Our Ref: 2016/037/Ajc/Eac

14 October 2016

Dear Parent/Carer

Residential Visit to New York, 15 October to 19 October 2017

Please keep this letter safe

I am pleased to inform you that you son/daughter has been allocated a placed on the visit to New York from the 15 October to 19 October 2017. We are really looking forward to your child coming away with us and experiencing the culture of New York.

Thank you for completing the permission slip and returning the initial deposit. We are pleased to confirm the Academy visit and provide you with further details of future payments as well as some initial practical details to ensure that the trip can run successfully.

Please ensure you read all information carefully. If you have any queries do not hesitate to contact Mrs A Clark (Visit Leader) at the Academy.

Payment Schedule:
Please find below the payment schedule for the remaining balance of the visit. If you wish to pay the remaining balance for the visit early please contact Ms D Adcock at the Academy for further guidance.

Date:	**Amount required:**
7 October 2016	£100.00 (deposit already paid)
1 November 2016	£125.00
1 December 2016	£125.00
1 February 2017	£130.00
1 March 2017	£125.00
1 April 2017	£125.00
1 May 2017	£100.00
1 June 2017	£100.00
1 July 2017	£100.00
Total:	£1030.00

Important information regarding the deposit schedule.
Please remember that, as with all overseas tours (booked through travel companies), we are entering into a financial agreement which are bound by terms and conditions dictated by the company. You will appreciate that as a school we also have to pay the company in installments and late payments may result in a penalty fee. **All payments are non-refundable except in the case of cancellation by the Academy.**

If you are unable to make a payment for any reason you MUST contact Ms D Adcock in the Finance department to arrange an alternative date.

What if I want to cancel my child's place?
Occasionally parents decide to cancel their child's place on residential visits. Though everything will be done to fill this place, this isn't always possible. In this event, the reimbursement of monies is dependent on the fulfillment of the place. If you do decide to cancel your child's place you **MUST** inform the Academy immediately.

Passports and Documentation:
As this is a foreign visit we will need confirmation that each student has their own appropriate valid passport (https://www.gov.uk/apply-renew-passport) which must be valid until January 2018. They will need to fill out an ESTA form. We will issue further guidance about this.

We require passport information in November 2016 so this can be passed on to the airline. If your child does not have a valid passport please arrange for one before this to allow time for it to be processed. **Any delays in receiving the passport information may incur a further fee from the airline.**

What do you need to do next:

1) Ensure that your son/daughter has their own valid passport.
2) Provide a photo copy of your son/daughter's passport **as soon as possible** for checking. This needs to be addressed to Mrs A Clark (if sending in an envelope) or you can make a copy and email it to aclark@lfata.org.uk

Final Details:
There will be a meeting for parents in Term 4 to collect medical forms, and confirm all final arrangements for the visit.

In the meantime if you would like any more information about the visit, please do not hesitate to contact me at the Academy.

Yours sincerely

Mrs A Clark
Curriculum Leader for Religious Studies

New York Residential Visit 2017.

Please complete and return to the Academy as soon as possible.

Name of Student: _____

Personal Tutor: _____

By signing this letter you are agreeing the following.

- ☐ I have read and understood the information provided in this letter.
- ☐ I understand that with all visits I am entering into a financial agreement, where certain terms and conditions apply. If you require a copy please contact Mrs Clark.
- ☐ I understand that if I cannot make a payment as per the deposit schedule I MUST contact the Academy to arrange an alternative date.
- ☐ I understand that if my child does not have a passport this MUST be ordered by December to enable us to pass information to the airline.

Signed Parent/Carer: _____

Print Name: _____