

June 2017

Dear Parent/Carer

Washington DC and New York Trip - 24 March 2018 - 30 March 2018

I write to confirm that the main elements for the above trip are now booked. There are a number of pieces of information that I wanted to pass onto you and also bring some key information and dates to your attention that will require some form of action from you.

Flight information

We will be travelling to and from Heathrow by small coach, the departure time from school to be confirmed, but it will be very early, as we will need to be at Heathrow for 8.15am. We will be flying with Virgin Airways, details listed below:-

Departing LHR on 24.03.18 at 12:00, arriving at IAD at 16.50

Departing JFK on 30.03.18 at 21:00, arriving at LHR on 31.03.18 at 07:00

Passports

You need to ensure that your child has an up to date passport before we travel to the USA. **Passport details need to be submitted to the airline 12 weeks prior to travel so please ensure that this is in place before Christmas. I need the passport numbers with plenty of time to process this in school.** If your child has a passport which will still be valid in March of 2018, they will need to bring it into school for me to photocopy, or if you prefer, bring a copy of the passport into school or email to mt Tyler@heanorgate.derbyshire.sch.uk If they don't have a passport, please can this sorted over the summer holidays. **I would like all passport information in to me by no later than Friday 29 September 2017. Please note that all passports must be 'chipped' (gold camera symbol on the front cover).**

Visa requirements for travelling to the USA

All persons travelling to the USA under the visa waiver programme must obtain travel authorisation using the **Electronic System for Travel Authorisation (ESTA)**. The cost for this visa must be paid by credit or debit card prior to travel. Authorisation must be obtained at least 72 hours before departure. This requirement is in addition to the submission of passport information, which is still required. Each individual traveller must register online at <https://esta.cbp.dhs.gov/esta> Please see the attached information sheet to help with this. **Please note that if you need a new passport before travelling, get the new passport FIRST before applying for the ESTA. Please could you send in a copy of your ESTA confirmation to me for our records.**

Accommodation in the USA

We will be staying in multi occupancy accommodation in both Washington DC and New York on a room only basis.

In Washington DC we will be staying at:

The Harrington Hotel
11th & E Street, NW
Washington DC
20004-1398
Tel: 001 202 6288140

In New York we will be staying at:

Hotel Pennsylvania
401 7th Avenue
New York, NY
10001
Tel: 001 212 736 5000

In both locations we will need to submit room groupings at least 60 days prior to arrival. This is a safety and contractual arrangement with the company and hotels. Room allocations cannot be changed once submitted. I will be asking for this information before Christmas.

We will be travelling between Washington DC and New York by train with AMTRAK - departing Washington Union Station in the afternoon of Tuesday 27 March 2018, arriving at New York Penn Station in the early evening. I will inform you of precise timings once this has been booked and confirmed.

Payment of the outstanding balance

The outstanding balance needs to be paid by no later than **Monday 8 January 2018**. **It is imperative that this payment deadline is met. Failure to do so will result in a loss of deposit and your child being removed from the trip.** Our preferred method of payment is via ParentPay. Please log onto your child's account. Alternatively you can pay via cheque.

I hope the above information is of use to you. There will be a parent meeting scheduled for just after October half term (date and time to be confirmed) to go through more details but please feel free to contact me before then in the usual way if there are any questions or concerns that you may have.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Tyler', written in a cursive style.

Mr Matt Tyler
Achievement Leader for Year 8 and Trip Organiser