

Our ref: KBY

24th November 2025

Dear Parents and Carers,

Re: Confirmed place on the New York Trip

Dates: Wednesday 02 April - Monday 07 April 2025 (dates are subject to flight availability)

I am pleased to confirm that your son/daughter has been given a place on the New York trip and deposits are now due.

Finance, Health Insurance and VISA

The total cost per student will be £1,850. All students will need a passport that expires at least 6 months after our return date. Students will also require a mandatory visa to enter the USA, an ESTA (Electronic Travel Authority that costs £9.00, at the time of writing) for students with a British passport. If students do not have a British passport then they may not be eligible for an ESTA and must secure an alternative US Visa. If you do not think your child will be eligible for an ESTA please get in touch so that we can support you with applying for the correct visa. All students will need to meet the requirements for travelling to New York, currently there are no Covid restrictions but should this change students must meet the requirements. Students will also need a small amount of spending money for lunch each day and for any shopping. The payment plan for the trip is as follows:

Date	Amount
Deposit by 4th December	£150
January 31st	£150
February 29th	£142
March 31st	£142
April 30th	£142
May 31st	£142
June 30th	£142
July 31st	£140
August 31st	£140
September 31st	£140
October 31st	£140
November 31st	£140
December 31st	£140
Total	£1,850

Cancellation fees

Should any pupils withdraw from the trip they will be subject to cancellation fees. We will always try to find a replacement for the student on the trip so that the fees do not apply but this is not guaranteed.

Notice Period	Cancellation charges
Charges 70 days or more before departure	£140 deposit and any supplier costs already incurred (E.g. flight tickets, theatre tickets etc.)
69 – 30 days before departure	70% of booking cost
29 – 0 days before departure	100% of booking cost

Provisional details and agenda

The following details are subject to change dependent on availability of flights and accommodation at time of confirmation:

Dates: Wednesday 02 April - Monday 07 April 2025 (Dates are subject to flight availability)

Duration: 6 days/4 nights' accommodation

UK airport meet and greet: For both the outbound and inbound flights

Flights direct: Return flights from London Heathrow to New York

Airport transfer Return coach transfer from New York airport to your accommodation and from Thomas Alleyne to Heathrow

Accommodation: Holiday Inn Express Manhattan Midtown West, New York (subject to availability)

Students will be accommodated in multi-bedded rooms on a bed share basis. If students are not prepared to share a double bed with a friend then they can share a twin room at a cost of £70 per person per night.

Board basis: Bed and breakfast accommodation. Students will need to purchase lunch each day.

Visits:

- Entrance to the 9/11 Memorial Museum
- Tickets to a Broadway show
- Ascent of the Empire State Building
- 90 minute guided walking tour
- Entrance to the Statue of Liberty
- 4 x Evening meals in restaurants

Places

To secure your son/daughter's place on the trip an initial non-refundable deposit payment of **£150.00** must be received by **Monday 4th December via Arbor**.

Please be aware that we will only be able to take students on the trip if they are part of The Thomas Alleyne Academy Sixth Form. Should your son/daughter decide not to stay in Sixth Form then they will lose their place on the trip. We will do everything possible to fill their place with a reserve student but they could be liable to pay the fees outlined in the table above if this is not possible.

We are proud of our excellent record of exemplary behaviour on trips and visits. Students will be representing our Academy and we expect all to behave and act responsibly. If staff have any concerns about your child's conduct, their place on the visit will be reviewed.

Yours Faithfully,

Katie Bailey
Assistant Headteacher,
Thomas Alleyne Academy, Stevenage