



11th September 2025

Dear Parent/ Carer,

Exciting Sixth Form Trip to New York City - Next Steps!

We are thrilled to be moving forward with preparations for the Sixth Form trip to **New York City**, and the excitement is building! This will be an unforgettable experience, and we want to share some important updates with you.

Next Payment Due - 18th September

A reminder that the **next payment is due by Wednesday 18th September 2025**, via **MCAS (MyChildAtSchool)**. Please ensure this is made on time to help us keep everything on track. Please note that we have extended this deadline slightly so that the new payment Systems on MCAS could be created. If you are having trouble access inf the APP and setting up and account then please contact the Sixth Form team.

A reminder of the full payment schedule for this academic year is here:

First Instalment: £425

Due by: 18th September

This payment will secure accommodation and preliminary bookings for key attractions.

Second Instalment: £425

Due by: 15th October

This payment will cover transportation within New York and selected educational activities.

Third Instalment: £425

Due by: 15th November

This payment covers the remainder of the flights.

Fourth instalment: £200

Due by: January 9th

This final payment completes the full cost of the trip and secures all remaining bookings. As stated previously, we will continue to fund raise and apply for grants, we will notify you closer to the final instalment date if we are able to reduce costs, but already there is excitement building ahead of the opening date of our Coffee Shop, where revenue will be used to support the costs of this trip.



Our Hotel Accommodation

We're pleased to confirm that students and staff will be staying at the:

Courtyard by Marriott New York Manhattan/Midtown East

866 Third Avenue, New York, New York, USA, 10022

Tel: +1 212-644-1300

[View Hotel on Marriott Website](#)

This hotel offers a fantastic base in central Manhattan, close to many of the city's iconic sights.

Get Ready: ESTA & Passport Guidance

All students will need a valid **passport** and an approved **ESTA (Electronic System for Travel Authorization)** to travel to the United States.

Apply for or Renew a UK Passport:

Visit the official government website:

<https://www.gov.uk/apply-renew-passport>

Apply for an ESTA:

You can apply online via the official U.S. government site:

<https://esta.cbp.dhs.gov/>

Please be aware: ESTA approval is essential for boarding the flight, so we advise completing this **as soon as possible**. If you have any concerns, please speak to the Sixth Form team.

Tickets and Itinerary

We are currently **securing tickets** for some truly exciting activities and Broadway shows! 🎭 🍷

The **full itinerary** will be shared soon, including sightseeing, cultural experiences, and free time to explore some of New York's most iconic attractions.

Cancellation Policy Reminder

We'd like to remind families that, as previously outlined, cancellation charges may apply depending on the timing and reason for any withdrawal from the trip. For full details, please refer to our letter dated July 4th 2025. This can also be found on our website here:

[SIXTH FORM | Tor Bridge High](#)

If you have any questions, or require support with passport or ESTA applications, please don't hesitate to get in touch.

We can't wait for this once-in-a-lifetime adventure and thank you for your continued support!

Warm regards,

Jemma Flaxton

Director of Sixth Form