

January 2018

Dear Parent/Carer

Re: A level Business Studies trip to New York

I am pleased to say 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 full payment and arranging your son/ daughter's ESTA.

On the trip there will be 16 students and 2 staff members. We will use a buddy system for extra security throughout the trip, where students must remain with their buddy at all times. Each student will have the phone numbers of the staff and other members of the group. In addition, an agreed meeting point will be identified for each activity in the unlikely event that we get split up.

We also offer the option of remote supervision (this has been risk assessed and approved by Nottinghamshire County Council). This involves students being allowed to go off in small groups in a local area where a member of staff and the rest of the group are in relatively close proximity. The small satellite group will have to make regular contact with the main group and will not be allowed to stray far. This may be used if students want to go in a different shop or restaurant. Please sign the consent form if you agree to this level of supervision. Alternatively, you have the option of your son/daughter being supervised by staff at all times.

A presentation for parents and students will be organised for **Thursday 18th January at 3pm** to give you more details, and answer any questions. However, I have attached a proposed itinerary; 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 and return the consent form attached?

We hope that your son/daughter is 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



Miss K Hamshaw
A Level Business Studies

Consent Slip – Remote Supervision – New York. To be returned to P16 reception

I give/ do not give consent for my son/daughter _____ to be 'remotely supervised' during the New York visit.

Signed _____ Date _____

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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 2018
1:30	Group meet at Outwood P16 Centre to be taken by coach to the airport. Passport Check
5:40	Check in at Heathrow International Airport, for United Airlines Flight Number UA883
8:40	Flight departs
12:00	Arrive at John F Kennedy International Airport (local time)
13:00	Coach transfer to the hotel provided by European Study Tours
14:30	Anticipated arrival at hotel – Hotel Pennsylvania. Address - 401, 7th Avenue & 33rd Street, New York, 1000. Phone Number - (212) 736-5000
Evening	Settle in the hotel and eat locally, head to Times Square shopping (buy Broadway tickets)
Day 2:	Monday, 19 February 2018
Morning	Take the tube to Central park and then walk the National History Museum
Afternoon	Empire State Building and viewing from the top See the Flat Iron building and Greenwich Village
Evening	Local for a meal
Day 3:	Tuesday, 20 February 2018
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 Julianos for dinner
Day 4:	Wednesday, 21 February 2018
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 2018
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Morning Guided Walking Tour of **Downtown Manhattan**

Afternoon **Freedom Towers, Ground Zero** and **9/11 Memorial Museum**

Evening **China Town** for local Meal

Day 6:	Friday, 23 February 2018
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Morning Eat locally - Shopping/sight-seeing or **Aircraft Carrier**

Lunch Free time - Shopping/sight-seeing – **Times Square, 5th Avenue, Bloomindales, Trump Tower** and **MOMA (Museum of Modern Art)**

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 John F Kennedy International Airport, for **United Airlines Flight Number UA14**

18:50 Flight departs

Day 7:	Saturday, 24 February 2018
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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