

Dear Parent/Carer

9 April 2018

It is our great pleasure to write to you to confirm that your son/daughter has successfully secured a place on the New York City Performing Arts Trip in February 2019. We would also like to take this opportunity to remind you that while the students' places are currently secure, this is on the proviso that they continue to meet the high behaviour expectations made of them here at The Castle School. If, for any reason, there is a change of heart or a change in situation with regards to your child's place on this trip, please contact us as soon as possible.

The trip is fast paced as we try to cover as much as possible in our stay. We have booked to have 2 intensive workshops with a professional Broadway performer. The workshops will cover the three strands of the Performing Arts; acting, singing and dancing. The workshops are challenging and we hope students will gain a valuable insight into the life of professional performers. All students will be expected to participate in both workshops and fully commit to the experience.

We ask that you keep a copy of the payment schedules and remind you that the second half of the deposit (£200) is due by 9 May 2018.

As mentioned previously, all individuals travelling to the US must have a passport that is valid for 6 months after the date of travel. In this instance until the end of August 2019. If your child doesn't currently hold a passport or their passport needs to be renewed we encourage you to process this application as soon as possible. You will need the passport number to apply for the ESTA, for entry to the US. All individuals travelling to the USA must have completed an ESTA. The application costs \$14. Once you have applied please print the authorisation page and provide us with a copy by 15 January 2019. Please make a note of the reference number and keep it safe. You can only apply online. An ESTA lasts for 2 years. <https://www.gov.uk/foreign-travel-advice/usa/entry-requirements>.

We will be in touch with you in due course with information about the parents' information evening that we will be holding in school at the start of the academic year. Please do not hesitate to contact us with any further queries you may have.

Yours sincerely

Jesney Stone  
**Teacher of Dance**

Alexa Step  
**Head of Drama**