



1 October 2025

Dear Parents/Carers

Year 12 and 13 A-Level Graphics Trip to the University of Reading – Monday 20 October 2025

We have arranged to take our Year 12 and 13 Graphics students to the University of Reading on Monday 20 October 2025. This trip will allow students to visit the campus and to take part in a typography workshop. This activity links directly to the curriculum and students will be specifically tasked to use this for research and inspiration towards their final exam work. The research and visual evidence collected during our trip will help support the development of their work.

There are no costs associated with this trip. However, to confirm your child's place, please complete the permission form by selecting this link: <https://forms.office.com/e/w8CQ3yw8TW>, to give consent for your child to attend.

We will travel to the University by school minibus, departing at 8.50am and returning to school for 3.00pm (traffic dependent). Students are to wear their own suitable clothing on this trip, and we ask that they bring a packed lunch, snacks and drinks to last the day. Please note that eating is not permitted on the minibus and nuts or products containing nuts are not allowed. Students will need to bring a notebook and pen and we recommend they bring along a device which can take pictures.

If you would like any further information about this trip, please do not hesitate to contact me via the main office on 01628 629415, or by email to enquireis@coxgreen.com.

Yours sincerely

Ms N Pascucci
Teacher of Art and Graphics

Please note:

- *Places on all trips are subject to the school expectations for the Behaviour Policy being met. Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If your child is, or has ever been, in receipt of free school meals, then you may be eligible for assistance with the cost of this trip:
Years 7-11: Pupil Premium funding for trips is to be used for educational purposes only. Support for non-compulsory curriculum trips is limited to 25% of the total cost of the trip.
Sixth Form: You may be eligible for assistance with the cost of this trip with a 16-19 Bursary.
All requests for assistance should be made to the Finance Office (finance@coxgreen.com) at least 5 school days before the trip opens on iPay.*
- *If your child receives free school meals and you would like a packed lunch provided for your child for this trip, please email enquiries@coxgreen.com, for the attention of the Trip Administrator, at least 5 school days before the date of the trip to request this (please detail any dietary requirements).*
- *Payments are to be made by the dates specified. Late or non-payment may result in your child's place being withdrawn from the trip. If you choose to withdraw your child for reasons not stated above, any costs attributed to date, must still be made.*
- *Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carer responsibility to inform the school.*
- *There will be no insurance cover due to disinclination to travel.*