

6th February 2019

Dear Parent / Carer

Re: New York 8th-13th April 2019

It is now only a few months until the trip and I would like to take this opportunity to share some important information in preparation for the visit. **I would draw your attention to the flight information form which must be completed and returned by Friday 15 February 2019.**

Passports and Insurance

May I remind you that all students will require a passport **valid until at least 30th April 2019**. As detailed in my previous letter, passports must be an E passport, to be an E passport, it must have the following logo on the front cover.



The passport information above is true at the time of writing this letter, with concerns of a no deal Brexit, this could potentially change. I ask all parents and carers to check any news updates as they happen. Please can you ensure that your son/daughter has completed their ESTA application, a print out of the application must be handed in at the meeting on 4th March. These can be obtained via the following website <https://esta.cbp.dhs.gov/esta/>.

To complete the ESTA you will be required to complete contact information for New York, we will be staying at:
Hotel Edison
228 West 47th Street
New York
NY 10036

Tel: (844) 768 1221

The Arnewood School has comprehensive travel insurance. Your son/daughter will be covered by this insurance policy. If you would like a copy of this policy, please contact me at the school.

Dietary Requirements

All meals that are paid for will be from a set menu. We have chosen some great restaurants, I am hoping students will be very happy with the menu choices! Please can you confirm whether your son/daughter has any specific dietary requirements or allergies by completing the section on the attached form? The restaurants can cater for all needs but will only do so if they are informed in advance. **Please return the attached form to the Finance Office by Friday 1st March at the latest.**

Hooded Tops

I am delighted to offer your son/daughter a personalised hooded top for the trip for the discounted cost of **£25.85**. This will be very useful for the mixed climate we can expect in April, it will also be extremely useful to travel in and to keep everyone together in the airport and will serve as a memento of the visit. They are of high quality and will feature the school logo, the trip and the number 19 for “2019”. Students will have the choice of colour and what name they would like to have on the back of the top. Please note we will not be able to alter the order and change sizes or colours once it is placed. If you wish to purchase a hoody, please complete the section of the attached form with details of your order and return to the Finance Office with a payment of £25.85 by Friday 1st March. Please make cheques payable to The Arnewood School.

Baggage Allowance

We are flying with British Airways, they allow customers to carry one piece of hand luggage and one small item (handbag, laptop) on board. Hand luggage must not exceed **56cm x 45cm x 25cm** and the small item must be no bigger than **40cm x 30cm x 15cm**. Both items can weight up to **23kg** each. If your hand baggage exceeds the limit, it will be checked into the hold. This can be added to your checked baggage allowance. However if it exceeds this, you will be charged the airport's excess baggage fees.

Each piece of checked in luggage must not be larger than **90cm x 75cm x 43cm** including any pieces of the luggage that stick out (handles, wheels etc). Each piece of luggage has a weight allowance of **23kg**.

We are flying on Monday 8th April at 14:40, arriving 17:25.

Returning on Friday 12th April departing at 21:30, arriving Saturday 13th April 09:35.

Note: It is Parent's responsibility to keep the school informed of any changes to contact numbers and medical information pertaining to their child. Parents can update via SIMS Parent Lite – details at <https://www.arnewood.hants.sch.uk/parents/sims-parent-lite> or via contact with reception.

Information Evening

I will be holding an information evening on Monday 4th March so that you can meet the staff accompanying your son/daughter on the trip and to answer any questions you may have. Thank you for your continued support.

Yours faithfully,

Mrs K. Watson
Head of Drama

New York Trip 2019

Name:

Tutor Group:

To be returned to the Finance Office by Friday 1st March 2019

Dietary Requirements:

PLEASE NOTE: STUDENTS WILL BE GIVEN FOOD BASED UPON THIS INFORMATION. PLEASE MAKE SURE IT IS ACCURATE. WE WILL NOT BE ABLE TO CHANGE THIS DURING THE TRIP.

Does your son / daughter have any specific dietary needs? **Yes / No** (please delete as appropriate)

If Yes, please give details below:

Hooded Tops:

I wish to purchase a hooded top for my son/daughter and enclose payment of £25.85:



Choice of colour

Size

Name on the back (please write in BLOCK CAPITALS)

For more details see <http://www.schoolleaverscompany.co.uk/leavers-hoodies.html>

Please note we will NOT be able to alter the order once it is placed.

<u>Sizes:</u>	<u>Colours:</u>	
X- Small (36" chest)	Kelly Green	Pink
Small (38" chest)	Black	Purple
Medium (40" chest)	Brown	Red
Large (42-44" chest)	Charcoal	Royal Blue
X-Large (46" chest)	Heather Gray	Sapphire Blue
XX-Large (48" chest)	Hot Pink	Sky Blue
	Jade	Violet
	Maroon	Bottle Green
	Navy Blue	White
	Orange	Yellow

Please complete the following information and return it to the Finance office by Friday 15th February 2019.

Surname (as on passport)	
First Name (as on passport)	
Middle Name (s) (as on passport)	
Gender M/F	
DOB (dd/mm/yy)	
Issue Country (i.e. GBR)	
Passport number	
Passport expiry (dd/mm/yyyy)	
Country Residence (i.e. GBR)	
Citizenship (i.e. GBR)	
Special Meal	
Food Allergy *	

Special meals can be chosen from the list below, meals cannot be offered to suit personal preference e.g. no chicken

VGML – vegetarian vegan meal

DBML – diabetic meal

GFML – gluten intolerant meal

NLML – No lactose meal

AVML – Vegetarian Hindu Meal

KSML – Kosher meal

MOML – Moslem meal

VJML – Vegetarian Jain meal

VLML – Vegetarian Lacto-ovo meal

*Please confirm any food allergy and we will advise of the airlines policy. Most airlines cannot guarantee an environment completely free from allergens so traces of some ingredients may still be present in meals and you may be advised to bring your own food.

New York Trip 2019

Suggested Equipment List

Further details and a more detailed equipment list will be handed out at the meeting in March 2019. Details will follow at a later date.

- E Passport (valid until at least 30th April 2019)
- ESTA visa – a print out to be handed in on Monday 4th March
- A warm coat
- Hat, scarf and gloves
- Sensible shoes that will be comfortable and safe to walk in
- A spare pair of shoes
- Layers of clothes (t-shirts, shirts, jumpers, hoodies, etc)
- Wash bag
- Underwear and socks for 7 days
- Small day bag
- Spending money in a secure wallet
- Note book and pencil case
- Water bottle
- Travel items (e.g. USA plug adaptors, travel pillow, travel bands, etc).
- Quiz books and games

Electrical items: students will be permitted to bring their iPods, iPads, cameras and mobile phones but do so at their own risk and are 100% responsible for keeping them safe. Students should also make sure they are aware of any charges that they may incur.