**Washington Checklist**

We thought we would put together a short checklist to help with any final questions about what to bring on the trip. Below are our ideas, based on visiting the city before and some common sense!

Passport – clearly important, please don’t forget it! Or renew it in the next 4 weeks!

ESTA – please make sure you have completed your pre-clearance document, from the website linked on Moodle, at least 72 hours in advance of departure. We recommend making a note of your reference number and keeping it with your passport just in case you need to refer to it. Applications can only be made through this weblink (<https://esta.cbp.dhs.gov/esta/>) and applications cost $14.00. If you have obtained an Esta in the last two years you can just update your application with the details overleaf at no extra charge.

Money – breakfasts are supplied by the hotel but other meals are not. We suggest a daily amount of $40.00 to cover other meals and any ‘high end’ souvenirs you may want them to bring back for you. Entrance to all attractions and sites are already paid for. We will be providing a travelcard with funds on it to cover our planned itinerary – they may need to top up if using in their free time. Tipping is expected in restaurants for sit down meals – this is usually around 15-20% of the bill.

Towels, Bedding etc – are all provided by the hotel, no need to bring any with them.

Clothing – there is a good chance that it will be cold in Washington (below freezing) so we suggest a warm coat and plenty of sweatshirts, fleeces etc. Hats and gloves will be useful too, especially on the trip to Gettysburg, where we will be spending a few hours on the battlefield itself. We also recommend a good pair of walking shoes for this day in particular, and the trip in general, as we will be moving around the city predominantly on foot.

Valuables – we recognise that on a long trip like this students will want to bring mobile phones / ipods etc. We would just ask them to be vigilant with them and look after them properly. If the rooms have safes in, we would recommend that they use them. Most of the places we are visiting will have the highest levels of security and electronics may not be allowed into the buildings – even if they are, they will make the security clearance process even longer than it would normally be. They should think very carefully about what they bring with them and the school cannot take any responsibility for valuable items. The USA also works on a different electrical system than we do, so they will need to bring/buy a plug convertor if they want to recharge equipment. It’s probably a good idea to check your phone provider charges in the USA to avoid larger bills!

Safety – we will be based in the centre of the city and spend most of our time together. There will be periods of free time and we ask that students move around in small groups at these times and never wander off on their own. Public transport will always be used in groups. Meet times back at the hotel will be given on each day.

Please note that the baggage allowance for the flight is one checked bag and one carry on – shouldn’t cause a problem with a 4 day trip! There is no school arranged drop off or pick up at the airport – please let us know if you are struggling with getting to and from the airport and we will help to find a solution.

Below you will find the flight and accommodation details for the trip – please can you ensure you meet at 8.30am on the main departures concourse at Heathrow Terminal 5 so that we can help British Airways process our check in and security screening as easily as possible.

**Flights**

**Outbound**

**Thursday 20th February 2020 - please arrive at Heathrow T5 at 8.30am to ensure adequate time to check in and clear security. Meet on main concourse.**

**British Airways (BA217) - Depart 11.50am from Heathrow Terminal 5, Arrive 3.15pm Washington Dulles Airport**

**Inbound - Monday 24th February 2020**

**British Airways (BA216) - Depart 6.25pm from Washington Dulles Airport, Arrive Heathrow Terminal 5, Arrive 6.30am next day (Tues 25th Feb)**

**Hotel Details**

**Hotel Harrington, 11th and E Street NW, Washington DC, 20004-1398.**

**Telephone 001 202 628 8140**

**www.hotel-harrington.com**

**Staff**

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**Mr A Blunt**

**Mr R Pletts**