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## BISHOPSHALT SCHOOL

*"Above all else a place for learning"*

21 March 2019

Our ref: NB/CB/Admin/Trips & Workshops/Drama/2020/NewYork

Dear Parent/Carer,

**Performing Arts – New York Trip**  
**Date: Fri 14 – Tues 18 February 2020**  
**Cost: £1027 (£1107 for over 16s due to Airport tax)**

I am delighted to have arranged a trip for our Drama students to visit New York, USA on 14 – 18 February 2020. The trip will be an invaluable experience and an important part of their development. During the trip they will have the chance to enhance their studies by seeing a Broadway show and participating in 2 Broadway workshops.

The cost for the trip will be £1027 for under 16s and £1107 for over 16s (Airport Passenger Duty, APD, will be chargeable). The cost includes return air travel between London Heathrow and JFK New York, 3 nights Bed and Breakfast accommodation in the Hotel Gallivant on West 48<sup>th</sup> Street, a Broadway show and 2 Broadway workshops, a TV and Movie tour, a visit to the Empire State Building, 1 evening meal and 24 hour emergency support.

Places will be limited to 35 students. To secure a place an initial **non-refundable deposit of £150 will be needed before 5 April 2019 followed by a further deposit of £200 8 weeks after the booking is made.** The final balance will be due 12 weeks prior to departure.

Please can you make payment via Parentpay, giving your consent by clicking the "consent" option before "checking out". The attached consent form can be used if you are unable to do this and returned to Mrs Brown in Room 1. As there are limited places available, allocation will be on a first come, first served basis.

It is important to mention that ALL students must have a valid British passport at the time of the trip. If not, you will need to see Mrs Brown so that a VISA can be applied for on your behalf. We also ask you to acquire for your son or daughter an ESTA via [www.esta.chp.dhs.gov/esta](http://www.esta.chp.dhs.gov/esta). **Your child will not be able to travel without this.**

If you have any queries regarding this trip please do not hesitate to contact me.

Mrs N Burman

Mrs Burman  
**Head of Drama**

Enc.

Cc: Mrs Magee  
Mrs Karia



An Arts College specialising in Music and the Performing Arts  
Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr K Rowe MA

## BISHOPSHALT SCHOOL EDUCATIONAL VISITS INFORMATION SHEET

<b>Educational Visit</b>	<b>Performing Arts Trip New York</b>
Date	Fri 14 – Tues 18 Feb 2020
Party Leader	Mrs Burman
Other staff	Mrs Magee and 1 other
Party size	35 students and 3 staff
Venue details	New York, NY, USA
Transport arrangements <i>(please also see note at end of this list)</i>	Flight from LHR to New York JFK.
Departure details	TBC
Return details	TBC
Activities planned	1 Broadway show and 2 Broadway workshops, a TV and Movie tour, a visit to the Empire State Building
Meals	Breakfast at accommodation. 1 evening meal.
Dress Code	Students will not be required to bring school uniform. Students will wear comfortable clothing plus a tour T shirt for workshops. At all other times students must wear their own clothes. Parents should ensure that their child is prepared for both warm and cold weather.
Charges	£1027. Over 16s are liable for Airport taxes so cost is £1107.
Communication	A mobile phone number will be given to students at the start of the visit which they may use in an emergency. Pupils will also be allowed to use their own phones to contact home during the visit, with parents' permission.
Insurance	Students are covered by the school's personal accident policy throughout the duration of the visit.
Other information	Students will need to be responsible for their own belongings during the visit.
Behaviour	Whilst on any school visit, students adhere to the school behaviour policy. There will also be times during the visit when adults other than Bishopshalt members of staff (eg coach drivers, museum guides, transport staff) will give instructions and directions to students to which all students are required to adhere.
Overnight arrangements	Students will share single sex rooms with a maximum of 4 per room. Staff members will supervise 'bedtime' with all students to be in their own rooms and quiet by 10.30am. Staff members will have their own rooms located between student rooms.

## PARENTAL CONSENT FORM FOR AN EDUCATIONAL VISIT

Details of Educational Visit: Performing Arts New York Trip  
Venue: Hotel Gallivant Times Square, New York, USA  
Date: 14 – 18 Feb 2020

I agree to my child

\_\_\_\_\_ (Name) \_\_\_\_\_ (Form)

participating in this visit at the cost outlined and have read the information sheet attached.

I acknowledge that my child needs to behave responsibly throughout the visit.

Signed \_\_\_\_\_ (Parent/Carer)

Full Name \_\_\_\_\_

Date \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Please outline below any conditions that may require medical treatment during the visit including medication

\_\_\_\_\_  
\_\_\_\_\_

***Please remember to make payment on Parentpay***