

TST/TDY

10 January 2018

Dear Parent/Guardian

**Re: New York Residential Trip 10 – 15 February 2018.**

Now that all our plans have been finalised I have pleasure in confirming the final details for our trip to New York. The forthcoming trip is fast approaching; the following information will help prepare your son/daughter for the journey and while they are there in Manhattan. I have arranged a meeting at school for students on **Thursday 18 January** 3.45-4.30pm; this will give them an overview and insight of the activities we will be doing and the expectations and standards that we expect while traveling. In addition students will have an opportunity to ask any questions they may have regarding the logistics of the trip.

In order to have a swift and smooth start to the journey please ensure students have their **passport** easily available in their hand luggage that we can check before boarding the coach for departure. Furthermore, we will be unable to carry any **liquids** in excess of 100ml through airport security in our hand luggage, you can check online for further details.

**Luggage Allowance**

**1 x 23K suitcase** – (if you intend to purchase clothes/goods etc, in New York; ensure you are within the 23K limit on your return or you will be required to pay an excess). Plus, **1 x cabin hand luggage** (do not exceed 45 linear inches (or 114 cm) in combined length, width and height; including any handles and wheels). Please have a black pen in your bag so you are able to complete USA immigration cards during the flight.

**Travel Arrangements - Outgoing**

Meet **07:15** at NSB/ON's car park for a **07:30 departure on Sat 10 Feb 2018**

Outbound - **Delta Airlines Flight Number DL2 – Terminal 3**

10 FEB LHR - JFK Dep: 12:30 Arr: 16:00 local time.

**Return Travel Arrangements**

Inbound - **Delta Airlines Flight Number DL 402**

14 FEB JFK - LHR dep: 20:30 Arr: 08:45 (15 Feb)

Arrive at NSB approx **11:30 – 12:00 Thurs 15 Feb 2018**

**Itinerary** – This is a summary of what activities we will be doing throughout the trip.

**Saturday 10 February 2018:** Travel + Meal + Empire State Building

**Sunday 11 February 2018:** MOMA + Central Park + Cooper Hewitt Museum + Meal

**Monday 12 February 2018:** 9/11 Museum + Staten Island Ferry + Brooklyn Bridge + Top of the Rock + Meal + Times Square

**Tuesday 13 February 2018:** Grand Central Station + Shopping + Meal + Broadway Show

**Wednesday 14 February 2018:** Whitney Museum of American Art + last minute shopping then depart for JFK: Flight

**Thursday 15 February 2018:** Arrive at NSB approx **11:30 – 12:00**

**Clothing - Warm Casual Clothing:** sensible, comfortable, everyday clothing - it will be cold!!!

Tights under trousers for girls maybe a good idea and be careful with trousers/leggings that are short exposing skin above the ankle, the wind may well be bitter. Long-johns for boys!!! Keep an eye on the weather forecast. Lip Balm/Moisturiser; Hat, Scarf, Gloves, appropriate footwear; (change of footwear) for possible wet/snow conditions. Thermal T-shirts, fleece etc.

**General Items** – Power adaptors, plug adaptors, phone chargers, rucksack & sunglasses.

**Hotel address:**

Roosevelt Hotel, 45 East 45<sup>th</sup> St, New York, NY 10017, USA

**Cultural/Art/Photography**

The trip is extremely beneficial to Art, Design & Photography students, therefore we will encourage those to record the Manhattan environment to support their studies in school. A small A6 sketchbook will be provided to record their ideas and complete a diary of their trip, as well as some basic drawing equipment. Art students should bring some additional dry equipment to record their ideas.

**Spending Money**

All students would appear to have access to an ATM card for the duration of the trip; take care with excessive amounts of cash and the use of a money belt maybe prudent. If a student would like me to look after some of their money during the trip and issue it out at a suitable time then please hand it to me on departure in a named envelop with the amount recorded on the front. The current exchange rate is currently in the region of £1 = \$1.30. When purchasing items in New York there is an additional tax of approximately 9%. In terms of how many dollars a student can take is entirely at your discretion; they will possibly purchase souvenirs, postcards and maybe even a present for you! Many of the students are keen on clothing brands and footwear that may require a larger spending budget.

**Valuables**

Students will be responsible for their own valuables on the trip if they wish to take them. I'm sure they will want to take their mobile phones (remember to switch off data roaming in USA), and possibly a separate camera. Please be aware that in the event of any claim being made if items get stolen, then this will inevitably impact on time reporting the incident to the authorities.

**Social Media**

I will also talk to the students about the use of Social Media at the meeting. It is important for them to be extremely careful when sending images (Facebook, Instagram etc); they should not put the staff, their peers or the school in a vulnerable situation at any point throughout the trip.

**Food**

As stated previously breakfast and dinner is provided, we also have an allowance for each student to cover lunch. If students have a large appetite they may wish to have a food top-up when necessary at a convenient point in the day, at their own expense. They could also consider packing some chocolate bars or suitable snacks that they can carry in their rucksack/bag during the day.

**Emergency Contact**

Emergency Contact Numbers – **Trip Leader** - Mr T Stanforth: - 07712 304672  
**Assistant Trip Leader** - Mrs J Rutherford: - 07561 108229

**Emergency Contact Number at school: -** Mr M Kneeshaw: - 07968 530221  
**and in the first instance.** Mr C Armstrong: - 07968 373231

*(Please note that these contact numbers should only be used for emergency purposes and not for general or travel information).*

We would also like to take the students Ice Skating in Central Park for a couple of hours, weather permitting, and would like your permission to do so. Therefore, can you please complete the reply slip below and return to me by the date shown as this is an additional activity we hope to do.

If you have any questions or concerns regarding any of the above or wish to discuss anything else regarding the trip arrangements, then please do not hesitate to contact me at school. Alternatively you can email me on [tstanforth@nsb.northants.sch.uk](mailto:tstanforth@nsb.northants.sch.uk).

Finally, both Mrs Rutherford and I are looking forward to supporting and working with the students to give them an opportunity to engage and experience American culture.

Yours faithfully



Mr T Stanforth  
New York Trip Leader

---

**Reply Slip to Mr T Stanforth – by Friday 19 January 2018**

I/We\* confirm that I/We\* have received the New York Trip Final Details Information letter. I/We\* do/do not\* give permission for my/our\* son/daughter\* to participate in the additional planned **Ice Skating** activities stated.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian)