



June 2018

Dear Parent/Carer

TRIP: New York International Business and Global Economy

The Business and Economics team would like to invite your son/daughter to join them on an overseas trip to New York City to see how the theories and principles they study are applied in international markets. The trip will cost £975.00 per student and will include the following key activities designed specifically to support your son/daughters studies.

- 1) Guided Walking Tour of the Financial District.
- 2) Guided Tour of the Federal Reserve.
- 3) Behind the scenes at Madam Tussards and global business workshop.
- 4) Behind the scenes tour and workshop at Macy's and an introduction to merchandising.

The trip will take place from 08th February to 12th February 2019 and students will fly from Heathrow Airport with supporting staff members. Whilst in New York they will have time to explore the area and see how different businesses operate in different environments, drawing comparisons between UK divisions and New York stores. This allows students to use relevant and up to date examples throughout their examinations and course work.

Travel Arrangements

Students will travel to Heathrow Airport by coach from Belfairs Academy on 08th February 2019 and will then board their flight with staff to New York, times and airlines will be confirmed nearer the date.

Once we arrive in New York students will then be escorted by staff to the booked coach that will take us to the Hotel Pennsylvania, where we will be staying. Travel around New York will be on foot as we are located in the centre of all visits that we have planned.

On February 11th the coach will collect us from the Hotel and transfer us to the airport where we will board an overnight flight back to the UK. We will land in the UK on 12th February where our return coach to Belfairs will be waiting.

The overall cost of this trip is £975.00 with a deposit of £150.00 due no later than 09th July to secure your son/daughters place. This deposit will be held by the Academy and a decision will be made on 10th July if the trip is to go ahead. Where the decision is taken by staff not to run the trip due to not enough students taking up the opportunity, then your deposit will be returned to you. However, if the trip is booked your deposit will be passed to the travel company and become non-refundable. Therefore if your son/daughter decides after confirmation of booking that they do not wish to attend your deposit will not be returned.

The remaining funds need to be paid no later than 10 weeks prior to travel. Monthly instalments can be paid through ParentPay to spread the cost of the trip based on the following schedule.

- Deposit of £150.00 to be paid by 09th July 2018
- 1st instalment of £165.00 to be paid by 30th July 2018
- 2nd instalment of £165.00 to be paid by 30th August 2018
- 3rd instalment of £165.00 to be paid by 30th September 2018
- 4th instalment of £165.00 to be paid by 30th October 2018
- 5th and final instalment of £165.00 to be paid by 30th November 2018

Included in the trip.

- 1) Travel to and from Heathrow Airport from Belfairs Academy.
- 2) All associated flying costs.
- 3) Accommodation.
- 4) Transport state side to the hotel and return to airport.
- 5) Travel insurance
- 6) All costs related to excursions during the visit.
- 7) 2 course meal at the Hard Rock Café.
- 8) 1 checked item of luggage.

What students will need.

- 1) Passport which must be valid to cover duration of travel.
- 2) ESTA – <http://estaapplicationform.com/application.aspx>
- 3) Spending money (this includes money for breakfast and lunch/dinner)
- 4) Packed suitcase of suitable clothing and footwear.

With parental consent students will be permitted in the evening to make their own dinner arrangements and explore the local area of the hotel, and strict curfews will be set for their return to the hotel. This will allow the students to view the diverse nature of New York as well as collect evidence and examples of comparisons between international and local businesses.

Students will be provided with a map of the area as well as contact details for all supporting staff members so that if there are any issues they can be resolved quickly and efficiently and staff will give key locations where they can be found throughout the evening to support students with their work and movements around the area.

If you wish for your son/daughter to take part in this trip, I kindly ask that you complete the attached consent forms and return them to reception as soon as possible.

Yours sincerely

Mrs S Norcross
Subject Leader Business and Economics

Please return to: Mrs L Milne, Finance Office, via Reception by **09th July 2018**

I wish to reserve a place on the **Business and Economics trip to New York on 08th – 12th February 2019** and I understand the conditions for participation.

I have paid a deposit of £150.00 via Parent Pay or have enclosed a cheque payable to Belfairs Academy. I also understand that deposits are only refundable if the required number of students for the trip is not met.

I have enclosed a copy of my child's **valid** passport

I have applied for a VISA (please supply copy when received)

I confirm that I am happy for my son/daughter to make their own dinner arrangements and have free time to explore the local area of the hotel.

If your child is on any medication, for example an epipen, please ensure that they have it with them for this trip.

I confirm that the medical data you have on file for my child is up to date.

N.B. If your child is suffering from a medical condition that you have not previously disclosed, please provide details below.

Medical Condition:

Signed: Parent/Carer Date:

Students Name: Tutor Group:

Contact Number