

1 March 2016

Dear Parents/Carers

**Re: New York February 2017**

We are now able to give you final plans for our Performing Arts' Trip to New York. We are pleased with the overwhelming interest in the trip and we have planned an exciting once in a lifetime experience. We have also increased numbers to 40 students to meet demand. Places will be allocated on a first come first served basis due to the high level of interest for the trip. Students can secure their place with a signed permission slip and a deposit of £100. The full balance of the trip needs to be settled by 9 December 2016. Details of the payment plan can be found below. The cost of the trip will be £1150 and this will include the following:

- Return flights from London Heathrow to Newark Airport
- All coach transfers
- 4 nights Bed and Breakfast at Hostelling International New York (5<sup>th</sup> night return travel home)
- All meals
- Subway travel card
- 2 Broadway shows TBC
- 1 x 90 min Broadway 101 workshop
- 1 x 90 min Musical Theatre Workshop
- Entrance to The Empire State Building
- Entrance to Top of the Rock (Rockefeller Centre)
- Hop on Hop off guided bus tour of New York
- Tour of NBC Studios
- 3 Course Meal and drink at Ellen's Stardust Diner
- ESTA Visa application

Not Included:

- Personal Spending money

We are travelling early morning on Saturday 11 February and will fly from London Heathrow at 10:55am. The flight arrives back into London at 08:10am on Thursday 16 February. We anticipate arriving back at school at midday. We are happy for you to contact us with any questions you have before committing to the trip. Once places have been confirmed we will send out a further letter with a more detailed itinerary and hope to hold a parents' meeting in the lead up to the trip. All students need to have a full passport that has more than 6 months left until expiry from date of travel.

If you would like your child to secure a place, please sign and return the permission slip by 14 March at the latest. Please pay either via the school's online payment system, by cash/cheque (made payable to The Castle School) or by credit/debit card (either in person or over the phone).

Payment Plan

- £100 (first half of deposit) ASAP to secure place – 14 March 2016
- £100 (second half of deposit) 11 April 2016
- £200 9 May 2016
- £150 6 June 2016
- £200 4 July 2016
- £200 12 September 2016
- £200 Final payment due before 9 December 2016

Yours sincerely

Alexa Step  
**Head of Drama**

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**Please return completed slips to Student Reception by 14 March. New York, February 2017**

Name of Student: ..... Tutor Group: .....

I give permission for my son/daughter to go on the NYC trip.

I enclose cash/cheque for ..... (made payable to The Castle School)/I have paid online, or by credit/debit card\*. (\*Please delete as applicable).

Signed (Parent/Carer) ..... Date: .....