



7th May 2019

Dear Parent/ Guardian,

Cultural Visit to New York City, October Half Term 2019

As flights and accommodation for our New York Trip have now been confirmed, we need to collect passport and Electronic System for Travel Authorisation (ESTA) confirmations in order to send them to the travel company and airline.

*Mrs Ridley needs to see and photocopy all **original** passports and ESTA confirmations by Friday 5th July.* Please send these into school as soon as possible to avoid a last-minute rush. The passports will be sent home on the same day that they are bought in. Further information on the ESTA process has been provided below, along with the other information which will be necessary to fill out the application. If students do not already have a valid passport, please send the application off immediately.

ESTA

As previously mentioned, students with a British Passport need an ESTA from the US Government in order to enter the USA. Students with a passport issued by other countries will need to check their own entry requirements, though most European passports are covered by the same process. For a full list of entry requirements, please visit: <https://www.usa.gov/enter-us>.

The application for an ESTA is online and costs \$14. This can take up to 72 hours to come though, though often takes less time. Each ESTA lasts for two years and can be used for subsequent trips to the USA.

To apply, students will need a passport (valid for the travel dates), personal information, flight and accommodation details. More information and a link to the official ESTA website are below; please use these links or check websites you use carefully as there are some very convincing companies who charge more money and do not complete the official requirements.

- UK Government travel advice for the USA: <https://www.gov.uk/foreign-travel-advice/usa/entry-requirements>
- Official ESTA website: <https://esta.cbp.dhs.gov/esta/>

If students have been to the USA within two years of our travel dates (26-30th October 2019) you will need to log into the website and change the accommodation details. Provided the ESTA is still valid until the day after we return there will be no need to complete a new application once this has been updated.

Please send the ESTA confirmation number into school at the same time as the passport.

Important information

Trip Dates: Saturday 26th to Wednesday 30th October 2019. The purpose of the trip is a vacation/ tourism/ pleasure.





Accommodation address whilst in the USA:

Vanderbilt YMCA
224 East 47th Street
New York, NY 10017

Flights:

Departure Date	Departure Airport	Departure Time	Arrival Date	Arrival Airport	Arrival Time	Airline	Flight Number
26/10/2019	Heathrow International Airport	09:35	26/10/2019	John F Kennedy International Airport	12:25	British Airways	BA 175
29/10/2019	John F Kennedy International Airport	23:00	30/10/2019	London Gatwick Airport	09:50	British Airways	BA 2272

Final Payment Date Reminder

Please remember that the **final payment date is 15th July 2019**, as stated on the confirmation letter received at the end of October 2018. **This date is not flexible.** Failure to have paid the final balance by this date will mean that students cannot attend the trip and will not be eligible for a refund.

Parent Meeting

There will be a pre-departure parent's meeting at the school shortly after the new school year begins in September. Meeting times, kit lists, rooming and a much more specific day-by-day itinerary will be available at this point. There will also be paperwork to complete which will include a re-cap of medical needs, dietary requirements, a behaviour contract and consent forms. It is important to note that although some of the students attending will be 18 at the time of travel, the legal age for alcohol or tobacco-related products in New York is 21.

Please do not hesitate to contact me if you have any concerns or queries.

Kind regards,

Laura Ridley
Trip Leader
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