



The Priory School
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19th April 2024

Dear Parent/Carer

As promised, below is an update on the arrangements for the NY trip so far along with a payment plan. I am happy to share with you that the trip will now be over 4 nights rather than 3. We will be staying at the Heritage Hotel which is near Madison Square Park in the Flatiron District. We have also managed to secure direct flights with Virgin from Heathrow. The flight details are as follows:

| | LHR → JFK | JFK → LHR |
|--|------------------|----------------------|
| Flight number | VS153 | VS154 |
| Date | Sat 15 Feb 2025 | Wed 19 Feb 2025 (+1) |
| Departure time | 13:40 | 16:40 |
| Arrival time | 21:00 | 09:20 (+1) |
| Cabin baggage: 1 item per person, max weight 10kg, max size 56x36x23cm and 1 small bag per person (handbag/laptop). | | |
| Check-in baggage: 1 item per person, max weight 23kg. | | |

Numbers this year are smaller than usual and therefore this increased the price of the US transfers substantially per student. As a result, I asked the travel company to take this cost off the quote as it would have added over \$100 to each student. Instead, we will be travelling from JFK into Manhattan on the AirTrain for less than \$10 one way. We will use this transportation method to get back to JFK for our return flight. I have done this before both on and off a school trip and it is quite straight forward (and gives a fabulous view of Manhattan as we get closer!)

| Included in the cost is: | Not included in the cost is: |
|---|-------------------------------------|
| Top of the Rock entry | US transfers (approx. \$20) |
| Empire State building entry | US transportation (approx. \$35) |
| 9/11 Memorial & Museum entry | ESTA (currently \$21) |
| Statue of Liberty and Ellis Island cruise (including museums) | |
| 1 x evening meal at Hard Rock Café | |

Total Cost: £1,365.00

Non-refundable deposit: £250 This has already been paid

Payment Plan: The remaining balance can be made in instalments of any amount but the minimum required is:

| | | | |
|--------------|---------|---------------------|------|
| Instalment 1 | Due by: | 13th May 2024 | £250 |
| Instalment 2 | Due by: | 13th June 2024 | £173 |
| Instalment 3 | Due by: | 13th July 2024 | £173 |
| Instalment 4 | Due by: | 13th August 2024 | £173 |
| Instalment 5 | Due by: | 13th September 2024 | £173 |
| Instalment 6 | Due by: | 13th October 2024 | £173 |

Payment Options:

ParentPay – Please make all payments via your ParentPay account which will track your payment progress. Ensure each payment is completed; you will receive a confirmation email when the payment goes through.

Cheque/Cash – If you need to pay by cash or cheque, please request a barcode from natalie.riley@pri.318education.co.uk. This can be taken to any PayPoint outlet. Payment can take up to 48 hours to show on ParentPay.

Other Important Information:

- If instalments are not paid on time this may put your child's place on the trip at risk.
- Should your child be excluded at any point before the trip goes ahead, this may put their place in jeopardy.
- We remind you of the importance of trust and co-operation involved in such trips and the need for excellent behaviour. Students may be withdrawn from a trip in extreme circumstances where a risk assessment indicates that they may put themselves or others at risk.
- **Attached is a copy of our code of conduct for you to look over with your child.** We will be asking you to sign a copy of this before the trip goes ahead.

The travel company's cancellation charges are:

| Notice Period | Cancellation Charge |
|-----------------------------|---|
| 84 + days before departure | Loss of all deposits (plus any supplier costs already incurred) |
| 84-29 days before departure | 75% of booking cost |
| 28-0 days before departure | 100% of booking cost |

These charges can be reclaimed (less policy excess) if withdrawal is for an insurable reason (in which case we would contact our tour consultant for further details).

Please note that the travel company terms and conditions reserve the right to increase the price of confirmed bookings solely to allow for increases which are a direct consequence of changes in:

- the price of the carriage of passengers resulting from the cost of fuel or other power sources;
- the level of taxes or fees imposed by third parties including tourist taxes, landing taxes or embarkation or disembarkation fees at ports and airports;
- the exchange rates relevant to our package change.

Should there be an increase in price this will be between 2% - 8% of the price of your booking and parents will be required to pay this. Should the increase be above 8% the school will review its options as per the contract terms.

- Your child will need their own full passport. The passport only needs to remain valid for the duration of our stay in the United States. If you need to apply for or renew a passport, please allow plenty of time to complete this process.
- If for any reason you no longer wish your son/ daughter to participate in this visit, please let me know in writing as soon as possible so we can offer their place to another child on the waiting list.
- An information evening will be held towards the end of January 2025 where we will circulate the final itinerary and collect in travel documentation.

If you have any other queries at this stage, please do not hesitate to contact me at school.

Yours faithfully

Miss Blower

A handwritten signature in black ink that reads "H Blower". The "H" is stylized with a loop at the bottom, and the "Blower" is written in a cursive, flowing script.

Head of Business