

Lt11Bs

March 2019



West Kirby  
Grammar School

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Dear Parent/ Carer

### **THEATRE VISIT TO NEW YORK 13-17 February 2020**

I am pleased to confirm that our optional theatre visit to New York will go ahead in February 2020.

The company I have approached to help with the organisation of the trip, European Study Tours, are in the process of booking accommodation, flights, meals, show tickets and workshops. I am sure that you will appreciate that this will take time, therefore I will contact you again with a full itinerary and further details once bookings are available and confirmed.

It is still expected that the cost of the trip will be no more than £1500 per person. As such I would like to take this opportunity to advise you of the deadline for the four further non-refundable payments of £300 which I referred to in my previous letter.

#### **The next payment of £300 is to be made by Thursday 16 May 2019**

Followed by 3 remaining payments of £300:

**4 July 2019**

**12 September 2019**

**17 October 2019**

All payments should be made to the Finance Office (Cheques should be made payable to West Kirby Grammar School with the student's name, form and New York on the reverse) **or using the on-line payment system.**

It is possible to make over payments at any stage, however please note that it is vital that the deadlines are met in order for the booking to proceed. I have been advised that failure to meet payment deadlines could result in students losing their place. **This is particularly important for students who will be on study leave, as they may miss reminders in the school notices etc.**

**Please note:** we have been advised that, in line with current government guidelines, passports should have at least **six months** until expiry from the date of travel. There is an online tool for checking a passport's validity and we should be grateful if you would use this: <https://www.passport.service.gov.uk/check-a-passport>. To assist with booking flights I will need a photocopy of your daughter/ ward's passport at the earliest opportunity, but no later than 15 May 2019. Each student will also need to apply for an ESTA, I will advise of this in my next letter.

If you require any further information, please feel free to contact me at school or via email; [ltaylor@wkgs.net](mailto:ltaylor@wkgs.net)

Yours sincerely

L Taylor (Mrs)  
Teacher of Drama and Theatre Studies