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Head of School: Mrs S Jenner
Executive Headteacher: Mr P Banks

Roding Valley
HIGH SCHOOL

July 2019

Dear Parent/Carer,

New York Trip February 2021 (for students currently in Year 8 and 9

Following the success of the New York Trip in February, we are going to run it again. This will take place over the February Half Term 2021. We will be travelling with 'European Study Tours', please see their website for more information. The date of departure is Monday 15th February returning on Friday 19th February 2021. We will be flying with Virgin Atlantic (provisionally) between London Heathrow and JFK Airport. The cost of the trip will be £1,150 and this includes:

- Return flights from London to New York
- Return transfers in the UK and New York
- 1 Item of checked baggage per person
- 3 Nights' accommodation at the Hotel Pennsylvania www.hotelpenn.com. Students will be accommodated in individual beds
- Entrance to Empire State Building
- "Stage Door" Tour at Radio City
- Guided Walking Tour of Midtown Manhattan
- Entrance to Museum of Modern Art
- Ferry to Liberty and Ellis Island
- Entrance to Top of the Rock
- 9/11 Memorial Visit
- Shopping
- Travel Insurance
- 3 x All American Breakfast Buffet in New York
- 3 x Evening meals in New York
- An individual hoodie tailored to the students

In the event that the trip is oversubscribed by the closing date, names of all the pupils will be entered into a draw. Once the number of trip places has been reached, the draw will be continued in order to establish a waiting list. If your child is not selected your deposit will be returned at this point. However, whenever we take a school trip or visit we have to ensure that a student's negative behaviour will not have a negative effect on the safety of others, or pose unnecessary problems.

Students must submit a completed application form with £150 deposit payable by cheque/ParentPay by the **20th September 2019**. They should be submitted to finance with the student's name on the back of the cheque.

For the February 2021 trip, the following payments will need to be made:

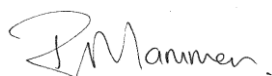| Deposit	£150	20th September 2019
2nd payment	£100	1st November 2019
3rd payment	£100	1st December 2019
4th payment	£100	1st February 2020
5th payment	£100	1st March 2020
6th payment	£100	1st April 2020
7th payment	£100	1st May 2020
8th payment	£100	1st June 2020
9th payment	£100	1st July 2020
10th payment	£100	1st September 2020
Final payment	£100	1st October 2020

Payments must be made either through ParentPay/Cash or by cheque by the dates listed above. If you need your ParentPay login please email the finance department on finance@rodingvalley.net.

In the event of cancellation for any reason the initial deposit is non-refundable. In addition, should you decide to cancel for any reason, cancellation charges will be applied by the tour operator. Similarly your child's place on the New York trip will be at risk if you fail to keep up with the monthly payments.

We are confident that this will be a fantastic and challenging experience for our students. Should you wish to look for any further information about the trip please visit the European Study Tours website.

Each student will need to travel on their own passport and need an Electronic System for Travel Authorisation (ESTA) at a cost of $14 (at time of writing). Failure to have both these documents will unfortunately mean that they are unable to travel.

Yours faithfully

Mr R Mammen
Deputy Headteacher

Please return to: Finance Department by Friday 20th September 2019

Trip to New York – 15th to 19th February 2021

Student Name………………………………………………..   Form…………..

I give permission for my son/daughter to visit New York and enclose the £150 deposit cheque/paid on ParentPay which will be returned if my student is not allocated a place on the trip, but I understand that it is non-refundable if I cancel the place once allocated.

Parent/Carer signature………………………………………………………….