

September 2011

Dear Parents and Sixth Formers

**Sixth Form trip to New York**  
**Wednesday 26<sup>th</sup> October – 30<sup>th</sup> October 2011**

I please to confirm that 47 girls will be participating in the forthcoming Sixth Form trip to New York and I would like to invite you all to attend a briefing on Tuesday 4<sup>th</sup> October at 6pm, in Founders Hall in order to receive more detail regarding this field trip and the planned itinerary. If you are unable to attend, I am happy for you to contact me by telephone with any further queries.

All visitors to the USA need to complete the ESTA online registration in order to receive the Visa Waiver. In the past girls have been able to complete their application at school but as of October 2010 a fee has been introduced (\$14) which has to be made via a credit card transaction, hence making this option impossible.

To register, you need to log onto the website <https://esta.cbp.dhs.gov/esta/> and complete all the **mandatory fields** and make the final payment. Please print off a copy of your Authorization Approved document (with the relevant application number and expiry date). Please complete this process by Friday 30<sup>th</sup> September 2011.

I have also attached the New York code of conduct, which must be signed by all parties, again by the 30<sup>th</sup> October 2011.

I look forward to seeing you all on the 4<sup>th</sup> October,

Best wishes,



Ms Jacqui Newman  
Head of Sixth Form