



4th July 2025

Dear Parent/ Carer,

We are pleased to provide you with important information regarding the upcoming Sixth Form trip to New York City. This document contains the payment schedule, cancellation policies, and additional information to ensure a smooth planning process for all participants. We are excited about this incredible opportunity for our students to experience one of the world's most vibrant cities and expand their cultural horizons.

Payment Schedule

Thank you for your commitment to the New York City trip. We are delighted to confirm that all deposits have been received and flights have been secured and second payments will shortly be made to the tour operator. To complete the payment process, please note the following instalment schedule:

First Instalment: £425

Due by: 15th 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.

All payments should be made through the school's online payment system- we are changing systems in September and new details of how to access this will be sent to you at the start of the academic year. If you anticipate any difficulties meeting these payment deadlines, please contact the Sixth Form Office at your earliest convenience to discuss possible arrangements. We are committed to working with all families to ensure students can participate in this valuable experience, and our fundraising efforts have now been planned and will shortly begin.



Cancellation Policy

We understand that circumstances may change, and we want to ensure all parents are fully informed about the cancellation policy for this trip. Please review the following information carefully:

Time of Cancellation Charge Applied

Any time after booking Forfeit all deposits paid

70-29 days before departure 60% of the tour cost

28-15 days before departure 80% of the tour cost

14 days or less before

departure 100% of the tour cost

Please note that these are standard tour cancellation charges. However, there are additional considerations regarding flight bookings that are detailed below.

If you need to cancel your child's participation for any reason, please notify us in writing as soon as possible to minimize potential charges and allow us to manage arrangements accordingly.

Flight-Specific Cancellation Information

Flight Cancellation Charges

It is crucial to understand that charges for cancelling seats on flights differ from—and override—our standard cancellation charges shown in the previous section. There is an additional £125.00 charge for any cancellation to cover costs which will have been paid to the airline.

This means that even at the earliest stages of cancellation, there will be significant costs involved due to the airline's policies. These charges are unfortunately beyond our control and reflect the commitments we must make to secure group flight bookings.

Name Changes on Tickets

Once names have been submitted to the airline, amendments to any passenger name will incur either a name change or ticket reissue fee depending on the airline's individual policy. These fees vary by airline, but they can be substantial.

Therefore, it is essential that you provide accurate names exactly as they appear on the passport when requested and notify us immediately of any potential issues with travel documentation.

Please ensure all students' passports are valid for at least six months beyond our return date and meet all requirements for entry to the United States, including any visa or ESTA (Electronic System for Travel Authorization) requirements.

We will be holding an information evening closer to the departure date to review all travel documentation requirements in detail and answer any questions you may have about the practical aspects of the trip.

Financial Support Options

We recognize that international trips represent a significant financial commitment for families. We are committed to making this educational opportunity as accessible as possible for all Sixth Form students. Below are several funding options that may help reduce the financial burden that families and students can apply for directly:

Local Education Authority Grants- Sixth Form Bursary

Some of our students will be eligible for the Sixth Form Bursary for educational trips. We will share details of how this can be applied for in September and we will have application forms ready as soon as they are available from the Local Authority.

Our students will shortly begin their fundraising campaigns, parents who have expertise or connections that might support these fundraising efforts are warmly invited to get involved. Please contact the sixth form office if you would like to contribute ideas, resources, or time to these initiatives.

A comprehensive pre-trip meeting will be conducted closer to the time, where we will distribute detailed itineraries, discuss expectations, and address any questions or concerns. This session will also cover practical matters such as currency exchange, packing recommendations, and communication plans while abroad.

We are working with experienced educational tour providers to ensure that our itinerary maximizes both the educational value and enjoyment of this opportunity. The schedule will include structured activities as well as some supervised free time for students to explore specific areas in small groups.

Next Steps and Contact Information

As we continue preparations for this exciting journey to New York City, we want to ensure clear communication throughout the process. Here's what you can expect in the coming months:

1. Payment reminders will be sent via email before each due date
2. A detailed information evening will be held closer to the time- date to be confirmed
3. Pre-trip student workshops will take place in December to prepare students culturally and practically
4. Final itineraries and packing lists will be distributed in January

If you have any questions or concerns at any point in the process, please don't hesitate to contact us on sixthform@torbridge.net or 01752 207860

We are incredibly excited about the opportunities this trip will provide for our Sixth Form students. New York City offers an unparalleled blend of cultural, educational, and personal growth experiences that will benefit students regardless of their academic focus

or future plans. The memories and lessons gained from this trip will stay with them long after they've returned home.

Thank you for your support in making this opportunity possible for your child. We look forward to working together to ensure this is a safe, enriching, and thoroughly enjoyable experience for all participants.

With warm regards and excitement for the journey ahead,

Mrs J Flaxton

Director of Sixth Form

Tor Bridge High