

22nd September 2017

Dear Parent/Carer

A level Business Studies trip to New York

I am pleased to confirm that your son/daughter has secured a place on the Business Studies trip to New York, departing **Sunday 18th February and returning Saturday 24th February 2018**. Thank you for the deposit of £150; with the full price being £1025, that leaves a balance of **£875** to be paid. You are welcome to pay the full amount at any time or pay in stages as follows:

Interim payment of **£440** to be paid by **30th October 2017**

Final payment of **£435** to be paid by the **30th November 2017**.

We have to make the final payment to the tour company by 6th December 2017, but realistically, we need the payments in before this date so we can process them and pay the tour company. Please make all **cheques payable to Outwood Academy Valley**.

On the trip there will be 16 students and 2 staff members. A presentation for parents and students will be organised before the trip to give you more details and answer any questions. I have attached a proposed draft itinerary for discussion; we will aim to design the week around what students want to do! Events will be subject to change due to availability, weather etc.

Could you please make us aware of any potential medical problems or medication that may be needed to be taken during the trip?

We hope that you are looking forward to the trip and we will do everything we can to make it an enjoyable one. Further information including emergency contact numbers will be given before our departure.

Yours faithfully



Ms K Hamshaw

A Level Business Studies Teacher
Outwood Post 16 Centre

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)

Registered office: Potovens Lane Outwood Wakefield West Yorkshire WF1 2PF

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The Quality in Careers Standard >>>

The Quality Award in CEIAG (Prospects) meets the requirements fully for national validation by the Quality in Careers Standard (QICS)

ITINERARY – DRAFT PROPOSAL

Day 1:	Sunday, 18 February 2017
1:30	Group meet at Outwood P16 Centre to be taken by coach to the airport. Passport Check.
6:40	Check in at Heathrow International Airport, for Virgin Airlines Flight Number UA883
8:40	Flight departs
12:00	Arrive at Newark International Airport (local time)
13:00	Coach transfer to the hotel provided by European Study Tours
14:30	Anticipated arrival at hotel – Hotel Pennsylvania
Evening	Settle in the hotel and eat locally, head to Times Square shopping (buy Broadway tickets)
Day 2:	Monday, 19 February 2017
Morning	Take the tube to Central park and then walk to the National History Museum
Afternoon	Empire State Building and viewing from the top See the Flat Iron building and Greenwich Village
Evening	China Town for a meal
Day 3:	Tuesday, 20 February 2017
Morning	Ferry to the Statue of Liberty and Ellis Island
Afternoon	Optional helicopter flight or Seaport Shopping Centre
Evening	Walk over the Brooklyn Bridge to the world famous Pizza Restaurant for dinner

Day 4:	Wednesday, 21 February 2017
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- Morning** Behind the Scenes Tour of **Macy's Department Store**
- Afternoon** **Grand Central Station** and look brief visit to the **Chrysler Building**
- Evening** **Broadway Show or Ella's Stardust Diner**

Day 5:	Thursday, 22 February 2017
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- Morning** Guided Walking Tour of **Downtown Manhattan**
- Afternoon** **Freedom Towers, Ground Zero** and **9/11 Memorial Museum**
- Evening** Local Meal

Day 6:	Friday, 23 February 2017
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- Morning** Free time - Shopping/sight-seeing – **Times Square, 5th Avenue, Bloomindales, Trump Tower** and **MOMA (Museum of Modern Art)**
- Lunch** Eat locally - Shopping/sight-seeing or **Aircraft Carrier**
- Afternoon**
- 14:00** Group will be met at hotel by the airport transfer provided by European Study Tours
- 14:20** Depart for transfer to the airport
- 15:50** Check in at Newark International Airport, for **United Airlines Flight Number UA14**
- 18:50** Flight departs

Day 7:	Saturday, 18 February 2017
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- 06:55** Arrive at Heathrow International Airport (local time)
- Estimated** Students will call parents on their mobile phones to give an estimated time of arrival whilst on coach.
- 12:30** Group will arrive by coach to Outwood at the Post 16 Centre