



Dear Parent/Carer

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The Bromfords School and Sixth Form College Drama Department is looking to run a theatre trip to New York City (NYC), running from Monday 27th May 2019 to Friday 31st May 2019 (back in the UK on Saturday 1st June 2019).

The trip will provide students with an excellent cultural experience. The focus will be drama, theatre and film so will be of significant benefit to students undertaking these courses. In addition, there will be a number of visits planned to points of interest in NYC.

We will be staying at the Hotel Edison, Times Square. The location provides a truly authentic New York experience and the hotel is in close proximity to the Broadway Shows.

The trip has been costed on a minimum of 35 students paying the full amount of £1,197.00 for students under the age of 16 on return date, or £1,270.00 if your child is 16+ on the return date. To assist you with the cost of the trip, I have arranged a payment schedule as detailed below. However, you may, if you wish, pay the amount in full; all payments must be made via ParentPay. If, for any reason, you do not have a ParentPay login our office staff will be happy to assist. The trip is on a first come first served basis and a letter confirming your child's place will be issued once all deposit payments have been received. Please note that students **MUST** be on roll with the school on date of departure.

Payment Schedule

Deposit:	£100.00 due no later than Monday 21 st May 2018 (non-refundable)
Second instalment:	£170.00 due no later than Friday 13 th July 2018
Third instalment:	£200.00 due no later than Friday 28 th September 2018
Fourth instalment:	£200.00 due no later than Wednesday 31 st October 2018
Fifth instalment:	£200.00 due no later than Friday 30 th November 2018
Sixth instalment:	£200.00 due no later than Thursday 31 st January 2019
Final instalment:	£127.00 or £200.00 (16 years +) no later than Thursday 28 th February 2019

Please note, once the trip has been confirmed and the school has undertaken to make payment to the provider, should you change your mind a refund may not be possible as we will be subject to the tour operator's cancellation policy. If, however, the school cancels the trip a full refund will be made.

Price Includes The Following

- Accommodation on a bed and breakfast basis (breakfasts will be taken at Danny's Deli)
- Students will be accommodated in multi bedded rooms on a bed share basis
- Group insurance



- UK Transport to and from the airport
- UK airport meet and greet on both the outbound and inbound flights
- Checked in baggage (weight allowance to be confirmed)
- All airport taxes and security charges
- Meet and greet on arrival at New York airport
- Return coach transfer from New York airport to your accommodation
- Tickets to a Broadway show
- Visit to the New York Film Academy (to include a tour of the facilities and a career in film talk)
- NBC Studio tour
- Statue cruise
- Theatre workshop
- Ascent of Top of the Rock
- Metro transport whilst in NYC
- Three evening meals which will be arranged in local restaurants (e.g. Bubba Gump Shrimp, at Ellen's Stardust Diner and at Planet Hollywood)

Extras, which will need to be budgeted for

- Clothing
- Daily lunches
- Drinks with meals other than water
- Meals en route (meal will be provided on the flight) a mixture of £ and \$
- \$14.00 ESTA visa charge – parents will need to apply for this independently and forward the visa to school (please see below)
- Spending Money US\$

ESTA Requirements

It is now a mandatory requirement when travelling to the USA to register for Electronic Travel Authority and receive travel authorisation via ESTA prior to travel.

Passengers who have failed to apply for and receive travel authorisation may be denied boarding, experience delayed processing or be denied admission into the USA.

How to apply

There is an online application form available at <https://esta.cbp.dhs.gov>. A fee of \$14 will be charged for each new application or for a renewed ESTA. All Payments must be made by credit or debit card when applying for or renewing an ESTA. The ESTA system accepts the following credit/debit cards: MasterCard, VISA, American Express, and Discover. Your application will not be submitted for processing until all payment information is received.

You must apply for authorisation a minimum of 72 hours prior to travel. Your ESTA will be valid for up to two years, or until your passport expires - whichever comes first. It is also valid for multiple entries to the US. However you must amend any necessary data, such as date of travel and your address whilst in the US.

Please remember that issue of ESTA does not guarantee admissibility to the United States - it is only part of the travel approval process. All queries in relation to this requirement should be addressed via the US Embassy Consular department.

Yours faithfully

E Huet

Miss E Huet
Drama Teacher