



13 March 2017

Dear Parents/ Carers

It is with great excitement that I am writing to you regarding the trip of a lifetime! We are aiming to take 40 Hamble students, between Years 9 and 11 (current Years 7 and 9) to New York City, USA, with a joint focus on improving English and Drama skills. Five members of staff will also be in attendance.

Departure Date: Saturday 27 October 2018

Return Date: Wednesday 31 October 2018

Cost of Trip: £1280

Included in the price is:

- Return flights from London to JFK
- Transport in the UK and overseas
- Accommodation in NYC
- Breakfast each morning at a local diner
- Dinners at well known “experience” restaurants such as Ellen’s Stardust Diner and Hard Rock Café
- A Drama and Theatre Workshop
- A Backstage Tour
- A Broadway show
- A visit to the Empire State Building
- Ferry ride on the Staten Island Ferry
- A visit to the 9/11 memorial

Other costs that you will need to consider (that are additional to the quoted £1280):

- Additional drinks, snacks and lunch whilst in NYC. I would suggest a budget of £15 a day dependent on your child’s dietary requirements.
- Registration for the ESTA required to gain access to the USA. This is something you do online at home and costs \$14. We will send out separate instructions when this document is required.
- Additional spending money whilst visiting the city.

You will need to ensure that your child has an in date passport with at least 6 months until the date of expiry from the returning date of the trip. If they do not currently hold

If, at any time, you should require special arrangements to be made when visiting the school and/or in order to participate fully in supporting your child at school (e.g. an accessible venue for meetings, if you are a wheelchair user, assistance with translation of documents or enlarged copies of communications etc.), please do not hesitate to let us know.

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this documentation, it is vital that a new passport is ordered as otherwise they will not be allowed to enter the country.

As the trip does come at an expense we would like to offer you a payment plan to help spread the cost, as listed below:

Date:	Payment Due:	Notes:
03/04/17	£100	This is the deposit to secure your child's place on the trip. If we do not have sufficient uptake, please be aware that the trip may not run and all deposits will be returned.
05/06/17	£110	
03/07/17	£110	
04/09/17	£110	
02/10/17	£110	
06/11/17	£110	
04/01/18	£110	
05/02/18	£110	
05/03/18	£110	
07/05/18	£100	
04/06/18	£100	
02/07/18	£100	

The above is a suggested payment schedule. Some parents may wish to complete payments sooner than outlined above.

I must raise the importance of making a commitment to this trip. Once you have secured your child's place on the trip you must be aware that you may still be liable for the whole costs if:

- You wish to withdraw your child from the trip for personal reasons;
- Your child can no longer attend if they do not uphold good behaviours whilst in the school or they present a safeguarding concern;
- You withdraw your child from The Hamble School.

The company that we are booking the trip with have very strict guidelines surrounding payment and parents/carers should be aware that it is the company (and not the school) that you are making a contractual booking with.

If you would like your child to participate in this visit, please complete the attached form and return it to the school office by 03 April 2017 together with a £100 deposit. (Payments can be made by cash or by cheque payable to The Hamble School).

I would like to stress that due to its popularity, participants for this trip will be drawn by lottery on **04 April 2017 and upon receipt of the deposit and attached form.** (*Payments can be made online. Please contact the school before 17 March to request this*).

Names of students will be circulated around members of staff regarding behaviour in school as we reserve the right not to take a student on the trip if behaviour in school, or on a previous trip, has not been satisfactory. The initial acceptance of a student place is conditional. If more than the maximum numbers of students apply for the trip, a reserve list will operate.

As I am sure you can appreciate the safety and behaviour of the students is absolutely paramount for this visit to be a successful, safe and memorable trip. For this the school does insist that parents/carers and students sign a code of conduct. This will entail students understanding our expectations to ensure the safety of the whole party. A code of conduct will be issued during the parent/carer briefing nearer the time to departure.

This is a very exciting prospect and a trip I know students will gain a lot from.

If you have any questions regarding the trip please do not hesitate to contact me.

Yours sincerely



S Ballanger (Mrs)

Please submit to the Finance Office by **Monday 03 April 2017**

Student : _____ Tutor Group: _____

I would like my child to attend the NEW YORK TRIP 2018

I have enclosed a cheque / cash deposit of £100

* *Delete as appropriate*

Signed: _____ (Parent/Carer) Date: _____