child is interested in this opportunity, please fill out the attached parent/carer consent form completely and legibly and return it to your nominating teacher as soon as possible**, retaining this letter for reference.

We hope that you will take advantage of this opportunity and look forward to receiving your completed application.

Best wishes,

[Signature]

[Name]

[Contact details]

Further details [AMEND/DELETE AS APPROPRIATE]:

*Travel:* Students are responsible for their own transport to and from the venue each of the above dates. Getting to the venue: [Include travel directions including nearest stations and bus routes].

*Refreshments:* There will be a short break during the session, and refreshments will be provided/students should bring a drink and a small snack.

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