



## HECKMONDWIKE GRAMMAR SCHOOL

EDH/LMS

8 October 2024

Dear Parent/Carer,

### **Trip to New York – Friday 23<sup>rd</sup> – Wednesday 28<sup>th</sup> May 2025**

We contacted you recently to inform you of our proposal to organise a visit to New York from the 23<sup>rd</sup> to the 28<sup>th</sup> May 2025, as part of the Pathways Programme. We are pleased to confirm that we have received sufficient interest to proceed to the next stage.

The trip is being organised with the help of the travel company Travelbound, which is registered with ABTA, IATA and ATOL.

Our provisional itinerary includes the following activities:

Please note that, at this stage, the itinerary is provisional and subject to change.

- Broadway Show
- Financial District
- Empire State Building and Observatory Visit
- 911 Memorial
- Central Park
- Macys Department Store
- Highline City Linear Park
- Statue of Liberty and Ellis Island boat
- Times Square
- Rockefeller Centre Top of the Rock observatory visit
- UN Headquarters

The cost of the Trip is £1675.00 which includes accommodation and Breakfast and:

- All travel from school to our hotel and return
- Accommodation for 4 nights at the Freehand NY (or similar). The return flight is an overnight flight.
- Entrance fees
- Metrocard
- Trip hoody
- Comprehensive insurance cover

The cost does not include other meals, ESTA/visas/passports or spending money.

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH  
Tel: 01924 402202 | Fax: 01924 418318 | Email: [office@heckgrammar.co.uk](mailto:office@heckgrammar.co.uk) | [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)  
Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

Please note that by paying the deposit you are committing to pay the full balance by the agreed deadlines. After Monday 14 October should you decide that your child can no longer attend the trip, we will only refund any monies paid if a replacement student can be found. We will subtract the fees required to change the passenger details with the airlines from these monies. At the time of writing the airline fee for amending a passenger name is approximately £100. If no replacement is found the balance will still be payable.

Unfortunately, our Risk Protection Assurance policy will not offer cover if a student is unable to attend due to having a positive Covid test, hence in such circumstances no refunds would be available.

Please note that in exceptional circumstances, the Tour Operator reserves the right to add surcharges (e.g., currency surcharge in case the value of the Pound drops significantly against the Dollar) which could slightly increase the cost.

The Payment schedule and dates are as follows:

- **Non-refundable deposit of £100 immediately (by Monday 14<sup>th</sup> October),**

Followed by three further payments to be received on the following dates:

- **2<sup>nd</sup> Deposit Instalment of £200 is due by 9am Tuesday 12<sup>th</sup> November 2024**
- **3<sup>rd</sup> Deposit Instalment of £200 is due by 9am Tuesday 10<sup>th</sup> December 2024**
- **Final Balance of £1175 is due by 9am Tuesday 4<sup>th</sup> February 2025**

The total cost of the trip is to be paid on ParentPay. When you make deposit payment via ParentPay you will be prompted to provide parental consent for your child to attend this trip and you will also be asked to input your contact /medical details directly into a confidential section of ParentPay.

Places are limited to 40 but please note that we do not operate a 'first come first served' policy – if more than 40 students express an interest in the trip, then 40 places will be selected based on the criteria as set out in our Educational Visits Protocol which is on our website. Any unsuccessful students will be placed on a waiting list.

Under the School Governors' Charging and Remissions Policy, this includes all the details outlined above. Insurance is included in the price (a copy of the policy can be provided), but you may have or wish to take out your own insurance.

### [Charging and Remissions](#)

#### **Important information regarding travel documents:**

All students will be expected to travel using their own passport. Please check your child's passport that it will be valid for the entire duration of the stay.

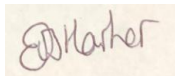
All students will also be required to obtain an ESTA visa waiver or a visa. More information can be found here: <https://www.postoffice.co.uk/identity/electronic-system-for-travel-authorisation>

If your child has a non-UK passport, please note that you will need to check with your embassy for your own personal circumstances.

School will not be responsible for any costs incurred due to cancellation costs incurred if a student cannot travel due to passport/visa restrictions. It is therefore vital that you check this as any payments made will not be refundable in such circumstances, and indeed further payments to the full total may still be due.

Please do not hesitate to contact me at [eharker@heckgrammar.co.uk](mailto:eharker@heckgrammar.co.uk) if you have any queries.

Yours faithfully,

A small rectangular image showing a handwritten signature in cursive script, which appears to read "E. Harker".

Mrs E. Harker

Pathway Lead – Business, Economics and Finance