2nd September, 2013

Dear Parents,

Please be reminded of the following contingency measures.

Contingency Measures for Adverse Weather Conditions

Tropical cyclones normally affect Hong Kong between May and November. In case of tropical cyclones or heavy rain, the Education Bureau (EDB) will inform parents of closure of schools if necessary. Announcements will be broadcast through radio or television, informing the public about the arrangement, before students set off for school at the time listed below:

* Before 6:00 am for AM and whole-day schools, and
* Before 11:00 am for PM schools

(Such announcements will be made repeatedly at regular intervals.)

Under special circumstances, the EDB may announce school closure for specified district(s). Students living in the district(s) concerned are not required to go to school, even if they go to schools in other districts. Queen's College is located in Wan Chai District. Parents should know the district names of their residence.

Parents should be advised that they should exercise their discretion in deciding whether they would send their children to school in the event of adverse weather conditions. They should keep their children at home if they consider that local weather, road, slope, traffic or transport conditions have not resumed completely normal. With parents' letter explaining lateness or absence caused by adverse weather or flooding, students will not be considered as truants or subject to any punishment. Special arrangements will also be made for internal examinations.

In case of adverse weather conditions, parents should pay special attention to ensure that suitable arrangements can be made for their children. The school will also take adequate action to ensure the safety of both students and staff at school.

A. Tropical Cyclones

<table>
<thead>
<tr>
<th>Weather condition</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Tropical Cyclone Warning Signal No. 1 OR 3 is issued</td>
<td>School will operate as usual unless further announcement from the EDB is released.</td>
</tr>
<tr>
<td>* When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued</td>
<td>School will lose. (If students have already set off for school and the Warning Signal Pre-No. 8 / No. 8 or above is issued, the school premises will be opened to receive the students and keep them until proper arrangements can be made for them to return home at an appropriate time.)</td>
</tr>
</tbody>
</table>

* When the EDB announces suspension of schools during school hours when a Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued, under safe conditions, the school will first dismiss students who live far away from school subject to parents’ permission, followed by the rest of the students. Our staff will take care of students who wish to stay in the school premises until it is safe for them to leave with the permission of their parents.
B. **Heavy Persistent Rain**

The Hong Kong Observatory adopts a 3-level rainstorm warning system – Amber, Red and Black. Parents should stay alert to the announcements from the HK Observatory and the EDB once a rainstorm warning is issued. In case of rainstorms, the following arrangements will apply accordingly:

<table>
<thead>
<tr>
<th>Rainstorm Warning Signal</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMBER</strong></td>
<td>The school will operate as usual in most cases unless a special arrangements are made by the EDB.</td>
</tr>
<tr>
<td><strong>RED or BLACK</strong></td>
<td></td>
</tr>
</tbody>
</table>
| (i) Before 6:00 a.m.    | ✗ The school will close for the whole day.  
                          | ✗ Internal tests and examinations will be postponed. |
| (ii) Between 6:00 – 8:00 a.m. | ✗ The school premises will open and contingency plan will be activated. Students who arrive at school will be looked after until the conditions are safe for them to return home. |
| (iii) Between 8:00 – 10:30 a.m. | ✗ Students who have not left for school are not required to go to school and should stay at home. Students on the way to school should proceed to school or return home under safe conditions, or they should stay in a safe location.  
|                           | ✗ The school will operate until normal dismissal time and students are retained until conditions are safe for them to return home. |

C. **Arrangement of internal and public examinations due to closure of schools**

1. Internal school tests and exams will be postponed due to school closure. Dates of supplementary examinations will be announced after the school resumes. Other examinations will take place as scheduled.

2. The school will consider individual cases and make special arrangements for individual students who cannot attend tests or examinations due to adverse weather, road, traffic or transport conditions in their neighbourhood.

3. Public examination (HKDSE) may or may not be affected by adverse weather. Parents should refer to the special announcement made by the Hong Kong Examination and Assessment Authority (HKEAA) broadcast through radio and television accordingly.

Please sign and return the reply slip. The school will carry out the above contingency plan for adverse weather conditions based on parents’ preferences and take necessary precautionary measures.

LI Sui Wah  
Principal  
Queen's College
Reply Slip

To:
The Principal
Queen’s College

I have noted the school circular regarding contingency plan for adverse weather conditions. Please be informed that if EDB announces the closure of schools during school hours in the event of adverse weather, I will take the following action:

(* Please ☑ whichever is applicable. Choose only ONE option.)

☐ (a) My child will go home immediately by himself.
☐ (b) I will personally come to school to pick up my child.
☐ (c) I will be informed by the school first, and my child will go home by himself only under my consent. (I understand that the school has about 1,000 students and with only a few extensions, it takes time for my child to phone home.)
☐ (d) Others (please specify)

Please be informed that I have told my child about my decision. My emergency contact numbers are: __________________________ (Mobile)
________________________ (Office)
________________________ (Home)
________________________ (e-mail)

Parent’s Signature: __________________________
Parent’s Name: __________________________
Student’s Name: __________________________
Class: _______ Date: ________________________