

Welcome to Activities here at BSJ! Activities are a large part of school life across all stages of the school and we hope you and your child can find something that interests you. To register for the Extra Curricular Clubs and Activities programme we use an online booking system called CHQ. The programme is specifically designed for the registration and management of activities after school. It makes it easier for parents and students to sign up for activities whilst also allowing you to manage your child's time after school. CHQ has many possible uses, allowing you to monitor team involvements, sports, activities, payment, attendance and absences etc. Directions on how to use this programme are available on our school website under the 'Sport & Extracurricular' tab.

The Activities Programmes change each term but a copy of each programme (Key Stage 1 and Year 3-13) can be found on our school website. Some activities are available all year whilst others will only be run for one Term. You will also notice that not all activities incur a cost – those run by teaching staff are free, whilst those arranged through external providers are the ones where payment is necessary.

The purpose of this letter is to give you the necessary information to be able to access and effectively use the system, this includes:

**Your child's username and password** - The system uses the same login details that your child uses at school to access our system. For Secondary students your son/daughter already has these details, therefore please ask them or allow them to sign-up for activities themselves. Once submitted all activity choices will be emailed to parent email addresses for your information/checking.

All Year 1-6 Primary students have a username and password for both their school system AND for CHQ Activity Bookings. Your Primary child's login details will be emailed to all parents at the beginning of the school year. If you have lost/forgotten these details, please contact the Primary Office ([primary@bsj.sch.id](mailto:primary@bsj.sch.id)) or the Activities Office ([activities@bsj.sch.id](mailto:activities@bsj.sch.id)).

I would encourage you to try your child's log in details before the sign up date for each Term. The dates for activities registration can be found in the school calendar via our school website. The system will allow you to log in (refer to the user manual and registration video on the school website <http://www.bsj.sch.id/174/activities>) but it will not allow you to sign-up for Activities until registration officially opens (please refer to school calendar). To login simply go to <http://seasia.mychq.net/bis-jakarta> or follow the CHQ link on the school website. Once registration is complete, the Activities Office usually has a period for processing where activities lists will be finalised. Please note that we do not work on a 'first come, first serve' basis but we allow for randomisation of choices based on your preferences. Parents will then receive a confirmation email of successful activities.

***Please note:*** Any Foundation Stage students wishing to register for Saturday swimming will do so NOT through CHQ, but will complete the application form on the school website and submit to the Activities Office.

**Payment** – Payment for applicable activities will be made AFTER YOU HAVE RECEIVED YOUR CONFIRMATION EMAIL and can be made in many different ways. Please read the bottom of the Confirmation email for exact payment methods and locations.

I thank you in advance and look forward to a smooth Term of activities.

Kind regards,  
Gemma Hudson  
(Activities Coordinator)