



Founded 1862

Dear Parents,

Contingency Measures for Inclement Weather Conditions

The purpose of this notice is to inform parents of the arrangements under the inclement weather conditions. Special attention is drawn to the different arrangements in the event of tropical cyclones and heavy persistent rain. The development of tropical cyclones is progressive and the effects are more lasting. With the announcement of suspension of classes in case of tropical cyclones, the School will arrange students to return home under safe conditions. For heavy persistent rain, however, adverse situation could develop quickly and dissipate quickly. Therefore, the School will continue their lessons when RED/BLACK rainstorm warning signal is issued during lesson time and will not send students home immediately.

In exceptional circumstances, the EDB may announce the suspension of classes in only one or just a few districts. In that case, students whose schools are in that/those district(s) as well as students who are living in that/those district(s) need not go to school. **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 or not to send their children to school at the time of inclement weather. They should keep their children at home if they consider that local weather, road, slope, traffic or transport conditions at that time have yet to resume normal. With parents' letter explaining lateness or absence caused by inclement 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 inclement 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

Weather condition	Action to be taken
When Tropical Cyclone Warning Signal No. 1 OR 3 is issued	The School is to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued*	Classes of the School are to be suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	Unless previous announcement has been made to the effect that classes will be suspended for the entire day, the School is to resume if Tropical Cyclone Warning Signal No. 3 has been issued by 5:30 a.m.

*If students have already set out for school when Pre-No. 8 / No. 8 is issued, the School will activate the contingency plan to ensure that school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time.

B. Heavy Persistent Rain

Parents should stay alert to the announcements from the HK Observatory and the EDB once a rainstorm warning is issued. In the event of rainstorms, the following arrangements will apply accordingly:

Rainstorm Warning	Action to be taken
AMBER	Unless the EDB has made special announcement on suspension of classes, the School is to operate as usual.
RED or BLACK	
(i) Issued before 6:00 a.m.	✘ Classes of the School are to be suspended all day. ✘ The School will activate contingency plan and arrange staff to look after students who might arrive and ensure that conditions are safe before allowing students to return home.
(ii) Issued between 6:00 – 8:00 a.m.	✘ Classes of the School are to be suspended all day. ✘ The school premises are open until the end of the normal school hours and staff is arranged to look after those students who have arrived at school. The School ensures that conditions are safe before allowing students to return home. ✘ Students who have not left for school should stay home.
(iii) Issued between 8:00 a.m. – 3:30 p.m.	✘ The School continues the lessons until the end of the normal school hours and ensures that conditions are safe before allowing students to return home.

C. Arrangement of internal and public examinations due to suspension of classes

1. Internal school tests and exams will be postponed due to suspension of classes. New dates of 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 inclement weather, road, traffic or transport conditions in their neighbourhood.
3. Suspension of classes as a result of tropical cyclones or heavy persistent rain does not necessarily imply the postponement of a public examination scheduled for that day. Parents should refer to the special announcement made by the Hong Kong Examinations 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 inclement weather conditions based on parents' preferences and take necessary precautionary measures.



LI Sui-wah
Principal

1.9.2017