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

**for [Year Group] students**

**Held at [venue name], [times] on [dates]**

Dear Colleague,

We invite you to nominate a group of up to [four] [year group] students to attend Saturday morning Royal Institution (Ri) [subject] Masterclasses at [venue] on the dates above, free of charge.

Ri [subject] Masterclasses are series of workshops which are led by experts from industry, academia and education. They offer students in-depth investigations of topics in [subject] combining theory with interactive exploration. We will open their eyes to the world of [subject] and hope to inspire them to continue their engagement with the subject.

Enclosed is a letter for parents/carers, a consent form and a nomination form. Please see below for more details on how to get involved. 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]

[Name], [Contact details]

**How to select students**

Students nominated should be in Year [year group] in [academic year] and be judged to have emerging interests in STEM or these classes. We aim to challenge students who are curious about [subject] and we are keen to reach students for whom other opportunities may not be readily available. They are expected to attend all [six] classes in a series. They should participate in one Ri Masterclass series only, so please check that they are not attending another series this academic year.

**Do teachers have to attend?**

[DELETE AS APPROPRIATE] Teachers do not have to attend but are welcome to come along to one or more of the sessions as active helpers, by prior arrangement with the Masterclass organisers. This additional support benefits the session leaders and students and gives teachers the opportunity to view their subject in a new context. OR: These Masterclasses could not run without teacher support and we ask that someone from your school attends at least one class as an active helper to support the students’ learning (more staff are welcome to volunteer).

**Nomination process**

* Identify **no more than four** students who meet the criteria outlined above
* Duplicate the parent/carer letter and consent form and distribute to the parents/carers of those students
* Collect the student details forms once complete, **ensuring they have been fully completed and signed by a parent/carer**
* Fill out your nomination form, including details of any teachers who wish to attend as helpers
* Return the nomination form and the completed consent forms for all nominated students to either **[email address]**, or posted to [name] at the address below **by [date] at the latest**

We are likely to be over-subscribed, so it may not be possible to include your students in this Masterclass series. You will be notified by [date] on whether your students have a place on the series.

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