

9/10/26

L3 Extended Diploma

Dear Student, Parent / Guardian,

I am writing to you to inform you that we have arranged an educational visit to The Design Museum, 224-238 Kensington High St, London W8 6AG **on Tuesday 20th October 2026**. The cost of the trip will be **free**.

Students have been invited to give them the opportunity to gather research materials for their Project 1 'Making and Unmaking' and it is important that they attend as this work will contribute to their unit grades.

We have booked free transport from the college and students are required to meet in room **B539** at **9:15am** for registration. We aim to return to college **by 4pm**. We will travel by tube from Osterley to High Street Kensington (via Gloucester Road) and walk to the gallery approximately a 5-minute walk.

All students under 18 are required to travel with us to and from The Design Museum returning with us to the college, there is no cost for travel.

If your son or daughter is over 18 and wishes to travel independently they should notify our curriculum administrator Pina Evangelista in room A066 or via email to Pina.evangelista@west-thames.ac.uk and must attend the morning registration at 11:15am inside the main entrance of The Design Museum and final afternoon registration at 2:30pm. Your teachers will show you where to meet.

Students should arrive prepared for the day bringing a sketchbook and drawing materials with them. They will be given a brief and as part of this will be asked to record their visit through drawings, photographs and written notes.

They will need to bring money for lunch or a packed lunch. I would also recommend warm clothing and shoes suitable for walking, as some of the day will be spent outside. Students will be supervised in the gallery but will be given time to go for lunch with an agreed meeting point and time to meet back.

If you haven't already, please return the parent consent form for our records, students can collect a copy from A066.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Janna Cooper".

Janna Cooper CQTM in Arts & Media

