**[Series name] Royal Institution [Year group] [Subject] Masterclasses, [term] [ 2024/2025**

**Held at [venue name]/Online via [platform], at [times] on [dates]**

Dear Colleague,

[Organiser’s institution, e.g. school name] is delighted to offer Royal Institution (Ri) [subject] Masterclasses at [venue]/hosted ONLINE via [organisation] on the dates above, free of charge. We invite you to nominate a group of up to [five] [year group] students to attend the series of [six] [Saturday morning/day & time] Masterclasses.

Ri Masterclasses are series of workshops which are led by [subject]enthusiasts from industry, academia and education, covering a different topic in each workshop. The Masterclasses offer pupils in-depth, fun investigations of topics in [subject]from beyond the normal curriculum. We aim to include and challenge all students: from those who are already well-motivated and curious about [subject]to those who are just beginning that journey. We hope to inspire them to continue their engagement with [subject] for a long time to come.

[*INCLUDE IF APPLICABLE & DELETE AS APPROPRIATE:* This Masterclass series will also include students from Year [year group]/university students who are studying STEM Subjects and who will be supporting the classes/delivering some of the Masterclasses with training from the Ri.]

Enclosed is an application and consent form for the parent/carers of the [five] students you wish to put forward, a parent/carer letter explaining the opportunity, and a nomination form for you to complete and return along with the completed student forms. Please see below for more details and full instructions on how to get your students involved.

**Please note** that while we aim to include students from all schools who would like to take part, we cannot guarantee places if the series is over-subscribed and therefore ask you to nominate students in priority order *[delete if not applicable]*.

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 ideally 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 one or more teachers from your school attends at least one class as an active helper to support the students’ learning [*DELETE IF NOT APPLICABLE:*] and to supervise a breakout room during the workshop. Please indicate on the nomination form (attached) whether any staff can attend as helpers.

**How does the nomination process work?**

* Identify **no more than [five]** students who meet the criteria outlined above
* Distribute the application and consent form and letter to the parents/carers of those students
* Collect the student forms once complete, **ensuring they have been fully completed and signed by a parent/carer** (or student, if aged 16+)
* 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 [address], **by [date] at the latest**

*[Delete if not applicable:]* We are likely to be over-subscribed; while we will do our best to include all schools, it may not be possible to include your students in this Masterclass series.

**What happens next?**

[Give details of next steps e.g.We will notify you by [date]/two to three weeks after the nomination deadline to confirm your students’ attendance. From then on, we will communicate directly with the parents.]