



Long Field Academy

Principal: Christopher Haggett BSc PGCE NPQH

Ambleside Way
Melton Mowbray
Leicestershire
LE13 0BN
Tel: 01664 561234



02/10/2017

Dear Parent/Carer

EDUCATIONAL VISIT TO NEW YORK AND WASHINGTON DC

We are proposing to arrange a fantastic visit to New York and Washington DC on 17th to 22nd February 2019. The visit is open to students from current year groups 9 and 10. The visit will give students the opportunity to experience an exciting range of activities in cities that will inspire and expand their thinking and leave a long lasting impression upon them.

Students will spend three days in New York and will have the opportunity to visit Time Square, the Statue of Liberty, watch a Broadway show, climb the Empire State Building and explore the iconic Radio City Music Hall. They will travel to Washington DC for two days and visit the White House, Capitol Hill, Lincoln Memorial as well as the Smithsonian American Art Museum, which houses the largest collection of American art in the world. There will also be opportunity for students to explore the famous Central Park, 5th Avenue and Macy's, the world's largest department store. The size and scale of the cities themselves will be an experience that those who go will never forget.

The visit itself takes place during half term and so students who attend will not miss any of their regular lessons.

The cost for this visit will be **no more** than £1250 (final price will be confirmed when final numbers are known). The price includes -

- Return flights to New York (flying home from Washington DC)
- Hotel accommodation close to Time Square
- Full American Breakfasts and three course evening meals
- Broadway show Tickets
- Tour of the world famous Radio City Music Hall
- Visit to see the Statue of Liberty
- Tickets to climb the Empire State Building
- Visit to the Financial District and (hopefully!) the Federal Reserve.
- Visit to Central Park, 5th Avenue, Time Square and to Macy's.
- Train fare to Washington DC and 2 day activities once there including a tour of Washington as well as a visit to see the White House, to Capitol Hill, Arlington National Cemetery, and National Archives and to the Smithsonian American Art Museum.
- Travel insurance

Although food is included within the cost, students will need to bring a small amount of extra money for lunchtime snacks.

In order to secure a place, please return the attached parental consent form and non-refundable deposit of £150 by **Friday 27th October 2017** to the Finance Office. This will enable the visit arrangements to be completed and confirmed. Following this date there will be a parent meeting where further details will be explained, and a payment schedule will be sent out. This visit is an optional extra and supports the academy's curriculum. No pupil or student will miss any compulsory or statutory element of their education if they do not attend.



Email: sstaff@longfield.leics.sch.uk
Website: www.longfieldtrust.org.uk
Twitter: @Longfieldmelton



Transport

Your child will be expected to be responsible enough to wear any seatbelt provided until informed it may be released.

Contingency Fund

If there is any money remaining in the contingency fund after the trip then, where this is less than **£5.00 (or other reasonable sum)** per contributor, it will be retained in the school fund to support the contingency fund for other school visits. Any remaining money exceeding this amount will be divided fairly among the contributors.

Student Behaviour

Students attending this visit will need to have a record of good behaviour and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred will be the responsibility of their parents. Students will also need to maintain an excellent behaviour record throughout the academic year.

Strenuous Activities

Participants must be aware that this visit involves some walking, possibly in poor weather conditions. It is suitable for reasonably fit participants prepared to undertake physical effort throughout the visit.

Notification of medical conditions or special needs

Advance warning is needed of any participants with special medical or other needs to ensure all health and safety considerations have been made. Parents must inform the school of any relevant medical or other needs on the visit consent form. Notification of dietary needs for sound medical, ethical or religious reasons must also be made.

Insurance Provided

All bona fide educational visits by the academy's public liability insurance, as are all in-school activities. This visit is considered to have only normal everyday risks and no further insurance has been provided

Passport and ESTA

Students should have their **own** valid European passport to take part on this residential which I will be collecting in from students a month before departure. Students also require ESTA (Electronic System for Travel Authorisation) for entry into the USA. This should be completed as soon as possible in advance of the trip and costs \$14. Details of how to apply for this are found here <https://esta.cbp.dhs.gov/esta/>

Spending money

There is little need for extra money apart from lunch snacks. Your child may wish to buy souvenirs whilst in the USA; in this case, a small amount would be advisable. £50 worth of dollars should be adequate with a small amount of English money for the airports. Students will be responsible for their own money and ensuring they spread it across the 6 days.

If you have any concerns or queries regarding the trip, please do not hesitate to contact me in school.

Yours faithfully



Mrs Sadie Batstone
Vice Principal

Long Field Academy Educational Visits Parental Consent Form



NAME OF STUDENT: _____ TUTOR GROUP: _____

1. DETAILS OF JOURNEY

Destination of visit	New York and Washington	Date of visit	17-22 nd February 2019
Time of Departure from the Academy	Midnight 16 th February 2019	Time of arrival back to the Academy	TBC

I agree to my son/daughter taking part in the above-mentioned trip and, having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part.

2. MEDICAL INFORMATION

- a) Does your child suffer from any conditions, including recent physical injury, requiring medical treatment? Will he/she be in possession of any medication during the trip? YES/NO
(If YES please give brief details)

- b) Is your child allergic to any medication? Or does he/she have any other allergy? YES/NO
(If YES, please specify)

- c) Has your child received a tetanus injection in the last 5 years? YES/NO
- d) Does your child suffer from travel sickness and will he/she have any travel sickness medication with him/her? (If YES please give details)

- e) Does your child have any special needs, including dietary requirements, incontinence problems etc?
(If YES please give brief details)

3. ACTIVITY DETAILS (WHERE RELEVANT)

- a) Can your child swim? YES/NO
Please give details of abilities (distance, certificates). (Only complete this if swimming is included as an activity on the trip).

- b) Are there any activities in which your son/daughter may not participate during this trip?

4. EMERGENCY CONTACT

I may be contacted during the trip by telephoning the following numbers:

Home: _____ Work: _____ Mobile: _____

My home address is:

The address I will be at during the trip if different from above: (if applicable)

If not available at above, please contact:

Name: _____ Relationship to student: _____

Telephone Numbers: _____

Address:

Name, address and telephone number of family doctor:

5. DECLARATION

I have read all of the details of the trip and have completed the form to the best of my knowledge. I undertake to inform the trip leader as soon as possible of any change in circumstances between the date signed and the commencement of the journey. I undertake to pay all voluntary contributions by the date stated.

I confirm that my child is in good health. I agree that in the event of any minor ailment, e.g. headache; you may give my child any appropriate form of medication, e.g. Paracetamol, Ibuprofen etc. Details of the medication preferred:

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic as considered necessary by the medical authorities present.

Signed: _____ (Parent/Carer)

Date: _____

This form or a copy will be taken by the leader on the activity. A copy will be left with the Academy office and with two senior members of staff.

N.B: The Academy has a comprehensive insurance policy for trips off site. More details available on request from the Academy office.