



3rd July 2017

Dear Parent / Carer,

Trip to New York City - October 2018

I am intending to run a school trip to New York City at the end of half-term in October 2018 for students currently in Years 7, 8 and 9. In the main, it will appeal to those students with an interest in Computer Science or Geography but is open to all; we will include plenty of shopping opportunities as well as the educational stuff!

I have run this trip before at Holbrook Academy and it was a great success. I am aware that the cost may be prohibitive for some, however, I will be setting up a 'Pay Monthly' system which I hope helps in this regard. More information on this can be found on page 2 of this letter.

The main details for the upcoming trip are as below. Please be aware that these are just an indication at this stage.

Thursday 25th October 2018	Fly from London to New York Transfer from airport to hotel Visit to Empire State Building Evening meal at Heartland Brewery
Friday 26th October 2018	Sail past of Ellis Island Visit to 9/11 Memorial and Museum Apple Workshop Evening meal at la Mela
Saturday 27th October 2018	New York Hall of Science Microsoft Workshop Evening meal at Hard Rock Café
Sunday 28th October 2018	Nintendo Experience Shopping at Macy's Transfer from hotel to airport Fly from New York to London (overnight)
Monday 29th October 2018	Arrive back in London

We will be staying in the **Vanderbilt YMCA**, which we used on the last trip. Students will be roomed in twin rooms with access to shared facilities. The hostel is located on **East 47th Street**, meaning it is an excellent location for all the things we plan to do, being so central.

Evening meals are included in the price, as is travel around New York for the duration of our stay. Students will need to bring small amounts of money for breakfast and lunch which will usually be consumed in snack bar/café type establishments that can fit us in while we are out and about.

The cost for this trip is £950, which includes flights, transfers, accommodation, the visits and meals listed above and travel around New York as well as travel insurance. The company have agreed that we can collect initial deposits of £50 to secure your child's place, which you will need to hand in to the Academy office by Friday 14th July. The total deposit of £150 will be due before October half-term in 2017.

There are 50 places available for this trip. I always run trips on a first come, first served basis. If your deposit and slip is handed in 51st or after, your child will be placed on the waiting list. Reply slips and deposits will be recorded as they are received by the Finance Office. Cheques will not be processed until we know we have sufficient numbers to run the trip.

I am sure that you will have lots of questions regarding this exciting trip, so please do contact me via the Academy office and I will respond to you as soon as I can.

The recommended payment schedule is set out below:

July 2017	£50	March 2018	£90
October 2017	£100	April 2018	£90
November 2017	£90	May 2018	£90
December 2017	£90	June 2018	£90
January 2018	£90	July 2018	£80
February 2018	£90		

If you would like your child to have a place on this trip, please complete the slip below and return it to the main office as soon as possible with your £50 deposit.

Yours sincerely,



Mr P Hart
Assistant Headteacher

New York Trip : October 2018

Name of Student: Form:

My son/daughter is interested in taking part in the New York trip scheduled for October 2018. I enclose my deposit payment of £50 (cheque payable to Holbrook Academy).

Signed Parent / Carer

Date

Please return to the front office no later than Friday 14th July 2017.