



September 2016

[www.adeyfieldschool.org](http://www.adeyfieldschool.org)

Dear Parent or Carer

## New York Trip 2018 - October Half Term

Adeyfield School is delighted to offer this exciting opportunity to visit New York City in October Half Term 2018. This trip will include:

- Return scheduled flights from London Heathrow to New York
- Return coach transfers from the airport to your hotel
- Four nights' accommodation at your chosen hotel
- Empire State Building
- Statue of Liberty, Ellis Island and Museum of Immigration
- Pre-arranged evening meal at Planet Hollywood
- Services of Study Experiences Tour Manager in New York
- Government and airport taxes and service charges
- Full Personal Accident & Travel Insurance through Hertfordshire County Council
- Offsite Visits Insurance
- 7 day metro card

We also hope to visit China Town, Little Italy, Grand Central Station and Ground Zero, as well as plenty of time for shopping. The estimated cost for this trip is £950.00

All students will need a current passport with at least 6 months valid travel on it. Any student without an EU passport must have a valid visa which you can obtain from the American Embassy. You will also need to apply for ESTA (Electronic System for Travel Authorisation).

This trip is being offered to our current years 8, 9, 10 & 11 students who will be in Year 10, 11, 12 or 13 in October 2018. **Please note that only students on Adeyfield School Register at the time of the trip are eligible to attend.** In accordance with the School Policy we retain the right to remove a child from a school trip if they do not meet the schools code of conduct.

The cost of this trip is based on a minimum group of 20 students. All students will sleep 4 to a room and our numbers are based upon this once you accept a place. All rooms have 2 double beds. You must understand that if you withdraw from the trip you will lose your deposit plus you will be charged any room supplement costs as a result of the change in booking.

This trip is organised through Study Experience Tour Operator. Once we have entered into a contract with them; completed our booking form and paid initial deposits, we are bound by the Terms and Conditions of this contract.

**Look smart. Be polite. Work hard.**



Initially we would ask that you pay £75 to secure your place on this trip. Please complete the slip below and return to Student Services with your cash or cheque made payable to Adeyfield School by Friday 30 September 2016. We will confirm your place on this trip and use this £75 as your initial deposit. Once we have completed our booking form with Study Experience this deposit is non-refundable.

In accordance with our contract with Study Experience, we will need to have paid for this trip in full by July 2018 and therefore the following Schedule of Payment will apply:

£75 Initial Deposit (as above) paid by 30 September 2016 - this is a non-refundable deposit

- £125 paid by 31 January 2017
- £125 paid by 30 April 2017
- £125 paid by 15 July 2017
- £125 paid by 31 October 2017
- £125 paid 31 January 2018
- £125 paid by 30 April 2018
- £125 paid by 15 June 2018

By signing the slip below you are agreeing to meet this schedule of payment. Of course, if you would prefer to pay smaller amounts more regularly, you can do so.

If you have any further questions please do not hesitate to contact me at the school.

Yours sincerely



**Sally Fenemore**  
**School Business Manager**

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**Please return to Student Services - New York Trip 2018**

I wish to reserve a place for my son/daughter ..... Form .....  
and enclose £75 deposit (cheques made payable to Adeyfield school)

I understand that by signing this slip I am agreeing to meet this schedule of payment stated in this letter once a place for my son/daughter has been confirmed.

Name ..... Date .....

Signature .....

Parent/Carer