



# Bishop Challoner

## Catholic Secondary School

Diocese of Portsmouth  
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 Headteacher: Mr J P Wright, BTh

Dear Parent/Carer

I am writing to let you know that a residential visit has been planned to visit Washington and New York in March 2018. During this visit the focus and main activities will be - Guide in Washington (Political and Historical), Smithsonian Museums, the Washington Memorial, the Empire State Building, a stop in Philadelphia (the Liberty Bell and Reading Terminal Market), tour of Harlem, 9/11 Memorial, New York Zephyr or New York Water Taxi to the Statue of Liberty Express, Ellis Island, Fifth Avenue, Times Square, Mass at St. Patrick's Cathedral, Central Park visit and entrance to Top of the Rock (Rockefeller Building).

<b>Date:</b>	26/03/18 – 01/04/18
<b>Location:</b>	USA – Washington, Philadelphia and New York
<b>Departure/Return times:</b>	Heathrow/JFK
<b>Method of Travel:</b>	Coach/Airplane
<b>Lunch Arrangements:</b>	Made By Bishop Challoner Staff, extra cost for lunch/dinner
<b>Passport/Visa/EHIC requirements:</b>	Passport, ESTA
<b>Clothing:</b>	Sensible, layers, waterproof, walking shoes
<b>Guide to Spending Money:</b>	£100 for meals. Any additional spending money discussed with family.
<b>Total Cost:</b>	£ 1235.05

Below is the breakdown of costs for the trip:

Compulsory Charge		Voluntary Contributions	
<b>Cost of Board and Lodging</b>	£1154.00	<b>Transport</b>	£22.00
		<b>Admission to Local Attractions</b>	
		<b>Other Associated Costs</b>	£59.05

**Payment for the costs associated with the transport, admission charges and other costs are voluntary. However, if insufficient voluntary contributions are received to cover the cost of the visit, then the school will have to cancel the trip.**

A full risk assessment has been carried out. All overseas travel is with fully bonded travel companies. A copy of the insurance policy is available for viewing at school. If you **DO NOT** wish your child to be photographed for display purposes within the school or online, please inform the trip leader in writing as soon as possible. Seatbelts must be worn as appropriate. A first aid kit and other medicines will be carried as appropriate. A parent/carer information evening will be held nearer to the time of departure.

A students' behaviour and/or school attendance in the lead up to the trip will be taken into consideration and if found to be unacceptable by the school they may be excluded with no refund of monies paid. All reasonable adjustments will be made for students with medical conditions to enable them to take part in the trip.

If the trip is oversubscribed a ballot will be held to determine the allocation of places, therefore if your child has applied and been unsuccessful for other trips, please let us know. If you wish your child to participate in this visit, please complete the reply slip and make the initial non-refundable deposit payment of £150. Cheques should be payable to Hampshire County Council and **must not** be post-dated. Please write your child's name and trip details on the envelope and hand in to the school office. If a ballot is held and your child is not successful in securing a place your deposit cheque will be returned.



In order to travel to America your son/daughter will also need to apply for an ESTA. This will need to be valid for the time of travel. Your son or daughter will be unable to travel if they do not have both a passport and a valid ESTA form. <https://esta.cbp.dhs.gov/esta/>

Yours faithfully

E MacDonald  
Trip Leader

**REPLY SLIP:** Please return by 17<sup>th</sup> February 2017

**FAO:** Finance Department

**TRIP TO:** USA

**Pupil's Name:** \_\_\_\_\_ **Tutor:** \_\_\_\_\_

I understand the total cost for the trip is £1235.05. This is made up of a compulsory non-refundable deposit of £1154.00 for board and lodgings and a voluntary contribution of £81.05

The school have made it very clear that whilst I am under no obligation to pay the voluntary contribution, if not enough voluntary contributions are received, the trip may have to be cancelled as school funds are limited.

I agree to pay a non-refundable deposit of £150 payable by 17<sup>th</sup> February 2017 (please make cheque's payable to Hampshire County Council) these should be placed in a sealed envelope, clearly marked with your child's name and trip details and handed to the Finance Department.

I agree to pay the final balance of £1085.05 by the 31<sup>st</sup> December 2017, I understand that I am able to pay in monthly instalments as follows, (this will be available online):

First Instalment of £108.50 by 31/03/17	Sixth Instalment of £108.50 by 31/08/17
Second Instalment of £108.50 by 30/04/17	Seventh Instalment of £108.50 by 30/09/17
Third Instalment of £108.50 by 31/05/17	Eighth Instalment of £108.50 by 31/10/17
Fourth Instalment of £108.50 by 30/06/17	Ninth Instalment of £108.50 by 30/11/17
Fifth Instalment of £108.50 by 31/07/17	Final Instalment of £108.55 by 31/12/17

I understand that in returning this contract I am asking the school to book travel arrangements for my son/daughter. I acknowledge that in the event that the trip has to be cancelled, I will not be entitled to a refund of the deposit paid.

I understand my child may be excluded from the trip if their behaviour and/or school attendance in the lead up to the trip is deemed to be unacceptable by the school, I will not be entitled to a refund of the deposit paid.

I have completed the Educational Visit Information Form and returned with this reply slip, I understand that failure to complete and return the Educational Visit Information Form will mean that my child is unable to take part in this activity.

I confirm that I would like my Son/Daughter to take part in the residential trip to the USA and agree to the above terms.

**Parent/Carer Name:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

