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

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

Please return by [date] with the completed Parent/Carer consent forms for your nominated students to [name] at [email address] or [address]. You will be notified by [date] whether your students have places on the series.

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

We CANNOT include more than [four] students from any one school. We cannot process any nominations without the completed and signed parent/carer consent forms.

|  |  |  |
| --- | --- | --- |
| **Names of nominated students** (maximum [four]): | | |
| **1** |  | |
| **2** |  | |
| **3** |  | |
| **4** |  | |
|  | Add more rows if accepting more than four students per school (otherwise delete) | |
| I confirm that I have included the consent forms for all the above students: | | **yes/no** |

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

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)).