



7 March 2019

### Quest Week 2019 - Important Information for Y8-12 Students

Dear Parents and Students,

We are pleased to announce that the process for Quest Week 2019 has begun. Quest Week 2019 will take place during the week Monday 4<sup>th</sup> November to Friday 8<sup>th</sup> November with most overseas trips departing and returning during the weekend before and after.

#### The Quest Week Website:

The website went “live” at 6pm on Wednesday 6<sup>th</sup> March. **Please be advised that the Year groups listed apply to the 2019/2020 school year** (eg. if your child is currently in Year 10, they will need to look at the Y11 options). We have a range of overseas and local options available for your child to choose based around service and/or action and catering for all tastes.

The website can be accessed through this link <http://questweek.is.island.edu.hk/>, through the ISLE (for students) or from the Island School Home page by following the tab “Life at IS” - “Quest Week” - ‘Click here to visit the Island School Quest Week website’. Please note that there are several pages of options for all year groups.

We ask you to look through the options together with your child, considering the different range of trips available and look to create a balance of activities over their time at Island School. It will be assumed that this has taken place and any trip that is signed up for has been done with your permission.

#### Sign Up Details and Procedure:

The sign ups will happen using the Isle System and can also be accessed from the Quest Week Menu tab.

Sign ups for the options will open as follows:

- Current Y12's on Thursday 14<sup>th</sup> March at 8:00pm
- Current Y11's on Friday 15<sup>th</sup> March at 8:00pm
- Current Y8 to Y10 on Saturday 16<sup>th</sup> March at 5:00pm (this has been brought forward from 8pm)
- Sign Up System closes to all Year Groups on Monday 18<sup>th</sup> March at 10:00pm

Y7's do not need to sign up as they will all be going on the Y8 Camp. There is no further action needed for Y7's at this time, except to get excited and wait for further information later in the year.

If you are certain that your child will be leaving Island School before the start of Quest Week on 4<sup>th</sup> November 2019, please ensure that they sign up to the “I am LEAVING Island School” option when the sign up starts as it is important that every student selects one option in the sign up system.

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For all other students, please be aware that, **PRIOR to the opening of the sign up**, if your child wishes to join an overseas trip they must have both an image of their Passport Photo page (or China Entry Permit for travel to China if they will travel with this document in place of their passport) and HKID card uploaded to the system before they can access the sign up system. If your child already uploaded their documents last year, they will need to verify that they are correct. If their passport is due to expire before Quest Week, please still upload a copy of their current passport. On receipt of a new passport your child will need to upload the new images AND update the document information. Please make sure that all of their documents follow the guidelines for size and orientation and that you can read the information in their pictures as this is the information that will be used to book their flights. If you can not read the information, neither can we. Full details explaining the sign up procedure are linked here: [System Sign up procedures](#).

During the sign up, the system will allow your child to select one option plus a waitlist for their first choice (if it is already full when they are signing up). Please note that your child must be accepted on one option before they can join a waitlist. Your child should **NOT** put themselves on a waitlist if they have been accepted into their first choice as the system will automatically move them to the waitlisted option if a space becomes available and **this can not be undone**.

If you and your child are considering an overseas trip please think very carefully about whether they may be involved in an external or re-sit exam during that period. It is your child's responsibility to check this and make sure they do not have a clash. If it is likely that your child will leave Island School before Quest Week 2019 please help our planning by signing up to the 'I am likely to leave Island School' when the sign up starts. We would also strongly encourage them to not choose an overseas option. **Please be advised that flights are booked prior to the Easter break, this makes all deposits NON REFUNDABLE** and the final payment is due in June in order to make further necessary payments.

#### **Payment Due Dates:**

- Overseas Trip Deposit and Indemnity Forms due - March 26th
- Local Deposit and Indemnity Forms due - April 10th (at the 1st Quest Week Meeting)
- All Balance Payments due before the end of Term 3 (June '19, exact date To be confirmed)

Kind regards,

Ms. Sasha James and Mrs. Stephanie Weathington