

Dear Parent/Carer

7 September 2016

As the date of our Performing Arts' trip to New York City approaches, we would like to invite you to a short meeting in the Main Hall at The Castle School on Thursday 29 September at 6.00pm. This meeting will provide you with an opportunity to gain specific information regarding all aspects of the trip, as well as a chance to ask any questions or to clarify any concerns.

During the evening we wish to collect a copy of the necessary paperwork that is required for an overseas, residential visit – therefore I would very much appreciate it if you could bring the following with you:

- \* Completed EV5 consent/medical form (enclosed if not already completed)
- \* Code of Conduct signed by students and parents (enclosed)
- \* A valid EU Passport with at least 6 months until expiry from the date of return (20/9/17)
- \* Any visa required for students not holding an EU passport for travel outside of the United Kingdom

We aim to take copies of the documents to assist us in our application for ESTAs that we need to travel to the USA. Copies will be kept securely at the school for the duration of the trip.

Further to our last letter, can we also take this opportunity to remind you that the deadline for the final payment of any outstanding balance is Friday 9 December.

- £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

If you have any questions, please do not hesitate to contact us at the school.

Yours sincerely

Alexa Step & Jesney Stone  
**Party Leaders**