



18 December 2025

Dear Parent/Carer

Year 13 Media Studies Revision Day to the BFI, London – Friday 27 February 2026

As a part of KS5 Media Studies, we invite our Year 13 Media students to attend a Revision Day at the BFI in London on Friday 27 February 2026. Although an optional study day, this does link directly to the exams students will be sitting and we therefore encourage our students to attend.

The cost of this trip is £14.25 and we ask that you please make payment via your child's iPay account which is now open for payment (closing at 10pm on Monday 5 January 2026). We will travel to London by train and students will need to purchase their train tickets on the morning of the trip, so will need to bring extra funds to purchase their train ticket which is approximately £35. Please note that due to the nature of this trip, we are unable to refund the cost, if your child is unable to attend.

We ask that students meet us outside the front of Maidenhead Train Station on the morning of the trip at 8.40am. We will then travel into London arriving at the BFI for 10.15am. The lectures will begin at 10.30am and finish at 3.00pm. We will then make our way back to Maidenhead Train Station and ask you to please arrange collection of your child from the station at approximately 5pm. Please complete all the return train permission questions on iPay when making payment.

Your child is required to bring a pen and something to record their notes in. The dress code for this trip is 'smart casual'. Students are encouraged to bring their own lunch with them, and/or to bring additional money if they are going to purchase food.

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

Thank you in advance for your support.

Yours sincerely

Miss Stockwell

Learning Leader: Media Studies

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 Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.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 trips will vary.
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 schools 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.*