

SLS/DH

8 September 2016

Dear Parent(s)/Carer(s)

New York City Visit: Monday 13 February 2017 to Saturday 18 February 2017

Our bi-annual cultural visit to New York City will be taking place during February half term from Monday 13 February 2017 to Saturday 18 February 2017. Our visit to the 'Big Apple' will encompass a wide variety of activities that provides a broad educational focus throughout the duration. Our planned activities will enable students who study Business Studies, Media Studies, Sports and Expressive Arts the opportunity to broaden their understanding. The visit is open to all Year 11, 12 and 13 students.

We have 10 places available for the visit and would like to ensure all Year 12 students have the opportunity to go. The visit will include the following:

- Return flights between London Airport and New York Airport (British Airways – TBC).
- 1 Item of checked baggage per person and 1 Item of hand luggage per person.
- 4 nights' accommodation on a room only, individual bed basis.
- Airport Transfer in New York.
- Applebee's 2 Courses Main and Dessert including Soft Drink.
- 7 day subway pass in New York.
- 2 course meal with drinks at Planet Hollywood (Set Menu).
- Travel insurance with 24 Hour emergency assistance service.
- 2 course meal with soft drink at Hard Rock Cafe (Set Menu).
- Broadway Show – The Lion King (TBC).
- 4x Old John's Luncheonette - Continental Breakfast.
- 9/11 Memorial Museum.
- Entrance to Empire State Building.
- Ferry to Liberty and Ellis Island.
- NY Yankees Stadium Tour.
- Evening tickets - NY Knicks Basketball Match.
- 9/11 Memorial Visit.
- Personalised Hoodie.

We will be staying at the YMCA's West Side and Vanderbilt Youth Centre (www.ymcanyc.org) which is located at the bottom corner of Central Park. The facilities include:

- Twin bedded rooms (bunk beds).
- Shared wash and toilet facilities on corridors.
- All rooms have TV, air-conditioning and a small cupboard unit.
- 24 hr security, safe deposit boxes and ample fitness facilities.

During the visit, students will have the opportunity to independently explore Downtown Manhattan, whilst being provided with direct mobile phone contact with staff members.

The total cost of the visit will be **£1,140** which includes all transport costs, baggage allowances, 24-hour emergency assistance service, accommodation and meals as listed. Students may wish to bring money for additional expenditure.

Learner Support Funding: If your son/daughter is eligible for student support funding, please contact the academy as help may be provided in covering some of the initial payment.

Due to the late nature of this visit being available to Year 12 students who have recently joined us at Huish, it does limit the timescale allowed in order to pay the full balance which we understand is rather limited. An initial payment of £970* will need to be made by Friday 30 September 2016, with the two final payments being:

- 1 October 2016 - £105
- 1 November 2016 - £65

**this includes the non-refundable deposit of £130. The deposit will be paid to the tour operator ASAP to confirm additional places.*

This trip will not be organised in 2018, so whilst current Year 12 students have this opportunity to visit New York in 2017, other subject-based visits will be available as they progress into Year 13.

Please return the attached payment and consent forms and payment of £970 by Friday 30 September 2016 at the latest. Due to the large number of students this is available to, places will be on a first come, first served basis.

Yours sincerely

Shelley Swaine

Mrs S Swaine
Business Studies Subject Leader/Visit Organiser
sswaine@educ.somerset.gov.uk

Please complete this form and return with your payment .

Trip Name:		NEW YORK TRIP – YEAR 12 STUDENTS	
Pupil Name:		Form:	
Date of Trip	13 February 2017 to 18 February 2017		
Amount enclosed Deposit: £970* Other payments: Oct 2016 - £105 Nov 2016 - £65	Cash	Cheque	
	£	£	
Please tick if making a payment through Wisepay.			
Email address			
If you feel that your child may be eligible for Pupil Premium/LSF Funding please contact the Academy.			

*This includes a non-refundable deposit of £130.

A small welfare fund exists to support students in participating in Academy activities such as this study visit, where parents are suffering financial hardship and who may therefore be unable to afford the full donation required. If this applies, please write to the Principal in confidence.

1. What do I do now?

Please return this form in an envelope clearly marked with the Trip Name on the front.

Cheques should be made payable to Huish Episcopi Academy.

2. Where do I send payments?

Cash payments can be handed in to the **Academy Shop** during morning break only.

Cheque payments can be handed in to the **Academy Shop** as above.

If your payment is by cheque please write the following on the reverse:

- your address
- your son/daughter's name and form
- the name of the trip.

3. Online Payments

For online payments through our new online payment system 'Wisepay' please log on to our website www.huishepiscopi.net and click on the Wisepay logo/link. If you have not received your username and log in details, please contact Karen Chard in the finance office.

Please note that for trips that require a deposit, payment of this initial deposit indicates a financial commitment to the trip for that student. The trip would therefore be required to be paid in full even if the student subsequently decides to pull out.

Please do not send payments back to the trip organiser.

We may take photos on the day as a record of our visit. Do you give permission for your child to be photographed? Please indicate below:

YES		NO	
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Signed.....Date.....

Emergency contact number:

IMPORTANT: For refund purposes, please insert below the name and address of the person making payment.

NameAddress

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