



STEWARDS ACADEMY

SCIENCE SPECIALIST

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Headteacher: Mrs H. Ginger BSc Mathematical Sciences

5th February 2020

Dear Parents / Carer

YEAR 10 - ACADEMIC YEAR 2020/2021 - PROPOSED VISIT TO NEW YORK WEDNESDAY 10th TO SUNDAY 14th FEBRUARY 2021

I am hoping to organise yet another trip in February 2021 to New York for Year 10 of academic year 2020/2021. The party will be based at the Gallivant Hotel, situated near Times Square. Due to the number of previous trips, I am now very familiar with this part of New York!

The price will include flights, transfers, hotel costs and insurance. Please note food is not included apart from in-flight meals. Pupils will need to take approximately £100 for food whilst in New York. If surcharges are imposed, I am afraid that we would have to pass these on to you.

The purpose of this letter is to gauge firm interest in such a trip. Places on the trip are strictly limited to 45 and will be allocated on a first come first served basis. It is likely that the trip cost will be in the region of £900. The cost is based on 30 pupils going. Please be aware that this figure may be subject to change depending on final costings from the tour company and how many deposits are received by the deadline date. Once the booking has been made with the travel company, deposits are **not** refundable should you change your mind.

If you would like to reserve a place for your child, we would need to have a deposit of £300 no later than 2nd March 2020. Any deposits received after this date will be placed on a reserve list. Should a late place become available, parents/carers of pupils on this list will need to ensure that they will have the money available to make full payment.

Before committing to this trip, it is absolutely vital to consider whether you would be able to pay the remainder of the cost by the specified date, as the agent requires final payment well before departure. It is essential that payment deadline is met. Should you fail to make a payment by the deadline, you will be contacted and may be asked to explain the delay.



Leading Space Education
Quality Mark



⇒ Deposit	£300	to be received by Monday 2 nd March 2020
⇒ 2nd instalment	£150	by Thursday 30 th April 2020
⇒ 3rd instalment	£150	by Sunday 31 st May 2020
⇒ 4th instalment	£100	by Tuesday 30 th June 2020
⇒ 5th instalment	£100	by Wednesday 30 th September 2020
⇒ Final instalment	£100	no later than Monday 2 nd November 2020

You have responsibility for ensuring that your son/daughter has the necessary travel documents. Please note that should you **require a visa**, please take urgent action to obtain the relevant VISA, by scheduling an appointment with the appropriate embassy. Please also note that if you have a **British passport**, you are required to have 6 months remaining before expiry on the date of travel.

If you have any specific questions about the organisation of the trip, please call and leave a message for Mr. M Harman. Any queries concerning payment, please ask for Mrs Mills, Finance Manager.

Important Points to Note:

- To qualify for this trip attendance and punctuality will be considered in line with the Academy policy and is at the discretion of the staff involved.
- For your child to continue to qualify for this trip, they must have and continue to have good attendance, punctuality, behaviour and attitude to their learning at school.
- If you withdraw your child from the trip you will not be entitled to any refund unless there are exceptional circumstances, as agreed by the Academy.
- If your child is withdrawn from the trip by the Academy due to any circumstance, you may be entitled to a refund providing it falls in line with the travel company's cancellation policy.
- Should you fail to keep to the payment schedule, which you agreed to do by signing the Consent Form, your child's place on the trip may be in jeopardy.

Yours faithfully

M. Harman
Trip Leader



STEWARDS ACADEMY
NEW YORK 2021
WEDNESDAY 10TH TO SUNDAY 14TH FEBRUARY 2021
Consent Form



TO BE RETURNED TO STUDENT SERVICES
NO LATER THAN MONDAY 2ND MARCH 2020

Stewards Academy fully complies with information legislation. For the full details on how we use your personal information please visit our website <http://www.stewardsacademy.org> and click on the Privacy notice on the footer of any page or call 01279 421951 if you are unable to access the internet.

I agree to my child taking part in in the above-mentioned trip.

Pupil Name _____ *[please print name in full]*

Tutor Group: _____ Gender: Male / Female

I am prepared to pay the total sum of £900.

I have paid £300 through ParentPay which I understand is non-returnable and that my child will not be allocated a place until the signed consent form is received.

I enclose a Cheque for £300 made payable to Stewards Academy Trust which I understand is non-returnable

I enclose cash for £300 which I understand is non-returnable

Dependent on final pupil numbers, it may be necessary to adjust the final balance. This balance can be adjusted up as well as down. In signing this form, I am confirming that I will, and can, cover the final cost / payment for this trip.

Please write the trip name, pupil's name, and tutor group on the front of the payment envelope and on the reverse of any cheques.

I agree to pay

- ⇒ 2nd instalment £150 by Thursday 30th April 2020
- ⇒ 3rd instalment £150 by Sunday 31st May 2020
- ⇒ 4th instalment £100 by Tuesday 30th June 2020
- ⇒ 5th instalment £100 by Wednesday 30th September 2020
- ⇒ Final instalment £100 no later than Monday 2nd November 2020

I understand that should any of my cheques be returned to the Academy 'UNPAID', I will be required to make an immediate payment in CASH plus a £5.00 administration fee.

I understand that the Academy reserves the right to withdraw my child from the trip if he/she has caused repeated concerns regarding attendance, punctuality, behaviour, attitude or breaches of the Academy's code of conduct.

I understand that if I withdraw my child from the trip I will not be entitled to any refund unless there are exceptional circumstances, as agreed by the Academy.

I understand my child must have and continue to have good attendance, punctuality, behaviour and be up to date with their school work to qualify for this trip.

Signed by Parent/Carer _____ Date _____

Name of Parent/Carer *[please print]* _____

Contact details of the person who will be making payments for this child: *[PLEASE PRINT CLEARLY]*

Title *[Mr / Mrs / Miss / Ms / Other]* _____

Name: _____

Address: _____

Relationship to child: _____

Telephone Numbers:

Home _____ Mobile _____

Email Address: _____

Title *[Mr / Mrs / Miss / Ms / Other]* _____

Name: _____

Address: _____

Relationship to child: _____

Telephone Numbers:

Home _____ Mobile _____

Email Address: _____